



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  
March 4, 2019  
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>	Raymond Lotito	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, March 4, 2019

Time: 6:30 p.m.

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

Conference Call No.: 712-775-7031

Code: 109-516-380

### ***AGENDA***

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

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

#### **III. Professionals Reports**

- A. District Counsel
- B. Landscape Maintenance - Yellowstone Maintenance Report (*to be Distributed*) **Exhibit 1**
  - Update on Cost for Plants at Ayrshire Stormwater Structure
  - Update on Re-Seeding of North and South Sides of Structure
- C. DPFG Field Report
  - February Operations Report & Grade Sheet **Exhibit 2**
  - February Score Card **Exhibit 3**
- D. Engineer Report - Stantec
- E. Pond Manager – American Eco-Systems (*to be distributed*) **Exhibit 4**

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

- A. Consideration & Approval of Minutes of the February 4, 2019 Meeting **Exhibit 5**
- B. Consideration & Acceptance of the January 2019 Financial Statements **Exhibit 6**
- C. Ratification of New Tampa Fence Proposal – Ayrshire Storm Water Structure Fence - \$900 **Exhibit 7**
- D. Ratification of Innovation Employer Solutions Agreement and Review of Paychex Payroll Termination Letter **Exhibit 8**

**V. Business Matters**

**A. Old Business**

**B. New Business**

1. Consideration and Acceptance of Well Drilling Proposals
  - a. Accurate Well Drilling - \$12,479.64 **Exhibit 9**
  - b. Huss Well Drilling - \$18,990.00 **Exhibit 10**
  - c. Yellowstone - \$5,201.20 plus \$30 per foot to drill **Exhibit 11**
2. Consideration and Acceptance of Ceiling Fan Proposals for Pool Structures
  - a. Amazon - \$1,399.96 **Exhibit 12**
  - b. Dan's Fan City - \$1,886.77 **Exhibit 13**
  - c. Home Depot - \$899.95 **Exhibit 14**
  - d. Lowe's - \$1,899.95 **Exhibit 15**
3. Consideration and Acceptance of ADA Website Proposals
  - a. ADA Site Compliance **Exhibit 16**
  - b. ClearTech Interactive **Exhibit 17**
  - c. Horton Group **Exhibit 18**
  - d. Onix **Exhibit 19**
  - e. VenturesIn.Com **Exhibit 20**
  - f. Webstix **Exhibit 21**
  - g. 360 PSG.com **Exhibit 22**
4. Consideration and Acceptance of Basketball Fence Repair Proposal
  - a. New Tampa Fence - \$4,700/25% Deposit Required **Exhibit 23**

**VI. Staff Reports**

- A. District Manager
- B. Maintenance Supervisor

**VII. Audience Comments on Other Items**

**VIII. Supervisor Comments and Request**

**IX. Adjournment**

**EXHIBIT 1.**

*(To Be Distributed)*

## **EXHIBIT 2.**



# BALLANTRAE CDD



**February 2019**



# SUMMARY

---

- Inspection date: February 15<sup>th</sup>, 2019
- Turf performance around clubhouse good with Bahia areas stressed. Plant beds exhibit ant beds and almost no mulch. One Bike rack is down by playground entrance.
- Hedges are neatly trimmed. Annual plantings appear good. Monuments are clean with individual issues.



# CLUBHOUSE AREA





# CLUBHOUSE BERM





# BACK OF PARK AREA

- Corner behind swings contains a cluster of trees
- Construction material were present behind fence of residence. Located on CDD Property





# BREAMAR ANNUALS & POTENTIAL HAZARD





# CASTLEWAY WIRE BOX MISSING LID





# CUNNINGHAM MAGNOLIA DOWN





# LINTOWER ROAD HAZARD



# LINTOWER

---



- This area exhibits road damage at the crosswalk and entry
- Holes will deteriorate with continued traffic



# WIRE RISER BOX PLASTIC COVER IN HEDGE BED





# IRRIGATION WELL BEHIND LIFT STATION





# AYRSHIRE MAGNOLIA TREE LIMBS LOW



# STRAITON ENTRANCE



- Hedges and shrubs trimmed nicely.
- Turf was stressed.



# MAIN ENTRANCE





# BALLANTRAE VISUAL GRADE SHEET

February 2019

LANDSCAPE MAINTENANCE	MAXIMUM VALUE	MONTHLY SCORE	January	December	November	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	4.5	5	5	5	
TURF FERTILITY (dead/browning grass, nutrient levels tested 2 x yearly, fertilizer streaking)	15	14.5	14.5	14.5	14.5	
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	8.5	8.5	8.5	8.5	Weeds in Juniper
TURF INSECT/DISEASE CONTROL (monitor for pests, disease, fungus)	10	9.0	9.5	9.5	9.5	Knock down and hills
PLANT FERTILITY (dead/browning shrub, shrubbery shaping, rejuvenation pruning vs tabletop, yellowing)	5	4.5	4.5	4.5	4.5	
WEED CONTROL – BED AREAS (reasonably free of weeds)	10	9.0	9	9	9	
PLANT BED INSECT/DISEASE CONTROL (monitor for pests, disease, fungus)	10	9.5	9.5	9.5	9.5	
PRUNING & TREE TRIMMING (15 feet over roadways, 10 feet sidewalks. Palms pruned at 90 degree angle and no "carrot topping")	10	10	10	9.5	9.5	
ORNAMENTAL GRASS PRUNING (2-4 inches in height in February)						
CLEANLINESS (debris free, leaf litter, landscape debris)	10	10	10	9.5	9.5	
MULCHING (distributed appropriately, bare areas, recommended is 1.5" no bare areas)	5	4.5	4.5	4.5	4.5	
WATER/IRRIGATION MANAGEMENT	15	14.5	14.5	14.5	14.5	
PRIOR MAINTENANCE ITEMS ADDRESSED	5	5	5	5	5	
SEASONAL COLOR/PERENNIAL MAINTENANCE						
VIGOR/APPEARANCE	10	9.5	9	9	9	
INSECT/DISEASE CONTROL	10	9	9	9	9	
DEADHEADING/PRUNING	10	9	9	9	9	
MAXIMUM VALUE	145	136	136.5	135.5	135.5	
		94%	94%	93%	93%	

DATE OF INSPECTION

20-Feb-19

CONTRACTOR SIGNATURE:

*B. MAHAR*  
Matthew Mahor B. MAHAR

INSPECTOR SIGNATURE:

*R.J. Lotito*  
R.J. Lotito

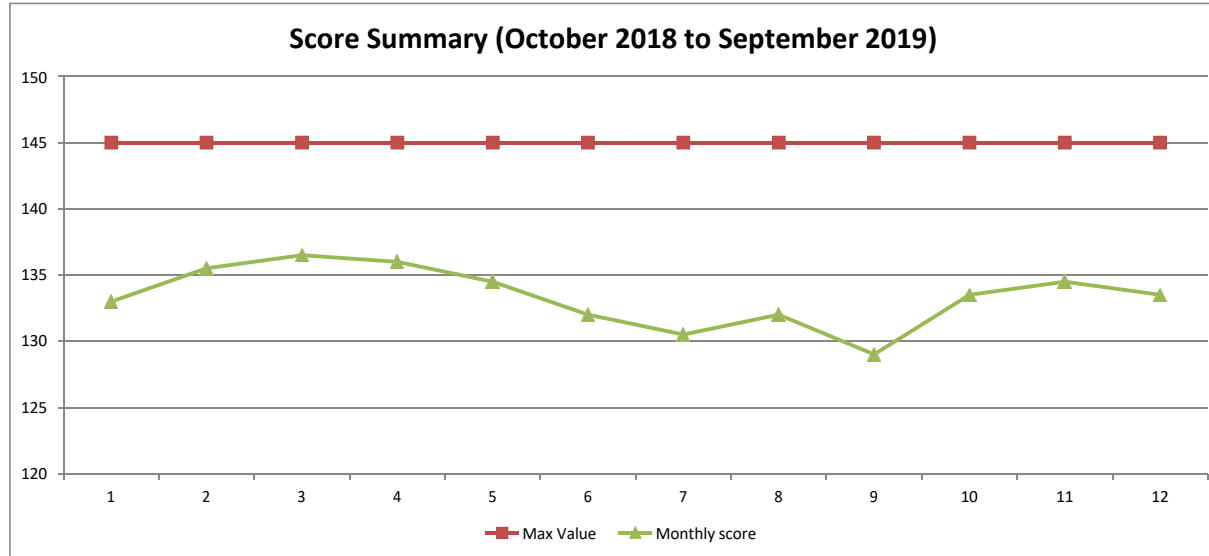
(Promote Consistent Maintenance – Landscape Failure at 86%. Deduction based on Quality of Maintenance)

**EXHIBIT 3.**



**BALLANTRAE SCORECARD FOR VISUAL GRADE SHEET FY 2018-19**

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	135.5	136.5	136	134.5	132	130.5	132	129	133.5	134.5	133.5



LANDSCAPE MAINTENANCE	Max Value	Oct-18	Nov. 18	Dec. 18	Jan. 19	Feb. 19	Mar-18	Apr-18	May-18	Jun-18	Jul-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	14.5	14.5	14.5	12.5	12.5	13	13.5	13.5	14	14	14.5	13.8
Turf Edging	5	5	5	5	5	5	5	5	5	5	5	5	5	5.0
Weed Control - Turf Area	10	9	8.5	8.5	8.5	7.5	8	7	7	7	8	8.5	8	8.0
Turf insect/Disease Control	10	9	9.5	9.5	10	9	9	9	9.5	9.5	9.5	9.5	9.5	9.4
Plant Fertility	5	4	4.5	4.5	3	4.5	4.5	4.5	4.5	4.5	4.5	4.5	4.5	4.3
Weed Control - Bed Area	10	8	9	9	9	9	8.5	8	8	5	8	8	8	8.1
Plant Bed Insect/Disease control	10	9	9.5	9.5	10	9	9	9	9.5	9.5	9.5	9.5	9.5	9.4
Pruning and Tree Trimming	10	9	9.5	10	10	10	10	10	10	10	10	10	9	9.8
Cleanliness	10	9	9.5	10	8	9	9	9.5	9.5	9.5	9.5	9.5	9.5	9.3
Mulching	5	5	4.5	4.5	5	4.5	4.5	4.5	4.5	4.5	4.5	4.5	4.5	4.6
Water/Irrigation management	15	14	14.5	14.5	14	14	14	14	14	14	14	14.5	14.5	14.2
Prior maintenance items	5	5	5	5	5	4	5	5	5	5	5	5	5	4.9
SEASONAL COLOR/MAINTENANCE														
Appearance	10	9	9	9	9	8.5	9	9	9	9	9	9	9	9.0
Insect/Disease Control	10	10	9	9	10	9	9	9	9	9	9	9	9	9.2
Misc.	10	10	9	9	10	10	10	9	9	9	9	9	9	9.3
<b>Total</b>	<b>145</b>	<b>133</b>	<b>135.5</b>	<b>136.5</b>	<b>136</b>	<b>134.5</b>	<b>132</b>	<b>130.5</b>	<b>132</b>	<b>129</b>	<b>133.5</b>	<b>134.5</b>	<b>133.5</b>	<b>133.4</b>

**EXHIBIT 4.**

*(To Be Distributed)*

**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, February 4, 2019 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 and conducted roll call.

Present and constituting a quorum were:

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

Also present were:

Raymond Lotito	District Manager, DPFG Management & Consulting LLC
Garry Kubler	Maintenance Supervisor
Tonja Stewart	District Engineer, Stantec Consulting
Joe Hamilton	Genesis Land Maintenance
Brian Mahar	Yellowstone Landscape
Matt Mattos	Yellowstone Landscape
Tony Smith	American Eco-Systems, Inc.

*The following is a summary of the discussions and actions taken at the February 4, 2019 Ballantrae CDD Board of Supervisors meeting.*

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

Ms. Denise Mestanz-Taylor, a resident of the Village of Castleway and a representative of the Democratic Hispanic Caucus of Pasco County, requested permission to use the clubhouse for the organization. Ms. Mestanz-Taylor presented the Board with a copy of their mission and bylaws. Discussion ensued.

On a MOTION by Mr. Bobick, SECONDED by Mr. Levy, WITH ALL IN FAVOR, the Board approved the request from Ms. Denise Mestanz-Taylor; granting the Democratic Hispanic Caucus of Pasco County permission to use the clubhouse on the fourth Thursday of each month for the Ballantrae Community Development District.

**THIRD ORDER OF BUSINESS – Professionals Reports**

A. District Counsel

B. Exhibit 1: Landscape Maintenance - Yellowstone Maintenance Report

Mr. Mahar reviewed the items of the Yellowstone Maintenance Report and brought three (3) proposals before the Board for their consideration. Discussion ensued about the proposals and the landscaping of the pond banks. In relation to the discussion about the pond banks, Mr. Flateau suggested that Yellowstone stops all pond maintenance on pond number twelve (12) for three (3) months and observe how much the grass grows, the weeds grow, and how much it remains dormant.

1. Exhibit 2: Consideration and Approval of the Yellowstone Proposal – Winter Annual Rotation - \$3,409.50

On a MOTION by Mr. Bobick, SECONDED by Mr. Levy, WITH ALL IN FAVOR, the Board approved the Yellowstone Proposal for Winter Annual Rotation in the amount of \$3,409.50 to be expended from Line Item 56 Landscape Secondary Contract for the Ballantrae Community Development District.

2. Exhibit 3: Consideration and Approval of the Yellowstone Proposal – Tree Removal on Mentmore and Ballantrae Boulevard - \$1,031.26

On a MOTION by Mr. Levy, SECONDED by Mr. Bobick, WITH ALL IN FAVOR, the Board approved the Yellowstone Proposal for Tree Removal on Mentmore and Ballantrae Boulevard in the amount of \$1,031.26 to be expended from Line Item 60 Replace Plants, Mulch, and Trees for the Ballantrae Community Development District.

3. Consideration and Approval of the Yellowstone Proposal – Repair Castleway Irrigation Controller - \$1,259.27

Mr. Flateau recommended that the Board pays for this expense out of Line 65, Field Miscellaneous.

On a MOTION by Mr. Levy, SECONDED by Mr. Milano, WITH ALL IN FAVOR, the Board approved the proposal to repair the irrigation controller along the wall at Castleway in the amount of \$1,259.27 for the Ballantrae Community Development District.

C. DPFG Field Report

- Exhibit 4: January Operations Report & Grade Sheet
- Exhibit 5: January Score Card
- Discussion on Infratech

Mr. Flateau stated that Infratech is the company that Duke Energy contracted with that's going to be running all sorts of lines in Ballantrae, up and down Ballantrae Boulevard and Mentmore Boulevard. Discussion ensued about the work being done and the irrigation system. In relation to the discussion, Mr. Flateau suggested that the Board give him the not to exceed authority to relocate the irrigation system.

On a MOTION by Mr. Levy, SECONDED by Mr. Bobick, WITH ALL IN FAVOR, the Board approved the motion to allow the Chair to approve the moving of the sprinkler heads in support of the Duke Energy work, not to exceed \$5,000.00, from Line 65 Field Miscellaneous for the Ballantrae Community Development District.

D. Engineer Report – Stantec

E. Exhibit 6: Pond Manager – American Eco-Systems, Inc.

- Aquatic Management Agreement

On a MOTION by Mr. Levy, SECONDED by Mr. Bobick, WITH ALL IN FAVOR, the Board approved the Aquatic Management Agreement from American Eco-Systems in the amount of \$1,688.00 per month for the Ballantrae Community Development District.

**FIFTH ORDER OF BUSINESS – Administrative Matters**



A. Exhibit 7: Consideration and Approval of Minutes of the January 7, 2019 Meeting

On a MOTION by Mr. Levy, SECONDED by Mr. Bobick, WITH ALL IN FAVOR, the Board approved the minutes of the Board of Supervisors regular meeting held on January 7, 2019 for the Ballantrae Community Development District.

B. Exhibit 8: Consideration and Acceptance of the Revised November 2018 Financial Statements

On a MOTION by Mr. Levy, SECONDED by Mr. Bobick, WITH ALL IN FAVOR, the Board approved the Revised November 2018 Financial Statements for the Ballantrae Community Development District.

C. Exhibit 9: Consideration and Acceptance of the December 2018 Financial Statements

On a MOTION by Mr. Levy, SECONDED by Mr. Bobick, WITH ALL IN FAVOR, the Board approved the December 2018 Financial Statements for the Ballantrae Community Development District.

**FIFTH ORDER OF BUSINESS – Business Matters**

A. Old Business

The meeting that was previously scheduled for February 27, 2019 is cancelled and the next meeting will be held on March 4, 2019. The meetings will be held on the fourth Wednesday of every month following the March 4, 2019 meeting, setting the first meeting of the new schedule to be held on March 27, 2019.

B. New Business

1. Exhibit 10: Consideration and Approval of Pool Sure Re-Negotiated Contract

On a MOTION by Mr. Levy, SECONDED by Mr. Bobick, WITH ALL IN FAVOR, the Board approved the Pool Sure Re-Negotiated Contract for the Ballantrae Community Development District.

**SIXTH ORDER OF BUSINESS – Staff Reports**

A. District Manager

Mr. Lotito advised that the \$9.00 charge on the financials that was questioned at last month's meeting was for a bounced check that was received by the CDD and informed that there's also a \$25.00 fee that's missing, bringing the total to \$34.00.

B. Maintenance Supervisor

On a MOTION by Mr. Levy, SECONDED by Mr. Bobick, WITH ALL IN FAVOR, the Board approved the motion to repaint the meeting room for the Ballantrae Community Development District.

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

There being none, next item followed.

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

There being none, next item followed.

**NINTH ORDER OF BUSINESS – Adjournment**

Mr. Flateau asked if there were any other items of new business. There being no new additional items, and upon a motion duly made, seconded and unanimously carried, Mr. Flateau declared the meeting adjourned.

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

**BALLANTRAE EXPENDITURE APPROVALS FOR THE MONTH OF JANUARY 2019**

Line Item No.	Line Title	Description	Vendor	Amount
56	Landscape Secondary Contract	Winter Annual Rotation	Yellowstone	\$3,409.50
60	Replace Plants, Mulch, & Trees	Tree Removal on Mentmore and Ballantrae Boulevard	Yellowstone	\$1,031.26
65	Field Miscellaneous	Repair Castleway Irrigation Controller	Yellowstone	\$1,259.27
65	Field Miscellaneous	Authorize the Chair to Relocate the Irrigation System NTE \$5,000.00	Infratech/Duke Energy	NTE \$5,000.00
105	O&M Contingency	Aquatic Management Agreement	American Eco-Systems	\$1,688.00 per month

*\*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

\_\_\_\_\_  
Raymond Lotito

Printed Name

Title: ☒ Secretary    ☐ Assistant Secretary

\_\_\_\_\_  
Signature

\_\_\_\_\_  
James Flateau

Printed Name

Title: ☒ Chairman    ☐ Vice Chairman

**EXHIBIT 6.**

# Ballantrae Community Development District

Financial Statements  
(Unaudited)

Period Ending  
January 31, 2019

# BALLANTRAE CDD

## Financial Report Summary General Fund

As of January 31, 2019

### a. FUND BALANCE:

For The Period Ending	1/31/2018 Actual	1/31/2019 Actual	Variance
CASH OPER. ACCT	\$ 974,322	\$ 1,088,294 (a)	\$ 113,972
CASH DEBIT CARD	1,574	1,985	411
INVESTMENTS	189	-	(189)
LESS: ACCOUNTS PAYABLE	15,018	45,311	30,293
DUE TO OTHER FUNDS	6,925	98,156	91,231
<b>NET CASH BALANCE</b>	<b>\$ 954,142</b>	<b>\$ 946,812</b>	<b>\$ 83,490</b>
UNRESERVED GF BALANCE (UN-ASSIGNED)	\$ 956,411	\$ 947,736	\$ (8,675)
NONSPENDABLE PREPAID ITEM	1,150	158	(992)
RESERVE GF BALANCE (ASSIGNED) - OPERATIONS	-	-	-
<b>TOTAL GENERAL FUND BALANCE</b>	<b>\$ 957,561</b>	<b>\$ 947,894</b>	<b>\$ (9,667)</b>

### b. REVENUE AND EXPENDITURES (FY 2019 YTD):

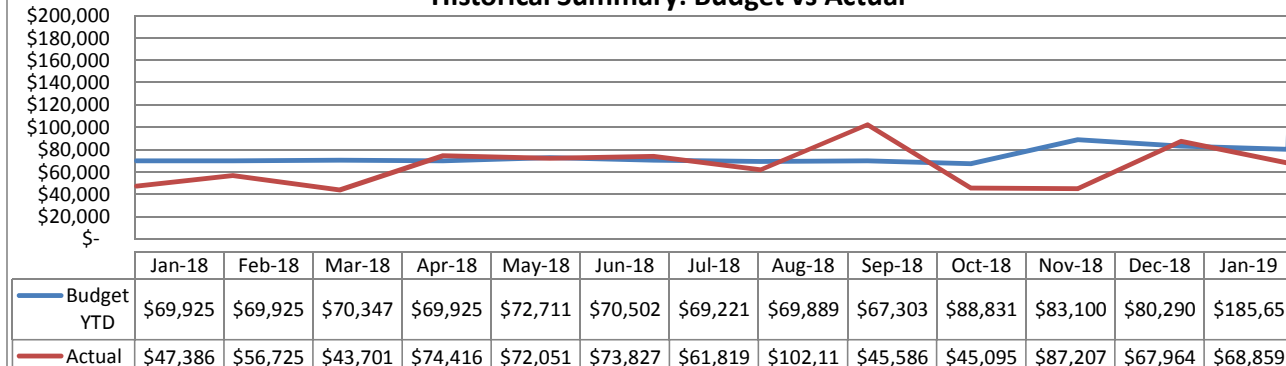
% TAX ASSESSMENTS COLLECTED	96% ACTUAL YEAR-TO-DATE	BUDGET YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) VARIANCE
TOTAL REVENUE (YTD) COLLECTED	\$ 981,234	\$ 922,194	\$ 59,040
EXPEND. (YTD) BEFORE OTHER SOURCES & USES	(269,125)	(437,879)	168,754
<b>NET OPERATING CHANGE</b>	<b>\$ 712,109</b>	<b>\$ 484,315</b>	<b>\$ 227,794</b>

### c. SIGNIFICANT FINANCIAL ACTIVITY:

No.	EXPENDITURES:	ACTUAL YEAR-TO-DATE	BUDGET YEAR-TO-DATE	UNFAVORABLE VARIANCE
37	PROPERTY CASUALTY	12,986	9,709	(3,277)
65	FIELD MISCELLANEOUS	24,249	4,333	(19,916)
	<b>TOTAL OVER EXPENDITURES</b>	<b>37,235</b>	<b>14,042</b>	<b>(23,193)</b>

Includes only invoices over \$1,000.00

### Historical Summary: Budget vs Actual



(a) Transfers of \$41.9k (asset reserve) and \$175k (park development) occur in Mar '18

**Ballantrae CDD**  
**Balance Sheet**  
**January 31, 2019**

	GENERAL FUND	RESERVE FUND	DS-2015 FUND	TOTAL
1 <b><u>ASSETS:</u></b>				
2 CASH - OPERATING ACCTS	\$ 1,088,294	-	-	\$ 1,088,294
4 CASH - DEBIT CARD BU	1,985	-	-	1,985
6 INVESTMENTS:				
8 ASSET RESERVE	-	399,695	-	399,695
9 EMERGENCY RESERVE	-	228,703	-	228,703
10 PARK DEVELOPMENT	-	791,093	-	791,093
11 BILL PAYMENT RESERVE	-	151,899	-	151,899
13 REVENUE-SERIES 2015	-	-	462,225	462,225
14 RESERVE-SERIES 2015	-	-	222,968	222,968
15 PREPAYMENT-SERIES 2015	-	-	19	19
16 ACCOUNTS RECEIVABLE	25	-	-	25
17 ASSESSMENTS RECEIVABLE -ON ROLL	47,606	-	27,717	75,323
18 DUE FROM OTHER FUNDS	-	-	98,156	98,156
19 DEPOSITS	158	-	-	158
20 PREPAID ITEMS	2,049	-	-	2,049
21 <b>TOTAL ASSETS</b>	<b>\$ 1,140,117</b>	<b>\$ 1,571,390</b>	<b>\$ 811,085</b>	<b>\$ 3,522,592</b>
22				
23 <b><u>LIABILITIES:</u></b>				
24 ACCOUNTS PAYABLE	\$ 45,311	\$ -	\$ -	\$ 45,311
27 DUE TO OTHER FUNDS	98,156	-	-	98,156
28 DEFERRED REVENUE ON-ROLL	47,606	-	27,717	75,323
29				
30 <b><u>FUND BALANCE:</u></b>				
31 NON SPENDABLE (Deposits & Prepaid)	158	-	-	158
32				
33 ASSIGNED	-	1,571,390	783,368	2,354,758
34 UNASSIGNED	948,886	-	-	948,886
36 <b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 1,140,117</b>	<b>\$ 1,571,390</b>	<b>\$ 811,085</b>	<b>\$ 3,522,592</b>

**Ballantrae CDD**  
**General Fund**  
**Statement of Revenue, Expenses and Changes in Fund Balance**  
**For The Period Beginning October 1, 2018 Ending January 31, 2019**

	<b>FY 2019 ADOPTED BUDGET</b>	<b>BUDGET YEAR-TO-DATE</b>	<b>ACTUAL YEAR-TO-DATE</b>	<b>VARIANCE FAVORABLE (UNFAVORABLE)</b>
<b>1 O&amp;M REVENUES:</b>				
2 LANDOWNER ASSESSMENTS (NET)	\$ 1,024,660	922,194	\$ 981,234	\$ 59,040
3 EXCESS FEES CARRYFORWARD PREVIOUS YEARS	2,812	-	-	-
4 CARRYFORWARD FROM PREVIOUS YEARS (FUND BALANCE FORWARD)	249,323	249,323	249,323	-
5 OTHER INCOME (Access Cards & Misc )	-	-	5,845	5,845
6 TRANSFER IN FROM RESERVE FUNDS	200,458	-	-	-
7 <b>TOTAL REVENUE</b>	<b>1,477,253</b>	<b>1,171,517</b>	<b>1,236,402</b>	<b>64,885</b>
<b>9 O&amp;M ADMINISTRATIVE EXPENDITURES:</b>				
<b>10 BOARD OF SUPERVISORS</b>				
11 SUPERVISOR STIPENDS	14,000	4,667	4,400	267
12 NEWSLETTER - BIMONTHLY PRINT & MAILING	10,000	3,333	2,101	1,232
13 WEBSITE SERVER & NAME	880	293	-	293
14 PUBLIC OFFICIALS LIABILITY INSURANCE	3,300	2,500	2,500	-
<b>15 MANAGEMENT SERVICES</b>				
16 ADMINISTRATIVE SERVICES	-	-	-	-
17 DISTRICT MANAGEMENT	53,200	17,733	17,732	1
18 FINANCIAL CONSULTING SERVICES	-	-	-	-
19 ACCOUNTING SERVICES	-	-	-	-
<b>20 ENGINEERING &amp; LEGAL SERVICES</b>				
21 DISTRICT ENGINEER	18,000	6,000	110	5,890
22 DISTRICT COUNSEL	17,300	5,767	1,811	3,956
<b>23 ADMINISTRATIVE: OTHER</b>				
24 ANNUAL FINANCIAL AUDIT	3,700	1,233	-	1,233
25 DISCLOSURE REPORT	1,000	333	-	333
26 TRUSTEES FEES	3,772	1,257	-	1,257
27 PROPERTY APPRAISER FEE	150	50	-	50
28 LEGAL ADVERTISING	750	250	124	126
29 ARBITRAGE REBATE CALCULATION	650	-	-	-
30 DUES: LICENSES AND FEES	1,200	400	184	216
31 ADMINISTRATIVE CONTINGENCY	5,000	1,667	1,340	327
32 <b>O&amp;M ADMINISTRATIVE SUBTOTAL:</b>	<b>132,902</b>	<b>45,484</b>	<b>30,302</b>	<b>15,182</b>
<b>34 INSURANCE</b>				
35 GENERAL LIABILITY	3,177	3,177	3,414	(237)
36 PROPERTY CASUALTY	9,709	9,709	12,986	(3,277)
37 <b>TOTAL INSURANCE</b>	<b>12,886</b>	<b>12,886</b>	<b>16,400</b>	<b>(3,514)</b>
<b>39 UTILITY SERVICES</b>				
40 ELECTRIC UTILITY SERVICES	23,000	7,667	5,223	2,444
41 ELECTRIC UTILITY - RECREATION FACILITIES	15,500	5,167	3,171	1,996
42 ELECTRIC STREET LIGHTING	103,500	34,500	25,528	8,972
43 UTILITY - WATER - CLUBHOUSE & POOLS	14,000	4,667	1,670	2,997
44 STORMWATER ASSESSMENT	2,200	1,751	1,751	-
45 <b>TOTAL UTILITY SERVICES</b>	<b>158,200</b>	<b>53,751</b>	<b>37,343</b>	<b>16,408</b>
<b>47 LAKES/PONDS &amp; LANDSCAPE</b>				
<b>48 LAKES/PONDS: CONTRACTS</b>				
49 AQUATIC CONTRACT	22,800	9,500	9,500	-
<b>50 LAKES/PONDS: OTHER</b>				
51 FOUNTAIN REPAIRS & MAINTENANCE	3,000	1,000	658	342
52 MITIGATION AREAS: MONITOR & MAINTAIN	1,500	500	73	427
53 LAKE/POND REPAIRS	10,000	3,333	-	3,333
54 INSTALL/REPLACE AQUATIC PLANTS	5,000	1,667	-	1,667
<b>55 LANDSCAPING: CONTRACTS</b>				
56 LANDSCAPE MAINTENANCE CONTRACT	144,240	48,080	48,077	3
57 LANDSCAPE SECONDARY CONTRACT	31,212	10,404	-	10,404
58 LANDSCAPE OVERSIGHT/MGMT	-	-	-	-
<b>59 LANDSCAPING: OTHER</b>				
60 IRRIGATION REPAIRS AND MAINTENANCE	14,000	4,667	2,001	2,666
61 REPLACE PLANTS, MULCH & TREES	36,500	12,167	10,495	1,672
62 SOD & SEED REPLACEMENT	10,000	3,333	-	3,333
63 LANDSCAPE ENHANCEMENT	-	-	-	-
64 EXTRA MOWINGS DURING RAINY SEASON	5,000	1,667	-	1,667
65 RUST PREVENTION FOR IRRIGATION SYSTEM	10,380	3,460	2,595	865
66 FIELD MISCELLANEOUS (INCLUSIVE OF TRAPPER)	13,000	4,333	24,249	(19,916)
67 <b>LAKES/PONDS &amp; LANDSCAPE TOTAL</b>	<b>306,632</b>	<b>104,111</b>	<b>97,648</b>	<b>6,463</b>
<b>69 STREETS, SIDEWALKS, MAINTENANCE &amp; OPERATIONS</b>				
<b>70 STREETS &amp; SIDEWALKS</b>				
71 ENTRY & WALLS MAINTENANCE	2,000	667	-	667
72 STREET/DECORATIVE LIGHT MAINTENANCE	1,000	333	-	333
73 SIDEWALK REPAIR & MAINTENANCE	1,500	500	-	500
74 <b>MAINTENANCE STAFF</b>				

**Ballantrae CDD**  
**General Fund**  
**Statement of Revenue, Expenses and Changes in Fund Balance**  
**For The Period Beginning October 1, 2018 Ending January 31, 2019**

	<b>FY 2019 ADOPTED BUDGET</b>	<b>BUDGET YEAR-TO-DATE</b>	<b>ACTUAL YEAR-TO-DATE</b>	<b>VARIANCE FAVORABLE (UNFAVORABLE)</b>
75 EMPLOYEE - SALARIES	79,480	26,493	22,092	4,401
76 EMPLOYEE - P/R TAXES	6,833	2,278	1,484	794
77 EMPLOYEE - WORKERS COMP	3,960	3,052	3,052	-
78 PAYROLL FEES	1,900	633	897	(264)
79 EMPLOYEE- HEALTH & PHONE STIPENDS	9,600	3,200	-	3,200
80 MILEAGE	1,100	367	-	367
81 <b>STREETS, SIDEWALS. MAINTENANCE &amp; OPERATIONS SUBTOTAL</b>	<b>107,373</b>	<b>37,523</b>	<b>27,525</b>	<b>9,998</b>
82				
83 <b>CLUBHOUSE &amp; MISCELLANEOUS</b>				
84 <b>CLUBHOUSE &amp; MISCELLANEOUS</b>				
85 PARK/FIELD REPAIRS	2,000	667	-	667
86 CLUBHOUSE FACILITY MAINTENANCE	9,000	3,000	896	2,104
87 CLUBHOUSE TELEPHONE/INTERNET/FAX	4,200	1,400	1,469	(69)
88 MISCELLANEOUS SUPPLIES (Inclusive of Debit Card)	3,500	1,167	-	1,167
89 POOL/FOUNTAIN/SPLASH PAD MAINTENANCE	10,000	3,333	3,183	150
90 POOL PERMITS	750	250	-	250
91 SEASONAL LIGHTING	20,000	18,238	18,238	-
92 PEST CONTROL	520	173	160	13
93 CLUBHOUSE EXTERIOR FURNISHINGS	-	-	-	-
94 CLUBHOUSE CLEANING	-	-	96	(96)
95 CLUBHOUSE MISCELLANEOUS	7,500	2,500	422	2,078
96 <b>SAFETY &amp; SECURITY</b>				
97 PART-TIME LAW ENFORCEMENT DETAILS	50,000	16,667	7,000	9,667
98 SALARY FOR SUMMER MONITOR AT BOTH POOLS	23,500	7,833	517	7,316
99 EMPLOYEE PAYROLL TAXES	2,000	667	-	667
100 EMPLOYEE WORKER'S COMP	1,300	433	-	433
101 VIDEO SURVEILLANCE	-	-	-	-
102 SECURITY - OTHER (GATE SERVICE)	1,000	333	1,644	(1,311)
103 <b>CLUBHOUSE/SAFETY &amp; SECURITY</b>	<b>135,270</b>	<b>56,661</b>	<b>33,625</b>	<b>23,036</b>
104				
105 <b>O&amp;M CONTINGENCY &amp; CAPITAL PROJECTS</b>				
106 O&M CONTINGENCY	44,257	14,752	-	14,752
107 ENTRANCES & OTHER PLANT REPLACEMENT	156,192	52,064	-	52,064
108 WALL & STRUCTURE PAINTING	95,624	31,875	24,594	7,281
109 INVASIVE & UNDESIRABLE PLANT REMOVAL	86,317	28,772	1,688	27,084
110 <b>TOTAL O&amp;M CONTINGENCY &amp; CAPITAL PROJECTS</b>	<b>382,390</b>	<b>127,463</b>	<b>26,282</b>	<b>101,181</b>
111				
112 <b>TOTAL EXPENDITURES</b>	<b>1,235,653</b>	<b>437,879</b>	<b>269,125</b>	<b>168,754</b>
113				
114 <b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>241,600</b>	<b>733,638</b>	<b>967,277</b>	<b>233,639</b>
115				
116 <b>OTHER FINANCING SOURCES AND (USES)</b>				
117 <b>RESERVES TRANSFERS OUT-OTHER FINANCING USES</b>				
118 EMERGENCY RESERVE	20,000	14,000	14,000	-
119 ASSET RESERVE	46,600	-	-	-
120 BILL PAYMENT RESERVE	-	-	-	-
121 PARK DEVELOPMENT RESERVE	175,000	-	-	-
122 <b>TOTAL OTHER FINANCING SOURCES &amp; USES</b>	<b>241,600</b>	<b>14,000</b>	<b>14,000</b>	
123				
124 <b>O&amp;M TOTAL EXPENDITURES</b>	<b>1,477,253</b>	<b>451,879</b>	<b>283,125</b>	<b>168,754</b>
125				
126 <b>NET CHANGE IN FUND BALANCE</b>	<b>-</b>	<b>719,638</b>	<b>953,277</b>	<b>233,639</b>
127 BEGINNING FUND BALANCE GENERAL FUND (adjusted for FY18)	259,419	259,419	245,089	245,089
128 LESS FUND BALANCE FORWARD	(249,323)	(249,323)	(249,323)	-
129 <b>ENDING FUND BALANCE GENERAL FUND</b>	<b>10,096</b>	<b>10,096</b>	<b>(4,234)</b>	<b>245,089</b>
130 ENDING FUND BALANCE - RESERVE FUND (Smt 2)	1,605,366	-	-	-
131 <b>TOTAL FUND BALANCE - GENERAL &amp; RESERVE FUNDS</b>				
132 <b>ADJUSTED FUND BALANCE</b>	<b>\$ 1,615,462</b>	<b>\$ 729,734</b>	<b>\$ 949,043</b>	<b>\$ 478,728</b>



**Ballantrae CDD**  
**Reserve Fund**  
**Statement of Revenue, Expenses and Changes in Fund Balance**  
**For The Period Beginning October 1, 2018 Ending January 31, 2019**

	<b>FY 2019 ADOPTED BUDGET</b>	<b>BUDGET YEAR-TO-DATE</b>	<b>ACTUAL YEAR-TO-DATE</b>	<b>VARIANCE FAVORABLE (UNFAVORABLE)</b>
<b>REVENUE</b>				
<b>INTEREST REVENUE</b>				
MMK - PARK DEVELOPMENT (interest)	\$ -	-	\$ 3,608	\$ 3,608
MMK - ASSET RESERVE (interest)	-	-	1,823	1,823
MMK - EMERGENCY RESERVE (interest)	-	-	1,043	1,043
MMK - BILL PAYMENT RESERVE (interest)	-	-	693	693
INTEREST EARNINGS	-	-	-	-
<b>TOTAL REVENUE</b>	<b>-</b>	<b>-</b>	<b>7,167</b>	<b>7,167</b>
<b>RESERVES</b>				
BANK FEES	-	-	-	-
ASSET RESERVE	-	-	-	-
<b>TOTAL RESERVES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>7,167</b>	<b>7,167</b>
<b>OTHER FINANCING SOURCES</b>				
<b>RESERVES &amp; CONTINGENCY TRANSFERS IN</b>				
PROJECTS (CONTINGENCY)	-	-	-	-
EMERGENCY RESERVE	(125,254)	-	-	-
ASSET RESERVE	(8,604)	-	-	-
BILL PAYMENT RESERVE	-	-	-	-
PARK DEVELOPMENT RESERVE	175,000	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>41,142</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>41,142</b>	<b>-</b>	<b>7,167</b>	<b>7,167</b>
<b>FUND BALANCE - BEGINNING</b>	<b>-</b>	<b>-</b>	<b>1,564,224</b>	<b>1,564,224</b>
<b>FUND BALANCE - ENDING</b>	<b>\$ 41,142</b>	<b>\$ -</b>	<b>\$ 1,571,391</b>	<b>\$ 1,571,391</b>

**Ballantrae CDD**  
**Debt Service Fund - Series 2015**  
**Statement of Revenue, Expenses and Changes in Fund Balance**  
**For The Period Beginning October 1, 2018 Ending January 31, 2019**

	<b>FY 2019 ADOPTED BUDGET</b>	<b>BUDGET YEAR-TO-DATE</b>	<b>ACTUAL YEAR-TO-DATE</b>	<b>VARIANCE FAVORABLE (UNFAVORABLE)</b>
<b>REVENUE</b>				
ASSESSMENT - ON-ROLL	\$ 557,421	501,679	\$ 531,878	\$ 30,199
ASSESSMENT DISCOUNTS	-	-	-	-
INTEREST EARNINGS	-	-	2,127	2,127
<b>TOTAL REVENUE</b>	<b>557,421</b>	<b>501,679</b>	<b>534,005</b>	<b>32,326</b>
<b>EXPENDITURES</b>				
INTEREST	262,736	-	126,035	126,035
PRINCIPAL	294,685	-	-	-
PRINCIPAL PREPAYMENT	-	-	-	-
<b>TOTAL CONTINGENCY</b>	<b>557,421</b>	<b>-</b>	<b>126,035</b>	<b>126,035</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>-</b>	<b>501,679</b>	<b>407,970</b>	<b>(93,709)</b>
<b>OTHER FINANCING SOURCES</b>				
TRANSFER-IN	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>-</b>	<b>501,679</b>	<b>407,970</b>	<b>(93,709)</b>
<b>FUND BALANCE - BEGINNING</b>	<b>-</b>	<b>-</b>	<b>375,399</b>	<b>375,399</b>
<b>FUND BALANCE - ENDING</b>	<b>\$ -</b>	<b>\$ 501,679</b>	<b>\$ 783,369</b>	<b>\$ 281,690</b>

**Ballantrae CDD**  
**Bank Reconciliation**  
**January 31, 2019**

	<u>BU Acct</u>	<u>HB Acct</u>	<u>Consolidated Oper accts</u>
Balance Per Bank Statement	\$ 4,973.13	\$ 1,524,334.72	\$ 1,529,307.85
Less: Outstanding Checks	-	(441,013.64)	(441,013.64)
<b><i>Adjusted Bank Balance</i></b>	<b><u><u>\$ 4,973.13</u></u></b>	<b><u><u>\$ 1,083,321.08</u></u></b>	<b><u><u>\$ 1,088,294.21</u></u></b>
Beginning Cash Balance Per Books	\$ 1,383.13	\$ 1,299,471.92	\$ 1,300,855.05
Deposits / Transfer	5,000.00	279,492.92	284,492.92
Transfer From BU account to HB	-	-	-
Cash Disbursements	(1,410.00)	(495,643.76)	(497,053.76)
<b><i>Balance Per Books</i></b>	<b><u><u>\$ 4,973.13</u></u></b>	<b><u><u>\$ 1,083,321.08</u></u></b>	<b><u><u>\$ 1,088,294.21</u></u></b>



# BALLANTRAE CDD

## Check Register FY2019

Date	Ref #	Vendor Name	Memo	Deposits	Disbursements	HB Acct Balance
09/30/2018		<b>EOY Balance Hancock Bank</b>		<b>0.00</b>	<b>63,636.95</b>	<b>255,049.71</b>
10/01/2018	1719	DPFG MANAGEMENT & CONSULTING, LLC	CDD Mgmt - October		4,433.00	250,616.71
10/02/2018	2000418	Richard Levy	BOS Mtg - 10/01/18		200.00	250,416.71
10/02/2018	2000419	Christopher Milano	BOS Mtg - 10/01/18		200.00	250,216.71
10/09/2018	1720	DCSI, Inc	Service Call & Repair		504.00	249,712.71
10/09/2018	1721	DCSI, Inc	Service Call & Repair		105.00	249,607.71
10/09/2018	1722	Yellowstone Landscape Professionals	Irrigation Repairs		55.00	249,552.71
10/09/2018	1723	Suncoast Rust Control, Inc	Rust Prevention - September		865.00	248,687.71
10/09/2018	1724	American Ecosystems, Inc.	Lake & Pond Maint - October		1,900.00	246,787.71
10/10/2018		Ballantrae	Deposit	1,073.50		247,861.21
10/10/2018		Ballantrae	Deposit	541.00		248,402.21
10/10/2018		Ballantrae	Deposit	992.24		249,394.45
10/12/2018	ACH101218	Sarah Everitt	9/24-10/7 - Pool Monitor		147.76	249,246.69
10/12/2018	ACH101218	Gary L. Kubler	9/24-10/7/18 - P/R		1,461.21	247,785.48
10/12/2018	ACH101218	Noelle Leite	9/24-10/7- Pool Monitor		73.88	247,711.60
10/12/2018	ACH101218	Anthony Vadalabene	9/24-10/7- Pool Monitor		295.52	247,416.08
10/12/2018	ACH10122018	Paychex	11/5-11/18/18 - P/R		525.47	246,890.61
10/16/2018	ACH101618	Paychex	P/R Fee		56.40	246,834.21
10/17/2018			Deposit	425.00		247,259.21
10/18/2018	ACH101818	Gary L. Kubler	9/28/18- P/R		1,811.61	245,447.60
10/18/2018	ACH101808	Dustin J Smith	9/28/2018- P/R		464.23	244,983.37
10/18/2018	ACH101818	Paychex	9/28/18 - P/R		655.87	244,327.50
10/18/2018	ACH101818	Paychex	P/R Fee		46.39	244,281.11
10/23/2018	1726	Bright House Networks	10/12-11/11 - Internet/Phone		335.88	243,945.23
10/23/2018	1727	Deluxe	Checks		211.73	243,733.50
10/23/2018	1728	DLTD Solutions Inc.	Admin Fee - 9/2,8,9,12,15,18,22,23,28,29		400.00	243,333.50
10/23/2018	1730	Egis Insurance Risk Advisors	Insurance - Renewal 2019		18,900.00	224,433.50
10/23/2018	1731	FLORIDA DEPT OF ECONOMIC OPPORTUNIT	Annual Filing Fee FY 2019		175.00	224,258.50
10/23/2018	1732	Pasco County Utilities Services Branch	Water		822.14	223,436.36
10/23/2018	1733	Poolsure	Pool Maintenance - October		505.58	222,930.78
10/23/2018	1734	Straley Robin Vericker	Legal Services		3,450.15	219,480.63
10/23/2018	1735	Tampa Bay Times	Legal Ad		124.40	219,356.23
10/23/2018	1736	TCASS	Security - 9/2,8,12,15,22,29		1,600.00	217,756.23
10/23/2018	1737	Tropicare Termite and Pest Control	Pest Control - September		40.00	217,716.23
10/23/2018	1738	Duke Energy	Electricity		10,937.21	206,779.02
10/25/2018	ACH102518	Hancock Bank	Return Check Fee		9.00	206,770.02
10/25/2018	291	Samantha Oxendine	Rental check bounced (NSF)		25.00	206,745.02
10/26/2018	2000432	Cecilio A. Thomas Jr.	BOS Mtg - 9/10/18		200.00	206,545.02
10/26/2018	2000431	Christopher Milano	BOS Mtg - 9/10/18		200.00	206,345.02
10/26/2018	2000429	James Plateau	BOS Mtg - 9/10/18		200.00	206,145.02
10/26/2018	2000430	Richard Levy	BOS Mtg - 9/10/18		200.00	205,945.02
10/26/2018	2000428	Stephen Bobick	BOS Mtg - 9/10/18		200.00	205,745.02
10/26/2018	ACH102618	Paychex	P/R Fee		46.40	205,698.62
10/26/2018	2000427	Dustin J Smith	10/8-10/21/18 - P/R		878.56	204,820.06
10/26/2018	ACH102618	Paychex	10/08-10/21/18 - P/R		221.58	204,598.48
10/29/2018	ACH102618	Paychex	P/R Fee		43.24	204,555.24
10/30/2018	ACH103018	Paychex	P/R Fee		43.24	204,512.00
10/31/2018		<b>EOM Balance Hancock Bank</b>		<b>3,031.74</b>	<b>53,569.45</b>	<b>204,512.00</b>
11/01/2018	1739	DPFG MANAGEMENT & CONSULTING, LLC	CDD Mgmt - November		4,433.00	200,079.00
11/01/2018	1740	Carlos Belen	9/28 - Patrol		200.00	199,879.00
11/01/2018	1741	Suncoast Rust Control, Inc	Rust Prevention - October		865.00	199,014.00
11/01/2018	1742	Vertex Water Features	Fntn Svc Call - Need to replace bad fuse		329.48	198,684.52
11/01/2018	1743	William McLaughlin	Security - 9/9,18,23		760.00	197,924.52
11/02/2018	2000437	Cecilio A. Thomas Jr.	BOS Mtg - 10/1/18		200.00	197,724.52
11/02/2018	2000436	Christopher Milano	BOS Mtg - 10/1/18		200.00	197,524.52
11/02/2018	2000434	James Plateau	BOS Mtg - 10/1/18		200.00	197,324.52
11/02/2018	2000435	Richard Levy	BOS Mtg - 10/1/18		200.00	197,124.52
11/02/2018	2000433	Stephen Bobick	BOS Mtg - 10/1/18		200.00	196,924.52
11/05/2018	1744	Ballantrae CDD	Transfer		1,000.00	195,924.52
11/05/2018	ACH110518	Paychex	P/R Fee		46.39	195,878.13
11/09/2018	ACH110918	Paychex	10/22-11/04/18 - P/R		753.78	195,124.35
11/09/2018	2000439	Dustin J Smith	10/22-11/04/18 - P/R		1,209.78	193,914.57
11/09/2018	2000438	Gary L. Kubler	10/22-11/04/18 - P/R		1,557.32	192,357.25
11/13/2018		Pasco County Tax Collector	Deposit	6,433.00		198,790.25
11/15/2018	11152018	Pasco County Tax Collector	Incorrect Deposit Account xfr to HB	3,260.51		202,050.76
11/19/2018	ACH111918	Paychex	P/R Fee		50.13	202,000.63
11/21/2018	1745	DCSI, Inc	Service Call & Repair		178.99	201,821.64
11/21/2018	1746	Duke Energy	Electricity		10,961.25	190,860.39
11/21/2018	1747	Straley Robin Vericker	Legal Services 10/15/18		1,036.20	189,824.19
11/23/2018	1748	American Ecosystems	Lake & Pond Maint.		1,900.00	187,924.19
11/23/2018	1749	Bright House Networks	11/12-12/11 - Internet/Phone		336.66	187,587.53
11/23/2018	1750	Carlos Belen	10/7 - Patrol		240.00	187,347.53
11/23/2018	1751	Dennis Hobbs	Admin Fee - October		280.00	187,067.53
11/23/2018	1752	Mike Fasano, Pasco County Tax Collector	Tax - Stormwater		1,751.04	185,316.49
11/23/2018	1753	Pasco County Utilities Services Branch	Water		709.18	184,607.31
11/23/2018	1754	Poolsure	Pool Maintenance		540.97	184,066.34
11/23/2018	1755	TCASS	Security - 10/6,20,21,27		960.00	183,106.34
11/23/2018	1756	William McLaughlin	Security - 10/147,28		480.00	182,626.34

# BALLANTRAE CDD

## Check Register FY2019

Date	Ref #	Vendor Name	Memo	Deposits	Disbursements	HB Acct Balance
11/23/2018	1757	Yellowstone Landscape Professionals	Landscape Maint - October		12,019.25	170,607.09
11/23/2018	ACH112318	Cecilio A. Thomas Jr.	BOS Mtg - 11/19/18		200.00	170,407.09
11/23/2018	ACH112318	Christopher Milano	BOS Mtg - 11/19/18		200.00	170,207.09
11/23/2018	ACH112318	Dustin J Smith	11/5-11/18/18 - P/R		878.56	169,328.53
11/23/2018	ACH112318	Gary L. Kubler	11/5-11/18/18 - P/R		1,168.46	168,160.07
11/23/2018	ACH112318	James Plateau	BOS Mtg - 11/19/18		200.00	167,960.07
11/23/2018	ACH112318	Paychex	11/5-11/18/18 - P/R		560.22	167,399.85
11/23/2018	ACH112318	Richard Levy	BOS Mtg - 11/19/18		200.00	167,199.85
11/23/2018	ACH112318	Stephen Bobick	BOS Mtg - 11/19/18		200.00	166,999.85
11/28/2018	1758	Egis Insurance	Voided check		0.00	166,999.85
11/28/2018	1759	Genesis Land Maintenance	Cut back Deposit (25%)		24,249.25	142,750.60
11/30/2018	1760	DCSI, Inc	Service Call & Repair		105.00	142,645.60
11/30/2018	1761	Yellowstone Landscape Professionals	Landscape Maint - November		17,161.08	125,484.52
11/30/2018		Pasco County Tax Collector	Deposit	76,938.44		202,422.96
<b>11/30/2018</b>		<b>EOM Balance Hancock Bank</b>		<b>86,631.95</b>	<b>88,720.99</b>	<b>202,422.96</b>
12/03/2018	1762	Straley Robin Vericker	Legal Services 11/15/18		350.00	202,072.96
12/03/2018		Pasco County Tax Collector	Deposit	45,045.60		247,118.56
12/04/2018	1763	DPFG MANAGEMENT & CONSULTING, LLC	DCC Mgmt - December		4,433.00	242,685.56
12/04/2018	1764	Suncoast Rust Control, Inc	Rust Prevention - November		865.00	241,820.56
12/04/2018	1765	Tropicare Termite and Pest Control	Pest Control - October		40.00	241,780.56
12/04/2018	ACH120418	Paychex	P/R Fee		46.39	241,734.17
12/05/2018	1766	Express Press	News Letter - August - November		1,818.28	239,915.89
12/07/2018	1767	Florida Dept of Revenue	3rd Quarter 2018 Sales Tax		54.25	239,861.64
12/07/2018	2000448	Dustin J Smith	11/19-12/02/18 - P/R		1,309.44	238,552.20
12/07/2018	2000447	Gary L. Kubler	11/19-12/02 - P/R		1,568.61	236,983.59
12/07/2018	ACH120718	Paychex	11/19-12/02/18 - P/R		782.23	236,201.36
12/10/2018	1768	Duke Energy	Electricity		11,436.80	224,764.56
12/10/2018	1769	Illuminations Holiday Lighting	Holiday Lighting Final		9,025.00	215,739.56
12/10/2018	1770	Innovative Employer Solutions	Background check/drug screen Dustin Smith		65.00	215,674.56
12/10/2018	1771	Vertex Water Features	Fountain Repair - Light timer bad		188.17	215,486.39
12/10/2018		Deposit	Rental Income	822.00		216,308.39
12/10/2018	ACH121018	Paychex	P/R Fee		43.24	216,265.15
12/14/2018	2000453	Cecilio A. Thomas Jr.	BOS Mtg - 12/3/18		200.00	216,065.15
12/14/2018	2000452	Christopher Milano	BOS Mtg - 12/3/18		200.00	215,865.15
12/14/2018	2000450	James Plateau	BOS Mtg - 12/3/18		200.00	215,665.15
12/14/2018	ACH121418	Paychex	12/3-12/3 - P/R		600.00	215,065.15
12/14/2018	2000451	Richard Levy	BOS Mtg - 12/3/18		200.00	214,865.15
12/14/2018	2000449	Stephen Bobick	BOS Mtg - 12/3/18		200.00	214,665.15
12/14/2018		Pasco County Tax Collector	Deposit	1,102,741.90		1,317,407.05
12/17/2018	2000455	Dustin J Smith	12/17/18 - P/R		866.21	1,316,540.84
12/17/2018	2000454	Gary L. Kubler	12/17/18 - P/R		1,629.60	1,314,911.24
12/17/2018	ACH12172018	Paychex	12/17/18 - P/R		740.69	1,314,170.55
12/17/2018	ACH121718	Paychex	P/R Fee		46.40	1,314,124.15
12/21/2018	2000456	Gary L. Kubler	12/3-12/16 - P/R		1,168.46	1,312,955.69
12/21/2018	ACH122118	Paychex	12/3-12/16/18 - P/R		338.64	1,312,617.05
12/23/2018	1772	American Ecosystems, Inc.	Lake & Pond Maint - January		1,900.00	1,310,717.05
12/23/2018	1773	Bright House Networks	12/12-1/11/19 - Internet/Phone		336.45	1,310,380.60
12/23/2018	1774	DCSI, Inc	Service Call & Repair - BBall court gate		105.00	1,310,275.60
12/23/2018	1775	Poolsure	Pool Maint. Nov/Dec VOID		0.00	1,310,275.60
12/23/2018	1776	Straley Robin Vericker	Legal Services 12/15/18		425.00	1,309,850.60
12/23/2018	1777	Suncoast Rust Control, Inc	Rust Prevention - December		865.00	1,308,985.60
12/23/2018	1778	Tampa Print Services, inc	Letters/envelopes/postage - CDD		273.06	1,308,712.54
12/23/2018	1779	Yellowstone Landscape Professionals	Irrigation Repairs		315.32	1,308,397.22
12/24/2018	2000457	Dustin J Smith	12/24/18 - P/R		878.55	1,307,518.67
12/24/2018	ACH122418	Paychex	12/3-12/16/18 - P/R DS		218.89	1,307,299.78
12/24/2018	ACH122418.	Paychex	P/R Fee		46.40	1,307,253.38
12/27/2018	ACH122718.1	Pasco County Utilities Services Branch	10/24-11/23 - Ayrshire Boulevard		27.45	1,307,225.93
12/27/2018	ACH122718.2	Pasco County Utilities Services Branch	10/24-11/23 - Ballentrae & Mentore		471.76	1,306,754.17
12/27/2018	1780	Gary L. Kubler	August - Petty Cash Reimbursement		35.55	1,306,718.62
12/28/2018	1781	DPFG MANAGEMENT & CONSULTING, LLC	DCC Mgmt - January		4,433.00	1,302,285.62
12/31/2018	1782	DLTD Solutions Inc.	Admin Fee - 11/4,11,17,18,24,25 & 12/2,8,9,15,16		440.00	1,301,845.62
12/31/2018	1783	TCASS	Security - 11/17,18,24 & 12/8,15		1,000.00	1,300,845.62
12/31/2018	1784	Tropicare Termite and Pest Control	Pest Control		80.00	1,300,765.62
12/31/2018	1785	William McLaughlin	Security - 11/4,11,25 & 12/2,9,16		1,200.00	1,299,565.62
12/31/2018	ACH123118	Paychex	P/R Fee		93.70	1,299,471.92
<b>12/31/2018</b>		<b>EOM Balance Hancock Bank</b>		<b>1,148,609.50</b>	<b>51,560.54</b>	<b>1,299,471.92</b>
01/01/2019		Deposit	Clubhouse rentals	800.00		1,300,271.92
01/03/2019		Pasco County Tax Collector	Tax Collection 11/28-12/07	251,877.21		1,552,149.13
01/04/2019	1786	GPS Pools Inc	Pool Repairs		583.97	1,551,565.16
01/04/2019	ACH010419	Paychex	12/17-12/30 - P/R		764.16	1,550,801.00
01/04/2019	2000459	Dustin J Smith	12/17-12/30 - P/R		1,271.86	1,549,529.14
01/04/2019	2000458	Gary L. Kubler	12/17-12/30 - P/R		1,500.50	1,548,028.64
01/07/2019	1787	Yellowstone Landscape Professionals	Landscape Maint - Dec-Jan, Wall Cleaning & Plant Removal		25,727.16	1,522,301.48
01/10/2019		Pasco County Tax Collector	Tax Collections	15,628.52		1,537,930.00
01/11/2019		Pasco County Tax Collector	Tax Collection 12/26-12/31	11,187.19		1,549,117.19
01/14/2019	ACH011419	Paychex	P/R Fee		225.26	1,548,891.93
01/18/2019	ACH011819	Paychex	12/31-1/13 - P/R		582.85	1,548,309.08
01/18/2019	2000466	Cecilio A. Thomas Jr.	BOS Mtg - 1/7/19		200.00	1,548,109.08

# BALLANTRAE CDD

## Check Register FY2019

Date	Ref #	Vendor Name	Memo	Deposits	Disbursements	HB Acct Balance
01/18/2019	2000464	Christopher Milano	BOS Mtg - 1/7/19		200.00	1,547,909.08
01/18/2019	2000465	Dustin J Smith	12/31-1/13 - P/R	879.62		1,547,029.46
01/18/2019	2000462	Gary L. Kubler	12/31-1/13 - P/R		1,211.46	1,545,818.00
01/18/2019	2000461	James Plateau	BOS Mtg - 1/7/19		200.00	1,545,618.00
01/18/2019	2000463	Richard Levy	BOS Mtg - 1/7/19		200.00	1,545,418.00
01/18/2019	2000460	Stephen Bobick	BOS Mtg - 1/7/19		200.00	1,545,218.00
01/21/2019	1793	Florida Dept of Revenue	4th Qtr Sales Tax 2018		101.50	1,545,116.50
01/21/2019	1794	American Ecosystems, Inc.	Lake & Pond Maint - Feb		1,900.00	1,543,216.50
01/21/2019	1788	Ballantrae CDD.	Transfer to 8417		5,000.00	1,538,216.50
01/21/2019	1789	Duke Energy	11/28-12/28 - Utilities		11,524.38	1,526,692.12
01/21/2019	1790	Bright House Networks	1/12-2/11/19 - Internet/Phone		336.45	1,526,355.67
01/21/2019	1791	Stantec Consulting Services, Inc.	Engineering Svcs thru 12/28/18		110.00	1,526,245.67
01/24/2019	1796	Poolsure	Pool Maintenance - February		505.58	1,525,740.09
01/28/2019	ACH012819	Pasco County Utilities Services Branch	11/23-12/21 - Ballantrae & Mentore		437.60	1,525,302.49
01/28/2019	ACH012819.2	Pasco County Utilities Services Branch	11/23-12/21 - Ayrshire Boulevard		24.46	1,525,278.03
01/28/2019	1797	American Ecosystems, Inc.	Lake & Pond Maint - November		1,900.00	1,523,378.03
01/28/2019	1798	Ballantrae CDD C/O US Bank	Tax Collection Distribution c/o US Bank		433,722.36	1,089,655.67
01/28/2019	1799	Carlos Belen	Security - 12/1/18		200.00	1,089,455.67
01/28/2019	1800	DCSI, Inc	Install Set up maglock BBall Court Gate, Key Cards		1,538.50	1,087,917.17
01/28/2019	1801	DLTD Solutions Inc.	Admin Fee - 12/1,30 & 1/5,6,12,13,19,20,26,27		400.00	1,087,517.17
01/28/2019	1802	Stephen Glen Dachs	1/6,13,27		600.00	1,086,917.17
01/28/2019	1803	William McLaughlin	Security - 12/30 & 1/5,6,12,19,26		1,200.00	1,085,717.17
01/28/2019	1804	Yellowstone Landscape Professionals	Irrigation Repairs		283.50	1,085,433.67
01/29/2019	ACH012919	Paychex	P/R Fee		63.70	1,085,369.97
01/31/2019	297	Paychex	Kubler & Smith P/R drafter 1/31 - JE reversal on 2/1		2,048.89	1,083,321.08
01/31/2019		EOM Balance Hancock Bank		279,492.92	495,643.76	1,083,321.08



## Over Expenditures

### PROPERTY CASUALTY

EXPENDITURES	DATE	VENDOR	INVOICE	AMOUNT	Line Item
Property Casualty	10/23/2018	Egis	8003	3,277	35
TOTAL INSURANCE EXPENDITURES				<b>3,277</b>	

### LAKES/POND & LANDSCAPE

#### LANDSCAPING: OTHER

EXPENDITURES	DATE	VENDOR	INVOICE	AMOUNT	Line Item
25% Deposit for Cutback	11/16/2018	Genesis	3400	21,579	65
TOTAL LANDSCAPE EXPENDITURES				<b>21,579</b>	

Includes only invoices over \$1,000.00

**BALLANTRAE CDD - STATEMENT 1**  
**FY 2019 PROPOSED AMENDMENT #1**  
**GENERAL FUND (O&M)**

	FY 2019 ADOPTED	FY 2019 PROPOSED AMEND	FY 2019 ADOPTED AMENDED
<b>O&amp;M REVENUES:</b>			
LANDOWNER ASSESSMENTS (NET)	\$ 1,024,660	\$ -	\$ 1,024,660
EXCESS FEES CARRYFORWARD PREVIOUS YEARS	2,812	-	2,812
CARRYOVER FROM PREVIOUS YEARS (FUND BALANCE FORWARD)	111,648	137,675	249,323
OTHER INCOME	-	-	-
TRANSFER IN FROM RESERVE FUNDS	-	200,458	200,458
<b>O&amp;M TOTAL REVENUES:</b>	<b>1,139,120</b>	<b>338,133</b>	<b>1,477,253</b>
<b>O&amp;M ADMINISTRATIVE EXPENDITURES:</b>			
<b>BOARD OF SUPERVISORS</b>			
SUPERVISOR STIPENDS	14,000	-	14,000
NEWSLETTER - PRINT & MAILING	10,000	-	10,000
WEBSITE SERVER & NAME	880	-	880
PUBLIC OFFICIALS LIABILITY INSURANCE	3,300	-	3,300
<b>MANAGEMENT SERVICES</b>			
ADMINISTRATIVE SERVICES	-	-	-
DISTRICT MANAGEMENT	53,200	-	53,200
FINANCIAL CONSULTING SERVICES	-	-	-
ACCOUNTING SERVICES	-	-	-
<b>ENGINEERING &amp; LEGAL SERVICES</b>			
DISTRICT ENGINEER	18,000	-	18,000
DISTRICT COUNSEL	17,300	-	17,300
<b>ADMINISTRATIVE: OTHER</b>			
ANNUAL FINANCIAL AUDIT	3,700	-	3,700
DISCLOSURE REPORT	1,000	-	1,000
TRUSTEES FEES	3,772	-	3,772
PROPERTY APPRAISER FEE	150	-	150
LEGAL ADVERTISING	750	-	750
ARBITRAGE REBATE CALCULATION	650	-	650
DUES, LISCENSES AND FEES	1,200	-	1,200
ADMINISTRATIVE CONTINGENCY	5,000	-	5,000
<b>O&amp;M ADMINISTRATIVE TOTAL:</b>	<b>132,902</b>	<b>-</b>	<b>132,902</b>
<b>INSURANCE</b>			
GERNERAL LIABILITY	3,177	-	3,177
PROPERTY CASUALTY	9,709	-	9,709
<b>INSURANCE TOTAL</b>	<b>12,886</b>	<b>-</b>	<b>12,886</b>
<b>UTILITY SERVICES</b>			
ELECTRIC UTILITY SERVICES	23,000	-	23,000
ELECTRIC UTILITY - RECREATION FACILITIES	15,500	-	15,500
ELECTRIC STREET LIGHTING	103,500	-	103,500
UTILITY - WATER - CLUBHOUSE & POOLS	14,000	-	14,000
STORMWATER ASSESSMENT	2,200	-	2,200
<b>UTILITY SERVICES SUBTOTAL</b>	<b>158,200</b>	<b>-</b>	<b>158,200</b>

**BALLANTRAE CDD - STATEMENT 1**  
**FY 2019 PROPOSED AMENDMENT #1**  
**GENERAL FUND (O&M)**

	FY 2019 ADOPTED	FY 2019 PROPOSED AMEND	FY 2019 ADOPTED AMENDED
47 <b>LAKES/PONDS &amp; LANDSCAPE</b>			
48 <b>LAKES/PONDS: CONTRACTS</b>			
49 AQUATIC CONTRACT	22,800	-	22,800
50 <b>LAKES/PONDS: OTHER</b>			
51 FOUNTAIN REPAIRS & MAINTNANCE	3,000	-	3,000
52 MITIGATION AREAS: MONITOR & MAINTAIN	1,500	-	1,500
53 LAKE/POND REPAIRS	10,000	-	10,000
54 INSTALL/REPLACE AQUATIC PLANTS	5,000	-	5,000
55 <b>LANDSCAPING: CONTRACTS</b>			
56 LANDSCAPE MAINTENANCE CONTRACT	144,240	-	144,240
57 LANDSCAPE - SECONDARY CONTRACTS	31,212	-	31,212
58 LANDSCAPE OVERSIGHT/MANAGEMENT	-	-	-
59 <b>LANDSCAPING: OTHER</b>			
60 IRRIGATION REPAIRS AND MAINTENANCE	14,000	-	14,000
61 REPLACE PLANTS, MULCH & TREES	36,500	-	36,500
62 SOD & SEED REPLACEMENT	10,000	-	10,000
63 LANDSCAPE ENHANCEMENT	-	-	-
64 EXTRA MOWINGS DURING RAINY SEASON	5,000	-	5,000
65 RUST PREVENTION FOR IRRIGATION SYSTEM	10,380	-	10,380
66 FIELD MISCELLANEOUS (INCLUSIVE OF TRAPPER)	13,000	-	13,000
67 <b>LAKES/PONDS &amp; LANDSCAPE TOTAL</b>	<b>306,632</b>	<b>-</b>	<b>306,632</b>
68			
69 <b>STREETS, SIDEWALKS, MAINTENANCE &amp; OPERATIONS</b>			
70 <b>STREETS &amp; SIDEWALKS</b>			
71 ENTRY & WALLS MAINTENANCE	2,000	-	2,000
72 STREET/DECORATIVE LIGHT MAINTENANCE	1,000	-	1,000
73 SIDEWALK REPAIR & MAINTENANCE	1,500	-	1,500
74 <b>MAINTENANCE STAFF</b>			
75 EMPLOYEE - SALARIES	79,480	-	79,480
76 EMPLOYEE - P/R TAXES	6,833	-	6,833
77 EMPLOYEE - WORKERS COMP	3,960	-	3,960
78 PAYROLL PROCESSING FEES	1,900	-	1,900
79 EMPLOYEE- HEALTH & PHONE STIPENDS	9,600	-	9,600
80 MILEAGE	1,100	-	1,100
81 <b>STREETS, SIDEWALKS, MAINTENANCE &amp; OPERATIONS</b>	<b>107,373</b>	<b>-</b>	<b>107,373</b>
82			
83 <b>CLUBHOUSE &amp; SAFETY &amp; SECURITY</b>			
84 <b>CLUBHOUSE &amp; MISCELLANEOUS</b>			
85 PARK/FIELD REPAIRS	2,000	-	2,000
86 CLUBHOUSE FACILITY MAINTENANCE	9,000	-	9,000
87 CLUBHOUSE TELEPHONE/INTERNET/FAX	4,200	-	4,200
88 MISCELLANEOUS SUPPLIES (INCLUSIVE OF DEBIT CARD)	3,500	-	3,500
89 POOL/FOUNTAIN/SPALSH PAD MAINTENANCE	10,000	-	10,000
90 POOL PERMITS	750	-	750
91 SEASONAL LIGHTING	20,000	-	20,000
92 PEST CONTROL	520	-	520
93 CLUBHOUSE EXTERIOR FURNISHINGS	-	-	-
94 CLUBHOUSE CLEANING	-	-	-
95 CLUBHOUSE MISCELLANEOUS	7,500	-	7,500
96 <b>SAFETY &amp; SECURITY</b>			
97 PART-TIME LAW ENFORCEMENT DETAILS	50,000	-	50,000
98 SALARY FOR SUMMER MONITOR AT BOTH POOLS	23,500	-	23,500
99 EMPLOYEE P/R TAXES	2,000	-	2,000
100 EMPLOYEE WORKER'S COMP	1,300	-	1,300
101 VIDEO SURVEILLANCE	-	-	-
102 SECURITY - OTHER (GATE SERVICE)	1,000	-	1,000
103 <b>CLUBHOUSE &amp; SAFETY &amp; SECURITY</b>	<b>135,270</b>	<b>-</b>	<b>135,270</b>



**BALLANTRAE CDD - STATEMENT 1**  
**FY 2019 PROPOSED AMENDMENT #1**  
**GENERAL FUND (O&M)**

	FY 2019 ADOPTED	FY 2019 PROPOSED AMEND	FY 2019 ADOPTED AMENDED
104			
105 <b>O&amp;M CONTINGENCY &amp; CAPITAL PROJECTS</b>			
106 O&M Contingency	44,257	-	44,257
107 ENTRANCES & OTHER PLANT REPLACEMENT	-	156,192	156,192
108 WALL & STRUCTURE PAINTING	-	95,624	95,624
109 INVASIVE & UNDESIRABLE PLANT REMOVAL	-	86,317	86,317
110 <b>O&amp;M CONTINGENCY &amp; CAPITAL PROJECTS TOTAL</b>	44,257	338,133	382,390
111			
112 <b>TOTAL EXPENDITURES BEFORE OTHER FINANCING SOURCES (USES)</b>	897,520	338,133	1,235,653
113			
114 <b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPEND.</b>	241,600	-	241,600
115			
116 <b>OTHER FINANCING SOURCES AND (USES)</b>			
117 <b>RESERVES TRANSFERS OUT-OTHER FINANCING USES</b>			
118 EMERGENCY RESERVE	20,000	-	20,000
119 ASSET RESERVE	46,600	-	46,600
120 BILL PAYMENT RESERVE	-	-	-
121 PARK DEVELOPMENT RESERVE	175,000	-	175,000
122 <b>TOTAL OTHER FINANCING SOURCES AND (USES)</b>	241,600	-	241,600
123			
124 <b>O&amp;M TOTAL EXPENDITURES</b>	1,139,120	338,133	1,477,253
125			
126 <b>NET CHANGE IN FUND BALANCE</b>	(0)	-	(0)
127 BEGINNING FUND BALANCE GENERAL FUND (adjusted for FY 2018)	\$ 82,307		\$ 259,419
128 LESS FUND BALANCE FORWARD	\$ (114,460)		\$ (249,323)
129 ENDING FUND BALANCE - GENERAL FUND	\$ (32,153)		\$ 10,096
130 ENDING FUND BALANCE - RESERVE FUND (Stmt 2)	1,559,131		1,605,366
131 <b>TOTAL FUND BALANCE - GENERAL &amp; RESERVE FUNDS</b>	\$ 1,526,980		\$ 1,615,464
132 <b>AUDITED FUND BALANCE</b>			

**BALLANTRAE CDD - STATEMENT 2**

**FY 2019 PROPOSED AMENDMENT #1**

**RESERVES**

		FY 2019 PROPOSED	FY 2019 PROPOSED AMEND	FY 2019 ADOPTED AMENDED
1	REVENUES:			
2	INTEREST REVENUE			
3	PARK DEVELOPMENT	\$ -	\$ -	
4	ASSET RESERVE	-	-	
5	EMERGENCY RESERVE	-	-	
6	BILL PAYMENT RESERVE	-	-	
7	INTEREST - PRIOR DM	-	-	
8	<b>TOTAL REVENUE</b>	-	-	
9				
10	RESERVES EXPENDITURES:			
11	ASSET RESERVE	-	-	
12	PARK DEVELOPMENT RESERVE	-	-	
13	PROJECTS	-	-	
14	<b>TOTAL RESERVE EXPENDITURES</b>	-	-	
15				
16	EXCESS OF REVENUE OVER(UNDER)EXPENDITURES	-	-	
17				
18	OTHER FINANCING SOURCES SOURCES (USES)			
19	TRANSFER IN - PARK DEVELOPMENT	175,000	-	175,000
20	TRANSFER IN (OUT)- ASSET RESERVE	46,600	(55,204)	(8,604)
22	TRANSFER IN (OUT) - EMERGENCY RESERVE	20,000	(145,254)	(125,254)
24	<b>TOTAL OTHER FINANCING SOURCES SOURCES (USES)</b>	241,600	(200,458)	41,142
25				
26	<b>NET CHANGE IN FUND BALANCE</b>	241,600	(200,458)	41,142
27	<b>FUND BALANCE BEGINNING</b>	1,564,224	-	1,564,224
28	<b>FUND BALANCE ENDING</b>	1,805,824	(200,458)	1,605,366
29				

			Total FY 2018 (includes interest)	FY 2019 PROPOSED AMENDED	FY 2019 ADOPTED AMENDED
30	RESERVE BALANCE SUMMARY	FY 2017	FY 2018 Adopted	FY 2019 ADOPTED	
31	PARK DEVELOPMENT	610,035	175,000	787,486	962,486
32	ASSET RESERVE	354,676	41,878	397,872	389,268
33	EMERGENCY RESERVE	226,864	-	227,660	102,406
34	BILL PAYMENT RESERVE	150,678	-	151,206	151,206
35		1,342,253	216,878	1,564,224	1,605,366

**EXHIBIT 7.**





# New Tampa Fence Inc.

Scott Gilligan  
24727 State Road 54, Lutz, FL 33559  
813-423-2383

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

Date: 2/22/2019



## Customer

Name: Ballantrae , Ayrshire Blvd  
Street: 17611 Mentmore blvd  
City & State: Land O Lakes  
Zip:  
Phone: 813-345-8565

Email: [ballantrae2@tampabay.rr.com](mailto:ballantrae2@tampabay.rr.com)  
Sub Div: Ballantrae  
Fence Style: 6' green chain link  
Cap Style:

**Job Discription:** Replace 50' of damaged 6' green chainlink fence, 1 new top rail and add 350' of bottom tension wire around whole fence line.

Jobsite at retention pond on Ayrshire Blvd.

10 year labor warranty.

Total Cost, Material & Labor: \$900

Payment to be made as follows: 25% deposit, balance due upon completion.

**Wood Disclaimer:** All wood products purchased from New Tampa Fence meet or exceed wood grade rules, however due to the natural tendency of wood to warp, shrink or split, New Tampa Fence implies no warranties on wood materials other than those offered by the manufacturer.

Any balance over 30 days for the invoice date will incur a late fee of 1.5% per month. If applicable law requires a lesser charge, the maximum allowable charge under such law will apply.

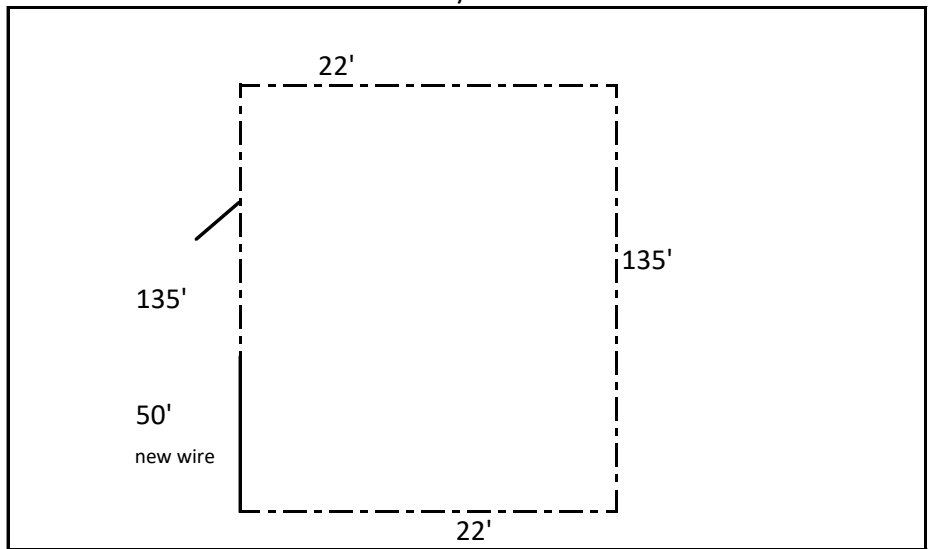
**Rock/Root Clause:** If rock or roots are encountered enough to inhibit normal progress customer will bear additional cost(s), at the rate of \$35.00 per man hour, plus cost of concrete & rock removal equipment.

**Covenants:** Materials are guaranteed to be specified. All work will be completed in a workmanlike manner according to standard practices. Performance is contingent upon strikes, accidents or delays beyond our control. Additions, alterations or deviations from the above specifications at time of install may result in additional charges of \$250 to the customer.

**Underground Disclaimer:** Underground utilities to main box will be marked by Sunshine State One Call and New Tampa Fence will not be responsible for any claims arising from encroachment or damage to utilities. Private utilities need to be marked by homeowner/business. New Tampa Fence will not be responsible for damaged lines that are not marked prior to install.

**Sprinklers & Lines:** New Tampa Fence is not responsible for damaged underground sprinkler pipes that are not marked by homeowner/business. Also, sprinkler heads that end up under the fence or on the other side of the fence or property lines.

## Layout



New Tampa Fence Inc.

Scott Gilligan

Date

## Acceptance of Proposal:

The above prices, specifications and conditions are satisfactory & are hereby accepted. You are authorized to complete this contract as specified. Payment will be made as outlined above.

*John B. F. A. T.*

Authorized Signature

2/22/19

Date

I have read the above conditions.

initial

**EXHIBIT 8.**

# Ballantrae Community Development District

Development Planning and Financing Group  
250 International Parkway, Suite 280, Lake Mary, FL 32746  
Phone: 321-263-0132

---

February 21, 2019

**Via U.S. Regular Mail**

Paychex  
1025 Greenwood Blvd, Suite 301  
Lake Mary, FL 32746

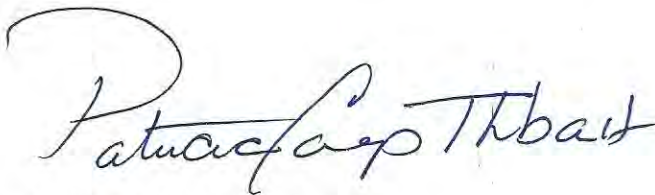
Re: Paychex Payroll - Agreement

To whom it may concern:

Please accept this correspondence as written confirmation from Ballantrae Community Development District of the termination of the Paychex contract for payroll processing services. The termination will be effective immediately on March 31, 2019.

On behalf of the Board of Supervisors and the residents, we would like thank Paychex for its service to the District. We will be contacting your accounting office to reconcile the records for services not rendered that were included in the monthly billings if needed.

Please call the District Manager at (321) 263-0132, ext. 4207 if you have any questions or comments.



Patricia Comings-Thibault  
Ballantrae CDD  
District Manager  
250 International Parkway, Suite 280  
Lake Mary, FL 32746

## SERVICE AGREEMENT

### Payroll Service

#### **PARTIES**

This Agreement is entered into this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_ by and between Innovative Employer Solutions, Inc., a Florida corporation (hereafter referred to as "Innovative"), and **Ballantrae Community Development District** (hereafter referred to as "Client"), whose respective addresses are set forth on the signature page of this Agreement.

#### **I. TERM OF AGREEMENT**

The initial term of this Agreement shall be twelve (12) months (the "Initial Term"). The Initial Term shall commence on the 1st day of April, 2019. Following the completion of the Initial Term, this Agreement shall automatically renew and remain in full force and effect for additional terms of twelve (12) months, and shall remain in effect until either party gives written notice to the other party by delivering written notice of termination, at least THIRTY (30) days in advance. Termination or expiration of this Agreement shall not affect the continuation of any outstanding obligation or liability incurred by either party during the term of this Agreement.

#### **II. EMPLOYEES**

- A. Client expressly agrees and understands that no employee shall become employed by Innovative or covered by Innovative's workers' compensation as Innovative is only providing payroll service as defined below in III. Innovative's Responsibilities.

#### **III. INNOVATIVE'S RESPONSIBILITIES**

- A. Based on information supplied by client, Innovative shall prepare and distribute payroll checks to client's employees, make the appropriate payroll deductions and collection of taxes, file the appropriate reports and make payment to proper governmental authorities for federal, state, and local income taxes, Social Security tax, federal and state unemployment insurance taxes and any other federal or state tax. Innovative shall maintain necessary records and comply with reporting procedures and will report and file such taxes utilizing client's tax identification numbers.



#### **IV. CLIENT RESPONSIBILITIES**

- A. Client assumes full responsibility for workers' compensation claims, benefit claims (including but not limited to health insurance claims and pension claims), employment discrimination claims, general liability claims, third-party claims, and any and all other obligations or claims pertaining to employment.

#### **V. SERVICE FEES**

- A. For services to be rendered under this Agreement, Innovative shall be entitled to service fees and other fees as specified on Exhibit A hereto titled "Fee Schedule." All funds due Innovative are payable prior to Innovative's issuance of payroll checks each pay period and shall be paid to Innovative following the end of each pay period, no later than TWO (2) business days prior to the date paychecks are to be distributed to assigned employees. A late payment charge of one and one-half percent (1-½%) will be added to all accounts not paid when due. Checks returned unpaid from Client's bank will be subject to the late payment charge plus any additional costs incurred by Innovative. An unpaid balance will also be subject to periodic charge of one and one-half percent (1-½%) per calendar month (or such maximum lesser interest amount if set by applicable law at a lower amount) until paid in full.
- B. Should Client require additional services not included in this Agreement, the fee for any such additional services shall be negotiated and paid separately.

#### **VI. INDEMNIFICATIONS**

- A. Client hereby unconditionally indemnifies, holds harmless, protects and defends Innovative, and all subsidiary, affiliate, related, and parent companies, their current and former respective shareholders, employees, attorneys, officers, directors, agents and representatives (all indemnified parties referred to as "Innovative Indemnified Parties") from and against any and all claims, demands, damages (including liquidated, punitive and compensatory), injuries, deaths, actions and causes of actions, costs and expenses (including attorney's fees and expenses at all levels of proceedings), losses and liabilities of whatever nature (including liability to third parties), and all other consequences of any sort that are not due to the negligence of Innovative.
- B. Innovative hereby unconditionally indemnifies, holds harmless, protects and defends Client, and all subsidiary, affiliate and parent companies, their shareholders, employees, attorneys, officers, directors, agents and representatives from and against any and all claims, demands, damages, injuries, deaths, actions, costs and expenses (including attorney's fees and expenses at all levels of proceedings), losses and liabilities of whatever nature (including liability to third parties), and other consequences of any sort, arising out of the negligent or willful failure of any employee employed by Innovative.

- C. All indemnifications are and shall be deemed to be contractual in nature and shall survive the termination or expiration of this Agreement.

## **VII. EFFECT OF TERMINATION**

- A. If for any reason payment is not made when due, Client agrees that Innovative will have the right to immediately terminate its performance hereunder, withhold services, and/or bring suit seeking damages. If for any reason (whether or not required by applicable law) Innovative makes any payment to any of the employees after this Agreement has been terminated, Innovative shall be entitled to full reimbursement for such expenses associated with such payment.
- B. Innovative may also terminate this Agreement if, at any time, Innovative in its sole discretion determines that a material adverse change has occurred in the financial condition of Client, or that Client is unable to pay its debts as they become due in the ordinary course of business. Such termination or expiration shall not relieve Client of any obligation set forth herein, including but not limited to its payment obligations to Innovative. In addition, Innovative may at any time immediately terminate this Agreement or withhold its services in the event of a material breach by Client of any of the terms of this Agreement.

## **VIII. GENERAL PROVISIONS**

- A. This Agreement is assignable by Innovative at its sole discretion.
- B. This Agreement constitutes the entire agreement between the parties with regard to this subject matter and no other agreement, statement, promise or practice between the parties relating to the subject matter shall be binding on the parties. This Agreement may be changed only by a written amendment signed by both parties.
- C. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida and venue shall be in the applicable court in Pinellas County, Florida.
- D. In the event of any lawsuit or other proceeding to enforce the provisions of this Agreement, any party who shall substantially prevail in such litigation shall be entitled to an award of its costs and reasonable attorney's fees incurred at all levels of proceedings.
- E. In the event that any provision contained in this Agreement is held to be unenforceable by a court of competent jurisdiction, the validity, legality, or enforceability of the remainder of this Agreement shall in no way be affected or impaired thereby.

**AGREED TO:**

**INNOVATIVE EMPLOYER SOLUTIONS, INC**

By: \_\_\_\_\_ (Date)

635 93<sup>rd</sup> Ave N  
St Petersburg, FL 33712

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated therein are true. In addition, the foregoing Agreement is agreed to.

**CLIENT**

By:  \_\_\_\_\_ (Date)

250 International Pkwy Suite 280  
Lake Mary, FL 32746

Exhibit A  
Payroll Service Fees

\$49.00 per invoice processed. Delivery fee of \$8.00 for the delivery of payroll to DPG. No delivery fee for payrolls delivered to DPG in groups of two or more.

The New Account Set Up Fee is **waived**.

The New Employee Setup Fee is **waived**.

Client requested Stop payments are \$35.

NSF Client Checks or ACHs are \$35.



**EXHIBIT 9.**



Customer:

**DPFG**

## Job Proposal

3542 Ballantrae Blvd, Land O Lakes FL 34638  
 Ballantrae (On R past Glenapp Dr behind lift st)  
 Date: 2/11/2019

		W	P	S	O	W	
	<b>Ray Lotito } 813-220-6089</b>					<b>PO#</b>	<b>-</b>
	<b>raymond.lotito@dpfg.com</b>						
1	Well Drilling - 4"					\$15/ft	\$ 3,000.00
	Proposed Feet Drilled					200	
2	Well Abandonment - Estimated Depth 200'					\$5/ft	\$ 1,000.00
3	Permits						\$ 100.00
4	Well Screen and Installation						
5	Well Developing and Surging						\$ 300.00
6	Well Acidization						
7	Well Disinfection						
8	Trencher or backhoe work @ \$10 per foot.						
9	Pump System Removal and Installation						\$ 500.00
10	Materials:						\$ 7,579.64
	126' - 4" Galvanized Steel Primary Well Casing						
	63' - 2" Galvanized Steel TNC Drop Pipe						
	Grundfos 5HP 230V 1 PH Deluxe Control Box						
	Grundfos 5HP 230V 1 PH Submersible Motor						
	Grundfos 77S50-10 All Stainless Steel Submersible Pump						
	10/3 AWG Double Jacketed Submersible Pump Wire With Ground						
	4"x2" Solid Steel Well Seal						
	1,500 Lbs of Bentonite Hole Plug						
	282 Lbs or Portland Type I/II Cement For Grout Slurry						
	4"x4" Reinforced Concrete Post To Mount Lakos Separator						
	40/60 Heavy Duty Pressure Switch						
	2" Stainless Steel Constant Pressure Manifold						
	1" Stainless Steel Braided Accessory Hose						
	<b>Total Drilling, Material and Cost:</b>						<b>\$ 12,479.64</b>

\*Submersible Pump, Motor and Control have a 5 year warranty, parts and labor.

\*This is a fixed price quote and will be the completed cost of the well, pump system and abandonment.

EXHIBIT 10.



Client: Ballantrae CDD - Land O Lakes, FL  
C/O DPF Management & Consulting, LLC  
15310 Amberly Dr, Ste 175, Tampa, FL 33647

Date: 2/22/19  
HDI # 0139-19

Abandon Existing Well. Drill New 4" X 200' Well. Install 5 HP Pump/Motor.

	EST /UNIT	PRICE	TOTAL
MOBILIZATION/DEMObILIZATION	1.0 ea	\$ 1,500.00 /ea	\$ 1,500.00
DRILL & SET 4" GALV. CASING (Estimated Depth)	126.0 /ft	\$ 40.00 /ft	\$ 5,040.00
OPEN HOLE DRILLING (Estimated Depth)	74.00 /ft	\$ 25.00 /ft	\$ 1,850.00
SUBMERSIBLE PUMP, MOTOR & START BOX	1.0 /ea	\$ 2,600.00 /ea	\$ 2,600.00
Concrete Post, Pad, Completion	1.0 /ea	\$ 2,500.00 /ea	\$ 2,500.00
INSTALLATION, PARTS & HOOKUP (Drop Pipe, Galvanized Fittings, Pressure Switch, Pressure Gauge, Etc.)	1.0 /ea	\$ 1,500.00 /ea	\$ 1,500.00
WELL ABANDONMENT (4" x 200' Abandonment)	1.0 /ea	\$ 3,500.00 /ea	\$ 3,500.00
WELL INSTALLATION PERMIT (SWFWMD)	1.0 /ea	\$ 500.00 /ea	\$ 500.00
		<b>TOTAL</b>	<b>= \$ 18,990.00</b>

\*Payment will be required at the completion of drilling before crew demobilizes from drill site.

\*Quote is valid for 60 days from date referenced above.

\*This bid is an estimate only and the invoice will reflect actual work performed.

\* **NOTE: HDI is not responsible for the connection from the well to the house or the power connection the panel to the well. Please contact a licensed plumber and electrician to complete those connections**

**IF YOU AGREE WITH ABOVE QUOTATION AND TERMS ASSOCIATED, PLEASE SIGN & RETURN.**

---

**35920 STATE ROAD 52 • DADE CITY, FL 33525 • (352) 567-9500 • (352) 567-6646**



ACORD™

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/04/2018

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

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

<b>PRODUCER</b> <b>Bouchard Insurance Inc.</b> <b>101 N Starcrest Dr.</b> <b>Clearwater, FL 33765</b> <b>727 447-6481</b>		<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext): 727 447-6481</b> <b>FAX (A/C, No): 727 449-1267</b> <b>E-MAIL: certificates@bouchardinsurance.com</b> <b>ADDRESS:</b>	
<b>INSURED</b> <b>Huss Drilling, Inc.</b> <b>35920 State Road 52</b> <b>Dade City, FL 33525</b>		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A : Homeland Insurance Co of NY</b> <b>INSURER B : Amerisure Insurance Company</b> <b>INSURER C : Amerisure Mutual Insurance Company</b> <b>INSURER D :</b> <b>INSURER E :</b> <b>INSURER F :</b>	
		<b>NAIC #</b> <b>34452</b> <b>19488</b> <b>23396</b>	

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:


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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> BI/PP Ded:5,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y Y	7930028290004	12/05/2018	12/05/2019	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$50,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY	Y Y	CA20949810401	12/05/2018	12/05/2019	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	Y Y	7930028300004	12/05/2018	12/05/2019	EACH OCCURRENCE \$2,000,000 AGGREGATE \$2,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y N/A	WC209498005	12/05/2018	01/01/2020	<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
A	Pollution Liab	Y Y	7930028290004	12/05/2018	12/05/2019	1,000,000
A	Professional Liab		7930028290004	12/05/2018	12/05/2019	1,000,000
C	Rented/Leased Eq		IM20949830402	12/05/2018	12/05/2019	250,000

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

Certificate holder is additional insured as respects General Liability, Auto, Pollution Liability, Rented/Leased Equipment and Umbrella only if required by written contract, and subject to the terms, conditions and limits as specified in the policy.

(See Attached Descriptions)

<b>CERTIFICATE HOLDER</b> <b>HUSS DRILLING</b> <b>35920 SR 52</b> <b>DADE CITY, FL 33525-0000</b>	<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. <b>AUTHORIZED REPRESENTATIVE</b> 
--	--

**EXHIBIT 11.**



Proposal #6295

Date: 02/25/2019

From: Brian Mahar

Proposal For

DPFG

250 International Pkwy  
Suite 280  
Lake Mary, FL 32746

main:  
mobile:

Location

17611 Mentmore Blvd  
Land O' Lakes, FL 34638

Property Name: Ballantrae CDD

New Well Price

Terms: Net 30

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Price Includes Pump, Motor, Labor and Installation	1.00	\$5,201.20	\$5,201.20
Drilling Cost Per Foot	1.00	\$30.00	\$30.00

Client Notes

Please see the price to drill a new well withing 50' of the existing dead well. A new pump and motor will be installed, the electric and main line will be trenched over to the new location, we will reuse the tank as it is still in good working condition. **(We will provide a two year warranty on the pump and motor)**

**The cost to drill a new well is \$30.00 per foot, this price in not the total price on the quote.  $\$30.00 \times ?\text{ft} = \$?$**

We are unsure on how deep we need to go, our well guy says the average depth in this area is right around 200'. We are hoping we will not have to go that deep, he did say it could go as deep as 300'. We will not know until we begin to drill.

Signature

x

SUBTOTAL \$5,201.20

SALES TAX \$0.00

TOTAL \$5,201.20

Signature above authorizes Yellowstone Landscape to perform work as described above and verifies that the prices and specifications are hereby accepted. All overdue balances will be charge a 1.5% a month, 18% annual percentage rate.

Limited Warranty: All plant material is under a limited warranty for one year. Transplanted plant material and/or plant material that dies due to conditions out of Yellowstone Landscape's control (i.e. Acts of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.

Contact

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Assigned To

Brian Mahar

Office:

bmahar@yellowstonelandscape.com

**EXHIBIT 12.**




[SIGN IN](#) [SHIPPING & PAYMENT](#) [GIFT OPTIONS](#) [PLACE ORDER](#)


## Review your order

Save your checkout settings as the default for future orders

☐ Use the selected group, shipping address, and payment method as my checkout defaults.

### Payer

You for Ballantrae CDD

[Change](#)

### Shipping address

[Change](#)  
Ballantrae CDD  
17611 MENTMORE BLVD  
LAND O LAKES, FL 34638-7934  
United States  
Phone: 813 345-8565  
[Ship to multiple addresses](#)

### Payment method

[Change](#)  
VISA ending in 9904

### Billing address

[Change](#)  
Same as shipping address

### Gift cards & promotional codes

### Place your order

By placing your order, you agree to the Amazon Business Accounts Terms & Conditions.

### Order Summary

Items (5):	\$1,399.95
Shipping & handling:	\$0.00
Total before tax:	\$1,399.95
Estimated tax to be collected*:	\$0.00

**Order total:** **\$1,399.95**

How are shipping costs calculated?

### Business Order Information

**PO Number**

No value entered

Estimated delivery: Feb. 14, 2019 - Feb. 19, 2019



#### 52" Casa Delta-Wing Bronze

Outdoor Ceiling Fan

\$279.99

In Stock.

Quantity: 5 [Change](#)

Sold by: LAMPS PLUS

Gift options not available.

#### Get your product installed

#### Choose a delivery option:

- ☒ Thursday, Feb. 14 - Tuesday, Feb. 19  
FREE Standard Shipping
- ☐ Tuesday, Feb. 12  
\$79.00 - Two-Day Shipping

\*Why has sales tax been applied? See tax and seller information

Do you need help? Explore our Help pages or contact us

For an item sold by Amazon.com: When you click the "Place your order" button, we'll send you an email message acknowledging receipt of your order. Your contract to purchase an item will not be complete until we send you an email notifying you that the item has been shipped.

Colorado, Oklahoma, South Dakota and Vermont Purchasers: Important information regarding sales tax you may owe in your State

Within 30 days of delivery, you may return new, unopened merchandise in its original condition. Exceptions and restrictions apply. See Amazon.com's Returns Policy

[Go to the Amazon.com homepage without completing your order.](#)

Conditions of Use | Privacy Notice © 1996-2018, Amazon.com, Inc.

**EXHIBIT 13.**

**NEW TAMPA**

19404 N. Bruce B Downs Blvd.  
Tampa, FL 33647-3062  
813-994-3422

Sold to: **BALLANTRAE GARRY KUBLER**  
17611 MENTMORE BLVD  
LAND O LAKES, FL 34638  
813-345-8565  
813-345-8563  
ballantrae2@tampabay.rr.com

Acct#: 018-01411

Ship to:

HOLD NUMBER  
**H-018-00110**

DATE  
**02/07/2019**

SALES-REP

TERMS

DONNA K

CUSTOMER P.O.

PAGE

Page 1 of 1

#	ITEM NO.	DESCRIPTION	UPC	QTY	PRICE	TOTAL
1	272	Raindance - Outdoor Burnished Copper	840246107404	5	349.98	1,627.41
2	661	60" "P" Blades Outdoor Oil Rubbed Bronze	840246102454	5	20.00	93.00
3	2530	Corrosion Block 1oz. Bottle	770153200014	5	3.99	18.55
customer is tax exempt						
TOTAL SALE			DISCOUNT	SUBTOTAL	TAX	TOTAL
1,869.85			130.89	1,738.96	147.81	1,886.77

Thank you for shopping at Dan's Fan City!  
Go to [dansfancity.com](http://dansfancity.com) for online product registration.

From: store018@dansfancity.com  
To: Ballantrae2@tampabay.rr.com  
Cc:  
Priority: Normal  
Date: Thursday February 7 2019 4:07:52PM

## RE: Dan's Fan City - Store 018 receipt

---

Hi Garry,

The warranty on the Raindance is 30 years in-store on the motor. If during that time there should be a problem with the Raindance motor, take it into any Dan's Fan City store. It will be repaired at no cost and if it is not able to be repaired, it will be replaced. Again, it is 30 years on the motor in any one of our stores.

Thanks again,

Donna

On Thu, 07 Feb 2019 19:38:44 +0000, Ballantrae2@tampabay.rr.com wrote:

Thanks. Could I please get something in writing or E-Mail about the Warranty.

Garry Kubler Ballantrae CDD Maintenance 813 345-8565

---

From: store018@dansfancity.com  
To: ballantrae2@tampabay.rr.com  
Cc:  
Sent: Thursday February 7 2019 1:52:22PM  
Subject: Dan's Fan City - Store 018 receipt

Thanks for the opportunity to send this quote to you.

As you know Dan's Fan City is a locally owned company. 40 years of FANS and multiple locations.

The Raindance has specially sealed bearings and the water resistance houseing making it the ideal fan for both roofed and non-roofed applications

I have included a product called Corrosion Block. We suggest this product for our outdoor fans as a deterrent to corrision.

We look forward to working with you!

Thanks again!

Donna King  
Manager  
Dan's Fan City - New Tampa  
813-994-3422



EXHIBIT 14.

Home / Lighting / Ceiling Fans / Ceiling Fans Without Lights

Model # 53061    Internet #301204336



Live Chat

Save to Favorites

**Hunter**

Sea Air 52 in. Outdoor New Bronze Ceiling Fan

★★★★★ (16)

Write a Review

**\$179<sup>99</sup>**  $\times 5 = 899.95$

Fixture Color/Finish: **New Bronze**



Fan Blade Span (in.): **52**

52

- Stainless steel hardware to resist rust
- 3 speed reversible WhisperWind motor

**Model #:** 53061

**Internet #:** 301204336

This fan is ready for the outdoors. The Sea Air is wet-rated, which means it's designed to withstand direct contact from rain and other natural outdoor elements. The traditional style and different color options will complement almost any area you choose. Don't forget to check out Hunter's wet-rated accessory light kits for lighting options.



- New bronze finish
- 5-walnut plastic blades included
- ETL wet-rated for use in covered and uncovered applications
- 3423 CFM
- 3 speed reversible WhisperWind motor
- Limited lifetime motor warranty is backed by the only company with over 125 years in the fan business
- 3 in. and 2 in. downrods included to ensure proper distance from the ceiling and optimize air movement at your preferred blade height
- Installer's choice 3-position mounting system allows for standard, angled or low ceiling mounting
- Light kit adaptable
- Stainless steel hardware to resist rust
- Reversible motor allows you to change the direction of your fan from downdraft mode during the summer to updraft mode during the winter
- Included pull chain allows for quick and easy on/off and speed adjustments
- How to choose the right ceiling fan for your home

- [Click here for more information on Electronic Recycling Programs](#)

## Info & Guides

- [Energy Guide](#)
- [Full Product Manual](#)
- [Installation Guide](#)
- [Instructions / Assembly](#)
- [Product Brochure](#)
- [Replacement Part List](#)
- [Specification](#)
- [Use and Care Manual](#)
- [Warranty](#)







## Limited Lifetime Warranty

Hunter Fan Company grants this limited warranty to the original purchaser of this Hunter ceiling fan. This document can be found online at [www.HunterFan.com](http://www.HunterFan.com). Thank you for choosing Hunter!

### How Can Warranty Service Be Obtained?

**Proof of purchase is required** when requesting warranty service. The original purchaser must present a sales receipt or other document that establishes proof of purchase. Hunter, at its sole discretion, may accept a gift receipt. To obtain service, contact Hunter Fan Company online or by phone.

[www.HunterFan.com/Support/Contact-Us/](http://www.HunterFan.com/Support/Contact-Us/)  
1-888-830-1326

Please do not ship your fan or any fan parts to Hunter. Delivery will be refused.

### What Does This Warranty Cover?

#### Motor – Limited Lifetime Warranty

If any part of your ceiling fan motor fails during your ownership of the fan due to a defect in material or workmanship, as determined solely by Hunter, Hunter will provide you with a replacement fan free of charge.\* The foregoing limited warranty applies only to the motor itself and does not apply to electronic controls – such as remote control transmitters, remote control receivers, or capacitors – used in conjunction with the motor. Such electronic control items are included in the one-year limited warranty below.

#### Other – One-Year Limited Warranty

Except as otherwise indicated throughout this warranty, if any part of your Hunter ceiling fan fails at any time within one year of the date of purchase due to a defect in material or workmanship, as determined solely by Hunter, Hunter will provide a replacement part free of charge.\*

#### Light Kits – Warranty May Vary

Light kits are included in the one-year limited warranty. However, you may qualify for additional warranty coverage if your fan includes one of the following:

- **LED Light Kits – Three-Year Limited Warranty**  
If your LED light kit module (not including glass components) or LED bulb fails at any time within three years of the date of purchase due to a defect in material or workmanship, as determined solely by Hunter, Hunter will provide a replacement part free of charge.\*

- **ENERGY STAR® Rated Light Kits – Three-Year Limited Warranty**

If your ENERGY STAR rated light kit (not including glass components) fails at any time within three years of the date of purchase due to a defect in material or workmanship, as determined solely by Hunter, Hunter will provide a replacement light kit free of charge.\*

*\* If no replacement product/part can be provided for your fan, we will provide a comparable or superior replacement product/part at the sole discretion of Hunter.*

### What Does This Warranty NOT Cover?

**Labor Excluded.** This warranty does not cover any costs or fees associated with the labor (including electrician's fees) required to install, remove, or replace a fan or any fan parts.

There is no warranty for light bulbs (except where otherwise noted); remote control batteries; fans purchased or installed outside the United States; fans owned by someone other than the original purchaser; fans for which proof of purchase has not been established; fans purchased from an unauthorized dealer; ordinary wear and tear; minor cosmetic blemishes; refurbished fans; and fans that are damaged due to any of the following: improper installation, misuse, abuse, improper care, failure to follow Hunter instructions, accidental damage caused by the fan owner or related parties, modifications to the fan, improper or incorrectly performed maintenance or repair, improper voltage supply or power surge, use of improper parts or accessories, failure to provide maintenance to the fan, or acts of God (e.g. flood).

ORIGINAL PURCHASER'S SOLE AND EXCLUSIVE REMEDY FOR A CLAIM OF ANY KIND WITH RESPECT TO THIS PRODUCT SHALL BE THE REMEDIES SET FORTH HEREIN. HUNTER FAN COMPANY IS NOT RESPONSIBLE FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES, DUE TO PRODUCT FAILURE, WHETHER ARISING OUT OF BREACH OF WARRANTY, BREACH OF CONTRACT, OR OTHERWISE. Some States do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you.

ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE APPLICABLE TO THIS PRODUCT ARE LIMITED IN DURATION TO THE PERIOD OF COVERAGE OF THE APPLICABLE LIMITED WARRANTIES SET FORTH ABOVE. Some States do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you.

### How Does State Law Affect Warranty Coverage?

This warranty gives you specific legal rights. You may also have other rights which vary from state to state.



EXHIBIT 15.

FREE PARCEL SHIPPING WITH MYLOWE'S. GET STARTED &gt;



Open until 9PM!  
Lutz Lowe's ✓


Prices, promotions, styles, and availability may vary. Our local stores do not honor online pricing. Prices and availability of products and services are subject to change without notice. Errors will be corrected where discovered, and Lowe's reserves the right to revoke any stated offer and to correct any errors, inaccuracies or omissions including after an order has been submitted.

## Shopping Cart

**Lutz Lowe's, FL** | [Change Store >](#)  
21500 State Rd 54, Lutz, FL 33549

4 Items

⚠ This item must be ordered in multiples of 2.

	<b>Item # 1268878   Model #</b>	<b>\$379.99</b>	<b>Qty: 4</b>	<b>\$1,519.96</b>
	5DIW52PBSD	<b>\$379.99</b>		
	<b>Monte Carlo Discus Outdoor</b>	<b>each</b>		
	<b>52-in Brushed Steel LED</b>			
	<b>Indoor/Outdoor Downrod</b>			
	<b>Ceiling Fan with Light Kit (5-</b>			
	<b>blade)</b>			

 **Pickup 02/16/2019**

### Order Summary

**Estimated Total** **\$1,626.36**

**Item Total** **\$1,519.96**

**Estimated Tax** **\$106.40**

**Estimated Total** **\$1,626.36**

+ 379.99

1899.95

Feedback

**Need Help?**

Call 1-800-445-6937

**Products &  
Sales**

Call 1-877-GO-LOWES

EXHIBIT 16.

## ADA Site Compliance

Here you go, Ray. As promised...

1. Create a Website Homepage - **\$3,000 (all-included) – brand new site built on our own custom-designed WordPress themes that are ADA accessible and compliant**

2. Create integrated website pages for **(included in all-in cost)**

Our CDD

Contacts

Board Meetings

Annual Budget

Annual Audit

3. Create integrated website additional pages **(included in all-in cost)**

Clubhouse calendar

Community newsletter

Other documents

4. Document Conversion – **Per-page pricing schedule as follows (based on aggregate count, for all pages across the Ballantrae website)**

<b>1 – 10,000</b>	<b>\$2.95</b>
<b>10,001 – 25,000</b>	<b>\$2.85</b>
<b>25,001 – 100,000</b>	<b>\$2.75</b>
<b>100,001 – 500,000</b>	<b>\$2.60</b>
<b>500,001 – 1,000,000</b>	<b>\$2.45</b>
<b>1,000,001+</b>	<b>\$2.25</b>

Annual audit – 1 year

Schedule of Annual Meetings

Agendas – 1 year after meeting

Public facilities report

Annual budget – 2 years

5. Additional Document Conversion **(same rate as per schedule above)**

Community Newsletter

Clubhouse Calendar

Other Documents – Price Per Page

6. Ongoing Maintenance

Website Accessibility & Compliance – **\$999 per year – includes continued license of ADA Compliance Shield and Accessibility Policy, regular updates to the policy as standards change, and quarterly technological audit reports for ongoing maintenance and accountability**

Ongoing Document Conversion – Item 4

Annual Audit

Schedule of Annual Meetings

Agendas  
Public Facilities Report  
Annual Budget  
Ongoing Document Conversion – Item 5  
Community Newsletter  
Clubhouse Calendar  
Other Documents – Price per page

**Please note: our PDF auditing and remediation is done manually, using human eyes and brains. This is the ONLY way to make PDFs (and websites) truly compliant. Other vendors rely on automated tools or semi-manual processes to achieve this task. Neither approach will work, and both will leave the district exposed to further litigation.**

**Note II: through document requests, we recently learned that many government entities are paying between \$7.50 and \$10.00 per page for the type of manual PDF auditing and remediation described above. We pledge – and stand behind that pledge – never to be beaten on true apples-to-apples pricing.**

Thanks,



## Jeremy Horelick

VP Business Development • ADA Site Compliance

direct: (561) 258-9518

office: (561) 258-9300

email: [jeremy@adaSiteCompliance.com](mailto:jeremy@adaSiteCompliance.com)

The Americans with Disabilities Act - It's the Law

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

## Website and PDF Auditing & Remediation





EXHIBIT 17.

# Quote from ClearTech Interactive

Scott D'Ambra, 727-562-5161, [scott@cleart.com](mailto:scott@cleart.com), [www.cleart.com](http://www.cleart.com)

Our Company has been in business for 16 years



## BALLANTRAE DOMMUNITY DEVELOPMENT DISTRICT WEBSITE DEVELOPMENT LINE PRICING ITEMS

1 Create a Website Home Page	\$2,500
2 Create integrated website pages for (examples provided)	
Our Cdd	\$250 -
Contacts	\$250 -
Board Meetings	\$250 -
Annual Budget	\$250 -
Annual Audit	\$250 -
3 Create integrated website additional pages (examples provided)	
Clubhouse Calendar	\$1,200 - estimated
Community Newsletter	\$250 -
Other Documents	\$250 -
4 Document Conversion	
Annual Audit - 1 year	\$ 100- \$150/per page, depending on
Schedule of Annual Meetings	\$ complexity
Agendas - 1 year after meeting	\$ " " -
Public Facilities Report	\$ " " -
Annual Budget - 2 years	\$ " " -
5 Additional Document Conversion	
Community Newsletter	\$ -
Clubhouse Calendar	\$ -
Other Documents - Price per Page	\$ -
6 Ongoing Maintenance	
Website Accessibility & Compliance	\$ -
<i>Ongoing Document Conversion - Item 4:</i>	
Annual Audit	\$ -
Schedule of Annual Meetings	\$ -
Agendas	\$ -
Public Facilities Report	\$ -
Annual Budget	\$ -
<i>Ongoing Document Conversion - Item 5:</i>	
Community Newsletter	\$ -
Clubhouse Calendar	\$ -
Other Documents - Price per page	\$ -

EXHIBIT 18.



# **Website Development & Design Proposal**

Prepared for Ballantrae Community Development District

By Horton Group

Joy Lewis, Senior Website & Growth Consultant

February 24th, 2018

# Request For Proposal - Scope of Work

## Website Development

- Create an integrated web site that projects a consolidated and consistent image with the home page and integrated pages as provided in the RFP. Any changes in layout need to be approved by the Board of Supervisors. Integrated pages shall include: Our CDD, Contacts, Board Meetings, Annual Budget, Annual Audit. – Exhibit A
- Additional integrated pages, that are optional depending upon pricing . Additional documents for consideration shall include Clubhouse Calendar, Community Newsletter and Other Documents – Exhibit B
- Consultant shall be responsible to ensure that the website is created in compliance with WCAG 2.1 for ADA Compliance and any other state laws, regulations, and codes relating to access for individuals with disabilities.
- Consultant shall be responsible for creating a website, (and all content) are in compliance with Florida Statutes.
- To ensure that long-term technical support is in place to maintain the site in accordance with Board directives

## Document Conversion

- Provide a pricing for the historical minimal required documents to be converted to ADA Compliant Documents. Find attached a summary of those requirements for the annual audit, annual budget, board meeting packages, list of scheduled meetings, and Engineers Report - Exhibit A
- Provide a pricing for the following documents to be converted to ADA Compliant Documents: Community Newsletter, Clubhouse Calendar, and Other Documents - Exhibit B

## Ongoing Website & Document Maintenance

- Develop a strategy to ensure website ongoing accessibility and compliance with WCAG 2.1 standards



- Provide Pricing for the continual upload and conversion of board meeting packages, annual audit and annual budget. Exhibit A
- Provide Pricing for the continual upload and conversion of the community newsletter, clubhouse calendar, and other documents. Exhibit B

# Recommended Website Platform

## Drupal 8

Our roots as a web development firm trace back to 1996 when the internet was in its infancy. Horton Group has evolved and matured in parallel with the internet and so has the Drupal platform. Our web development team started working with Drupal in the early/mid 2000s and have continued with the framework to today, as we seek to develop masterpieces with the current version, Drupal 8.

In fact, Drupal is the platform we most frequently recommend when a project requires intensive functionality, intricate user and/or administrative permissions, unique customization, document archives, easy interface for modifications, and more. Given the complexities and nuances of the <http://www.ballantraecdd.org/> we recommend you utilize Drupal as your Content Management System (CMS). In addition to the functional benefits of remaining in Drupal, your migration of content will also be much easier.

It is also important to mention, we are not just a “development shop” with a couple developers only comfortable building on one platform. We are a large team, well versed in Drupal, WordPress, SquareSpace and MEAN Stack a variety of other tools and methodologies. We are also passionate about building websites that **actually perform and achieve business objectives**. In today’s environment, it is not enough to simply design, build, and launch a website. At our core, we are thinkers and problem solvers and planning is a critical part of our process and success.

# Our Process

## Horton Communication

Our approach in working with you will rely on our in-person meetings, phone calls, email, Google Hangouts, and by using our project management software called JIRA. Scrum and strategy meetings whether online or face-to-face are used for brainstorming and improving overall communication and follow through on tasks.

## Project Management

We follow a two-week sprint agile methodology for all development projects, relying heavily on JIRA as our project management tool of choice. During each week of said sprint, we have scrums and stand-ups between developers and project managers to ensure everyone is on the same page.

During these meetings, we discuss dilemmas, possible solutions, and the project's status as a whole which enables our team to stay on track over the course of any engagement. This would also be where issues could be escalated and priorities might change. We pride ourselves on being flexible in development and open to our clients' ever-changing needs based on real-world business objectives.

Our aim is to provide solutions that are employed digitally, but improve your business practically. Project management is usually expressed as 20%-30% of the total project's time budget. This allows for meetings and open communication with you, tasking, reporting, and facilitates project success.

## Testing & QA

Right from the inception of a project to requirements gathering to Functional testing to deployment, every phase of your website QA lifecycle will be defined. QA will be preformed for all relevant browsers and devices. QA starts with Horton Group, but nothing is every pushed lived without client review and approval.

## Support During and Post-Project

During multiple phases of web development, our clients have access to private links to give feedback and share progress with decision makers. We do this in the interest of gathering feedback as work is accomplished. During the Design and Discovery phase, we use a tool called Invision App (<https://www.invisionapp.com/>) to review the design with our clients.

This will allow us to send you our proposed mocks for the most crucial pages of your website. These mocks will be sent as links and will appear at the appropriate size within a regular browser window. Our clients are able to drop comments and revisions directly onto these layouts, and it is one of the tools that make our design process collaborative.

We can accept and are open to any feedback throughout the process of your web development. We try and focus on feedback related to the phase of work we are currently in, but are not opposed to getting feedback during any part of our process.

We also offer responsive and dedicated 24/7 support for all our clients.

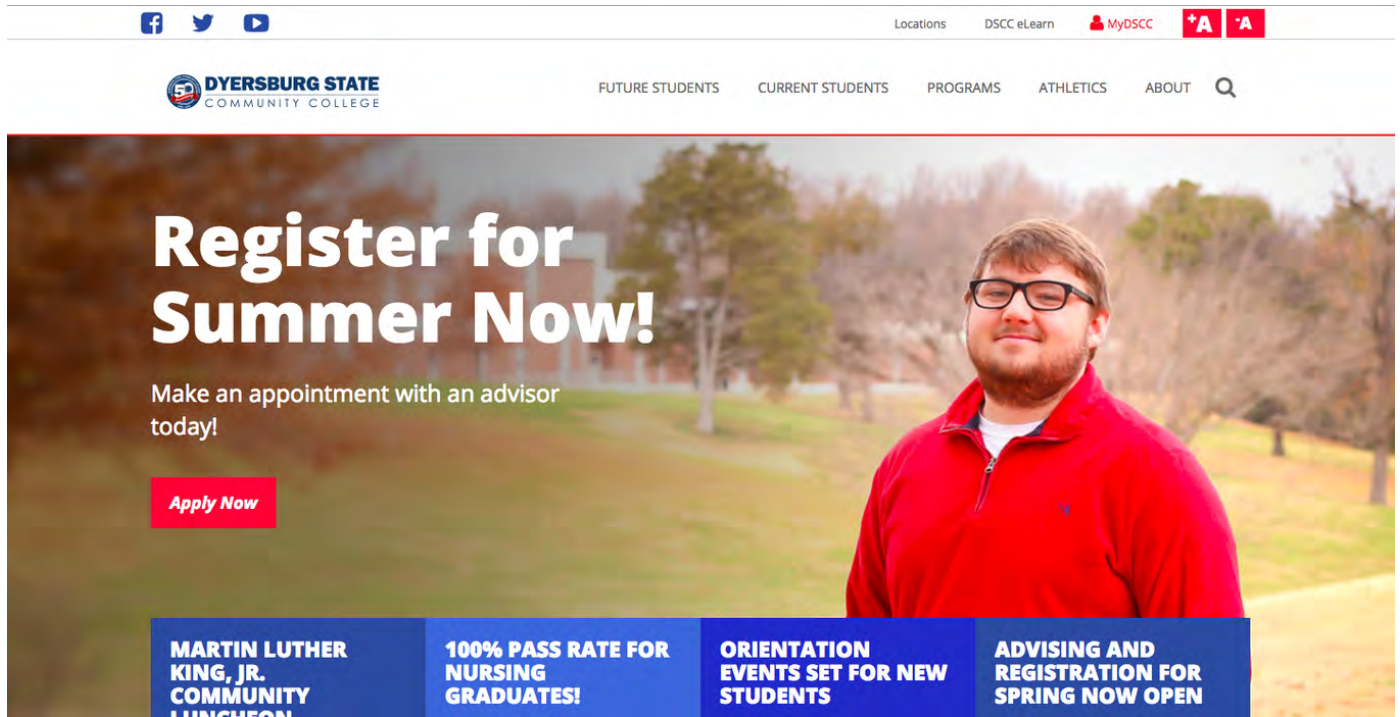
# Our Work



[To view the live website click HERE.](#)

I have included Metro's Department of Curriculum as a website development example due to the extensive amount of work we did to organize their documents and make them more accessible. When they came to Horton Group they had over 1,000 documents that they loaded to a dated system each year. The system they were on was extremely hard to use, hard to find on the website, and hard to filter/search. They needed the documents to be easy to find, accessible, and editable for all of teachers and also forward facing for the parents. They also needed some of the content to be protected. To view an example of how we structured their documents check out the [Math Department](#) format. We did this for all 7 departments and they were extremely happy with the final product. The layout and accessibility transformed their document management process and made everything easier for the staff and the parents.





[To view the live website click HERE.](#)

The Dyersburg website was built on the Drupal 8 Platform. We have also been implementing a structured ADA compliance campaign using SiteImprove software as well. They also have multiple calendars, documents, and multiple administrator roles and permissions setup on the backend to keep content organized and protected.

# Our Team

## **Duke - Development Director & Project Manager**

Duke has worked on Horton Group since 2010 and will be in charge of the development decisions and strategy. He is well versed in multiple platforms including but not limited to: Drupal, Wordpress, MEAN stack, agile project management, and a variety of other tools and methodologies.

## **Brian Hamblen - Creative Director**

Brian has been a graphic designer for over 15 years and has won over 17 ADDY awards for his design work. He has managed and produced designs for clients like The Ryman Auditorium, Coca-Cola Bottling, Billy Ray Cyrus, Bela-Flec, Veggie Tales, United Methodist Publishing House, Gaylord Hotels, Nissan Stadium and others. All told, he has been involved in over 400 web and branding projects in Nashville and surrounding states.

## **Tejas Chauhan - SEO Strategist**

Tejas has worked for over 11 years as a digital marketing expert. He is proficient in Google Adwords, Google Analytics, SEO, and is Hubspot Inbound Certified. He handles managing ethical and white hat SEO techniques for Onsite and Offsite SEO for all our clients. This work includes keyword research, competitor analysis, on page optimization, link building, and reputation management.

## **Lisa Hoover - Content Writer**

As a content writer, Lisa bridges together information to make it user-friendly and SEO optimized. Her role requires expertise in providing branded content that is both engaging and dynamic while strategically incorporating keywords to help with search engine rankings.

## **Matt Ping - Systems Administrator**

Matt Ping studied art and technology at School of the Art Institute of Chicago. Later he became a certified Dell Field Service Technician, and an audio/visual engineer for local production news stations. Matt has a passion for all things technological and is proficient with Linux and Windows based systems. His experience with hardware repair and coding give him a unique skillset that is useful in all hosting and development environments

## **Joy Hassler - Account Manager**

Joy began her marketing career working for the Nashville Scene and creating marketing campaigns to drive growth to her clients. After 7 years at the Nashville Scene she moved

towards online marketing by taking a position at Horton Group. Joy is Horton Group's longest tenured account manager (8 Years) and is proficient in scoping out larger development projects, identifying blockers, problem solving, and creating digital strategies to increase ROI. Joy will focus on developing Horton Group's relationship with you and your business and will be your point person for anything and everything.

# Itemized Pricing & Project Pricing

## Itemized Billing Request

While your requested proposal format of line items make sense from a purchaser standpoint it does not take into account how we build websites dynamically and efficiently. To that end, we have included 2 quoting areas in this proposal. One with our estimated "line items" and then we scoped this out how we normally quote projects.

Most of the pages requested in the line item sections need further discovery and will have their own issues, functionality needs, design layouts, as well as back end functionality needs, content loading ability process & ADA compliance. Due to this, we have filled out the line item request to the best of our ability based on projects we have completed of similar size and scope. We can work with you on a phased approach but we would need further discovery with your team and a budget to make this happen.

## For example: Home Page Design

Home page design on our end involves in-depth discovery with your team to walk through the current content, current frustrations, ADA complications, and identifying the biggest blockers for the build. Our goal in this phase is to identify the hardest pieces of functionality first work backwards from those issues. Once the discovery is done we create a plan of action using a ghannt chart with timelines, deliverables, and milestones. The ghannt chart allows us to work in sprints to accomplish the largest milestones first working with teams of our in-house developers.

In your case an early milestone for us might be to figure out how to "globally convert the 100's of PDF's you have to HTML and then format them for ADA compliance". We would also need to figure out a system to help you do this in-house moving forward so you don't have to pay a company to re-construct documents in the future at an hourly rate.

After we identify the major blockers and the overall needs for the home page we create a sitemap for you with recommended navigation. After your sitemap is reviewed and approved we create wireframes for the homepage. The wireframe process allows us to talk about strategy and desired user pathways before we start discussing brand colors or design implementation. Once the wireframe of the homepage have been approved by your team we will move to the design phase. For most projects we will design a homepage mock and a mock for 1-2 of the top level pages. Our design process is strategic and value-centric. We use a tool called UXpin (<https://www.uxpin.com/>) to identify the priority order of messaging and discuss goals

page-to-page before higher-end design work begins. This approach allows us to create a content layout that our clients can comment on during a collaborative content strategy process.

All of the requested design requirements are a part of our design strategy and best practices and with which Horton Group has years of experience implementing. The design process for your build will also include ADA compliance scans and tweaks as we build.

Once the homepage design is completed we move to building out the other parts of the website using the styling from the homepage. All front-end progress is made available to our clients along the way and we typically structure our agreements to the nature of feedback and interaction that our clients desire. As a general rule, we prefer it when our clients are engaged and participate in our process.



# Project Estimate

Rebuild/Restructure	Price	Hours	Subtotal
<p><b>Planning/Discovery</b></p> <ul style="list-style-type: none"> <li>Discovery Kick-Off Meeting with all parties who will be participating in the development/design process.</li> <li>Review all content &amp; documents</li> <li>Review Consolidations Needs</li> <li>Assess Current Frustrations &amp; Failing Functionality</li> <li>1 round of content collection for the text, images and logo</li> <li>1 round of login collection; if applicable (previous web hosting logins, database logins, domain name access)</li> <li>Planning key website features</li> <li>Determine website build strategy, sitemap &amp; critical path</li> <li>Establish timelines for both teams</li> </ul> <p><b>NOTE: All planning is billed \$125/hr at time + materials. Any work outside of the highlighted scope of work will be billed at this rate.</b></p>	\$125.00	30	\$3,750.00
<p><b>Website Design</b></p> <p>All of the requested design requirements are a part of our design strategy and best practices and with which Horton Group has years of experience implementing. We build websites that are clean, easy to navigate, highlight visual elements and are designed from a marketing perspective with lead generation in mind. All of the mentioned items will be taken into consideration.</p> <ul style="list-style-type: none"> <li>Clean, Modern Look</li> <li>Easy navigation and visual flow</li> <li>Content Consolidation - This will be achieved by working with the Ballantree content team.</li> <li>Appealing Imagery and Layout</li> </ul> <p>We present our design and template choices to our clients as part of our process. This usually involves a face-to-face meeting with our clients for a detailed discussion on why choices were made and the intended results of those choices. Often, design presentations can span the course of late into the discovery phase, all through the design phase, and sporadically through the development phase. We will work with the Ballantree to find the most appropriate ways to present design concepts and templates throughout the process and continue this at post-relaunch as needed.</p> <p>Once we have the most crucial pages designed and agreed upon by our clients and their teams, we will start creating the rest of the pages on a staging site. All front-end progress is up for review by our clients, and we typically structure our agreements to the nature of feedback and interaction that our clients desire. As a general rule, we prefer it when our clients are engaged and participate in our process.</p>	\$125.00	43	\$5,375.00

<b>NOTE: All design work is billed \$125/hr at time + materials. Any work outside of the highlighted scope of work will be billed at this rate.</b>			
<b>Drupal Development</b> <ul style="list-style-type: none"> <li>• Site setup, module &amp; base theme</li> <li>• Basic Pages and Views</li> <li>• Photo Gallery</li> <li>• Forms for on-boarding and Contact</li> <li>• Landing pages base layout &amp; design, including URLs, redirects, and global pathing</li> <li>• SysAdmin work for stage and production sites</li> <li>• Installation of ADA module</li> <li>• This is time for our developers to build out all of the requested models and views.</li> </ul> <b>NOTE: All development work is billed \$125/hr at time + materials. Any work outside of the highlighted scope of work will be billed at this rate.</b>	\$125.00	70	\$8,750.00
<b>Calendar</b> <p>The website must have a functioning calendar feature. To promote usability, events from the calendar should be downloadable to RSS, iCal, Google and Outlook calendars.</p> <b>NOTE: All development work is billed \$125/hr at time + materials. Any work outside of the highlighted scope of work will be billed at this rate.</b>	\$125.00	16	\$2,000.00
<b>Document Organization - Media Server</b> <p><b>NOTE: All development work is billed \$125/hr at time + materials. Any work outside of the highlighted scope of work will be billed at this rate.</b></p>	\$125.00	60	\$7,500.00
<b>ADA Theme Development</b> <p>We will run a SiteImprove audit using their plugin and work through the "A" items to make sure the basics of ADA are completed. We will work though the most impactful ADA issues first. Once the website is launched we will work on improving your compliance on a quarterly basis focusing on the most impactful "AA" levels first.</p> <b>NOTE: All development work is billed \$125/hr at time + materials. Any work outside of the highlighted scope of work will be billed at this rate.</b>	\$125.00	60	\$7,500.00
<b>Content Migration / Layout</b> <p>We will assign an in-house content writer to oversee the content organization, optimization, input and migration process. This hourly charge includes content</p>	\$100.00	100	\$10,000.00

<p>writing, re-typing, cut/paste and image scanning.</p> <p><b>NOTE: All content work is billed \$100/hr at time + materials. Any work outside of the highlighted scope of work will be billed at this rate.</b></p>			
<p><b>On-Site SEO - 301 Redirects</b></p> <p>Creating redirects for all pages and submitting them to Google.</p> <p><b>NOTE: All development work is billed \$125/hr at time + materials. Any work outside of the highlighted scope of work will be billed at this rate.</b></p>	\$125.00	20	\$2,500.00
<p><b>Project Management / Quality Assurance</b></p> <p>Project Management is a critical component of your project's success. Your PM will assure that necessary client information is delivered to developers, and that developers meet agreed upon deadlines.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Internal and external oversight, content collection</li> <li>• Planning, organizing and detailing your project</li> <li>• All communication and coordination of project and tasking</li> </ul> <p><b>NOTE: All project management is billed \$125/hr at time + materials. Any work outside of the highlighted scope of work will be billed at this rate.</b></p>	\$125.00	80	\$10,000.00
<p><b>Training/Best Practices for ADA</b></p> <p>This covers the cost for Horton Group to prep and lead a walk-through of the website / application post-launch, describing features and functionality, with detailed instructions on how to navigate and adjust functionality. This training will take place at the Horton Group office or via Google Hangout. Clients should be ready to take notes and be prepared with questions.</p> <p><b>NOTE: All training is billed \$100/hr at time + materials. Any work outside of the highlighted scope of work will be billed at this rate.</b></p>	\$100.00	10	\$1,000.00
<p><b>Site Improve - ADA Compliance Software</b></p> <p><b>Product Overview</b> - <a href="https://siteimprove.com/en-us/">https://siteimprove.com/en-us/</a></p> <p>The SiteImprove Intelligence Platform will unlock new insights into content and analytics data to let the Horton Group team focus our efforts where they belong: prioritizing issues, tailoring content and design, and aligning digital metrics with organizational goals. The SiteImprove Intelligence Platform includes the following tools:</p> <p><b>Accessibility</b> - Identify and resolve web accessibility issues</p> <ul style="list-style-type: none"> <li>• Using WCAG 2.0 as its standard, SiteImprove highlights single-page elements on web pages and within PDFs that greatly affect accessibility.</li> <li>• Clear explanations and practical recommendations make web accessibility understandable and attainable.</li> <li>• Track compliance efforts and celebrate achievements along the way with dynamic progress bars.</li> </ul>	\$5,500.00	1	\$5,500.00

<p><b>Quality Assurance</b> - Regain content control</p> <ul style="list-style-type: none"> <li>• See every page, link, media file, and more with a comprehensive content inventory.</li> <li>• Locate and prioritize errors like dead-end links and misspellings.</li> <li>• Rework complex words and long sentences to match the reading level of visitors.</li> </ul> <p><b>Policy</b> - Secure consistency and integrity</p> <ul style="list-style-type: none"> <li>• Avoid embarrassing or expensive mistakes by catching anything that violates branding, legal, or regulatory policies.</li> <li>• Mitigate risks by ensuring that required content is present and unwanted content is nowhere to be found.</li> <li>• Pinpoint errors across your digital presence by employing best practices found in the policy library or custom policies created for your organization.</li> </ul> <p><b>Response</b> - Catch issues before visitors do</p> <ul style="list-style-type: none"> <li>• Monitor your key pages 24 hours a day and get notified whenever URLs are down or slow.</li> <li>• Analyze previous uptime and response time to discover patterns in downtime and stay ahead of future problems.</li> <li>• Enjoy true peace of mind with our network of reliable global servers that make sure you always receive accurate and verified alerts.</li> </ul> <p><b>SEO</b> - Work smarter, not harder to attract visitors</p> <ul style="list-style-type: none"> <li>• Instantly optimize your digital presence for search engines and tackle issues that have the biggest impact by utilizing on-page error highlighting.</li> <li>• Written instructions from SEO experts help you hone your own skills and polish your website at the same time.</li> </ul> <p><i><b>Paid directly to SiteImprove, we are happy to do a demo to show you all of the features included in the base package. For more information on SiteImprove visit <a href="http://www.siteimprove.com">www.siteimprove.com</a></b></i></p>			
Document Conversion to HTML - \$85 per Hour	\$85.00	1	\$85.00

**Project Estimate      \$63,960.00**



We estimate the total project to be in the **\$55,000- \$70,000** range depending on rounds of revisions, asset collections, functionality blockers, current setup of documents, and content consolidation. We feel this is a reasonable estimate based upon past projects with similar functionality & design requests.

**Website Investment Overview**

Items	Price
Website Development & ADA Compliance	\$63,960.00
Quarterly ADA Scans & Maintenance 30 Hours Per Quarter - ADA Compliance, Website Updates, Maintenance	\$3,000.00
SiteImprove 1-Year Licensing Fee This amount is paid directly to SiteImprove.	\$5,500.00

# Itemized Billing

Services	Estimate
Home Page Design	\$3,500 - \$5,500
Create Integrated Website Pages (Custom Functionality, Advanced Search, ADA Implementation, Custom Fillable Forms)	\$500 - \$2,500 per page
Our CDD	\$500
Contacts - Directory Development	\$1500
Board Meetings - Advanced Functionality	\$3,500
Annual Budget - Advanced Functionality	\$5,500
Annual Audit - Advanced Functionality	\$3,500
Create integrated website additional pages (examples provided)	
Clubhouse Calendar	\$3,500
Community Newsletter	\$3,500
Other Documents	TBD
Document Conversion	\$100 per hour
Additional Document Conversion	\$100 per hour
Ongoing Maintenance	\$3,000 per quarter
Website Accessibility & Compliance	SiteImprove Annual Licensing Fee - Running Audits, Monitoring Updates
Ongoing Document Conversion - Item 4:	\$100 per hour
Annual Audit	\$100 per hour
Schedule of Annual Meetings	\$100 per hour
Agendas	\$100 per hour
Public Facilities Report	\$100 per hour

Annual Budget	\$100 per hour
Ongoing Document Conversion - Item 5:	\$100 per hour
Community Newsletter	TBD - Based on formatting, template, length, functionality, design.
Clubhouse Calendar	\$85 per hour
Other Documents - Price per page	\$100 per hour

## Acceptance Terms

By signing and agreeing to this proposal, you are indicating that you have read and agree to [Horton Group's Terms & Conditions](#). You also agree to pay for our services on the following schedule:

### Payment Terms:

- 25% down-payment for commencement of work
- 25% payment in 30 days from the signing of this agreement
- 25% payment within 90 days
- Remaining due before the launch of the website.

You will receive progress-billing invoices for the installments, which will be automatically charged to the credit card or bank account (EFT) required for your initial deposit, and will continue every 30 days until the balance is paid in full.

We bill for our time and materials and will work with you against an agreed upon budget and timeline. Though we cannot provide a firm fixed price if scope changes occur, we can offer our best estimate and work with you to deliver your project on-time for a reasonable budget. We will work with you, employing a critical path methodology to keep your project on pace and within your budget. All proposals for Horton Group must be accepted within 30 days of the date they were sent.

*Raymond Lotito*

---

Raymond J. Lotitor

Manager

DPFG Management & Consulting, LLC

15310 Amberly Drive, Suite 175

Tampa,FL 33647

Office: 813.418.7473

Cellphone: 813.220.6089

Ballantrae Community Development District



# Signature Certificate

Document Ref.: JGAXG-NWRCX-SETMY-AWNZQ

Document signed by:

	<p><b>Raymond Lotito</b></p> <p>Verified E-mail: raymond.lotito@dpfg.com</p> <p>IP: 108.190.223.164      Date: 15 Feb 2019 18:41:50 UTC</p>	<p><i>Raymond Lotito</i></p> 
---	---	--

Document completed by all parties on:  
15 Feb 2019 18:41:50 UTC

Page 1 of 1



Signed with PandaDoc.com

PandaDoc is the document platform that boosts your company's revenue by accelerating the way it transacts.





EXHIBIT 19.





---

Ballantrae Community Development District / ADA Compliant Website & Document Conversion

**Due: Monday, January 28, 2019**

**Submitted To:**

Raymond J. Lotito, Manager  
DPFG Management & Consulting, LLC  
15310 Amberly Drive, Suite 175  
Tampa, FL 33647  
[Raymond.lotito@dpfg.com](mailto:Raymond.lotito@dpfg.com)

**Submitted On:**

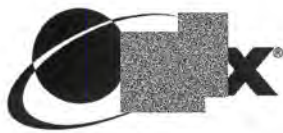
January 25, 2019

**Submitted By:**

Onix Networking Corporation  
18519 Detroit Avenue  
Lakewood, OH 44107  
DUNS# 80-789-6121

**Authorized Company Representative:**

Tim Needles  
[tim@onixnet.com](mailto:tim@onixnet.com)  
216-529-3001



January 25, 2019

Raymond J. Lotito, Manager  
DPFG Management & Consulting, LLC  
15310 Amberly Drive, Suite 175  
Tampa, FL 33647  
[Raymond.lotito@dpfg.com](mailto:Raymond.lotito@dpfg.com)

Subject: Response to RFP titled, "ADA Compliant Website & Document Conversion" due January 28, 2019

Onix Networking Corporation is very pleased to submit our response to this Request for Proposal. After a review of the RFP, we are proposing Onix Consultation Services. Our proposal is valid for 90 days from the RFP closing date.

Since 1992, Onix has been a trusted information technology supplier to government, education and commercial organizations in the United States and Canada. Onix has experience helping these organizations meet their strategic IT and organizational goals. Our dedicated team of professionals is motivated by achieving successful deployments for our customers. Onix has been a Google Enterprise Partner since 2002 and is the only partner in North America authorized to sell Google Enterprise Apps, Geospatial and Search products collectively. Onix Networking has built a business around Google Enterprise Solutions that is unmatched in the market.

Onix has been helping organizations transform the way they create accessible content for nine years. Onix developed Equidox in 2010 in response to the challenge to Canadian federal legislation. Equidox has a long history of helping organizations automate and streamline the process of converting inaccessible PDFs to WCAG 2.1 AA compliant HTML.

In August 2018, Onix expanded its accessibility services beginning with the recruitment of the National Federation of the Blind (NFB) accessibility expert, Ryan Pugh. Additionally, Onix has hired individuals that have been part of organizations that have an immense passion for accessibility. One individual in particular has experience maintaining a



nationwide multi-platform program developed and run by a national non-profit organization. This service provides news and information in accessible formats including by telephone, web, a mobile app, Amazon Alexa and portable players, for users of assistive technology. This service has over 125,000 subscribers, and was developed and designed by blind and low vision programmers. Another individual sits on the Accessibility Committee of Durham in Ontario (ACC) and was the winner of the City of Kingston's International Persons with Disabilities Access Award.

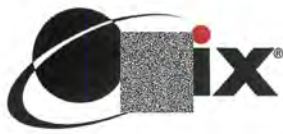
Onix has provided Equidox software and/or conversion services utilizing Equidox for the Tennessee Board of Regents, New York University, California Dept of Health Care Services, Massachusetts Institute of Technology, St. Lucie Circuit Court, California Community Colleges (California State Agency), Texas A&M, The Rick Hansen Foundation, and the National Federation of the Blind to name a handful of clients.

Onix is subcontracting work to OpenConcept Consulting to offer the Website component of your project. OpenConcept Consulting is an Ottawa-based team of web development consultants specialized in open-source development with Drupal. OpenConcept works with many organizations including but not limited to, the Center for Rural Affairs (CFRA) in Nebraska, MarXiv (the Repository for Ocean and Marine Climate Science), the City of Ottawa, the Canadian Society of Customs Brokers (CSCB), Parks Canada, the Canadian Union of Public Employees (CUPE), the Statistical Society of Canada and Ontario Job Opportunity Information Network (JOIN).

Thank you for considering our response to this important RFP. If you have any questions regarding this response, please feel free to contact me at [timn@onixnet.com](mailto:timn@onixnet.com), or at 216-529-3001. We look forward to earning your business and working together with you.

Sincerely,  
Timothy Needles





## Scope of Work for ADA Compliant Website & Document Conversion

### Website Development

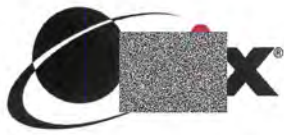
As we noted in the cover letter, our subcontractor, OpenConcept will complete the website portion of this project.

*1. Create an integrated web site that projects a consolidated and consistent image with the home page and integrated pages as provided in the RFP. Any changes in layout need to be approved by the Board of Supervisors. Integrated pages shall include: Our CDD, Contacts, Board Meetings, Annual Budget, Annual Audit. – Exhibit A*

Onix Response: The site will be developed using Drupal 8. Drupal is a content management system (CMS) widely used for its flexibility, scalability and security. OpenConcept will build the site and include the initial section and content specified in the RFP. Once it is built, staff or designates of DPFG Management & Consulting will be able to add content to the site themselves. This puts control of adding new pages, events and editing existing pages in the hands of the site owner. We have decades of experience in building sites that clients can manage themselves as easily as they post content to Facebook.

The site will use responsive design, that is, it will be usable on any device, from a phone to a widescreen TV, without loss of content, function or fidelity. This is important since as of 2016, an estimated 62% of internet users use a phone to access webpages.

To start the project, OpenConcept will develop two static mockups. Each mockup will consist of a mobile and desktop version of the home page, a content page and the events page (or other page as specified by client). Once these mockups are complete, DPFG Management will be permitted to pick the version you prefer, as well as submit any requests for changes to the preferred design. Then OpenConcept will resubmit the mockup



with the requested changes for your approval. Upon approval, the design will be implemented into Drupal and content will be added as provided by client.

Documentation will be provided to you on how to manage site content, such as adding/editing images and text, as well as adding pages to the navigation.

*2. Additional integrated pages, that are optional depending upon pricing. Additional documents for consideration shall include Clubhouse Calendar, Community Newsletter and Other Documents – Exhibit B*

Onix Response: Estimates on page creation can be provided on an as-needed basis. Please note that while we are happy to develop content for clients, we make it easy for clients to manage their own content, so many organizations have opted to add new content themselves.

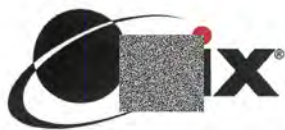
Please see Attachment A for the itemized pricing for these items.

*3. Consultant shall be responsible to ensure that the website is created in compliance with WCAG 2.1 for ADA Compliance and any other state laws, regulations, and codes relating to access for individuals with disabilities.*

Onix Response: OpenConcept is a leader in accessibility; In fact, the company founder, Mike Gifford, is an internationally recognized leader in accessibility. He has spoken internationally about accessibility, he is a Drupal core accessibility maintainer and he has contributed to books on accessibility. Clients such as the Ontario Disability Network and the Canadian National Institute for the Blind have entrusted OpenConcept to ensure the accessibility of their websites. The site will be built to the WCAG 2.1 AA standard.

*4. Consultant shall be responsible for creating a website, (and all content) are in compliance with Florida Statutes.*





Onix Response: OpenConcept's core competency lies in creating websites that are in compliance with standards or statutes required by their clients. At this moment, OpenConcept is auditing the internal and external public facing technology with the Canada Revenue Agency (CRA). This is Canada's national tax agency that verifies that every Canadian legal entity is compliant with the tax laws of the country.

OpenConcept has experience creating content based on strict compliance requirements; however, the simplicity in which they create the administration interface has allowed many of their clients to take on this task internally.

*5. To ensure that long-term technical support is in place to maintain the site in accordance with Board directives and ADA initiatives.*

Onix Response: The budget format varies from the proposal outline because with the approach OpenConcept is taking, using Drupal CMS, pages are not individually built. Instead developers build in functionality and design that gets duplicated over and over. Things like layout, color scheme, header, navigation and footer are built once. With this approach, it doesn't really matter if a site has ten pages or a thousand. When you want to create a new page, you click a button, upload a picture, write some text and hit save. The site builds the rest of the page for you.

## Document Conversion

*1. Provide a pricing for the historical minimal required documents to be converted to ADA Compliant Documents. Find attached a summary of those requirements for the annual audit, annual budget, board meeting packages, list of scheduled meetings, and Engineers Report - Exhibit A*

Onix Response: Please see Attachment A for the itemized pricing for these items.

*2. Provide a pricing for the following documents to be converted to ADA Compliant Documents: Community Newsletter, Clubhouse Calendar, and Other Documents - Exhibit B*





Onix Response: Please see Attachment A for the itemized pricing for these items.

## Ongoing Website & Document Maintenance

### *1. Develop a strategy to ensure website ongoing accessibility and compliance with WCAG 2.1 standards*

Onix Response: OpenConcept's regard accessibility as a key element that needs to evolve with the web. Through this project, they will be your guide to enhancing your digital communications so that they demonstrate constant improvement.

For example, the website should display an Accessibility Statement that references all the guidelines the organization is trying to achieve, but also itemizes all the measures that have been taken to make the website more accessible. As part of the OpenConcept service for this project, they can assist by crafting the accessibility statement so that it is implemented as the cornerstone of the new accessibility policy.

The users that visit the website play a critical part of identifying and fixing accessibility problems. While effective tooling and processes can be set up to test the website, users are always going to find issues regardless. That is why it is essential to establish a workflow that addresses user concerns and enables users to provide positive feedback. By doing this, users will recognize that the organization is being proactive by addressing the users concerns in a timely manner.

It is also important to note that when developing major modifications to web accessibility, it is paramount that the entire organization undergoes a culture change. This necessitates for all staff from across the organization to be trained on the implications of setting an inclusive organizational goal. Specifically, staff will need to understand the basics of WCAG 2.0 and now 2.1. The management team needs to understand the risks involved of failing to incorporate accessibility into the IT workflow.



As part of implementing an improved accessibility process, OpenConcept will also offer conducting a review of your existing public infrastructure. This will determine the various types of barriers that the website presents. Following the review, OpenConcept will provide recommendations on how to address these barriers. Communications are essential for improved accessibility as it helps to document what has been achieved by implementing an organization-wide culture change.

It is prudent to incorporate building iterative site reviews. Tools like aXe-Core, Tenon.io or Siteimprove can be useful for regular site checks. Additionally, performing quarterly manual accessibility reviews is another key factor. Based on our experience, we recommend that your site be audited every 2-3 years. Lastly, organizing a yearly focus group with Ballantrae users can also be a useful element to the accessibility process to help build empathy for your users.

*2. Provide Pricing for the continual upload and conversion of board meeting packages, annual audit and annual budget. Exhibit A*

Onix Response: Onix document conversion services are priced on a per page basis by document complexity. There seemed to be a discrepancy in the documents listed on page one of the RFP, versus the documents listed on page two of the RFP to price. Therefore, we are providing two different price lists in Attachment A, Pricing. The first price list (tab titled, Line Pricing Items) is based on page two of the RFP, which generalized the document types to be converted. The second price list (tab titled, Detailed Pricing) is based on page one of the RFP and is more detailed specifically for the documents on your current website, that we understand that you would like to be converted. The main takeaway we want you to learn from this section is that we charge a per page price, and we determine this price based on the document complexity. Also, since some of the documents you listed to price are not developed yet, this same concept applies.

We categorize documents in three different buckets: Low, Medium and High Complexity.



**Low Complexity**

Low Complexity documents contain valid embedded text and fonts, with an intuitively structured order which requires minimal human interpretation and limited numbers of simple non-text objects: Single level lists, small tables with uniform structure, graphics which are primarily decorative, logos or otherwise require minimal subject matter expertise or interpretation to create an equivalent experience via alternative text.

**Medium/Mid-Complexity**

Mid-Complexity Documents contain valid embedded text and fonts, but exceed the complexity of the previous category in at least one, but no more than three instances, a large number of non-text items, a non-linear reading order that requires human interpretation, graphics that require human understanding, nested lists (lists within lists) with up to three levels, large or non-uniform tables (e.g. multiple layers of table headings, text that spans multiple rows or columns etc...) Mid-complexity documents may also contain links or footnotes, or require flattening or removal of some interactive elements such as speaker note annotations in PDFs made from PowerPoint presentations.

**High Complexity documents**

High complexity documents are documents which contain unembedded text (pictures of text, scanned pages which require OCR etc...) or otherwise exceed the complexity definitions of a low complexity document in four or more ways. This classification includes scans of handwritten text, complex infographics, documents intended for printing and folding, or with an interactive table of contents, multi-page tables or nested lists contained 4 or more levels of nesting.

**Fillable forms and Interactive documents**

Documents which contain interactive fillable form fields, or other interactive PDF elements (sounds or video players) are priced individually. An additional surcharge will be applied for documents which require the interactive objects to be added to a flat (non-interactive) PDF.



Document Complexity/Type	Pricing
Low Complexity	\$6-\$8 per page*
Medium Complexity	\$9-\$15 per page*
High Complexity	\$16-\$25 per page*
Fillable forms and Interactive documents	Price on a case by case basis*

\*All prices include 100% verification of accessibility by our experts and users of assistive technology.

*3. Provide Pricing for the continual upload and conversion of the community newsletter, clubhouse calendar, and other documents. Exhibit B*

Onix Response: Please refer to the response provided above.

## Financial Summary

*Please fill out the financial summary and submit with your proposal.*

Onix Response: Onix Networking Corp. is a privately held company and we typically do not openly share our financial information. Onix is in excellent financial standing with our prime financial institution and has excellent relationships with other banks and financial entities. A combination of cash resources, business credit and product vendor relationships allows for seamless purchase order transactions. Over the past five years Onix has conducted over one-hundred million dollars worth of transactions with Google without any significant issues. Onix has an excellent financial reputation, has been profitable in all twenty-seven years of business and enjoys a reputation of honesty and integrity.



We are providing a letter of reference from our bank in lieu of our financial statements to demonstrate our financial stability. Please refer to the attached copy of the letter from our bank.

We do want to caution you that if you refer to a third-party company to verify the financial information provided is referring to a Dun & Bradstreet (D&B) Report, this is not an accurate source of information for privately-held companies. We self-report to D&B and pick and choose what information is shared with them, so they do not have our financial records-- because we don't share them with them. We are not sure of the source of D&B's financial information, as they do not have access to any of our records. We have made several attempts to update their database for even the non-financial items and we have not been able to get anywhere with them, e.g. our office size, the number of full-time employees, etc...



Name of Document		Price Per Page/Total Price
1) Create a Website Home Page \$ -		\$2,100 or 2 Days (\$140/hr x 7.5hr x 2 days)
2) Create integrated website pages for (examples provided)		
Our Cdd \$ -		\$1,050 or 1 Day (\$140/hr x 7.5hr)
Contacts \$ -		\$1,050 or 1 Day (\$140/hr x 7.5hr)
Board Meetings \$ -		\$2,100 or 2 Days (\$140/hr x 7.5hr x 2 days)
Annual Budget \$ -		\$2,100 or 2 Days (\$140/hr x 7.5hr x 2 days)
Annual Audit \$ -		\$1,050 or 1 Day (\$140/hr x 7.5hr)
3) Create integrated website additional pages (examples provided)		
Clubhouse Calendar \$ -		\$2,100 or 2 Days (\$140/hr x 7.5hr x 2 days)
Community Newsletter \$ -		\$2,100 or 2 Days (\$140/hr x 7.5hr x 2 days)
Other Documents \$ -		\$2,100 or 2 Days (\$140/hr x 7.5hr x 2 days)
4) Document Conversion		
Annual Audit - 1 year \$ -		\$8-10 Per Page
Schedule of Annual Meetings \$ -		Not Provided
Agendas - 1 year after meeting \$ -		Not Provided
Public Facilities Report \$ -		\$13 Per Page
Annual Budget - 2 years \$ -		\$20 Per Page
5) Additional Document Conversion		
Community Newsletter		TBD
Clubhouse Calendar		This is not a Document
Other Documents- Price Per Page		TBD
6) Ongoing Maintenance		
Website Accessibility & Compliance		\$3,150 or 3 Days (\$140/hr x 7.5hr x 3 days)
Ongoing Document Conversion		TBD
Annual Audit		\$8 Per Page
Schedule of Annual Meetings		\$11-15 Per Page

Agendas	TBD	
Public Facilities Report	\$13 Per Page	
Annual Budget	\$18-20 Per Page	
TBD Items- We need more information.		

Name of Document	Number of Pages	Type of Document	Price Per Page	Total Price	Notes
1) Create a Website Home Page \$ -	---	---	---	\$2,100 or 2 Days (\$140/hr x 7.5hr x 2 days)	
2) Create integrated website pages for (examples provided)	---	---	---		
Our Cdd \$ -	---	---	---	\$1,050 or 1 Day (\$140/hr x 7.5hr)	
Contacts \$ -	---	---	---	\$1,050 or 1 Day (\$140/hr x 7.5hr)	
Board Meetings \$ -	---	---	---	\$2,100 or 2 Days (\$140/hr x 7.5hr x 2 days)	
Annual Budget \$ -	---	---	---	\$2,100 or 2 Days (\$140/hr x 7.5hr x 2 days)	
Annual Audit \$ -	---	---	---	\$1,050 or 1 Day (\$140/hr x 7.5hr)	
3) Create integrated website additional pages (examples provided)					
Clubhouse Calendar \$ -	---	---	---	\$2,100 or 2 Days (\$140/hr x 7.5hr x 2 days)	
Community Newsletter \$ -	---	---	---	\$2,100 or 2 Days (\$140/hr x 7.5hr x 2 days)	
Other Documents \$ -	---	---	---	\$2,100 or 2 Days (\$140/hr x 7.5hr x 2 days)	
4) Document Conversion					
Annual Audit 1 Year	34	Low Complexity	\$8.00	\$272.00	
Schedule Of Annual Meetings	0		\$0.00	\$0.00	Not provided
Engineers Report	0		\$0.00	\$0.00	Not provided
10/1/2018 Meeting	53	Med complexity	\$11.00	\$583.00	
10/1/2018 Minutes	3	Med complexity	\$15.00	\$45.00	
11/1/2018 Meeting	66	Med complexity	\$11.00	\$726.00	
11/12/2018 Minutes	4	Med complexity	\$15.00	\$60.00	
12/03/2018 Meeting	73	Med complexity	\$11.00	\$803.00	
12/03/2018 Minutes	0			\$0.00	Not provided
Agendas-1 Year After Meeting				\$0.00	
Public Facilities Report 2015	1	Med Complexity	\$13.00	\$13.00	
Annual Budget-2 Years				\$0.00	
2018 (3) documents				\$0.00	
Resolution 2017-05 listing all budgeted funds to be collected for Fiscal Year 2018.	5	High complexity	\$20.00	\$100.00	
for Resolution 2017-06 showing the authority to collect budgeted funds for Fiscal Year 2018.	3	High complexity	\$20.00	\$60.00	
adopted budget for the Fiscal Year 2018	8	Med complexity	\$12.00	\$96.00	
2019 (5) documents				\$0.00	5 Additional Document Conversion
Resolution 2018-05 listing all budgeted funds to be collected for Fiscal Year 2019	6	High complexity	\$25.00	\$150.00	
Resolution 2018-06 showing the authority to collect budgeted funds for Fiscal Year 2019.	12	High complexity	\$25.00	\$300.00	



Resolution 2019-02 showing added funds on hand appropriated in the amended budget for Fiscal Year 2019	Adopted budget for Fiscal Year 2019.	2	Low complexity	\$8.00	\$16.00	
	Amended adopted budget for Fiscal Year 2019	8	Med complexity	\$13.00	\$104.00	
		4	Med complexity	\$12.00	\$48.00	
5) Additional Document Conversion	Community Newsletter	16			\$0.00	
	Clubhouse Monthly Calendar	0			\$0.00	Not a Document (HTML Page)
	Other Documents - Price per Page					TBD- Please refer to our per page price explanation in the RFP. The price may vary between \$6-\$25 per page based on complexity.
	3 Page Form To Rent Clubhouse (Fillable Not Fillable)	3	Med Complexity	\$55.00	\$165.00	Pricing based on form being fillable, if fillable form fields not required this is amended to \$8 per page
	6) Ongoing Maintenance			\$3,150 or 3 Days (\$140/hr x 7.5hr x 3 days)		
Website Accessibility & Compliance					\$0.00	
	Ongoing Document Conversion - ITEM 4					TBD- Please refer to our per page price explanation in the RFP. The price may vary between \$6-\$25 per page based on complexity.
	Board Meeting Packages				\$0.00	
	Annual Audit	34	Med Complexity	\$8.00	\$272.00	Based on annual audit 1 year (Line 3)
	Annual Budget 2019 (5)	32			\$0.00	TBD- Please refer to our per page price explanation in the RFP. The price may vary between \$6-\$25 per page based on complexity.
Community Newsletter					\$0.00	TBD- Please refer to our per page price explanation in the RFP. The price may vary between \$6-\$25 per page based on complexity.
	Clubhouse Calendar	16			\$0.00	
					\$0.00	Not a Document (HTML Page)
	Other Documents (Below)	73				
	Ongoing Document Conversion- Item 5					
Other Documents: Neither this section nor any of the documents are required by state law to be posted on the website. They are posted because the CDD Board believes they should be easily accessible to residents						
http://ballantreaecdd.org/other_docs/gator-permit.pdf		2 pages 1 arial view of a picture 3 of a picture		\$8.00	\$24.00	Alligator Permit

<a href="https://www.duke-energy.com/customer-service/request-light-repair">https://www.duke-energy.com/customer-service/request-light-repair</a>				\$0.00	\$0.00	Link to Duke Energy - not a document
<a href="http://www.pascocountyfl.net/DocumentCenter/View/7359/Application-On-Street-Parking?bidId=">http://www.pascocountyfl.net/DocumentCenter/View/7359/Application-On-Street-Parking?bidId=</a>	1			\$65.00	\$65.00	Parking Permit Form
<a href="https://www.swfwmd.state.fl.us/sites/default/files/medias/documents/stormwater_systems.pdf">https://www.swfwmd.state.fl.us/sites/default/files/medias/documents/stormwater_systems.pdf</a>	20			\$10.00	\$200.00	Stormwater Systems
<a href="http://ballantreaecdd.org/other_docs/swfwmd-variance-2009.pdf">http://ballantreaecdd.org/other_docs/swfwmd-variance-2009.pdf</a>	6			\$20.00	\$120.00	Approved Water Variance
<a href="http://www.pascocountyfl.net/1361/Potable-Water">http://www.pascocountyfl.net/1361/Potable-Water</a>	0			\$0.00	\$0.00	Pacco County Link - Not a document
<a href="https://www.swfwmd.state.fl.us/business/opermitting/district-water-restrictions">https://www.swfwmd.state.fl.us/business/opermitting/district-water-restrictions</a>	0			\$0.00	\$0.00	Water Restrictions link
<a href="http://ballantreaecdd.org/other_docs/clubhouse_reservation.pdf">http://ballantreaecdd.org/other_docs/clubhouse_reservation.pdf</a>	3			\$55.00	\$165.00	Clubhouse Meeting Room Form
<a href="http://ballantreaecdd.org/other_docs/visitor-letter.pdf">http://ballantreaecdd.org/other_docs/visitor-letter.pdf</a>	1			\$50.00	\$50.00	Application Form
<a href="http://ballantreaecdd.org/other_docs/caregiver.pdf">http://ballantreaecdd.org/other_docs/caregiver.pdf</a>	1			\$50.00	\$50.00	Child Caregiver Form
<a href="http://ballantreaecdd.org/other_docs/swipe.pdf">http://ballantreaecdd.org/other_docs/swipe.pdf</a>	2			\$8.00	\$16.00	Id Swipe Card
<a href="http://ballantreaecdd.org/other_docs/adopted_policies.pdf">http://ballantreaecdd.org/other_docs/adopted_policies.pdf</a>	2			\$10.00	\$20.00	Policies for Facilities
<a href="http://ballantreaecdd.org/other_docs/tennis_court_policies.pdf">http://ballantreaecdd.org/other_docs/tennis_court_policies.pdf</a>	1			\$8.00	\$8.00	Tennis Court Policies
<a href="http://ballantreaecdd.org/other_docs/pool_policies.pdf">http://ballantreaecdd.org/other_docs/pool_policies.pdf</a>	1			\$8.00	\$8.00	Pool Policies
<a href="http://ballantreaecdd.org/other_docs/community_center_policies.pdf">http://ballantreaecdd.org/other_docs/community_center_policies.pdf</a>	1			\$8.00	\$8.00	Community Center Policies
<a href="http://ballantreaecdd.org/other_docs/rules_of_procedure.pdf">http://ballantreaecdd.org/other_docs/rules_of_procedure.pdf</a>	34			\$25.00	\$850.00	Resolution Document





January 14, 2019

RE: Onix Networking Corp.

To Whom It May Concern:

Please be advised that Onix Networking Corp. is a customer in good standing of Huntington National Bank. Onix has been a customer since May 2000. All loan accounts are paid as agreed. As of current date, deposit accounts are in good standing.

If you have any questions, or need further information, please contact me at 440.329.3233 or by email at [liz.williams@huntington.com](mailto:liz.williams@huntington.com)

Sincerely,

Liz Williams, Vice President  
Business Banking

EXHIBIT 20.

VenturesIn.com

Hi, in reviewing the RFP, they make no mention of a responsive design. This is a term used to describe the website's ability to adapt to the height and width of the device used to view it, while maintaining legibility and usability.

The manner in which they designed the site, the exhibit, cannot be made to work on a mobile device like a phone that has a narrow width and typically has collapsed navigation.

I assume they would like the site to be designed to be responsive to each device...

Also, since you mentioned they would like a static site, what is the expectation for updates? We usually complete update requests within 3-5 days. We bill this sort of work at \$115 per hour, in quarter-hour increments.

Some numbers based on what I expect to happen...

<b>Design &amp; Development of responsive site layout and framework.</b>	<b>\$2200.00</b>
<b>Development of content pages.</b>	<b>\$600.00</b>
<b>Development of additional pages.</b>	<b>\$300.00</b>
<b>Third-party accessibility evaluation by WebAim.</b>	<b>\$900.00</b>
<b>Accessibility modification.</b>	<b>\$400.00</b>
<b>Total:</b>	<b><u>\$4400.00</u></b>
<b>Additional Services:</b>	
<b>Accessibility evaluation of a page can be done at any time</b>	<b>\$100.00 per page</b>
<b>Update requests</b>	<b>\$115.00 per hour in</b>
<b>quarter-hour increments</b>	
<b>Hosting</b>	<b>\$29.95 per month</b>

There are no ongoing costs associated with Accessibility, although, if content is added, there is always potential for issues. In most cases content is appended to the existing structure in the manner in which it already exists. In this case, there is no need to reevaluate the page or site. If there are substantial additions to the site that required evaluation, the pages may be submitted for evaluation and the fee is around \$100 per page.

I do not handle document conversion at this time and the documents that are intended to be posted to the site, should come to me in the final version with accessibility issues already addressed.

**Dwayne Anderson**

Consultant  
VenturesIn.com, Inc.  
9560 W Linebaugh Ave

EXHIBIT 21.



# Ballantrae Community Development District

(ballantraecdd.org)

Document Version: 1.0

Date: 2/6/2019

## WordPress ADA Website

#	Item	Low	High
1	Create a Website Home Page	\$ 2,850	\$ 3,990
2	Create integrated website pages		
	- Our CDD	\$ 1,045	\$ 1,425
	- Contacts	\$ 1,045	\$ 1,425
	- Board Meetings	\$ 1,045	\$ 1,425
	- Annual Budget	\$ 950	\$ 1,330
	- Annual Audit	\$ 950	\$ 1,330
3	Create integrated website additional pages		
	- Clubhouse Calendar	\$ 950	\$ 1,330
	- Community Newsletter	\$ 950	\$ 1,330
	- Other Documents	\$ 950	\$ 1,330
<b>PROJECTED TOTAL:</b>		<b>\$ 11,115</b>	<b>\$ 18,145</b>
6	<b>Ongoing Maintenance per year</b>		
	Website Accessibility & Compliance	\$ 2,280	\$ 5,700

EXHIBIT 22.



**360 PSG .com**

**Your Web Experts**

## **Ballantrae Community Development District**

**To:**

Raymond Lotito  
DPFG, Inc  
raymond.lotito@dpfg.com  
813-220-6089

**Prepared by:**

Peter Williams  
Account Manager  
360 PSG  
pwilliams@360psg.com  
716-829-7373 x207

# Executive Summary

## Customized Template Website Design Bundle - Fission CMS

Individual services in bundled packages can not be separated out or swapped with any others. Additional Services can be added at the standard hourly rates.

Full detailed explanations of the services are listed in the “Scope of Work” Section in this proposal.

Includes:

- Customized Theme Site Design
- Home Page Build-Out
- Simple Slider Creation (if applicable)
- Content Population up to 8
- Project Management
- Quality Assurance
- Engineering Services
- Stock photography up to 5 images
- Basic setup of Google analytics

### Total service budget for the package deal

- Creative Services (Design/Content): 10 hrs.
- Professional Services (Project Mgmt/QA): 5 hrs.
- Engineering Services: 3 hrs.

\* All services are rendered on a time and material basis. All time over the bundled budget is billed at normal rates (See “Service Rates”). Unused hours will be credited toward future services at a 10% discount from our standard service rates.

## ADA Compliance

Your new site will be built with ADA compliance in mind, but as this is a particular point of focus for this project, additional time will be spent running compliance audits and making the recommended changes.

## UserWay Implementation

To further ensure compliance to the latest ADA standards, we will be implementing the UserWay accessibility system on your new site. This will allow site users to adjust the look and functionality of the site based on their needs. For example users will be able to change the contrast, increase text size, highlight links, desaturate images, or activate the screen reader all from an on-site control panel.

## Document Conversion

As there are signatures and other elements on the documents that would not be able to be duplicated on a web page, it will be necessary for the PDFs on the site to remain in their current form. We can however adjust the meta description and tags on each PDF to ensure that they can be read by site readers.

## **Service Block**

Service blocks are simply unallocated funds that are not attached to any one specific scope element in your project. This flexible usage model improves the process so we can move quickly and jump any hurdles as they come up without going back through the whole scope, proposal, formal process. Adding in this buffer means that you understand there are things you may not know you even wanted today and that working with us on your project may drum up things like "Wouldn't it be great if we added this?" or "We just found another website that has this really awesome twist we would like" or many times "We would love to enhance what we originally planned by changing this area". Having a service block in place lets us quickly scope any potential extra time needed and you can easily approve (or decline) that estimate in a couple emails or conversations instead of through a formal scope adjustment and proposal process.

## **Content Copywriting**

### **Includes Writing for 4 Pages**

360 PSG provides copywriting services that let you spend a little time on the phone being interviewed by one of our writers. We take those interviews and craft them into pages of copy that can be used in the population of your website pages.

360 PSG's writing team interviews DPF, Inc based on the predetermined pages to be written. The interview process develops the tone and intended content requirements for each page. The pages are then written into approximately 400-1,000 word content documents that are compiled as a word document. DPF, Inc then gets a chance to review the copy as written and make any subtle changes desired to the information. Once approved, the content can either be delivered to the you in it's final word document format or populated right into the website included as part of the writing package (no additional content population fees would be required for content written by 360 PSG for internal pages). The number of pages to be written and time estimated will be defined in the budget section of this proposal.



# Budget & Fees

## Choose a design option and a marketing package

Name	Quantity	Price	Total
<b>Fission Theme Design Bundle</b> Includes all setup & Configuration of the Fission CMS System, 6 hours of design, 5 hours of project management & QA, 4 hours Content population and CMS Training. See description for more details.	1	<del>\$2,395</del> \$1,750 \$645 unit discount	\$1,750
<b>Page Content Population up to 10 pages</b> Standard content pages	5	\$110 / hour	\$550
<b>ADA Compliance Audit</b>	10	\$110 / hour	\$1,100
<b>UserWay Implementation</b>	2	\$110 / hour	\$220
<b>Fission File Library Setup</b>	1	\$200	\$200
<b>Document Conversion</b> - Updating meta data on each PDF - Updating/creating tags for each PDF	10	\$110 / hour	\$1,100
<b>Service Block</b> Add a one-time service block to be used toward hourly service requirements and changes during the development of this project	10	<del>\$110</del> \$104.50 / hour 5% unit discount	\$1,045
<input checked="" type="checkbox"/> <b>Page Content Writing</b>	10	\$110 / hour	\$1,100
<b>Recurring Items</b>			
<b>SSL Certificate</b> One year of secure, encrypted certificate service (https) for a single domain name	1	\$120 per year	\$120
<b>Fission Content Management System &amp; Hosting</b> Includes hosting, CMS license, phone & email support, code patches, and server updates	1	\$60 per month	\$60
<b>Monthly ADA Compliance Scanning</b> This monthly fee covers the scanning of up to 20 pages of content with dedicated ADA compliance software to highlight potential ADA compliance errors and alerts, each calendar month. BCDD will be informed of any errors found.  Fixes to these errors may be implemented at BCDD's discretion at the	1	\$20 per month	\$20

Name	Quantity	Price	Total
standard hourly rate of \$110 per hour. All work performed will be estimated prior to execution and work will be billed actual.			
Total			\$7,065
per month			\$80
per year			\$120
Payment Options			
<input type="radio"/> Payment - one-time payment up front (5% discount)			\$6,711.75
<input checked="" type="radio"/> Payment - 50% down, 25% at 30 days, 25% at 60 days		\$3,532.50 + 2 x \$1,766.25 = \$7,065	

# Signature and Acceptance

This document is considered proprietary and confidential and is intended to be used only by 360 PSG and DPFG, Inc or their designated agents to potentially engage in services to be provided by 360 PSG. This document should be kept in confidence and only used internally by both parties strictly for the purposes of potentially doing business together. This document should be returned to 360 PSG, deleted, or destroyed should DPFG, Inc decide not to move forward with the proposal within 30 days of receipt.

This agreement may be executed digitally using the online acceptance tools provided with this proposal or it may be printed and executed via signature offline. The pricing quoted is valid until March 29, 2019 unless otherwise noted within and any delivery schedules are based on an acceptance of the proposal within 3 business days of February 19, 2019.

Project delivery schedules vary based on size and scope of work. Projects usually kick off within 7 business days of agreement or receipt of any initial deposit/invoice requirements. Actual delivery time may be based on changes to the scope, start date delays, non-receipt of required Company materials, approvals, or revisions sent in a timely manner, failures to communicate or respond to requests/needs, account balance accrual, or any other element outside the direct control of 360 PSG. At no time does the delivery schedule of the scope of work effect the payment schedule defined in the budget unless specifically agreed to by 360 PSG on a case-by-case basis.

## Signature of Acceptance

By signing below and/or accepting the digitally agreement online, DPFG, Inc accepts and is bound by the terms and conditions of this agreement as stated within this document.

Date of Proposal : February 19, 2019

**Company:**  
DPFG, Inc

---

Authorized Company Signator  
Date of Acceptance : N/A

# Terms and Conditions

Any purchase of a domain name, domain renewal, or inclusion of a secure certificate (SSL) is billed once per year. The initial invoice will be sent at the time of acquisition of the domain or setup of the SSL on the server. Subsequent years will be invoiced 90 days prior to expiration and must be paid or notification of cancellation received by 360 PSG within 15 days of receipt of invoice to avoid potentially losing the domain or the automatic expiration of the encryption certificate on the affected websites.

Any purchase of a domain name, domain renewal, or inclusion of a secure certificate (SSL) is billed once per year. The initial invoice will be sent at the time of acquisition of the domain or setup of the SSL on the server. Subsequent years will be invoiced 90 days prior to expiration and must be paid or notification of cancellation received by 360 PSG within 15 days of receipt of invoice to avoid potentially losing the domain or the automatic expiration of the encryption certificate on the affected websites.

This proposal includes items that have been identified as "Fixed Price" within the budget. These items must be paid in full based on the payment timing for the deposit and any subsequent payments required to fulfill the price in total. Fixed price items are not sold proportionally (as they may have specific licenses, out of pocket costs, or other operational expenses tied into their initial origination) and it is agreed within that all fixed price items will be paid as agreed in the budget.

This proposal includes a recurring package with a monthly fee, possible minimum term and possible setup charges as outlined in the budget. Any applicable setup fees are invoiced (with the first months package fee) immediately upon acceptance and must be paid prior to the kick off and planning of the project. Subsequent months of service are invoiced one month prior to the intended month of service and must be paid prior to the start of the service month to avoid disruption to service. A credit card can be applied to the account to automate monthly payments and avoid interruption in service. All minimum terms agreed to must be met as per the terms & conditions of this agreement.

This proposal includes hourly estimates within the budget. These hours are only estimates based on the scope of work described and are subject to change based on final delivery requirements, changes to scope, revisions, and unforeseen requirements. Hourly rates will be applied as defined in the budget for actual time and materials required.

Hourly estimates require a pre-payment of a portion of the estimated time in order to begin the project. 360 PSG tracks all time used in 15 minute increments and once the initial deposit is consumed, standard billing for accumulated time will be invoiced twice per month based on the time utilized during the prior billing period.

Any changes to the estimated time or scope of work that may require more time than has been allocated Company will be contacted to provide guidance on how to proceed. Company may inquire about balance used at any time.

## SERVICES

Services will include those outlined and selected items in the budget & fees section within this proposal.

## COMPENSATION

Compensation is reflected in the pricing breakdown above. Unless otherwise noted, the totals reflected in this agreement are binding in full. Optional items will be included if selected at the time of acceptance by including them in the scope/fees section.

## RELATIONSHIP OF PARTIES

1. 360 PSG, in rendering performance under this Agreement, shall be deemed an independent contractor and nothing contained herein shall constitute this arrangement to be employment, a joint venture, or a partnership. 360 PSG shall be solely responsible for and shall hold Company harmless for any and all claims for taxes, fees, or costs, including but not limited to withholding, income tax, FICA, and workmen's compensation.
2. No Agency. Company does not undertake by this Agreement or otherwise to perform any obligation of 360 PSG, whether by regulation or contract. In no way is 360 PSG to be construed as the agent or to be acting as the agent of Company in any respect, any other provisions of this Agreement notwithstanding.

## INTELLECTUAL PROPERTY RIGHTS

1. Company will own all graphic design, site text content, images, and media files added, created, or uploaded specifically for the use on the individual website by or for this specific project.
2. 360 PSG will own the software/code rights related to the Fission Web System or CMS tool.
3. Company has a license to use, manage, and publish web content using the software indicated in the Scope of Work while their account is active and in good standing.
4. Any and All Software used to render the website and/or perform the services of delivering the website content in its final format to the world will remain the sole property of 360 PSG.
5. If used, the 360 PSG Fission Framework or other such application development system will remain the sole property of 360 PSG. A single usage license (not related to the ability to access source code, database structures, FTP, or other such materials used to power and operate the system) is hereby granted for the website while engaged with 360 PSG ongoing monthly support services.

## TIMELY DELIVERY

1. 360 PSG shall deliver the work in the Scope of Work, to Company and its clients, in a timely manner without unreasonable delay if such delays are not the result of Company obligations.
2. Company agrees that delivery of the work shall be extended by any delay by Company to perform any required actions in a timely manner, provided that 360 PSG has promptly notified Company of any such delay and the consequences of such delay and 360 PSG has endeavored in good faith to minimize the consequences of such delay. Notice of delay may be presented in electronic email format.

## JURISDICTION / DISPUTES

This Agreement shall be governed in accordance with the laws of the State of New York. All disputes under this Agreement shall be resolved by litigation or arbitration in the State of New York (by sole decision of 360 PSG) including the federal courts therein and the Parties all consent to the jurisdiction of such authorities, agree to accept service of process by mail, and hereby waive any jurisdictional or venue defenses otherwise available to it.



## **WAIVER**

No waiver by either party of any default shall be deemed as a waiver of prior or subsequent default of the same of other provisions of this Agreement.

## **SEVERABILITY**

If any term, clause or provision hereof is held invalid or unenforceable by a court of competent jurisdiction, such invalidity shall not affect the validity or operation of any other term, clause or provision and such invalid term, clause or provision shall be deemed to be severed from the Agreement.

## **COMPENSATION**

1. The compensation stated within this agreement constitutes the fees associated specifically with the scope of work outlined within. Any and all adjustments, however trivial, to the service, requirements, and desires of the Company may be subject to Out of Scope fees as determined by 360 PSG.
2. Out of Scope Service Fees
  1. All services outside the scope of work will be billed at standard hourly rates
  2. All service fees have a minimum billable time of one quarter hour (15 min) for each request made in a single additional scope of work.
3. Out of Scope approvals for work may be accepted at 360 PSG's sole discretion via email, signed agreement, online software tool, or other such retainable request format. 360 PSG, at its sole discretion on a case-by-case basis may accept verbal (phone), text message, or in-person discussion as an acceptance of work. Approval of Out of Scope work (either by 360 PSG's acceptance verbally or in written form) is considered acceptance of any such fees associated with it. Barring any other form of historical record of authorization, payment by Company of an Out of Scope request is deemed automatic and definitive acceptance of the fees associated with the authorization of said request. 360 PSG is not responsible for Company's internal policies related to authorization of requests at/for 360 PSG unless 360 PSG is provided with, prior to the request being made, a specific list of people that can or cannot make such requests on behalf of the company.
4. Delivery dates for the Scope of Work are not reflective of the payment schedule required per this agreement and as such are treated independent of each other. Adjustments to the payment schedule that differ from this agreement are solely at the discretion of 360 PSG. At no time, unless agreed upon in writing by 360 PSG, shall any work product or deliverable status of a Scope item be linked to the terms of payment for this agreement.
5. This scope of work herein is proposed in its entirety as a legally binding acceptance of all fees for the services as defined. 360 PSG reserves the right to complete the scope of work as written and fully expects Company to fulfill the compensation as scheduled. This agreement may only be modified, terminated, or adjusted with an acceptance of such signed by an officer of 360 PSG. Company acknowledges that project timeline does not reflect billing or payment due schedules and understands that management, planning, setup, front-loaded activity, and other such unbalanced divisions of the scope of work are priced and planned around 360 PSG's expected complete fulfillment of the agreed upon payment terms and amounts.
6. Late payments are subject to a 1.50% monthly finance charge for past due amounts
7. Redirecting a domain name to an alternative service provider or non-usage of a staged scope of work for delivered services does not constitute a cancellation of services

## **SERVICE, SUPPORT, HOSTING**

1. Monthly support fees include the hosting of the website with reasonable use of bandwidth and storage space for the site itself.
2. Support is provided via an online web trouble ticket system and up to 2 hours of live phone support for usage of the licensed tools (this does not include work service hours, the support is included for instructional helpdesk needs only)
3. All system bugs for the code written by 360 PSG are warranted by 360 PSG to insure that the software itself requires no client maintenance outside their license fees. Bugs are subject to the definition and acceptance of such by 360 PSG.
4. Additional service and support above that which is allocated is billable in 15 minute increments with a 15 minute minimum and client will be notified if such overage billing would be required prior to servicing the account. 360 PSG solely reserves the right to waive additional support fees on a case-by-case basis and any such prior waiver of fees does not constitute any guaranteed waiver of future use.

## **RECURRING TERMS**

1. Any agreed upon item with a specified minimum recurring term must be completed in full. Payments for services deemed recurring are due one month prior to the intended execution of the recurring item.
2. After the minimum term of the agreement (which may be zero or more months as written in the scope/ payment sections), the services will be continued on a month-to-month basis at the same level of service unless terminated by Company prior to the next scheduled invoice. An "Out of Term" service fee may be applied at an amount no greater than \$100 per service item per month in which month-to-month service continues without cancellation on services that began with a minimum term greater than zero. Month-to-month service can be cancelled at anytime prior to the scheduled start of the next service date but must be cancelled no later than 2 business days prior to the next scheduled date of service/license/hosting/support/ etc.
3. Should company wish to terminate a minimum term agreement prior to the completion of its required term, 360 PSG offers an early termination fee of 50% of the remaining balance on the total recurring portion (plus total fixed fees remaining). Notice and payment of such termination exit must be received prior to midnight of the start date (usually the 1st day of the month) of the next scheduled service date, no further service will be performed past the termination date.
4. Should a specific item or items not allow for early termination clause, it will be specifically noted in the scope of work. All non-recurring items have no early termination option and are to be completed and paid for in full and 360 PSG will deliver the services as scoped for those items in a timely manner (barring any Company delays in obligations required to complete them).
5. Billing for recurring services may begin prior to the months in which the service is intended to be rendered, but in such cases 360 PSG guarantees to deliver the term quantity of recurring services so long as the account balance is in good standing.

## **DISCLAIMER OF WARRANTIES**

NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED HEREIN, EXCEPT AS EXPRESSLY SET FORTH HEREIN, 360 PSG DOES NOT MAKE AND EXPRESSLY DISCLAIMS ANY AND ALL WARRANTIES, EXPRESS AND IMPLIED, WITH RESPECT TO ANY HARDWARE, SOFTWARE OR SERVICES PROVIDED BY 360 PSG PURSUANT TO THIS AGREEMENT, INCLUDING, BUT NOT LIMITED TO, ANY WARRANTIES OF

MERCHANTABILITY, PERFORMANCE RESULTS, SUBJECTIVE PERCEIVED QUALITY, OR FITNESS FOR A PARTICULAR PURPOSE OR USE.

## **INDEMNIFICATION**

Company agrees to indemnify and hold harmless 360 PSG and its successors, assigns, subcontractors, principals, officers, employees and agents from and against any and all claims, demands, liabilities, damages, judgments, assessments and all other forms of damage and/or relief brought against 360 PSG or its successors, assigns, subcontractors, principals, officers, employees and agents by any third party arising out of, or in any way related to the illegal or improper use by Company or any end-users which have procured, directly or indirectly, products or services of 360 PSG from Company, of any hardware, software, goods, services or any other item provided by 360 PSG pursuant to this Agreement.

## **LIMITATION ON LIABILITY**

NOTWITHSTANDING ANYTHING TO THE CONTRARY, IN NO EVENT SHALL 360 PSG BE LIABLE TO THE COMPANY OR ANY END-USERS WHICH HAVE PROCURED, DIRECTLY OR INDIRECTLY, PRODUCTS OR SERVICES OF 360 PSG FROM COMPANY, FOR ANY INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, EXEMPLARY OR PUNITIVE DAMAGES OR LOSSES OF ANY KIND, INCLUDING, BUT NOT LIMITED TO LOST PROFITS, ARISING OUT OF OR RELATED TO THIS AGREEMENT OR A BREACH THEREOF. 360 PSG'S MAXIMUM AGGREGATE LIABILITY TO COMPANY OR ANY OTHER PERSON ARISING OUT OF OR RELATED TO A BREACH OF THIS AGREEMENT SHALL BE THE LESSER OF (A) \$5,000.00, OR (B) THE TOTAL AMOUNT THAT COMPANY HAS PAID TO 360 PSG FOR THE SERVICES AND/OR PRODUCTS PURSUANT TO THIS AGREEMENT. WITHOUT LIMITING THE APPLICABILITY OF THE FOREGOING, IN NO EVENT SHALL 360 PSG BE LIABLE TO COMPANY OR ANY OTHER PERSON FOR ANY DAMAGES RESULTING FROM OR RELATED TO (A) ANY FAILURE OR DELAY IN THE DELIVERY OR INSTALLATION OF ANY HARDWARE AND/OR SOFTWARE OR (B) ANY FAILURE OF HARDWARE AND/OR SOFTWARE, INCLUDING BUT NOT LIMITED TO LOSS OF DATA, LOSS OF SALES OR ANY FAILURE IN THE PERFORMANCE OF SERVICES PURSUANT TO THIS AGREEMENT AND ANY ADDENDA HERETO.

# Appendix

## Fission Web System Overview

Current Version as of February 19, 2019

First and foremost, the system described below was built by us directly with millions of dollars and years of in-house investment. This is not a product we simply found and put our name on.



The website will be powered by the Fission "Web System" which will empower you to take full control of your website's content. With the tools built into the standard package, you will be able to make changes when and how you want... no longer waiting for (or paying) for a web development person to return your calls. Manage your own site... anywhere, anytime, on any computer. The following set of features and tools are included in all standard packages of Fission. You may have additional premium and value-add components outlined in the document as well.

With all the tools in Fission there is NOTHING TO INSTALL. Everything runs right inside your web browser and you can log into the system from anywhere in the world.

## UNLIMITED CONTENT PAGES

Most of the pages on your website are called content pages. You can add, edit, and remove an unlimited number of pages using an easy graphical editor (similar to using your favorite "Word" processor).

### Key Features of this component

- Create and manage an unlimited number of pages
- "Microsoft Word Style" editing available for various user skill levels.
- Built-In Spell checker will highlight and auto-suggest spelling corrections without any additional software installations.
- One click to add links, images, font formatting (bold, italic, underlines, etc) and much more.
- Real-time image editing lets you resize and save images after they have been uploaded
- Add any number of images that can be embedded directly in your content, wrapping words automatically around your graphics.
- Insert YouTube video on any page in your site as easily as plugging in a still image.
- Preview mode allows you to view page changes before saving them

## ADD MULTIMEDIA, VIDEOS, AND PHOTOS

Inside your content pages, you can embed images, videos, and audio files without any technical experience or knowledge of HTML.

- Quickly embed your YouTube videos by simply copying and pasting the address from YouTube



- Upload any type of media file to embed directly on your page
- Resize your video players for each file to fit inside your content area
- Add a "Lightbox" effect to your images that popup full size graphics from thumbnails

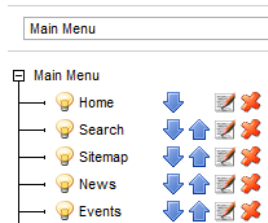
**Upload any files or documents you wish to share with site visitors.**

- Upload PDF and Word documents without any programming
- Create links on any content pages where you want visitors to download files
- Add an unlimited number of documents (size/storage limits may apply)



## MANAGE YOUR NAVIGATION MENUS

### Edit Menu Items



You control each menu item on your site with a few simple clicks.

- Create top level items or add items to "rollover" dropdown or slideout sub-menus
- Toggle items on and off with a click of the lightbulb
- Reorder items by simply clicking the arrows up or down
- Use the built-in page picker tool to easily select menu links from all your content

## BUILT-IN SEO TOOLS

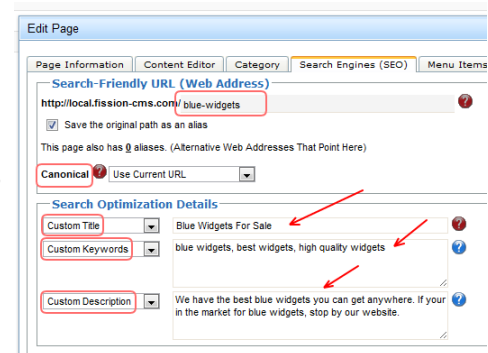
There are some very important attributes that you must be able to change on each page in order to get the most value in the eyes of Google and other search engines. Fission was built from the ground up to employ the most influential tactics across the whole site.

### Per-Page Tools and Capabilities

- Each page can have a unique "Title"
- You can create custom web addresses for each page containing your keywords `www.abc.com/about-us` `www.abc.com/best-landscaping-company`
- Add additional information called "Meta" data for each page (and site wide) Keywords are used to define page topics and primary focuses Descriptions are used as a short paragraph description of what a page is about.
- You have the ability to easily add "Alternative Text" to each of your images thereby providing text descriptions of graphics that get picked up by search engines (adding keyword weight to your page)
- Simply map page aliases to new pages, so your old page called `/my-company-history.html` can be pointed to the new `/about-us` and not lose any search engine credibility
- Avoid duplicate content penalties with built-in "canonical" redirects. This tells search engines where your original content is and avoids appearing as a duplicate

### Site-wide SEO Tactics and Built-In Services

- Heavily integrated use of CSS (Stylesheets) that are friendly for multiple types of browsers, iPhones, iPads, and search engine robots to interpret.





- Use of standards compliant code initiatives. It is proven that following W3C standards as much as possible creates more value in search engine indexing and ranking algorithms
- Use of server-side speed and acceleration modules on Fission servers decreases load times, Google likes fast sites that get information to visitors quickly.
- Auto-generated robots.txt files that tell Google (and other robot services) about which pages they can "crawl" and discover for their rankings
- Real-time generation of HTML sitemaps. This means that as soon as you create and publish a new page, it can start getting found by search engines that regularly visit your site.
- Automatic and instant creation of sitemap.xml files. These are complex and generated specifically to tell the search engines where all your public pages are, their names and direct links and even what time you last updated the content on each page. This is like candy to the search engines and having a real-time map like this tells them your site is credible and doesn't want to waste people's time.

## INTEGRATED SITE-WIDE SEARCH

Every page of content, news article, calendar event, and more is added to a robust index of searchable information for your visitors. They can then use a simple search box or expand it to an advanced search page and find exactly what they are looking for in your site.

If you add new pages, new articles, events, and more... they are put into the index instantly and become searchable with no extra effort.

Anyone familiar with using a search engine like Google will be comfortable looking for information directly on your website.

### Site Search

The screenshot shows a search interface titled "Site Search". At the top is a search bar with a magnifying glass icon and a "Search" button. Below the search bar are several checkboxes for search criteria: "Page Title", "Page Description", "Body Content", and "Keywords". There are also three radio buttons for search methods: "Any Keyword" (selected), "All Keywords", and "Exact Phrase Match". Below these are two sections: "Relevance" and "Pattern". The "Relevance" section explains that search results are given a score based on the weight of keywords within the searchable content, and words within content must match spellings exactly and words occur in more than 50% of the records are given 0 points. The "Pattern" section explains that search results use a wildcard pattern matching form, which allows results that contain portions of a keyword.

## AUTOMATICALLY GENERATED SEARCH ENGINE SITEMAP

Just like the search system, the sitemap tools automatically catalog and generated pages that link to every content item on your site. This means that search engines that crawl your site will be able to find new pages as soon as you publish them live.

Visitors can navigate to your sitemap if they are looking for specific pages or want to traverse your content in one large map.

A critical feature of great search optimization is having this also generated in a special coded form called an XML Sitemap. These format is specifically designed for the robots to crawl your pages and find every page you want them to. It includes details about each page including the exact time each page was last updated. This means search engines can gather more information about your site quicker and more efficiently... this results in getting new and updated pages into search results as fast as possible.

Site maps are generated instantly when you publish or edit pages, meaning your information for search engines is up-to-date at all times.

### Search Pages

My Search Form

### Showcase Items

General

Case Studies

Showcase

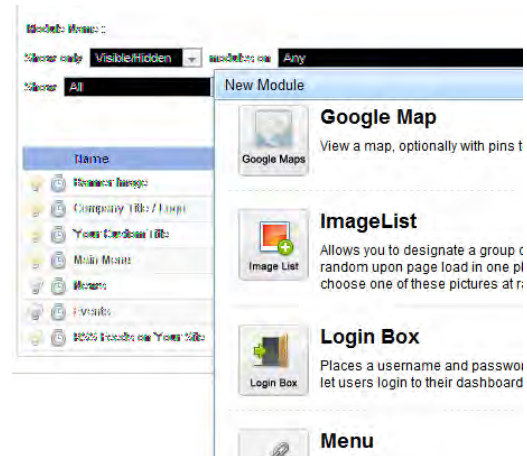
Portfolio Pieces

Testimonials

## REUSABLE CONTENT BLOCKS, WIDGETS, AND MODULES

Modules are pieces of content that can be reused and attached to specific pages of choice. These blocks make it simple to create calls-for-action, common information blocks, banners, and much more. There are over 25 built-in module types that you can add to any page on your site. You choose exactly which pages you want them on and what positions to put them in. Some of the most popular included modules are:

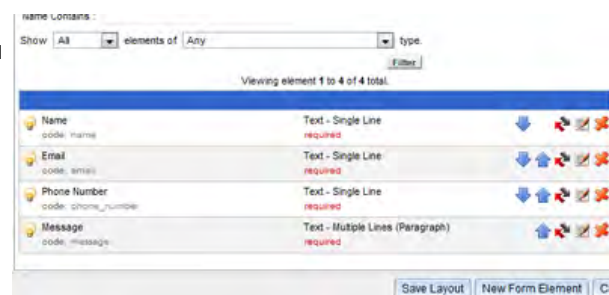
- Event Lists - Display upcoming calendar items
- Fading Text - Transitions in-and-out blocks of text content
- Free HTML - Allows pasting of widgets/content from third-party plug-ins
- Google Maps - Embed mini Google maps with pins for locations
- Image List - Load clickable images randomly from your library
- Login Box - Lets visitors login to your site if you want protected content/tools
- Menus - Create unique menus for specific pages, add extra menus if desired
- News Articles - Lists your news articles in real-time by most recent, per category, etc
- Quick Pick Boxes - Add dropdown picklists that jump visitors directly to specific places
- Related Pages - Lists pages you have designated as related to the page they're on
- RSS Reader - Pull in news feeds formatted as links from millions of news sites
- Site Search - A text box that lets visitors search your own site pages
- Showcase - Feature or Randomize any number of testimonials, portfolio, or case study pieces
- Free Content - Add any content you normally would add to a whole page, videos, images, or content formatted how you choose.



## CREATE CUSTOM FORMS THAT EMAIL YOU INSTANTLY

There is no limit to the number of forms or types content you want collected on each one.

Using a simple "Add" button, you can collect information for quote requests, service forms, customer service, survey data, and anything else you may need. You can add elements for plain text, checkboxes for multiple choices, single select choices, paragraph blocks, and much more.



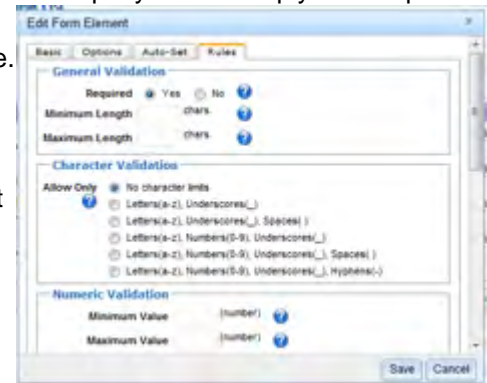
Each element lets you specify exactly what rules you want collected. For example you can simply set the phone number element to be "required" and "formatted like a phone number" which adds the validation to your form with no programming experience.

### Choose what to do with each form

Forms can be embedded on any content page or inside your modules. You can add them to pages just like images with a point-and-click. That means add any other content, images, video and more to make your form fit the page its on.

Every form can be setup to quickly add each response to a downloadable database and even email the contents to one or more people of your choosing. There is no need to have one universal "email", each form can go to different people or departments if desired.

Form submissions that are set to save in the database can quickly be exported to Excel or CSV for use as imports into existing systems or for other uses your organization may need.



## ADD SECURITY & ENCRYPTION TO ANY PAGE



If you have an SSL certificate for your website (easily added at anytime), you can toggle the security of each page on and off with a single click.

Sometimes visitors are more comfortable using pages when they see the "lock" icon on their browser and they watch for the "https" in the web address bar.

With Fission, every page can be added to the secure "https" protocol at anytime.

## UNLIMITED NUMBER OF USER ACCOUNTS & ROLES

The Fission user system was built with scalability and security in mind. Every password is encrypted before storage and can never be "viewed" by anyone (including developers). This means that passwords can be reset using the powerful forgotten password mechanism, but at no time could anyone compromise the database and reveal passwords, even by the Fission developers themselves.

### ADMINISTRATIVE USERS

Sometimes you have different admins with different levels of access. The robust administrative permission system has over 250 configurable permission settings that let you fine tune each user.

To save even more time, you can setup "Roles" that contain specific combinations of these permissions and quickly add users with the same access by adding them to these roles.

For example: Should Jane Doe only be able to edit the homepage? Maybe edit all pages, but not add new ones? Perhaps she can only edit the page designated for her department? The combinations are unlimited.



## WEBSITE VISITOR ACCOUNTS



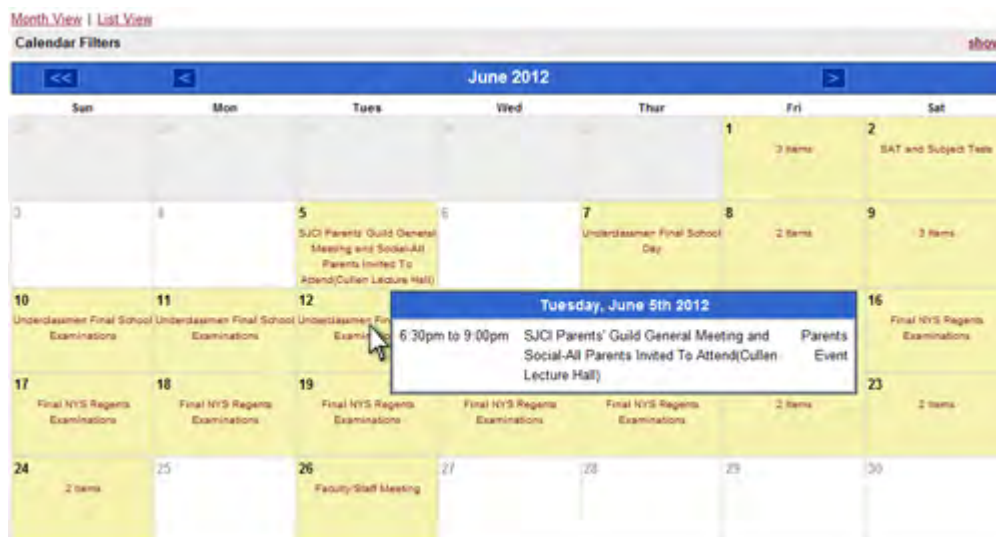
You can add roles specific to your visitors as well. Many areas of content have structured permission blocks that allow or prevent access to specific areas and pages of your site.

Your visitors can log into the front portion of your site and see only pages they are allowed to. Add an unlimited number of visitor log-in accounts and roles as well.

By using these tools, you can hide or publish specific pages, news articles, events, tickets and registration types, modules and blocks of content, and much, much more.

Publish any upcoming events or dates of importance for your organization. You have the ability to add, edit, and remove events at anytime.

## DYNAMIC EVENT CALENDAR & UPCOMING EVENTS LIST



- Visitors can view your events in multiple ways
  - Large graphical monthly calendar
  - Large list of upcoming events
  - Modular list on other pages with one or more events listed in order
- Create event groups that have permissions assigned so that you can limit the audience if desired. Perfect for organizations with boards, websites with restricted users, or even just calendars for specific departments
- Each event has a start and end date and time, the ability to embed any content, images, videos, YouTube video, and more.
- Event details can be emailed by visitors directly to their inbox and added to their own calendars. vCard downloads let users add it to their Outlook calendars right on the event pages
- You can run overlapping events on the same day and the "Day View" presents an agenda formatted to show the overlaps
- Cross-promote calendar events to lead visitors to similar events or related events with different dates and times.

## ADVANCED TICKET TYPES FOR REGISTRATION

- Create "Ticket Types" for each unique event
- Tickets can have prices, multiple early-bird prices and dates, and more
- Each ticket type can be set with permissions that visitors would need to order
- Add custom forms to each ticket type to collect additional registration info
- Add "Options" to each ticket type that let you bolt on additional fees or savings
- Visitors can register multiple people with different ticket types and place their order all at once.
- If using the Fission commerce component, tickets can be paid for instantly and confirmed online as soon as the funds are received
- Ticket lists can be filtered and viewed in the admin panel. All registrant lists can be exported to Excel for use offline at anytime

## NEWS MANAGEMENT & PRESS RELEASES

News is one of the first signs a website is alive and kicking. With Fission, you can publish articles at anytime and have them appear throughout the website automatically.

- Add an unlimited number of news articles
- Schedule publishing dates in the future that let you add many items at once and "trickle" alive over time automatically
- News articles can be "Featured" to appear in special modules and sections of the site
- Add an unlimited number of categories to filter your news and group topics together
- Articles can be published to modules that let show your articles dynamically in blocks of content throughout the site
- Each news article can have an unlimited number of photos and images added that format automatically to fit the article
- Add summary "Teaser" copy to each article to entice visitors to click through to the full article
- All news articles can be search engine optimized and picked up by the sitemaps and in-site search engine. Many Fission sites have news articles picked up and drive traffic directly to their sites by search engines linking to those pages specifically.
- Cross-relate articles so that common topics can point visitors to similar articles of interest.

## VISITOR SOCIAL SHARING LINKS

When visitors find content that is interesting, they want to share it. Don't force them to copy and paste your web address. The built-in tools allow a visitor click one button and share the pages on their social networks or through email.

- Visitors can share specific site links on all the major social platforms including Facebook, Twitter, LinkedIn and more
- A built-in "Send A Friend" tool lets them directly email their friends a link to the page, event, or news article they are on





## RSS FEEDS IN & OUT

RSS stands for "Really Simple Syndication" and is the most powerful way to bring in content from industry related sites, vendor or supplier updates, or topical information related to news that your visitors would find interesting.



- Load content from MILLIONS of RSS feeds and have it formatted just like news on your own website. Visitors can click links that lead them to content automatically without you having to update it manually.
- RSS feeds load seamlessly when visitors hit your site. Your site does not slow down when loading news from other sites. It is pulled in through background processes without slowing your visitors load time
- Add any number of feeds on different pages or in different content areas quickly and easily

## PUSH OUT YOUR OWN RSS FEEDS

- What better way to get your own news articles and events syndicated to your partners, suppliers, or others than with a standard publishing format like RSS.
- RSS is used by all the largest news organizations, now your site can produce professional feeds automatically as you add your own news
- Visitors can add your RSS feeds to their favorite news readers, iPhone and iPad applications, and more
- Combine all your news articles and events or choose just specific categories to publish
- RSS feeds are updated for all your subscribers instantly as you add and edit content

## CONTENT SCHEDULING FOR AUTOMATIC PUBLISHING

Search engines and prospective clients love to see sites that are alive and growing. With Fission you can schedule an unlimited number of "future" dates for publishing your content.

- Content pages, news, and events can be added but set to not appear live until specific dates and times
- Add content modules that appear only at specific times... for example only on Mondays and Tuesdays but only during the holiday seasons of November and December.
- Menu items that link to content that is "unpublished" automatically disappear and reappear so you don't even have to worry about adding links to your content when it becomes live
- Over 60 combinations of days of the week, months, times of day, days of the month, and more can be used to create robust and intricate schedules. For example you want one banner to appear on your site only during the weekends and another appears in it's place the rest of the week. It is all handled automatically.
- Did you want pages, news, or events to disappear at a certain point? You can schedule automatic shut-off dates for items and they disappear at that time (including hiding their menu item links if applicable)

**Decide When This Page Should Appear**

☐ Only After Time: 12 00 AM

☐ Only Before Time: 12 00 AM

☐ Only During

<input type="checkbox"/> January	<input type="checkbox"/> May	<input type="checkbox"/> September
<input type="checkbox"/> February	<input type="checkbox"/> June	<input type="checkbox"/> October
<input type="checkbox"/> March	<input type="checkbox"/> July	<input type="checkbox"/> November
<input type="checkbox"/> April	<input type="checkbox"/> August	<input type="checkbox"/> December

☐ Only On

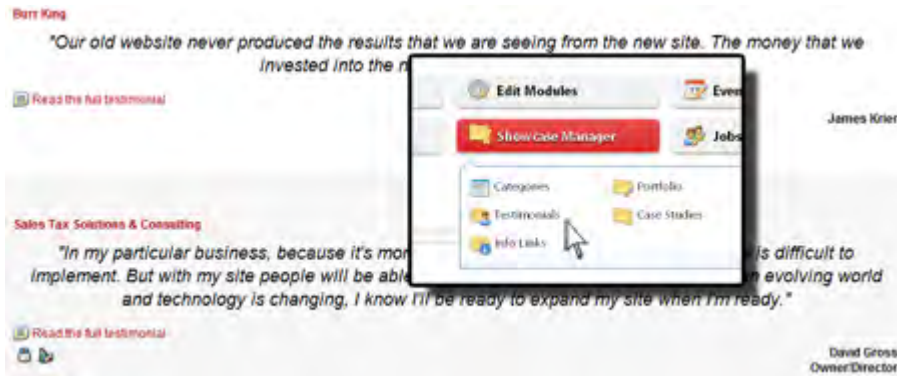
<input type="checkbox"/> Mondays	<input type="checkbox"/> Fridays	<input type="checkbox"/> V
<input type="checkbox"/> Tuesdays	<input type="checkbox"/> Saturdays	
<input type="checkbox"/> Wednesdays	<input type="checkbox"/> Sundays	
<input type="checkbox"/> Thursdays	<input type="checkbox"/> Weekdays (M-F)	

☐ Days Of Month 1st To 1st

☐ Only Between Time: 12 00 AM To Time: 1

## TESTIMONIAL MANAGEMENT TOOLS

What can convince a visitor of your credibility more than you saying how great you are? Real life stories and testimonials from existing and past customers. With this tool, you can add content in your clients words.

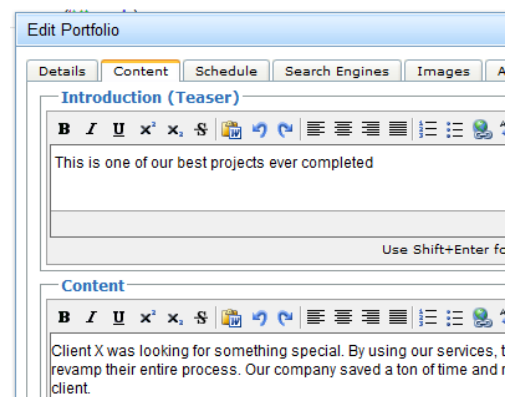


- Add an unlimited number of testimonials to your site
- Schedule when they appear so you can add 100 entries today, but have them pop on the site automatically one at a time over months. (Bringing the site to life dynamically)
- Have random "Pull Quotes" pop up in various modules around your site
- Visitors can see a pull quote like "They were great" that then links them to a full and formal testimonial page with detailed interview, description of the person and their organization, and more
- Testimonials can be associated with specific case studies and portfolio pieces to give visitors even more context on the work you have done

## PORTFOLIO & CASE STUDY SHOWCASE

Everything you deliver is a "Portfolio" of your work. It does not have to be photography or design related. Do you refurbish cars? How about paint homes? Perhaps you consult on business technology needs? The best way to use a testimonial is to put the projects details in the spotlight.

- Add an unlimited number of showcase elements and case studies to highlight your work
- Relate testimonials to specific items and have them "self-promote" each other by showing the testimonial on the showcase page and vice-versa
- Showcase items in random or categorized modules throughout the site
- Include pictures, text, and more for each item
- Automatically link to reference and sales pages that promote the specific services offered in a particular case study
- Showcase items can be scheduled to appear at different times, so you can add all your projects at one time and have them "trickle" live over time to encourage return visits and a feeling of constant growth in your organization



## GLOSSARY TO HIGHLIGHT INDUSTRY TERMS

How many times have you been to a website and just wondered what the heck a particular acronym meant? Or what was all that technical jargon about?

Sometimes in order to properly discuss your products or services you need to use some industry language. That may be confusing to your basic customer or visitor just stopping by.

The built-in glossary tool allows you to define an unlimited number of terms that your industry uses.

Content that uses images can be placed anywhere on the page. This is the content for our sample page. Add bold, italic, and underlined content placed anywhere on the page. This is a demo page in the system. Add bold, italic, and underlined content.

When a visitor hits one of your pages that contains a word you have defined in your glossary, the system automatically creates a reference link to your definition without disrupting your visitors experience.

You don't have to do anything. Just add and edit content like normal in your pages, news, events, and more... the system replaces the definitions in real-time.

Avoids customer confusion or feelings of being misguided. Terms can be changed at anytime and updates are made instantly for your visitors next page load.

[Dashboard >> Glossary >> Terms](#)

Add Glossary Term

Term

Term

sample page

## PREMIUM COMMERCIAL PLUG-INS

What would the system be if there were not some powerful expansion tools built right in? The following items are available for additional cost, but can be added on seamlessly at anytime when you grow into the need. For many websites, the standard tool set includes much of what they need to manage a powerful and dynamic website. They have their own feature sets, included support, and future enhancements. If you are interested in any premium tools, they would be included in your fees section.

### ECOMMERCE

Adds the mechanism to order things online. Coupled with the Catalog, you can sell an unlimited number of products through your site. If you don't sell products online, maybe you are looking to collect donations or sell tickets to events through the included ticketing system. Sometimes commerce is used as a simple way to take online credit card payments for your clients to "Bill Pay" online with their invoice numbers.



### PRODUCT CATALOGS

A feature rich catalog tool for building products that can be sold or published online. It includes the ability to sell digital items like ebooks or tangible goods that ship all over the world. The catalog is so robust, almost any type of product or service can be sold online.



## ONLINE DONATION COLLECTION

Non-profit organizations can collect donor information and transact online using the E-commerce component.



## HIRING & RECRUITING TOOLS



Create job postings with intricate details and information. Visitors can apply to specific jobs and upload PDF and Word doc resumes which become keyword searchable automatically. Rate candidates and track notes. No need for resumes? With a custom job application builder, your visitors can fill in a form just like filling it out on paper at your location. Candidates remain in the system for as long as you like.

## MEMBERSHIP DIRECTORIES

Are you an organization with members? The directory works great for everything from searchable company and staff directories or for member-based organizations and chambers. Member profiles can be customized for your needs and your own users can login to update their own details and content.



## MUCH MORE...

Many other industry specific components have been created and exist in our libraries. If you have specific needs or desires, talk to an account manager about what may be a fit for your needs.

## CUSTOM COMPONENTS BUILT FOR YOU

Fission is so powerful that we can build tools specific to your needs without having to reinvent the wheel for each feature.

Many system either won't let you build specific needs as they come up... or worse, they build the tools and you lose support for all the standard functionality. With Fission, you get the best of both worlds while retaining the warranties and support of the base system.

Talk to your account manager for ideas on things that could be added on to customize your site for your specific needs.

- Use standard tools as building blocks that save thousands of dollars in redevelopment, testing, and enhancements
- Components can be scoped for your very unique and specific needs while still maintaining the warranty and support of the standard tools



## SSL Certificate

A "secure socket layer certificate" known as an **SSL Certificate** is a type of file holding encryption keys that is added to a server hosting your website to verify and authenticate that a website domain is actually who they say they are as well as ensuring there is valid encryption on all the data passing back and forth between your visitors and your website. When successfully installed and active your visitors will see some form of LOCK or

other type of indicator in their preferred browser letting them know that the site is secure and the SSL is configured properly.

## Why Do You Need an SSL?

- **Securely encrypts data as it travels back and forth between your site and your visitors devices**
  - Including any credit card processing forms if you are using e-commerce
- **Directly impacts how well you rank on Google !!!**
- Builds and enhances your visitor trust in your brand
- Improves conversion rates for your sales or goals as visitors are expecting encrypted transaction data



SSL Certificates are renewed annually and must be setup whenever your website moves servers or hosting providers; an expired or incorrectly configured certificate can cause major trouble when search engines or other sites create links to yours and it can be even worse if you utilize online commerce or payments on your site. It is critically important that your certificate is renewed and updated prior to its expiration date. At 360 PSG we send multiple reminders starting at 90 days prior to your expiration date to make sure it is ready to renew on time and the 360 PSG engineers handle all of the technical configuration and verification for you.

## Social Media Management

Everyone is aware of the impact that social media is making on the day-to-day lives of people. Many businesses also realize that having a social presence with business pages and connections is becoming a key mechanism to stay engaged with prospects, gain referrals, generate new leads, and showcase expertise and industry knowledge.

The challenge for businesses looking to capitalize on those opportunities is consistency and engagement and that can require full time attention with part-time workloads. At 360 PSG we realize that and have built a diverse team of specialists that get assigned to each client account from the start. From the writing to the graphic design and from the content discovery to the consistent execution, the multi-person team assigned to each management package insures you have the right expert for the right need at the right time across every social network you wish to exist on.



## Why bother with social media at all?

If you are like many of our clients you have established a great existing referral network, word-of-mouth marketing program, and/or traditional advertising campaigns to generate business. All of these elements are keys to a great business lead generation system. The challenge today is that many people (customers in every industry) are turning to their social networks to get those same referrals, recommendations, and industry information. If you don't have a credible engagement profile for your business, you are missing potential



opportunities to connect, share your companies knowledge, and hopefully drive people directly to your business development process. But your competitors may exist on there now (and definitely will in the future) and they will be happy to engage with those same people that your best customer may have mentioned and just sent over in the past. Over 85% of social users claim to accept referrals and recommendations via social media with the same regard as an "offline" one. That means you not only are competing with the traditional mediums that used to generate business... but you now have to be able to present yourself in the new social world simply to exist in the game (and it's going to get even more important as younger generations age into key decision making roles in which they never experienced anything other than social referrals).



## How does social media management work?

Almost everyone knows that the social profiles themselves are free to use, but simply turning them on is only the first step. Have you synchronized your brand across all the networks? That's step one and we at 360 PSG offer packages to build your actual business pages if you don't have them. But once you do, the hard work really begins.

It's very easy to make a post on your social profiles. You can log into each network or learn to use tools that let you centralize your updates and posts. Making the posts actually show up is not the challenge, the challenge comes from the key to successfully using social media for business... consistency and engagement.

At 360 PSG our social media management packages make it easy for you to have a thriving and engaging consistent stream of information and relationships across all your networks in as little as a 30 minute phone call each month. The strategies and tone-of-voice you want for your business is defined with one of our social media management team members at the start of your service and is constantly evolved, pivoted, and modified as the needs for your engagements change over time.



After an in-depth consultation at the start of your program, your team is assigned to your accounts as one cohesive force for developing your brand. These are be specialists across every internet discipline that helps craft graphical images, calls-for-action, visual design elements, posing questions, writing commentary, curating industry news and topics, commenting and replying to visitors, and much more. This team is like having 4 or 5 unique specialists in-house at your company but only for the fractions of time each individual social element requires. You present the capabilities of a large digital marketing team, within the walls of your company, at a fraction of the cost it would take to employ them full time.



## Ongoing Management Every Month

Once your social strategist digs into the plan with you, your team will work every month on the initiatives set up during that session. At the start of each month you will engage in a conversation that maps out and plans the content that will be dispersed and shared throughout the following month. This requires no technical capability or heavy lifting, a calendar of the schedule will include things like "Every Tuesday this month we will find and post an industry topic that encourages customers to audit their current solution we can help them with". So that during the month our social team is hunting and finding content that supports your mission of credibility, knowledge, and trust. This schedule can run on auto-pilot from your perspective and unless you decide to change it... you can rest assured that your social presence looks alive, engaged with the community, and sharing topics your ideal customers would want to know... all without you having to log into a single network.



During the month the social team can take immediate actions from content you provide or want to showcase. Perhaps you completed a great project and it got featured in the news. Just mention it to the team and they will use one of the slots to inject an engaging piece for all your social profiles to highlight that immediately.

As mentioned before... its about consistency first. One random post every few weeks or months does not create a welcoming environment for people to ask questions, follow up, or begin to trust the brand. By seeing this content regularly and with your brand attached to it... the strength of your digital or real-life referral engagement increases significantly.

Due to the distribution of work, planning, and desire to see long-term results... all social media management packages require a minimum 6 month program commitment.



## What is Engagement?

Engagement can be even harder than finding the massive amount of time you would need for consistency on your own. When someone comments on your profile, asks a question about an article, or generally wants to share their thoughts about you, your industry, or your offerings... you need to be there and you need to engage them. This may happen on and off regularly. Our team responds, reacts, and engages those visitors to show them that you care about what they are thinking and saying. This is an incredible trust builder that you can rest assured in knowing that a team of specialists are there to either directly communicate back or to pass those leads and advanced industry questions to your point contacts at the company. The worst thing someone can do on social media is simply ignore or forget to be social. With an ongoing management package at 360 PSG... your engagement is what we do so that you can do your business and only worry about the escalations that you want to deal with like leads, referrals, customer service for existing customers and new business potential.



## What's Included?

Once each of your social profiles is created (either by using your existing profiles or creating some using our social business page packages) you will immediately receive:

- An initial 45-60 minute consultation in which your assigned point person will strategically discuss objectives, campaign strategy, and company voice (the tone and handling of engagements)
- Each month a schedule of planned posting across each of your selected networks will be built out and discussed in a 30 minute planning call with you just prior to the start of each month. If you simply want to use the same schedule as prior months, there is no time commitment from you required at all and new content will be used in all the planned slots.
- After the conclusion of each month, a robust report of all the postings made, engagement counts, and summary of performance will be built and delivered electronically within the first few days of the following month. If desired, up to 30 minutes will be allocated to personally go over the month's report and answer any questions, discuss results, or plan to repeat successes in future months via a live conference call.
- Real-Time content updates. If you have information you want formatted and shared and used that comes up randomly or out of the blue during the month outside of the schedule, you simply send it over at pre-determined times or about 2 weeks in advance and it gets massaged into the planned schedule. You can also change or edit the month's schedule by giving notice about 2 weeks in advance to any planned content already setup for that month.

## Packages & Plans

Because each business is different, the social media plans are made to reflect a variety of customization options so that you can be as light or active on one or more networks independent of each other. The calendar will typically include a mix of some or all of the following types of content across the various networks based on the calendar each month.

**Some examples of (but no means limited to) the types of things that get social engagement:**

- Upcoming company events, milestones, and achievements
- Public promotions, announcements, and employment needs
- Hashtags (#savetherainforest) are created for social viral attempts in your industry
- Industry news, break-throughs, beware of concerns, and trust building information
- New product launches, business success stories, team biographies
- Holiday themed spins on topics or seasonal messages/reminders
- Deals, Coupons, Specials and Sales
- Posing multiple choice or open-ended questions, surveys, and quizzes
- Our own flavor of "Throwback Thursdays" that show historical elements in your field
- Sharing of content already on your website like blogs, news posts, and content pages
- Local sports team or hometown pride messaging to engage the local community
- Much more... each business, each industry, each voice is unique to you

## THE NETWORKS

The pricing for management is based on a combination of the number of posts per week and the number of networks content has to be created for. Using the guide below you will pick and choose the number of posts per week for each network to formulate the price for consistency and engagement every month.

1. The available networks we provide ongoing social management for are:  
**Facebook, Twitter, LinkedIn, Pinterest, and Instagram**
2. For each network you want managed, you can elect the number of posts PER WEEK that you would like to have made on each network. The more posts, the more engagement, the more engagement the more long term brand potential.  
**Each network independently can have: Three, Five or Ten posts PER WEEK (or a custom packaged amount can be built for your unique needs)**
3. Based on prior discussions with you, in the budget and fees section of this proposal you will find which networks we included and how many posts on each of those networks will be published and managed each week.

## Facebook Advertising

Do your customers use Facebook? The short answer is yes. Whether you sell directly to consumers or target businesses as your buyers... those people are on Facebook. According to research many of them are on Facebook at work, on their phones, and at home for over 45 minutes or more each day. They may be checking in on family, posting pictures of their grand kids, or just seeing the funny new topics of the day.



The way this works for businesses is that these people, just like you perhaps, are providing a ton of demographic data to the giant of social media that in turn can be leveraged to drive new customers to your brand, support your business-to-business buyers personally with reinforced brand recognition, and most importantly keep you top of mind when they make their final buying decisions.

The social advertising team at 360 PSG is extremely in tune with how to capitalize on target demographics to successfully drive more conversions, new leads, and existing customer returns by crafting highly strategic and engaging campaigns that are driven by your objectives. The days of simply sharing posts and hoping your network of connections take action is dwindling. While it's still important to have an "organic" strategy of social content and business page updates... if you want to reach your target audience in any industry... Facebook advertising campaigns can be extremely cost-effective and results oriented.

## HOW'S IT WORK?

When you engage with 360 PSG to reach over 1.5 billion potential customers, the first step is to identify your target demographic prospects. These can be based on simple things like age, sex, geographic location, etc... or get into deeper elements like net worth, job title, and personal or professional interests. There are over 150 fields of information that can be combined to paint a picture of your targets and it's the social strategy teams objective to help you define and craft campaigns that reach your specific wide, or niche, audience.

Once the target prospects are identified campaigns can be crafted for your existing Facebook fans that meet that criteria; or friends of existing fans; or even people that specifically don't already like your business page. The sky is the limit but the budgets can be extremely grounded to fit your needs and the marketing level desired.





## RETARGETING

How to engage the sales touch principles for consistent top-of-mind awareness

You may not be familiar with the term but you will want to be. Can you honestly answer the question... "How many visitors to my website checked us out but didn't take any action?". Up until just recently, that question was pretty ambiguous and they were just a "number" on a visitor count report. With the implementation of strategic **"retargeting"**, you no longer have to lose that prospective customer simply because they didn't take action on their very first (or 50th) visit.

It's been long proven that the sales cycle requires anywhere from 7 to 12 "touches" with a prospective customer to get them to take action... but when all you have is an anonymous visit to your website at 9 PM on a Saturday night... how do you touch them 6 to 10 more times consistently? Enter... RETARGETING.



When you work with 360 PSG on social advertising, we can craft your campaigns to specifically "retarget" those visitors behind the scenes. That means if they ever logged into their facebook account on the same computer as the one they visited your website on in the last 90 days... we can target the ads just to them. Not only can the ads be targeted simply to your recent visitors, but we can couple that information with your target demographics and now show highly specific brand messages to 45-55 year old men having a job title of "Purchasing Manager" in the "Manufacturing" industry within 50 miles of your office that visited your exact "Widget X" page on your site in the last 90 days. (Its pretty scary... but we didn't invent it, we just use it to get you more customers)

These retargeted prospects are shown your brand message and a strong call-for-action right inline with their family status updates, photo streams, or daily activity and updates. These ads work exactly like TV commercials of days past... but with one key difference... you know your exact audience that is hand-picked by you will be the only ones seeing those ads and they will see them over and over... but it's so blended into their daily activity that it is not disruptive or distracting from what they were already doing.

When your buyer just needs a few extra touches to take the plunge and buy now... you can be sure your brand for your services in your target zone... is the one that is on their mind.

## LinkedIn Advertising

When your customers are typically other businesses, LinkedIn advertising is an excellent way to drive your ads right into the stream of executive level decision makers. The LinkedIn platform is synonymous with business networking and as such creates a large pool of highly targeted prospective leads that can be driven right to the pages that matter.



# 400 MILLION

PROFESSIONALS ON LINKED IN



TARGET YOUR ADS BY

## 100 MILLION

Daily LinkedIn Users

- JOB TITLE
- INCOME
- INDUSTRY
- MUCH MORE



AVG TIME  
Spent on LinkedIn



**41%**  
of B2B Marketers  
prefer LinkedIn Ads

**65%**  
of B2B leads  
were through  
LinkedIn

**2.74%**  
visit-to-lead  
conversion rate



LinkedIn advertising works similar to other social network marketing and closely resembles the ads generated on search engine results. The advertising team at 360 PSG works with you to create objectives and goals that you want to drive the target audience to reach. Sometimes these can be branding ads, employment or recruiting, and most importantly accessing the high level decision makers at your prospect companies.

Each ad can be handcrafted to target people by region, job title, job function, industry, company size, and role seniority. Each ad has a unique headline, description, and graphic developed to target your offering to the specific demographic it will be shown to.

# New section

## New area

Click to edit...

## EXHIBIT 23



# New Tampa Fence Inc.

Scott Gilligan  
24727 State Road 54, Lutz, FL 33559  
813-423-2383

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

Date: 2/22/2019



## Customer

Name: Ballantrae , basketball court  
Street: 17611 Mentmore blvd  
City & State: Land O Lakes  
Zip: \_\_\_\_\_  
Phone: 813-345-8565

Email: [ballantrae2@tampabay.rr.com](mailto:ballantrae2@tampabay.rr.com)  
Sub Div: Ballantrae  
Fence Style: 10' green chain link  
Cap Style: \_\_\_\_\_

**Job Discription:** Replace 320' of damaged 10' green chainlink fence fabric, add new top rail 320' and add 320' of bottom tension wire around whole fence line.  
Replace 4' x 7' gate  
at basketball court  
\_\_\_\_\_  
\_\_\_\_\_  
10 year labor warranty.

Total Cost, Material & Labor: \$4,700

Payment to be made as follows: 25%        deposit, balance due upon completion.

**Wood Disclaimer:** All wood products purchased from New Tampa Fence meet or exceed wood grade rules, however due to the natural tendency of wood to warp, shrink or split, New Tampa Fence implies no warranties on wood materials other than those offered by the manufacturer.

Any balance over 30 days for the invoice date will incur a late fee of 1.5% per month. If applicable law requires a lesser charge, the maximum allowable charge under such law will apply.

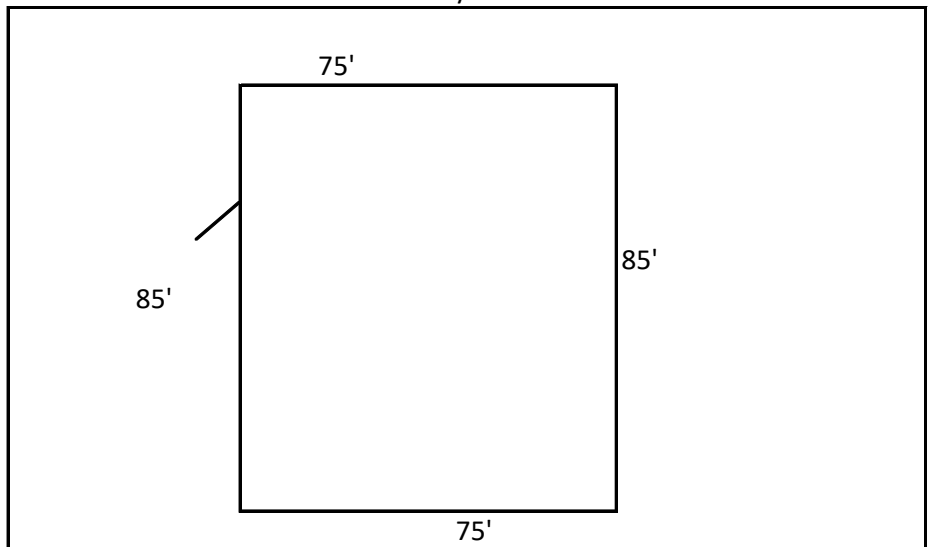
**Rock/Root Clause:** If rock or roots are encountered enough to inhibit normal progress customer will bear additional cost(s), at the rate of \$35.00 per man hour, plus cost of concrete & rock removal equipment.

**Covenants:** Materials are guaranteed to be specified. All work will be completed in a workmanlike manner according to standard practices. Performance is contingent upon strikes, accidents or delays beyond our control. Additions, alterations or deviations from the above specifications at time of install may result in additional charges of \$250 to the customer.

**Underground Disclaimer:** Underground utilities to main box will be marked by Sunshine State One Call and New Tampa Fence will not be responsible for any claims arising from encroachment or damage to utilities. Private utilities need to be marked by homeowner/business. New Tampa Fence will not be responsible for damaged lines that are not marked prior to install.

**Sprinklers & Lines:** New Tampa Fence is not responsible for damaged underground sprinkler pipes that are not marked by homeowner/business. Also, sprinkler heads that end up under the fence or on the other side of the fence or property lines.

## Layout



New Tampa Fence Inc.

*Scott Gilligan*

\_\_\_\_\_  
Date

## Acceptance of Proposal:

The above prices, specifications and conditions are satisfactory & are hereby accepted. You are authorized to complete this contract as specified.  
Payment will be made as outlined above.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

I have read the above conditions.

\_\_\_\_\_  
initial