

Greenway Improvement District

12051 Corporate Boulevard Orlando, FL 32817; 407-382-3256

www.greenwayid.org

The following is the proposed agenda for the upcoming Meeting of the Board of Supervisors for the Greenway Improvement District ("District"), scheduled to be held at 3:00 p.m. on Tuesday, February 19, 2019 at 6900 Tavistock Lakes Blvd, Suite 200, Orlando, FL 32827. A quorum will be confirmed prior to the start of the meeting.

For those unable to attend in person, you may participate by telephone:

Phone: 1-866-398-2885

Participant Code: 275521

BOARD OF SUPERVISORS' MEETING AGENDA

Organizational Matters

- Roll Call to Confirm a Quorum
- Public Comment Period
- 1. Consideration of the Minutes of the January 15, 2019 Board of Supervisors' Meeting

Business Matters

- Consideration of Recommendation from Construction Committee for Extension of Prequalification of Contractors
- 2. Consideration of Second Amendment to the Agreement between the District and BrightView Landscape Services, Inc., Regarding the Provision of Tavistock Lakes and Laureate Boulevards, and Nemours Parkway Landscape and Irrigation Maintenance Services
- 3. Ratification of Requisition Nos. 614 - 619 Approved in January 2019 in an amount totaling \$28,689.13
- 4. Ratification of Operation and Maintenance Expenditures Paid in January 2019 in an amount totaling \$55,237.79
- 5. Recommendation of Work Authorizations/Proposed Services (*if applicable*)
- 6. Review of District's Financial Position and Budget to Actual YTD

Other Business

- A. Staff Reports
 - 1. District Counsel
 - 2. District Manager
 - 3. District Engineer
 - 4. Construction Supervisor
- B. Audience Comments, Supervisor Requests

Adjournment

GREENEWAY IMPROVEMENT DISTRICT

**Minutes of the January 15, 2019
Board of Supervisors' Meeting**

**GREENWAY IMPROVEMENT DISTRICT
BOARD OF SUPERVISORS' MEETING MINUTES**

FIRST ORDER OF BUSINESS

The Board of Supervisors' Meeting for the Greenway Improvement District was called to order on Tuesday, January 15, 2019 at 3:03 p.m. at the 6900 Tavistock Lakes Blvd., Suite 200, Orlando, FL 32827. Members listed below constituted a quorum.

Richard Levey	Chair
Chad Tinetti	Board Member
Amanda Kost	Board Member

Also attending:

Lynne Mullins	Fishkind & Associates
Jeff Newton	Donald W. McIntosh Associates
Scott Thacker	Construction Committee
Tucker Mackie	Hopping Green & Sams

SECOND ORDER OF BUSINESS

Public Comment Period

Mr. Levey announced that there were no public comments at this time.

THIRD ORDER OF BUSINESS

**Consideration of Minutes of
the December 18, 2018
Board of Supervisors'
Meeting**

Board Members reviewed the minutes from the December 18, 2018 Board of Supervisors' Meeting.

On Motion by Mr. Levey, second by Mr. Tinetti, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the minutes of the December 18, 2018 Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

Consideration of Ms. Courtney's Resignation Letter

Ms. Mullins requested a motion to accept the resignation letter from Ms. Courtney.

On Motion by Ms. Kost, second by Mr. Tinetti, with all in favor, the Board of Supervisors for the Greenway Improvement District accepted Ms. Courtney's Resignation Letter.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2019-03, Election of Officers

Ms. Mullins explained that there is some change to District staff. She requested to add herself as Assistant Secretary. At the last meeting two Board Members resigned and there are two new Board Members. There is an open Vice-Chair position and three Assistant Secretaries.

Ms. Mackie asked if there were any nominations for Ms. Courtney's former seat at this time. Mr. Levey stated that he was not aware of any nominations.

Mr. Levey explained the position of Vice-Chair and requested a nomination.

On Motion by Ms. Kost, second by Mr. Levey, with all in favor, the Board of Supervisors for the Greenway Improvement District approved Mr. Tinetti as Vice-Chair.

Ms. Mullins asked if Mr. Levey wanted to nominate Ms. Kost as an Assistant Secretary.

On Motion by Mr. Levey, second by Mr. Tinetti, with all in favor, the Board of Supervisors for the Greenway Improvement District approved Ms. Kost and Ms. Mullins as Assistant Secretary and approved Resolution 2019-03, Election of Officers, as presented.

SIXTH ORDER OF BUSINESS

Consideration of Authorization to Issue Request for Qualifications for Traffic Signal Design

Mr. Newton stated that this is related to some pre-approved qualified and ranked Signal Design Consultants. The No. 1 Signal Design Consultant is who the District has been using and in the past the Construction Committee's experience with them has been less than satisfactory from a time and performance standpoint. Being that they are ranked No. 1 it is who the Construction Committee goes to first. Ms. Mackie stated that if negotiations break down or if staff does not agree with pricing or timing, they can then go to the No. 2 bidder. Ms. Mackie stated that the thought at the Construction Committee meeting was to re-open the RFQ process for other vendors. She stated that District staff must engage with the No. 1 ranked bidder first as the rules provide. Mr. Levey asked what the District can do to modify the method in which the District ranks them so that the Construction Committee has flexibility in recommending to the Board the most appropriate consultant for the particular job. Ms. Mackie stated that staff discussed at the Construction Committee level, as the District goes through the next review of Rules of Procedure, finding ways in which to disqualify particular consultants or put in place in the rules the ability to put in a process up front to put in a rotating selection.

Mr. Levey agreed with the process for disqualifying based on performance and he thinks the Board should look at a system that allows some flexibility to pre-qualified firms that the District can go to more than one and get bids from more than one and see what they get. He discussed adding them on a continuing services master agreement.

Ms. Mackie will look at the Rules of Procedure and come up with suggestions for the next Board Meeting.

SEVENTH ORDER OF BUSINESS

Consideration of Special Warranty Deed for Nemours Parkway Phase 6- Sidewalk Parcel

Ms. Mackie stated that previously she had noted to the Board that the District would be asked to consider acquiring this at a future time when the District executed certain easement agreements concerning the landscaping outside of this section of right of way. She stated that now that drainage issues and roadway issues have been resolved it is clear that this is the area that would be encompassed by the corner cut that the District would maintain. Within this parcel is a small amount of sidewalk and landscaping.

Mr. Newton explained that this is the sidewalk that goes into the school and it was built with a clip of the corner and because of the alignment of the sidewalk, it made more sense to do a corner clip conveyance then it did to tear out and rebuild a piece of the sidewalk.

Ms. Kost asked if there are long term costs associated with this. Ms. Mackie replied that the District would be maintaining it regardless but it is not within platted right of way which would have been conveyed to the City and it is a parcel owned by Lake Nona so it does make sense to put this in the District's name for purposes of maintenance.

On Motion by Ms. Kost, second by Mr. Tinetti, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Special Warranty Deed for Nemours Parkway Phase 5- Sidewalk Parcel.

EIGHTH ORDER OF BUSINESS

Consideration of District Management and Assessment Consultant Agreement

Mr. Levey asked if the existing agreement is expiring. Ms. Mullins stated that there is an agreement in place whereby Fishkind & Associates would be acquired by PFM. She noted that costs and staff will remain the same. Mr. Levey asked if this was an assignment or a new agreement. Ms. Mackie stated that District Counsel reviewed the documents and provided comments. She noted that the compensation for District Management and Assessment Consultant Service is in line with what the District is currently paying. This District has previously engaged PFM relating to certain financings in the past and that is the Financial Advisory Agreement behind Tab 6 in the agenda packages. She noted that the Financial Advisor would receive a certain percentage of the amount issued for whatever issuances transpire in the future for which they provide advisory services. She noted that it is not uncommon for the Financial Advisory Agreement to be executed in advance of a financing contemplated as opposed to something that is in place currently with no financing anticipated.

Mr. Levey asked about the changes to the District Management and Assessment Consultant Agreement. Ms. Mackie stated that the changes were not concerning because section 3 was not previously included in Fishkind's Agreement and that is the Municipal Advisor Role that they can serve because they have the requisite licensing to provide those services. She discussed the limitations of liability for willful misconduct, bad faith, gross negligence, and reckless disregard that were added. Ms. Mackie had no issue with those changes. Counsel requested that certain

language be added to clarify that this is both a District Management and Assessment Consulting Services Agreement.

On Motion by Ms. Kost, second by Mr. Tinetti, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the District Management and Assessment Consultant Agreement.

NINTH ORDER OF BUSINESS

Consideration of the Financial Advisory Agreement

The Board discussed the agreement and whether or not to enter into the Financial Advisory Agreement. District Counsel stated that she is making no recommendations other than to say she has no comments to the form of the agreement. Mr. Levey recommended tabling the Financial Advisory Agreement until such time as it is necessary.

TENTH ORDER OF BUSINESS

Consideration of Resolution 2019-04, Designating District Manager, Assessment Consultant, and Financial Advisor

Mr. Levey stated that this would have to be modified to eliminate the Financial Advisor component. Ms. Mackie stated that the resolution contemplates the transaction that the Board just reviewed in terms of Fishkind & Associates being acquired by PFM and at such time in the future PFM would be the contracting entity with the District for District Management and Assessment Methodology services.

On Motion by Mr. Tinetti, second by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District approved resolution 2019-04, Designating District Manager and Assessment Consultant, as amended to remove the Financial Advisor Component from the Resolution.

ELEVENTH ORDER OF BUSINESS

Ratification of Requisition Nos. 607 – 613 Approved in December 2018 in an amount totaling \$532,794.88

Board Members reviewed Requisition Nos. 607 – 613 Approved in December 2018 in an amount totaling \$532,794.88.

Ms. Mullins noted that these have already been approved and paid and just need to be ratified by the Board.

On Motion by Mr. Tinetti, second by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified Requisition Nos. 607 – 613 Approved in December 2018 in an amount totaling \$532,794.88.

TWELFTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in December 2018 in an amount totaling \$102,338.74

Board Members reviewed the Operation and Maintenance Expenditures paid in December 2018 in an amount totaling \$102,338.74.

Ms. Mullins noted that these have already been approved and paid and just need to be ratified by the Board.

On Motion by Ms. Kost, second by Mr. Tinetti, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified the Operation and Maintenance Expenditures paid in December 2018 in an amount totaling \$102,338.74.

THIRTEENTH ORDER OF BUSINESS

Recommendation of Work Authorizations/Proposed Services

Mr. Newton stated that there are no work authorizations for this District.

FOURTEENTH ORDER OF BUSINESS

Review of District's Financial Position and Budget to Actual YTD

Board Members reviewed the District's statement of financial position. There was no action required.

Ms. Mullins provided an overview of the District's financials for the new Board Members. Ms. Mackie noted that some items are booked once as opposed to monthly so Supervisors may see the entire budget for one item to hit at the beginning of the year. Ms. Mullins invited the Board Members to email her with any questions.

FIFTEENTH ORDER OF BUSINESS

Staff Reports

District Counsel – No Report

District Manager – Ms. Mullins noted that the next meeting is February 19, 2019.

District Engineer – Mr. Newton circulated the Construction Contract Status Memorandum (Minutes Exhibit A). Nemours Parkway Phase 6 is working on closeout and Nemours Parkway Phase 7 is just starting construction. Kellogg Avenue and Centerline Drive extensions are in closeout and the contractor will probably stripe them next month. Mr. Tinetti asked where the closeout documents go. Mr. Newton replied that they are submitted to the City and copied to Tavistock digitally.

Ms. Kost asked if there is a section of the budget that shows the Change Order items. Mr. Newton responded that the Capital Budget for the District is done a little differently. He explained that an Engineer's Report is prepared before a bond financing is done and it has a map that shows the various Capital Projects that the District intends to undertake. This report lists how much money they think they are going to spend on roadways, utility systems, and various components of the projects and it comes up with an overall amount of capital money so there is not a specific budget per se for Nemours

Parkway Phase 7. He noted that contracts are required to stay within the bid, unless the Board specifically authorizes change orders, and that is what his log shows in the back of the Construction Contract Status memorandum.

Construction Supervisor – No Report

SIXTEENTH ORDER OF BUSINESS

**Supervisor and Audience
Comments & Adjournment**

There were no audience comments or Supervisor requests

On Motion by Ms. Kost, second by Mr. Tinetti, with all in favor, the January 15, 2019 Meeting of the Board of Supervisors for the Greenway Improvement District was adjourned.

Secretary/Assistant Secretary

Chair/Vice Chair



**DONALD W. MCINTOSH
ASSOCIATES, INC.**

MEMORANDUM

DATE: January 15, 2019
TO: Greenway Improvement District
Board of Supervisors
FROM: Donald W. McIntosh Associates, Inc.
District Engineer
RE: Construction Contract Status

Dear Board Members,

Please accept this correspondence as a current summary of our construction contract status. Listed below by project is a brief summary of recent contract activity. Copies of the latest Change Order logs are attached.

CIVIL ENGINEERS

Nemours Parkway Phase 6 – Jr. Davis Construction, Inc. / BrightView

LAND PLANNERS

Construction Status: Final as-built surveys have been received from the Contractor and the final project certification was submitted to the City of Orlando on December 12, 2018. Review comments from the City Surveyor were received by DWMA on January 11, 2019, and forwarded to the Contractor for review and correction.

SURVEYORS

Change Order (C.O.) Status: None at this time.

Recommended Motion: None at this time.

Nemours Parkway Phase 7 – Jr. Davis Construction, Inc.

Construction Status: The Contractor has set the lift station wet well and is continuing with the installation of the underground storm and sanitary sewer systems and has initiated installation of the pressure utilities (i.e., potable and reclaimed water systems). Revised shop drawings for the sanitary sewer lift station generator fuel tanks and components have been received, reviewed by DWMA and submitted for City review on December 18, 2018. The fuel tank and component submittals were received from the City, Approved as Noted, and returned to the Contractor on January 2, 2019. Shop drawings for the lift station generator, pumps and panels were received from the Contractor, reviewed by DWMA and submitted for City review on December 20, 2018. The lift station pumps and panel submittal was received from the City on January 8, 2019, Approved as Noted, and returned to the Contractor on January 9, 2019. The lift station generator submittal was received from the City on January 8, 2019 marked for revision and resubmittal and was returned to the Contractor on January 9, 2019 for corrections. District Staff is coordinating with the Developer regarding a proposed change in lighting fixtures from cobra heads to straw hats, which may require a plan change to show revised junction box locations.

Change Order (C.O.) Status: None at this time.

Recommended Motion: None at this time.

2200 Park Ave. North

Winter Park, FL

32789-2355

Fax 407-644-8318

407-644-1068

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<http://www.dwma.com>



Memorandum

*Re: Greenway Improvement District
Construction Contract Status*

January 15, 2019

Page 2

Lake Nona Kellogg Avenue Extension – DeWitt Excavation

Construction Status: The final lift of asphalt is complete and final striping is currently scheduled for February 6, 2019. DWMA is coordinating with the Contractor on final as-built surveys and related documents needed for project close-out.

Change Order (C.O.) Status: None at this time.

Recommended Motion: None at this time.

Should there be any questions, please advise.

Thank you.

End of memorandum.

c: Larry Kaufmann
Troy Davidson
Scott Thacker
Lance Jackson
James C. Nugent
Tarek Fahmy

LAKE NONA SOUTH
Greenway Improvement District
Nemours Parkway Phase 6
Change Order Log
Jr. Davis

C.O. #	Date	Description of Revision	Additional Days	Amount	Status	New Contract Amount Original Contract Date 8/17/17	To Board	Approval Date	Notes
						\$2,070,587.60			
1	7/19/2018	8" Directional Bore	0	\$ 10,874.88	Approved	\$ 2,081,462.48	7/17/2018	7/17/2018	
2	6/20/2018	Culvert Reel Installation	0	\$ 13,464.00	Approved	\$ 2,094,926.48	7/17/2018	7/17/2018	
3	7/16/2018	OCPS sidewalk revision	30	\$ 42,220.54	Approved	\$ 2,137,147.02	7/17/2018	7/17/2018	

LAKE NONA SOUTH
Greenway Improvement District
Nemours Parkway Phase 7
Change Order Log
Jr. Davis

C.O.#	Date	Description of Revision	Additional Days	Amount	Status	New Contract Amount Original Contract Date	To Board	Approval Date	Notes
						\$5,721,337.90			

**LAKE NONA SOUTH
Greenway Improvement District
Kellogg Avenue Extension
Change Order Log
Dewitt Excavating**

C.O. #	Date	Description of Revision	Additional Days	Amount	Status	New Contract Amount Original Contract Date	To Board	Approval Date	Notes
						\$1,797,324.58			
1	7/12/2018	Developer Portion - Stabilize Construction Access Road and Import Fill	0	\$230,500.00	Approved	\$2,027,824.58	7/17/2018	7/17/2018	
2	8/1/2018	Add days to contract due to weather	8	\$ -	Approved	\$2,027,824.58	8/23/2018	8/23/2018	
3	9/14/2018	OUC Access Revision - electric and street lighting layout configuration - Kellogg Avenue Extension	0	\$ (2,146.88)	Approved	\$2,025,677.70	9/18/2018	9/18/2018	
4	9/14/2018	OUC Access Revision - electric and street lighting layout configuration - Hartwell Court Extension	0	\$ 65,127.18	Approved	\$2,090,804.88	9/18/2018	9/18/2018	
5	10/15/2018	Change of Oak Trees to Acer Rubrum		\$ (500.00)	Approved	\$2,090,304.88	10/16/2018	10/16/2018	
6	10/16/2018	Addition of compost to plant area for Canopy Trees only		\$ 1,691.88	Approved	\$2,091,996.76	11/19/2018	11/19/2018	

GREENEWAY IMPROVEMENT DISTRICT

**Second Amendment to the Agreement between the
District and BrightView Landscape Services, Inc.,
Regarding the Provision of Tavistock Lakes and
Laureate Boulevards, and Nemours Parkway
Landscape and Irrigation Maintenance Services**

**SECOND AMENDMENT TO THE AGREEMENT BETWEEN THE GREENEWAY
IMPROVEMENT DISTRICT AND BRIGHTVIEW LANDSCAPE SERVICES, INC.,
REGARDING THE PROVISION OF TAVISTOCK LAKES AND LAUREATE
BOULEVARDS, AND NEMOURS PARKWAY LANDSCAPE AND IRRIGATION
MAINTENANCE SERVICES**

THIS SECOND AMENDMENT is made and entered into as of the 19th day of February, 2019, by and between:

Greenway Improvement District, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, and located in the City of Orlando, Florida, whose address is 12051 Corporate Boulevard, Orlando, Florida 32817 (“District”) and

BrightView Landscape Services, Inc., a Florida corporation, whose address is 103 West 7th Street, Orlando, Florida 32824 (“Contractor”, and together with District, “Parties”).

RECITALS

WHEREAS, the District is a special-purpose unit of local government established pursuant to and governed by Chapter 190, *Florida Statutes*; and

WHEREAS, the District previously entered into that certain *Agreement Between the Greenway Improvement District and Brightview Landscape Services, Inc., Regarding the Provision of Tavistock Lakes and Laureate Boulevards, and Nemours Parkway Landscape and Irrigation Maintenance Services* dated October 2017 (“Original Agreement”); and

WHEREAS, the District previously entered into that certain *First Amendment to the Agreement Between the Greenway Improvement District and Brightview Landscape Services, Inc., Regarding the Provision of Tavistock Lakes and Laureate Boulevards, and Nemours Parkway Landscape and Irrigation Maintenance Services* dated July 17, 2018 (“First Amendment,” and together with the Original Agreement, the “Agreement”) in order to amend the scope of services and compensation provided for in the Original Agreement; and

WHEREAS, pursuant to Section 21 of the Original Agreement, the Parties desire to amend the Agreement to add services to be provided to the right-of-way for Nemours Parkway as identified in Contractor’s proposal for Nemours Parkway Phase 5 Landscape Maintenance attached hereto as **Exhibit A**, by and through this Second Amendment to the Agreement (“Second Amendment”); and

WHEREAS, the District and Contractor warrant and agree that they have all right, power and authority to enter into and be bound by this Second Amendment.

NOW THEREFORE, in consideration of the recitals, agreements, and mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties, the Parties agree as follows:

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

SECTION 2. Exhibit 3 of the Agreement is hereby amended to reflect the additional services to be provided to the right-of-way for Nemours Parkway identified in Exhibit A.

SECTION 3. Section 5A of the Agreement is hereby amended to reflect the compensation to be paid to Contractor for the additional services identified in Exhibit A of Forty-Seven Thousand Eight Hundred Ninety-Two Dollars (\$47,892.00) per year, in monthly payments of Three Thousand Nine Hundred Ninety-One Dollars (\$3,991.00), for a total not-to-exceed amount of Twenty Thousand Six Hundred Fifty One Dollars and Twenty-Five Cents (\$20,651.25) per month or Two Hundred Forty Seven Thousand Eight Hundred Fifteen Dollars (\$247,815.00) annually, under the Agreement.

SECTION 4. Except as specifically amended above, the Agreement shall remain in full force and effect, unaltered by this Second Amendment. To the extent that the terms of the Agreement conflict with the terms of the Second Amendment, this Second Amendment shall control.

IN WITNESS WHEREOF, the Parties hereto have signed this Second Amendment on the day and year first written above.

Attest:

**GREENEWAY IMPROVEMENT
DISTRICT**

Secretary/Assistant Secretary

Chairman, Board of Supervisors

**BRIGHTVIEW LANDSCAPE SERVICES,
INC., a Florida corporation**

(Signature of Witness)

By: _____
Its: _____

(Print Name of Witness)

Exhibit A: Contractor's Proposal for Nemours Parkway Phase 5 Landscape Maintenance

EXHIBIT A



BrightView 

Greenway Improvement District -
Nemours Parkway Phase 5
Landscape Maintenance

Presented to: Scott Thacker and Gerald Moseley
January 22, 2019



January 22, 2019

Scott Thacker and Gerald Moseley
6900 Tavistock Lakes Blvd., Suite 200
Orlando, Florida 32827

RE: Tavistock Development – Landscape Maintenance Services

Dear Scott and Gerald:

BrightView is pleased to submit a professional landscape proposal for the Greenway Improvement District - Nemours Parkway Phase 5. Based on our history working as landscape partner, we will focus on being pro-active, providing consistent high quality service, maintaining plant material health, strong contractor capabilities, fair pricing, and constant written communication between the Management Staff, and our local BrightView branch.

The enclosed proposal will demonstrate how our experienced and skilled team will achieve your landscape goals and keep your property looking its best. These are our main priorities:

- **Priority item #1: Plant Material Health screams “Curb Appeal”**
Healthy turf is a deep, dark green color signifying proper nutrients, appropriate irrigation and fertilization. We further understand that trees and shrubs are expected to be healthy, upright, vigorous and colorful. We will use the latest fertilizer formulations, irrigation techniques and Florida Friendly maintenance practices to achieve this high level curb appeal, with details presented later in this proposal.
- **Priority item #2: Vendor Capabilities and Pricing.** Vendor Capabilities and Pricing together reflect the Ultimate Outcome of your Satisfaction. Too few hours on the job means services go missed. Inadequate training and service practices result in unsightly “curb appeal”. Rest assured BrightView has extensive employee training, initial job assessment techniques, and a “value-driven” pricing program that results in a quality performance and customer satisfaction level second to none in the industry. All of this means our price and our service level is driven by your desired outcome for the property. Please note that our pricing that follows will be tied directly to your service expectations.



- **Priority item #3: Communication.** All the best intentions and service capabilities are useless if we do not communicate clearly with you. Our proposal will refer to specific reporting tools such as property management reports, irrigation inspection reports, and site specific enhancement ideas. These written reports, along with monthly property walks, will demonstrate not only our ability to keep the board informed of our services, but demonstrate our care and concern to constantly improve your landscape investment.

As an experienced partner delivering both local expertise and national resources, we understand how a well-maintained landscape attracts people, adds to your property value and contributes to your success. When you partner with BrightView, you will have a team of local professionals dedicated to the careful stewardship of your landscape and its enduring beauty and value.

Thank you for the opportunity to submit this proposal. Feel free to contact me at (321) 400-2264 or by email at derek.buehler@brightview.com.

Sincerely,

A handwritten signature in black ink, appearing to read "Derek Buehler".



Nemours Parkway Phase 5

	Frequency Per Year	Price Per Occurance	<u>Monthly</u>	<u>Yearly</u>
Base			\$2,120	\$25,440
Agronomics			included	
Irrigation			\$562	\$6,744
Palm# 59	1	\$2,220.00	\$185	\$2,220
Mulch# 290	1	\$13,488.00	\$1,124	\$13,488
Color# 0	4	\$0.00	\$0	\$0
			<hr/>	<hr/>
			\$3,991	\$47,892

SCHEDULE OF VALUES
LANDSCAPE & IRRIGATION

The following values will be used to compensate the Contractor for landscape and irrigation maintenance activities and improvements that are not included in the contract scope of work. The total unit cost shown includes material, labor, equipment, sales tax, supplies, transportation, and all other activities and items necessary to provide a fully operational repair or installation.

Description	Unit	Cost
Labor		
General Laborer	HR	\$45.00
Irrigation Technician	HR	\$55.00
Irrigation		
.5" to .75" Line Break	LF	\$28.00
1" to 1.25" Line Break	LF	\$36.00
1.5" to 2" Line Break	LF	\$91.50
2.5" to 3" Line Break	LF	\$120.00
4" Line Break	LF	\$145.00
1" Gate Valve	EA	\$145.00
1.5" Gate Valve	EA	\$205.00
2" Gate Valve	EA	\$275.00
2.5" Gate Valve	EA	\$350.00
3" Gate Valve	EA	\$425.00
4" Gate Valve	EA	\$500.00
1" Scrubber Valve	EA	\$285.00
1.5" Scrubber Valve	EA	\$431.00
2" Scrubber Valve	EA	\$494.00
2.5" Scrubber Valve	EA	N/A
3" Scrubber Valve	EA	\$965.00
Rectangular Valve Box - Regular	EA	\$56.00
Rectangular Valve Box - Reclaimed	EA	\$65.00
Round Valve Box - Regular	EA	\$47.00
Round Valve Box - Reclaimed	EA	\$56.00
Tree Bubbler Assembly, Match Existing	EA	\$51.00
Spray Head - 6" Pop-up, Match Existing	EA	\$28.75
Spray Head - 12" Pop-up, Match Existing	EA	\$35.75
Shrub Head - Pop-up, Match Existing	EA	\$34.75
Rotary Head	EA	\$40.50
Extend/lengthen Riser	EA	\$12.00
Relocate Head Within 5"	EA	\$23.00
Landscape		
Mulch - Hardwood, No Dye, From Mulch, Inc., Blown-in	CY	\$46.50
Mulch - Hardwood, No Dye, From Mulch, Inc., Bagged	CY	\$46.50
Mulch - Pine Fines	CY	\$46.50
Mulch - Pine Straw	CY	\$43.00

St Augustine Sod - <2,500 SF	SF	\$0.94
St Augustine Sod - <5,000 SF	SF	\$0.90
St Augustine Sod - >5,000 SF	SF	\$0.84
Argentine Bahia Sod - <2,500 SF	SF	\$0.70
Argentine Bahia Sod - <5,000 SF	SF	\$0.65
Argentine Bahia Sod - >5,000 SF	SF	\$0.52
Bermuda 419 Tifway Sod - <2,500 SF	SF	\$0.94
Bermuda 419 Tifway Sod - <5,000 SF	SF	\$0.90
Bermuda 419 Tifway Sod - >5,000 SF	SF	\$0.84
Zoysia Empire Sod - <2,500 SF	SF	\$0.94
Zoysia Empire Sod - <5,000 SF	SF	\$0.90
Zoysia Empire Sod - >5,000 SF	SF	\$0.84
Annuals - 4-5"	EA	\$1.90
Annuals - 1 gallon	EA	\$4.70
Ground Cover - 4"	EA	\$2.45
Shrub - 3 gallon, Match Existing	EA	\$13.75
Shrub - 5 gallon, Match Existing	EA	N/A
Shrub - 7 gallon, Match Existing	EA	\$42.00
Shrub - 15 gallon, Match Existing	EA	\$133.00
Equipment		
Water Truck (2,450 gallons), 8 hours on site	Day	\$675.00
Water Truck (2,450 gallons), 8 hours on site	Week	\$3,000.00
Water Truck (2,450 gallons), 8 hours on site	Month	\$10,150.00



TAVISTOCK

DEVELOPMENT COMPANY

Proximity to Lake Nona

BrightView
Landscape Services

BrightView Landscape Services - 103 W 7th Street, Orlando, FL

Legend

- 6900 Tavistock Lakes Blvd
- BrightView Landscape Services - 103 W 7th Street, Orlando, FL

BrightView and Tavistock

9.2 Miles

9.2 miles

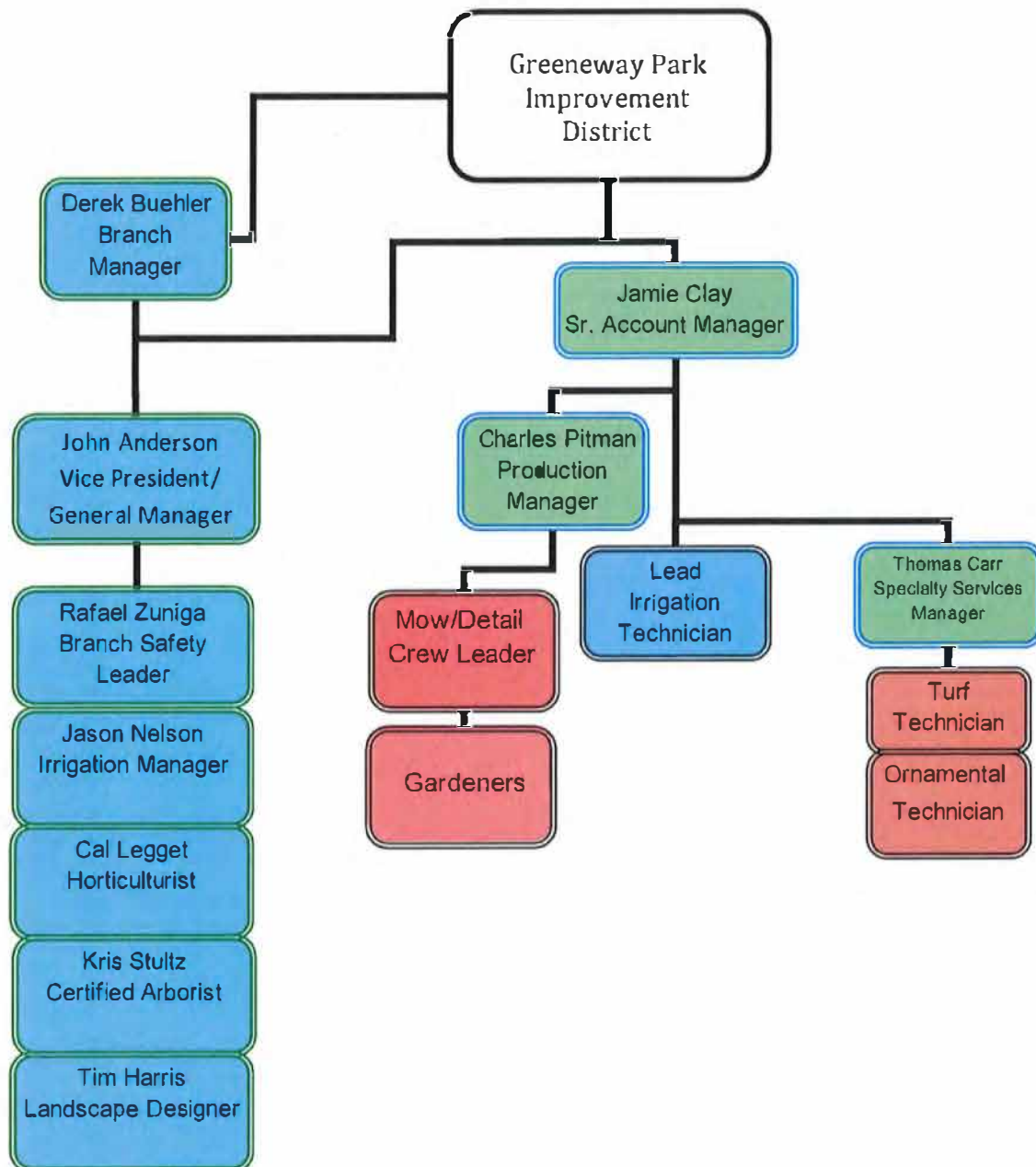
6900 Tavistock Lakes Blvd

4 mi

Google earth



Greenway ID - Management & Gardener Staff





TAVISTOCK
DEVELOPMENT COMPANY

LANDSCAPE MAINTENANCE STANDARDS

Tavistock Development Company (TDC) has designed landscapes to complement the architectural character of the buildings and to be attractive to guests. The landscape maintenance standards outlined herein are intended to keep the properties in excellent condition and maintain the overall design intent. Landscapes that are poorly maintained will distract from the guest experience. These standards are intended to comply with City of Orlando ordinances, but in the event of a discrepancy, city ordinances will supersede.

Landscapes and hardscapes shall be maintained in a fashion that is considered "Clean, Green, and Well Defined". Clean means that all parking lots, walkways, entrances, beds, and turf areas are free of weed, litter, and debris. Green means that all turf and plant material is healthy, fertilized as appropriate, and pest free. Well Defined means that all parking lots, walkways, beds, and turf edges are clearly defined. Mulch is applied to a proper depth. Annual color is used in high impact areas to enhance appearance.

1. General Guidelines

- A. All landscapes and hardscapes shall be maintained in a neat and clean manner. This is critical to the ability to attract and retain desired customers. Landscapers should have a "better than best" mindset when performing their work.
- B. The Landscape Maintenance Calendar developed for each site contains a list of the tasks to be completed throughout the year

including the schedule for fertilization, seasonal color rotations, and special events that have unique landscape requirements.

- C. All landscape personnel shall wear professional uniforms as approved by TDC. Personal Protective Equipment, including but not limited to reflective vests, eye protection, and hearing protection shall be utilized at all times in accordance with applicable OSHA requirements.
- D. All equipment and vehicles utilized by landscapers shall be maintained in good condition, including appearance. Vehicles are to be kept clean and presentable.
- E. Landscape work shall be performed on days and times that are appropriate and do not interfere with activity at the site. Noisy work (mowing, edging, trimming) adjacent to residential areas is to be performed after 9:00am. Noisy work adjacent to commercial buildings is to be completed before 8:00am.
- F. Service for large turf areas shall be performed in sections. On roadways, each section is defined as the area between each intersection. It is unacceptable for the mower to move on to another section if the edges have not been trimmed and hardscapes have not been blown. This will ensure a clean and crisp look at all times.
- G. Each section shall be policed for trash during each service. Trash and debris shall be collected and discarded off-site. Discarding into trash containers on the property is not permissible.
- H. A Landscape Log shall be maintained to record all work performed including routine service, pruning, applications of fertilizer and pest control, irrigation repairs, and project work. This log is to be submitted monthly to TDC using a form approved by TDC.
- I. Contractor shall walk the property with TDC as requested. Initially this will be weekly. Frequency of walks may be reduced for a given site once the Contractor is established and performing well.

Deficiencies noted during these walks shall be completed prior to the next scheduled walk.

- J. Proposals for improvements/additional services requested by TDC shall be submitted within 3 business days.

2. Baseline Evaluation

- A. At the commencement of all new landscape contracts, the Contractor shall prepare a Baseline Landscape Evaluation and Assessment for the area included in their scope of work.
 - i. Photo documentation illustrating existing conditions.
 - ii. Inventory of all dead and declining plant material.
 - iii. Evaluation of all components of irrigation systems.
 - iv. Evaluation of ponds (if applicable).
 - v. Detailed report that includes observations, recommendations, and cost estimates for all recommendations.

3. Mowing

- A. Prior to mowing on individual properties, remove and dispose of litter and debris from all landscape areas. Contractor is not responsible for removal of excessive storm debris as part of this contract.
- B. Mowing shall be in a manner consistent with landscape maintenance industry standards that ensures smooth surface appearance without scalping or leaving any uncut grass.
- C. Turf areas shall be mowed weekly during the growing season from April 1st through October 31st and bi-weekly during the non-growing season from November 1st through March 31st. Based on this schedule, Contractor shall perform approximately 42 mowing cycles per year. Seasonal adjustments may be necessary based on weather conditions.
- D. No more than 1/3 of the leaf blades should be removed during each cutting. Turf shall be maintained at the recommended height as indicated in the chart below:

Turfgrass Species	Optimal Mowing Height (inches)	Preferred Mower Type
Bahia	3.0–4.0	Rotary
Bermuda	0.5–1.5	Reel/Rotary
Centipede	1.5–2.0	Rotary
St. Augustine	2.5–4.0*	Rotary
Zoysia	2.0–2.5	Rotary

*Dwarf and semi-dwarf cultivars of St. Augustine (Captiva, Delmar, Seville) are the only cultivars of this species that should be mowed at 2.5” Other cultivars should be mowed at 3.5–4”.

- E. At the completion of each mowing operation, turf areas shall be free from grass clippings. Mulching type mowers are permitted, but if clumping occurs, clippings shall be removed from the mowed area by the end of each service day. Discharging grass clippings into beds and tree rings is unacceptable and any visible clippings discharged into these areas shall be removed by the end of each service day.
 - F. Debris generated from mowing operations shall be removed and all areas left in a clean condition before moving onto the next zone.
 - G. If weather conditions prevent mowing on the schedule day, mowing shall be completed the following day. Mowing during inclement weather will not alleviate Contractor of responsibility for damage caused by the mowing of wet areas.
4. Edging & Trimming
- A. Mechanical edging of turf shall be completed during each mowing service. Edging shall include around sidewalks, curbs, utility boxes, planting beds, tree rings, and sign and light poles.
 - B. Chemical edging is not permitted without prior approval for specific areas.
 - C. Turf edges shall be maintained with even and clean 90 degree corners. Care should be taken to maintain bed edges as designed in either straight or curvilinear lines. Series of identical beds shall

be maintained as intended so that the visual appearance is consistent.

- D. String-type trimmers shall not be used within 12 inches of trees, palms, and landscape plantings.
- E. Debris generated from edging operations shall be removed and all areas left in a clean condition before moving onto the next zone.

5. Blowing

- A. All hardscapes and landscapes shall be maintained free from turf clippings and other debris. This includes sidewalks, stairs, roadways, parking lots, curbs, utility boxes, planting beds, and tree rings.
- B. Blowing should be performed in conjunction with mowing and trimming operations. It is unacceptable to wait until the end of the day to blow areas that were mowed and trimmed.
- C. Areas sensitive to noise and blowing debris shall be hand swept rather than blown. Examples include areas with proximity to restaurants, building entrances, pools, and special event setups.
- D. Materials shall not be blown or placed into any storm water drain or body of water.
- E. Care must be taken to prevent blowing debris onto vehicles or hardscape surfaces.

6. Irrigation

- A. Irrigation is managed by TDC's Water Management Specialist. This section outlines Contractor's responsibilities as it relates to irrigation.
- B. TDC shall submit a monthly watering schedule to Contractor. Contractor shall notify TDC within 5 business days if the watering schedule is not acceptable. If Contractor fails to notify TDC within the specified time period, it will be assumed the schedule is acceptable for Contractor to maintain healthy plants.
- C. Contractor is responsible for plant health and shall notify TDC in writing if at any time irrigation schedules are inadequate or if other

irrigation issues are present. Careful monitoring shall occur, especially in drought periods when reclaimed water pressure may be reduced by the utility provider.

- D. Contractor is responsible for making repairs to irrigation systems and ensuring the systems are operational at all times. Minor adjustments and repairs such as raising & lowering of heads, head/emitter cleaning or replacement, filter cleaning, and repairing small leaks is included in the contract. Other repairs are to be billed to TDC according to the Schedule of Values. TDC shall be notified prior to completing any repairs that will be in excess of \$500.
- E. When Contractor becomes aware of breaks and leaks, needed repairs shall be made prior to the next run cycle. Photos documenting repairs shall accompany invoices.
- F. Valve boxes shall remain flush and level with grade. Damaged lids shall be replaced promptly.
- G. Contractor shall have access to water trucks within 24 hours of request by TDC, which is billed according to the Schedule of Values.
- H. If turf or plant materials interfere with proper water output after proper trimming, sprinkler heads shall be adjusted. This may require raising or relocating heads. It is unacceptable to remove or over-trim plant material unless doing so does not detract from the overall aesthetics and design intent.
- I. As trees and plants grow, drip irrigation systems may require adjustment or removal to prevent girdling of roots. Contractor shall make recommendations to TDC for these adjustments.
- J. Whenever plant materials are replaced with different materials, irrigation needs shall be evaluated with appropriate adjustments made. When changing beds from shrubs to turf, irrigation may need to be modified to ensure proper irrigation and prevent over-watering.

7. Beds

A. Preparation and Soil Quality

- i. Contractor is responsible for plant health. It is recommended that soil samples shall be tested annually to identify pH level of soil and develop the appropriate treatment plan. Soil amendments required to maintain healthy plants are the responsibility of the Contractor.

B. Annuals (Seasonal Color)

- i. Flowering annuals shall be used to enhance the overall appearance of properties. Annuals are to be planted in key areas where an extra “pop” makes a high impact on guests.
- ii. Annual beds included in the contract are marked on the attached site map. Contractor is responsible for measuring beds. Additional beds created after commencement of the contract shall be billed according to the Schedule of Values.
- iii. Seasonal change-outs shall occur 4 times per year and are included in the contract. Annuals should be replaced when they appear dead.
- iv. Contractor guarantees the survivability and performance of all flower beds for a period of 90 days. Annuals that fail to perform during this period shall be replaced immediately at the Contractor’s expense.
- v. Selection and color of annuals shall be approved by TDC prior to installation.
- vi. Annuals shall be minimum 4” pots and shall be installed at 9” O.C. between plants.
- vii. Mulch should not be added to annual beds.
- viii. Annually, prior to the spring change out, existing soil shall be removed to a depth of 6” in all annual beds and replaced with new bedding soil.

- ix. Contractor shall maintain access to a reasonable supply of spare annuals to accommodate replacing annuals damaged by vehicles.
- x. Annual beds are to be maintained weed free at all times.
- xi. Declining blooms are to be removed immediately.
- xii. Freeze protection plans shall be implemented as needed for all annual beds. Contractor shall be responsible for prompt replacement of annuals for failure to take appropriate freeze protection measures.

C. Shrubs/Perennials

- i. When pruning, current techniques and standards approved by the International Society of Arboriculture shall be followed. Plants shall be selectively pruned to improve structure and health and to enhance flowering or appearance.
- ii. Shrubs are to be pruned with rounded edges to avoid creating a harsh boxed look.
- iii. Plants shall not be sheared, except where necessary to maintain a safe condition (curb lines). Where shrubs grow into turf areas, it is expected that the turf edge be cut back to allow room for plants to grow, as opposed to shearing plants in an unnatural way.
- iv. Dead plant materials shall be replaced. When replacing dead plants, consideration should be given to understanding why they died. Prior to replacement, soil amendments and irrigation adjustments may be required. Recommendations for changing to a different type of plant material are welcome but must be approved by TDC. Plants shall be replaced according to the Schedule of Values.
- v. All vine type plants shall be trained and staked according to design intent, using clear grafting tape.
- vi. Pruning shall occur as needed based on the specific plant varieties. This may range in frequency anywhere from

annually to monthly. Pruning of flowering shrubs should be carefully timed to maximize blooming. Spring-flowering shrubs should not be pruned until after the bloom cycle. Shrubs shall be maintained so that they are neat and clean at all times. Certain varieties require hand pruning to prevent damage caused by mechanical pruners.

- vii. Shrubs adjacent to structures, roadways, and sidewalks shall be pruned to maintain a clearance of 6".
- viii. Dead-heading shall be performed throughout the growing season to encourage further flowering.

D. Trees & Palms

- i. All tree bracing systems shall be checked regularly and adjusted as needed. Braces and cables should be loosened or removed when appropriate. Bracing system shall be removed upon notification by TDC. Removal of tree bracing systems is included in the contract.
- ii. Pruning of trees and palms up to a height of 12 feet is to be performed as needed during regular service. Pruning of trees and palms in excess of 12 feet is to be performed two times per year.
- iii. The central leader/trunk shall be maintained and protected. No topping is permitted.
- iv. Trees shall be pruned according to best practices for each variety. Street trees shall be maintained with a minimum seven foot clearance from ground to lower branches and must not impede clear site lines and walking clearance.
- v. Crape Myrtles shall be only lightly pruned. Severe topping is not permitted except as directed by TDC.
- vi. Magnolias shall be only lightly pruned and canopies shall not be raised except as directed by TDC.

- vii. Trees shall be pruned when necessary to keep branches clear of buildings, lights, and signs. Branches rubbing on buildings is not acceptable.
- viii. Dead and broken branches shall be removed as often as necessary so that trees appear neat at all times.
- ix. Palm fronds shall be removed when the frond is brown. Removing fronds prematurely can deprive the palm of nutrients and stunt growth. Fronds shall be removed as close to the trunk as possible without damaging the petiole base. Over-pruning ("hurricane cuts") of palms is not permitted. Palm pruning consists of removal of all dead fronds, seedpods, and any loose boots.
- x. Pruning of feature trees and other specimen plant material may only be performed after review and approval by a certified arborist.
- xi. All trees shall be maintained free of suckers and water sprouts, by hand pruning, not herbicides.
- xii. Trees shall be inspected regularly for disease and dead or damaged limbs ("widow makers") and pruned accordingly to prevent further damage and potential injury to guests.

E. Mulching

- i. To maintain a consistent appearance across all TDC properties, mulch is sourced directly by TDC and is not included in the contract. TDC will purchase mulch and blown-in installation, except in ground cover beds as discussed below. Contractor shall coordinate with and oversee TDC's mulch installer to ensure installation is at the proper depth. If TDC elects to utilize Contractor for additional mulch installation, the Schedule of Values will apply.

- ii. The standard mulch for all locations is natural non-dyed shredded hardwood with no cypress content, as supplied by Mulch, Inc.
- iii. Contractor shall be responsible to supply and install pine fines in beds with Asiatic Jasmine or similar ground cover which shall be mulched lightly two times per year.
- iv. Mulch shall be added to all beds two times each year with a thickness of 1".
- v. Mulch shall be maintained 3" thick except around the base of trees and shrubs. Mulch should be kept 6" away from the base of trees.
- vi. Mulch shall not be added to annual beds.
- vii. Removal of existing mulch build-up is not included in the contract, but is recommended every 3 years. Contractor shall submit a separate price for mulch removal and disposal.

8. Fertilization, Pest Control, and Weed Control

- A. Contractor is responsible for the health of plants. Fertilization, pest control, and weed control shall occur at regular intervals based on specific needs of various plant materials. Contractor shall determine the most appropriate timing and formulas for applications, based on recommendations from the UF/IFAS Extension. Soil samples are recommended, but are at the Contractor's discretion.
- B. Fertilization shall occur at least quarterly for all plants.
- C. Flowering shrubs shall be fertilized monthly when in bloom.
- D. Special care must be taken to ensure the health of palms which are expensive to replace. Contractor shall implement a comprehensive treatment program to promote health and prevent disease and infestation.
- E. Application plans shall be submitted to TDC each month, outlining the schedule for the month and product details.

- F. Fertilizers shall be removed from hardscapes prior to rain or engaging irrigation.
- G. Additional or modified fertilization may be necessary to promote plant health and improve appearance. Fertilization rates should be adjusted to achieve healthy, mature, desirable growth. Fertilizers should only be applied when plants are actively growing.
- H. All fertilizer applications are to be recorded in the Landscape Log.
- I. Integrated Pest Management shall be implemented to ensure the most effective and safest treatment is utilized. Special care is to be given in areas where children are likely to encounter pests and pesticides.
- J. Turfgrasses shall be inspected during each mowing service to identify early warning signs of pest and disease related issues. Treatment should occur immediately.
- K. When pruning trees and shrubs that are diseased, pruning tools shall be sterilized to isolate the spread of disease. At times, complete removal of a plant may be required to prevent spread of infection. Replacement options shall be recommended to TDC.
- L. All landscapes and hardscapes are to be kept free of weeds.
- M. Weeds are to be controlled by the most efficient method, which may include hand removal, mechanical removal, and/or chemical removal.
- N. Chemical weed control should be used cautiously around plant material. Contractor shall be responsible for replacing damaged plants resulting from improper spraying.
- O. Herbicides are not to be used in windy weather when there is risk of damaging nearby plant materials.
- P. Weeds shall be controlled in turf at all times. Pre-emergent and post-emergent herbicides should be used as appropriate.
- Q. All individuals engaged in commercial spraying shall be properly trained and have a valid pesticide applicator license issued by the Florida Department of Agriculture.

- R. Contractor shall be responsible for replacement of plants that die as a result of improper application of fertilizer, pest control, and weed control. Contractor shall not be held responsible to replace plants killed by diseases that are unpreventable and untreatable.

9. Lighting

- A. Lighting is essential for security and safety as well as highlighting landscape and architectural features.
- B. Plant vegetation shall be trimmed to prevent intrusion around lighting and signage.
- C. Monthly night-time inspections shall be performed to identify lights that are blocked by vegetation. Deficiencies are to be promptly corrected, including adjusting the angle of lights that have been bumped by lawn care equipment. Lights that are not functioning should be reported immediately to TDC for repairs.
- D. Lights that are damaged by Contractor shall be replaced by TDC's approved electrician at the Contractor's expense.

10. Emergency Response

- A. Contractor shall recognize TDC as a high priority client before and after emergency events such as hurricanes.
- B. Pre-tropical weather event
 - i. As soon as a tropical storm watch or hurricane watch is issued for the area, all landscape related items on the property shall be secured.
 - ii. Ensure all weak (new) trees are properly staked and supported.
 - iii. Prepare equipment and supplies to be able to respond to the site after the storm.
- C. Post-tropical weather event
 - i. Within 12 hours after a tropical storm warning or hurricane warning expires, or when it is safe to do so, the site shall be assessed for damage and cleanup shall commence by the landscape Contractor. Damage to buildings and major

damage to the site shall be reported to TDC immediately. Downed wires should not be approached and should be reported to the utility company immediately.

- ii. Contractor will be compensated on a time and materials basis for reasonable labor and supplies required to clean up the site and restore it to its proper appearance. This includes but is not limited to collecting and disposing of debris, pruning damaged trees and shrubs, straightening trees and installing supports as needed, and sweeping parking lots. Major expenses shall be reviewed with TDC prior to proceeding.

11. List of Appendices:

- A. Site plan showing defined boundaries of Contractor's scope.
- B. Cultural Calendar outline schedule of requirements for the site.
- C. Schedule of Values for additional work outside the contract scope.

[illegible]

Your Team

The team selected to maintain the **USTA Boulevard** have the skills and experience necessary to meet your specific needs and expectations

John Anderson, Vice President General Manager

- AA Degree from State University of New York/ Morrisville
- Has worked at BrightView 24 years in Landscape Maintenance
- Certified Pest Control Operator
- Monitoring of Traffic Certified



Matt McDermont – Enhancement Manager

- Oversees landscape enhancement crews
- Certified in Florida Best Management Practices
- MOT Certified
- Landscape Technician Certification by FNGLA
- Has worked with BrightView for 4 years and has 7 years of experience in the landscaping industry.



Cal Leggett, Horticulture Technical Service Manager

Oversees Horticultural Services in the Orlando Region

- BrightView Production Systems
- Account Manager training program
- Bachelors of Science in Horticulture from Colorado State University
- Instructor of Best Management Practices
- Best Management Practices Instructor
- Florida Pest Control Spray ID card holder



Ian Rodriguez, Ph.D Technical Services Director

- Designs and controls all custom fertilizer and insect control programs for the region
- Oversees our IPM program and all chemicals and fertilizers approved for use by BrightView Team Members
- An active member of the University of Florida research team involved in BMP and major environmental issues that drive our state today



Jamie Clay – Senior Account Manager

Your Single Point of Contact will be **Jamie Clay**. Jamie currently supervises landscape maintenance business throughout South Orlando and he has worked in the “Green Industry” for 13 years. Over this time Jamie has been involved in maintenance, renovation, design, installation, irrigation management, and tree care on all of her properties.

- **Education** – Jamie received her Bachelor’s Degree in Landscape Horticulture from Colorado State University. Jamie is a Certified Pest Control Applicator and is Florida Best Management Certified.



- **Primary Focus** – Jamie’s prime focus is Customer Service and Community Safety. Being proactive, she will schedule jobs effectively and monitor productivity minimizing disruptions to the guests, while keeping the property, visitors, and BrightView workers safe while we are on site.
- **Site Responsibilities** - Jamie will be on site regularly, will schedule site walks and generate communication tools for your property to replace declining plant material with innovative plant choices to brighten their landscapes. She will also be responsible to develop weekly schedules for the maintenance teams, and all the support services such as irrigation and arbor care required to keep your property looking the best.

Your Production Manager

Your Single Point of Contact will be Chuck Pitman. Chuck currently supervises landscape maintenance business throughout Orlando Metro/Orange County and has been a key member of our Central Florida team for over 10 years. Over this time Chuck has been involved in maintenance, renovation, design, installation, irrigation management, and tree care on all of his properties.



Education & Training

- Field Operations Management Internship & Certification
- Certified Pest Control Applicator by the State of Florida
- Certified Best Management Practices
- Account Manager Training Program

Chuck's Primary Focus – Customer Satisfaction - Producing & Sustaining an Attractive Landscape - Finding the Right Solution to all of your Needs - Increasing your Properties Value!

Chuck will take a proactive approach to your property, scheduling the work effectively to minimize disruptions to residents, while keeping the visitors and BrightView workers safe while we are on site. Chuck will be on site regularly to ensure BrightView is performing quality work with the goal of exceeding your expectations and will also draw upon his design/install experience to improve focal areas on your property.

Branch Manager



Your single point of contact for your community will be Derek Buchler. Derek currently supervises landscape maintenance business throughout the South Orlando and has been in the landscape industry for over 18 years. In addition to his many management responsibilities, Derek has been involved in training, productivity, maintenance, estimation, design, quality control of landscape enhancements as well as new installations.

Education and Certifications

Graduated from the University of Central Florida
Bachelor of Science in Business Administration

- Management Major and Marketing Minor
- Certified Best Management Practices
- FNGLA Certified Horticultural Professional
- FCAP Community Association Provider
- Florida DOT Maintenance of Traffic Certified
- State of Florida Department of Entomology & Pest Control Certified ID Holder



Skills

- Customer satisfaction and good communication
- Landscape enhancement, installation & maintenance
- Great at building relationships from developers, subcontractors and vendors to clients
- Ability to read and understand site plans and blueprints
- Proven to deliver high quality work

Hobbies

- Family time with wife and kids
- Hunting
- Football
- Anything Outdoors

Site Responsibilities – Derek will be on site regularly, will schedule site walks and generate communication tools for your community. He will be responsible to develop weekly schedules for the maintenance teams, and all the support services such as irrigation and arbor care required to keep your property looking the best in the neighborhood.

Turf Maintenance Program

Every property is different with a unique set of maintenance needs. We took into consideration the requirements outlined in your RFP to create the maintenance plan below which is designed to keep your properties looking their best year-round.

Mowing Services



We will deploy a specific mowing crew to perform all the mowing, edging, string trimming, and blowing. The property will be mapped and the crew will follow that mapping progression through all areas weekly. This “mapping” will be provided to the Operations Staff in advance of our initial service. We can adjust the weekly mow schedule if we encounter rain, an emergency or a schedule adjustment based around a special event. This will guarantee we maintain a weekly schedule for all turf areas.

We will maintain a weekly schedule for all St Augustine turf areas in the growing season and a bi-weekly schedule in the slow growing months. The following schedule may change according to weather, turf conditions, and fertilization schedule:

- Summer, weekly (typically March through Oct);
- Winter, bi-weekly (typically November through February).

Hand mowers shall be used in areas where large, heavy equipment may damage the turf or other association property.

Grass clippings will be dispersed at each mowing, to eliminate unsightly build-up of grass clippings that may appear after each mowing. Excessive clippings “wash-up”, which may occur after heavy rains, will be promptly addressed by dispersal. Obviously long or heavy grass clippings that cannot be adequately dispersed must be removed. All removed clippings must be recycled in keeping with recommended horticultural procedures unless otherwise stipulated.

Sidewalks and driveways will be edged with every mowing. Borders of plant beds are to be maintained with a distinct edge that separates the bed from adjoining grass. No chemicals shall be used for edging of the beds.

This schedule will be updated monthly and a copy will be provided to you for final approval. Integrated Pest Management (IPM) is an important part of any turf maintenance program. IPM uses an efficient, effective and environmentally conscious approach to pest management which draws on knowledge from several different sciences including entomology (study of insects), mycology (study of fungi), chemistry and horticulture. This interdisciplinary approach enables us to develop sustainable and less costly solutions to many common landscape problems.

Early preventative actions are the key to a successful BMP program. Once you have determined the economic threshold of a site, the evaluation process may begin. Determining the Best practices program, we use information on:

- ☐ Pest identification
- ☐ Pest lifecycles
- ☐ Available pest control methods
- ☐ Control methods that cause the least damage to the environment
- ☐ Soil tests and Fertilizer choice



TASK	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Fertilization												
Fertilization with Insect control*												
Fertilizer to Supplement Color-If needed												
Summer Broadleaf weed control												
Winter Broadleaf weed control												
Sedge control												
Chinch Bug Service Call												

Contractor shall abide by all requirements in the RULES OF THE ENVIRONMENTAL PROTECTION COMMISSION "FERTILIZER USE AND LANDSCAPE MANAGEMENT" and other applicable law, regulations, rules, ordinances or permit requirements. It is the Contractor's responsibility to become familiar with all rules and requirements of the Ordinance. Copies of all Certifications of Training shall be supplied to the District Representatives with submission of bids. The District is relying on Contractor to comply with and perform in accordance with all applicable laws, rules, regulations, ordinances, etc.

Shrub and Ground Cover Maintenance Program



Pruning Schedule High frequency areas will be touched every week. All areas that require pruning will be done one time completely in every month. This program will afford our team the opportunity to adjust the weekly prune schedule if we encounter rain, an emergency or a schedule adjustment based around a special event. This will guarantee we maintain all shrub and ground cover beds a minimum of once per month and will minimize the variance of “long and short” shrub pruning every month. The appearance of all shrubs throughout the community will

look more “uniformly pruned” over the course of every month.

This schedule will be updated monthly and a copy will be provided to the Management Staff for final approval.

This will guarantee we maintain all shrub and ground cover beds a minimum of once per month and will minimize the variance of “long and short” shrub pruning every month. The appearance of all shrubs throughout the property will look more “uniformly pruned” over the course of every month. This schedule will be updated monthly and a copy will be provided to you for final approval.

Several preventative functions are scheduled seasonally. Please note below a general quarterly plan that will become site specific upon further evaluation.

- **Winter** - cut back shrubs needing severe thinning, limb up trees.
- **Spring** - apply pre and post emergent weed prevention chemically to all areas, and fertilize. Hard cutbacks for selective plants.
- **Summer**- regular inspections to address plant growth, weeds, and overall plant health, fertilize.
- **Fall** - fertilize at proper rates, monitor irrigation cut backs, and apply pre-emergent weed control for winter weed.



Early preventative actions are the key to a successful BMP program. Once you have determined the economic threshold of a site, the evaluation process may begin. Determining the Best practices program, we use information on:

- ☐ Pest identification
- ☐ Pest lifecycles
- ☐ Available pest control methods
- ☐ Soil tests and Fertilizer choice
- ☐ Control methods that cause the least damage to the environment

TASK	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Ornamental												
Merit Drench on Azalea, Crape Myrtle												
Fertilization of Ornamental Beds												
Plant growth reduction												
Supplemental Fertilization of Palms												
Insect and Scale control												
Spider Mite control												
General Disease control												

All SHRUBS, GROUNDCOVERS and TREES shall be fertilized according Best Management Practices and University of Florida IFAS Extension guidelines

Tree and Palm Maintenance Program

You can count on us to preserve your trees, enhance their appearance, increase their production, improve safety and reduce liability. Our ISA Certified Arborists offer a comprehensive set of services and will be available to you for everything you may need to keep your trees healthy and beautiful. Tree Care services include:

- Tree pruning
- Soil and tissue analysis
- Cabling and bracing
- Emergency storm clearance
- Tree removal and stump grinding
- Inventory and management plans
- Insect and disease control
- Nutrient management
- Fertilization
- Transplant and relocation
- Nuisance fruit production control
- Hazard evaluation and management



The pruning of trees and palms assures the natural character which reduces potential hazards and insures stability in your urban tree canopy. Hardwood Trees can be pruned at various times of the year but our ISA Certified Arborist recommends a Winter and Summer management program

- **Winter-** Maintenance Pruning of Crape Myrtles (February-March), Hardwood elevation and deadwood removal if necessary
- **Spring-** (April-May) Pruning of all Palms to remove brown fronds and seed stalks.
- **Summer-** Maintenance Pruning of Hardwoods to remove excess foliage, building, security, vehicle and pedestrian clearance issues.
- **Fall-**(September-October) Pruning of all Palms to remove brown fronds and seed stalks (Optional if needed)



Annuals Installation and Maintenance Program

On a per-square-foot basis, color plantings are usually the most intensively managed element of a landscape.



There are ways, however, to develop an outstanding color program that makes a strong return on the investment. Color themes may be used to complement buildings, company colors or the appropriate season of the year. We will use a specific subcontractor to grow the annual color. Using a quality, BrightView approved

subcontractor will provide better control and uniformity of plants for the community.

- Creates aesthetic excitement
- Provides an individual identity to the property
- Attracts the attention of employees, guests and the general public
- Complements a well-maintained landscape
- Creates a pleasing atmosphere
- Makes an eye-catching statement about the property
- Adds value to the property



Planting Procedure

- Remove existing plant material/mulch
- Trench beds with flat shovel
- Add soil amendments
- Thoroughly rototill entire bed area
- Use marking paint to set design
- Lay out flats near beds
- Know correct spacing of plant per species
- Fertilize beds
- Smooth out all footprints in beds



Comprehensive Irrigation Service

- Every Irrigation clock will be checked thoroughly once per month by the full time Irrigation Technician. A report will be provided to the Director of Operations. Any irrigation heads or damaged will be repaired immediately. Any other problems will be reported immediately to Director of Operations.
- The monthly irrigation check will assure us that every zone is fully operational, and that the coverage is adequate to keep a healthy and lush landscape.
- Water management is a key element in a successful landscape Management program.
- The best preventative maintenance program is the one that consistently checks the system, keeps it up and running properly, and repairs any issues in timely manner.

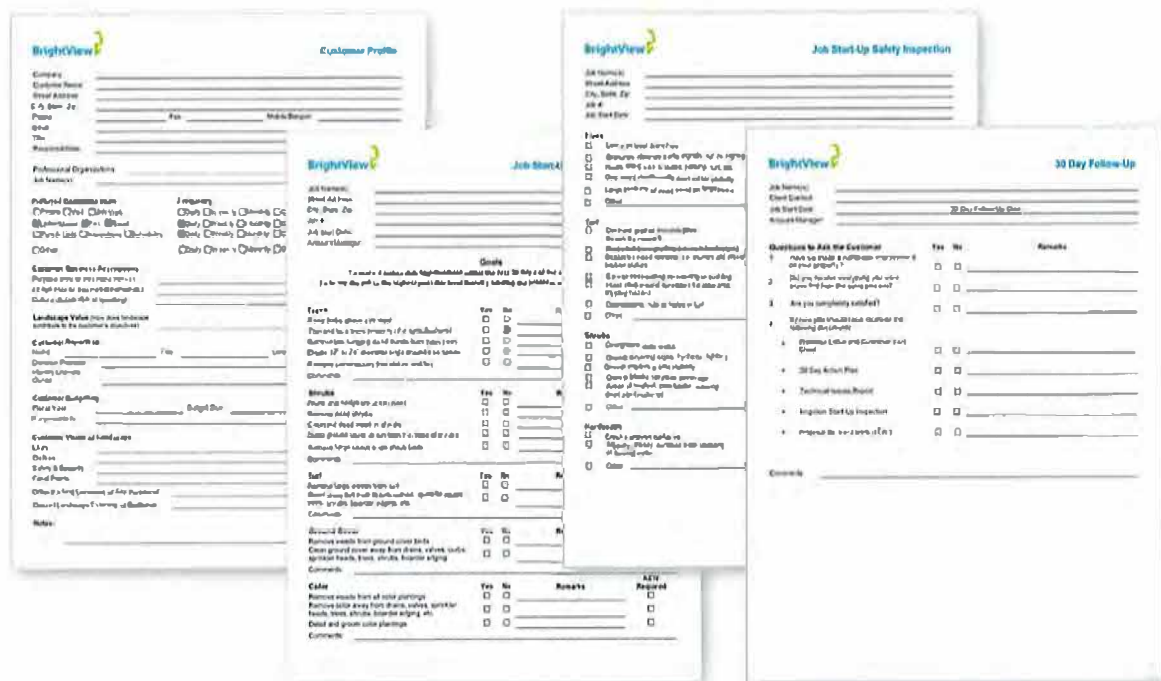


Communication Catered to Your Style

To ensure a successful partnership, effective communication is one of our top priorities. We have found the best way to keep our customers highly satisfied is to always make sure we understand your current needs and priorities. We believe strongly in being proactive in our communication and have designed several forms and checklists our customers find valuable for staying apprised of their landscape status and maintenance activity. Additionally, we are equipped to respond quickly to new and unexpected needs as they arise.

Proactive Communication

- Walk your property with you to continually be aware of your priorities
- Report our daily maintenance activities as often as you prefer
- Provide digital photos to verify technical issues, damage and plant and tree health



The image displays four forms from BrightView, illustrating their proactive communication tools:

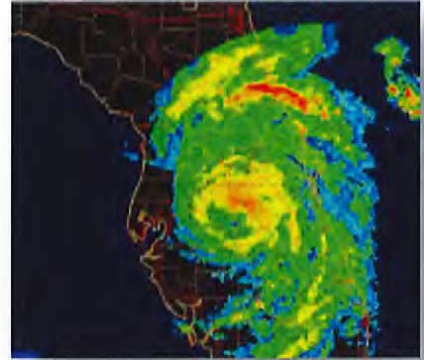
- Customer Profile:** A form for gathering client information, including company name, address, phone, email, and a list of professional organizations.
- Job Start-Up Safety Inspection:** A checklist for safety protocols, including verifying the job location, ensuring the site is clear of obstacles, and confirming the safety of the work area.
- 30 Day Follow-Up:** A form for checking in with the client 30 days after the job, asking for feedback on the service and the client's satisfaction.
- Checklist for Tree Care:** A detailed checklist for tree maintenance, including items like "Prune dead branches", "Remove dead limbs", "Check for signs of decay", and "Inspect for signs of disease".

Emergency Response Team Ready When You Need Us

With dozens of locations across Florida and more than 3,000 employees in the state, we can dispatch faster than other landscape service providers in the event of a catastrophic situation, including but not limited to hurricanes, tornadoes / water spouts, and severe weather.



When a catastrophe occurs, your local Branch Manager, will personally draw on resources and pull equipment from within the BrightView network to ensure your property is quickly, properly and safely serviced.



Resources from branch offices throughout Florida will be available in the event of an emergency to ensure our customers have access to crews and equipment quickly.



Our Eye Is Always on Quality and Continuous Improvement

Our team management will review your property periodically to ensure our crew is meeting quality standards and your expectations. This internal review process is an important element of our quality assurance and continuous improvement programs. The crew takes these reports very seriously as they impact their compensation.



Your Complete Satisfaction is Our #1 Goal

We judge our success by the complete satisfaction of our customers. Every member of your landscape team will strive to earn your trust and loyalty through a proactive relationship in which we consistently perform work of the highest quality with unmatched responsiveness. To meet this goal, we continually collect feedback through a comprehensive customer satisfaction program. We use the valuable insight gained through our survey program to determine system improvements and guide the content of our employee training program.



**LAUREATE PARK
LAKE NONA**



THE MALL at MILLENIA



**TAVISTOCK BLVD
LAKE NONA**



**TAVISTOCK BLVD
LAKE NONA**



EAGLE CREEK HOA

GREENEWAY IMPROVEMENT DISTRICT

**Requisition Nos. 614 - 619 Approved in January 2019
in an amount totaling \$28,689.13**

GREENEWAY IMPROVEMENT DISTRICT

DISTRICT OFFICE • 12051 CORPORATE BLVD • ORLANDO, FL 32817

PHONE: (407) 382-3256 • FAX: (407) 382-3254

Requisition Recap For Board Approval

Attached please find the listing of requisitions approved to be paid from bond funds from January 1, 2019 through January 31, 2019. This does not include requisitions previously approved by the Board.

REQUISITION NO.	PAYEE	AMOUNT
614	Hopping Green & Sams	\$846.00
615	Orlando Sentinel	\$75.64
616	Professional Service Industries	\$2,565.00
617	Donald W. McIntosh Associates	\$3,459.58
618	Innovations Design Group	\$2,500.00
619	Donald W. McIntosh Associates	\$19,242.91
		\$28,689.13

**GREENWAY IMPROVEMENT DISTRICT
SPECIAL ASSESSMENT REVENUE BONDS
2013**

(Acquisition and Construction Fund)

The undersigned, a Responsible Officer of the Greenway Improvement District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the District to U. S. Bank National Association, as trustee (the "Trustee"), dated as of April 1, 2013, as supplemented by that certain First Supplemental Trust Indenture dated as of April 1, 2013 (the "Indenture"), (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) **Requisition Number:** 614
- (B) **Name of Payee:** Hopping Green & Sams
- (C) **Amount Payable:** \$846.00
- (D) **Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments):**
 - 1. Invoice 104220 for Project Construction through 10/31/2018 – **\$846.00**
- (E) **Fund or Account and subaccount, if any, from which disbursement to be made:** 2013 Acquisition and Construction Account of the Acquisition and Construction Fund.

The undersigned hereby certifies that:

- 1. obligations in the stated amount set forth above have been incurred by the District,
- 2. each disbursement set forth above is a proper charge against the 2013 Acquisition and Construction Account;
- 3. each disbursement set forth above was incurred in connection with the acquisition of the 2013 Project and in accordance with the terms of the Acquisition Agreement;

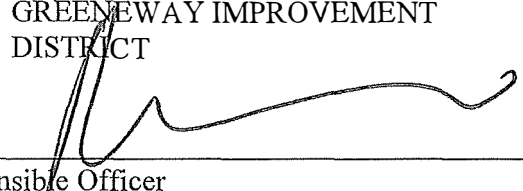
RECEIVED JAN 14 2019

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

Attached hereto are originals of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

GREENEWAY IMPROVEMENT
DISTRICT



Responsible Officer

Date: 1.10.19

CONSULTING ENGINEER'S APPROVAL

The undersigned Consulting Engineer hereby certifies that this disbursement is for the cost of the 2013 Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the 2013 Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified.



Consulting Engineer Jeffrey D. Newton, P.E.

Date: 12/18/18

RECEIVED JAN 14 2019

**GREENEWAY IMPROVEMENT DISTRICT
SPECIAL ASSESSMENT REVENUE BONDS
2013**

(Acquisition and Construction Fund)

The undersigned, a Responsible Officer of the Greeneway Improvement District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the District to U. S. Bank National Association, as trustee (the "Trustee"), dated as of April 1, 2013, as supplemented by that certain First Supplemental Trust Indenture dated as of April 1, 2013 (the "Indenture"), (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) **Requisition Number:** 615
- (B) **Name of Payee:** Orlando Sentinel
- (C) **Amount Payable:** \$75.64
- (D) **Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments):**
 - 1. Invoice OSC2731672 (Ad #5987409) for Legal Advertising Through 12/02/2018, split 3 ways between Boggy Creek, Greeneway, and Myrtle Creek – **\$75.64**
- (E) **Fund or Account and subaccount, if any, from which disbursement to be made:** 2013 Acquisition and Construction Account of the Acquisition and Construction Fund.

The undersigned hereby certifies that:

- 1. obligations in the stated amount set forth above have been incurred by the District,
- 2. each disbursement set forth above is a proper charge against the 2013 Acquisition and Construction Account;
- 3. each disbursement set forth above was incurred in connection with the acquisition of the 2013 Project and in accordance with the terms of the Acquisition Agreement;

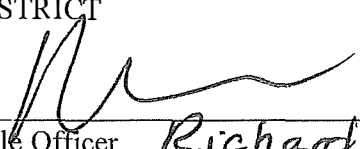
RECEIVED JAN 14 2019

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

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Attached hereto are originals of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

GREENEWAY IMPROVEMENT
DISTRICT


Responsible Officer

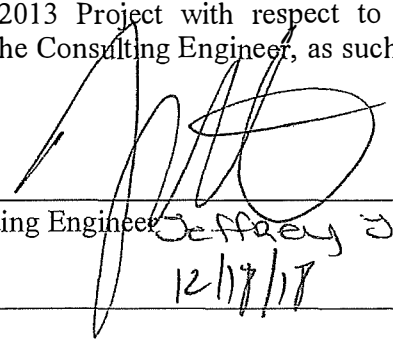
Richard Levey

Date:

1.10.19

CONSULTING ENGINEER'S APPROVAL

The undersigned Consulting Engineer hereby certifies that this disbursement is for the cost of the 2013 Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the 2013 Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified.


Consulting Engineer

Jeffrey J. Newton, P.E.

Date:

12/17/18

**GREENEWAY IMPROVEMENT DISTRICT
SPECIAL ASSESSMENT REVENUE BONDS
2013**

(Acquisition and Construction Fund)

The undersigned, a Responsible Officer of the Greeneway Improvement District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the District to U. S. Bank National Association, as trustee (the "Trustee"), dated as of April 1, 2013, as supplemented by that certain First Supplemental Trust Indenture dated as of April 1, 2013 (the "Indenture"), (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) **Requisition Number:** 616
- (B) **Name of Payee:** Professional Service Industries
- (C) **Amount Payable:** \$2,565.00
- (D) **Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments):**
 - 1. Invoice 605267 for Geotechnical Services on 11/30/2018 – **\$2,565.00**
- (E) **Fund or Account and subaccount, if any, from which disbursement to be made:** 2013 Acquisition and Construction Account of the Acquisition and Construction Fund.

The undersigned hereby certifies that:

- 1. obligations in the stated amount set forth above have been incurred by the District,
- 2. each disbursement set forth above is a proper charge against the 2013 Acquisition and Construction Account;
- 3. each disbursement set forth above was incurred in connection with the acquisition of the 2013 Project and in accordance with the terms of the Acquisition Agreement;

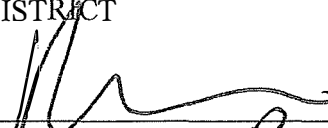
The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

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Attached hereto are originals of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

GREENEWAY IMPROVEMENT
DISTRICT

Responsible Officer


Richard Leroy

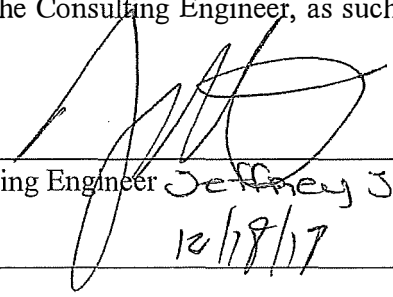
Date:

1.10.19

CONSULTING ENGINEER'S APPROVAL

The undersigned Consulting Engineer hereby certifies that this disbursement is for the cost of the 2013 Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the 2013 Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified.

Consulting Engineer


Jeffrey S. Newton, P.E.

Date:

12/18/17

RECEIVED JAN 14 2019

**GREENWAY IMPROVEMENT DISTRICT
SPECIAL ASSESSMENT REVENUE BONDS
2013**

(Acquisition and Construction Fund)

The undersigned, a Responsible Officer of the Greenway Improvement District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the District to U. S. Bank National Association, as trustee (the "Trustee"), dated as of April 1, 2013, as supplemented by that certain First Supplemental Trust Indenture dated as of April 1, 2013 (the "Indenture"), (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) **Requisition Number:** 617
- (B) **Name of Payee:** Donald W. McIntosh Associates
- (C) **Amount Payable:** \$3,459.58
- (D) **Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments):**
 - 1. Invoice 35984 for Project 23216 (Lake Nona Greenway) Through 11/30/2018 — **\$3,459.58**
- (E) **Fund or Account and subaccount, if any, from which disbursement to be made:** 2013 Acquisition and Construction Account of the Acquisition and Construction Fund.

The undersigned hereby certifies that:

- 1. obligations in the stated amount set forth above have been incurred by the District,
- 2. each disbursement set forth above is a proper charge against the 2013 Acquisition and Construction Account;
- 3. each disbursement set forth above was incurred in connection with the acquisition of the 2013 Project and in accordance with the terms of the Acquisition Agreement;

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

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RECEIVED JAN 14 2019

Attached hereto are originals of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

GREENEWAY IMPROVEMENT
DISTRICT

Responsible Officer

Date:

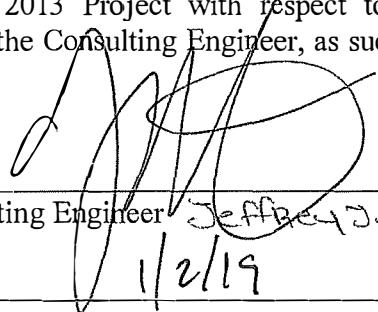

Richard Leroy
1.10.19

CONSULTING ENGINEER'S APPROVAL

The undersigned Consulting Engineer hereby certifies that this disbursement is for the cost of the 2013 Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the 2013 Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified.

Consulting Engineer

Date:


Jeffrey J. Newton, P.E.
1/2/19

RECEIVED JAN 14 2019

**GREENWAY IMPROVEMENT DISTRICT
SPECIAL ASSESSMENT REVENUE BONDS
2013**

(Acquisition and Construction Fund)

The undersigned, a Responsible Officer of the Greenway Improvement District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the District to U. S. Bank National Association, as trustee (the "Trustee"), dated as of April 1, 2013, as supplemented by that certain First Supplemental Trust Indenture dated as of April 1, 2013 (the "Indenture"), (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) **Requisition Number:** 618
- (B) **Name of Payee:** Innovations Design Group
- (C) **Amount Payable:** \$2,500.00
- (D) **Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments):**
 - 1. Invoice 18150 for Job #18049 (Centerline Drive) – **\$2,500.00**
- (E) **Fund or Account and subaccount, if any, from which disbursement to be made:** 2013 Acquisition and Construction Account of the Acquisition and Construction Fund.

The undersigned hereby certifies that:

- 1. obligations in the stated amount set forth above have been incurred by the District,
- 2. each disbursement set forth above is a proper charge against the 2013 Acquisition and Construction Account;
- 3. each disbursement set forth above was incurred in connection with the acquisition of the 2013 Project and in accordance with the terms of the Acquisition Agreement;

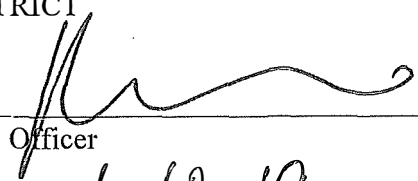
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RECEIVED JAN 14 2019

GREENEWAY IMPROVEMENT
DISTRICT



Responsible Officer

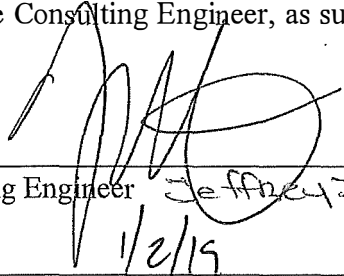
Date:

1.10.19

Richard Levey

CONSULTING ENGINEER'S APPROVAL

The undersigned Consulting Engineer hereby certifies that this disbursement is for the cost of the 2013 Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the 2013 Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified.



Consulting Engineer

Jeffrey J. Newton, P.E.

Date:

1/2/19

**GREENEWAY IMPROVEMENT DISTRICT
SPECIAL ASSESSMENT REVENUE BONDS
2013**

(Acquisition and Construction Fund)

The undersigned, a Responsible Officer of the Greenway Improvement District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the District to U. S. Bank National Association, as trustee (the "Trustee"), dated as of April 1, 2013, as supplemented by that certain First Supplemental Trust Indenture dated as of April 1, 2013 (the "Indenture"), (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) **Requisition Number:** 619
- (B) **Name of Payee:** Donald W. McIntosh Associates
- (C) **Amount Payable:** \$19,242.91
- (D) **Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments):**
 - 1. Invoice 36051 for Project 14052 (Nemours Parkway Phase 6 Design & Permit Segment Weller Blvd to Laureate Pk Ph 3B) Through 11/30/2018 – **\$2,256.01**
 - 2. Invoice 36053 for Project 17056 (Laureate Park South Active Park Area on Parcel 24d – Hartwell Court) Through 11/30/2018 – **\$698.18**
 - 3. Invoice 36054 for Project 17141 (Centerline Drive Phase 2 (fka Hartwell Court)) Through 11/30/2018 – **\$6,557.50**
 - 4. Invoice 36057 for Project 18129 (Nemours Parkway Phase 7 – Construction Phase Services – GID) Through 11/30/2018 – **\$9,731.22**
- (E) **Fund or Account and subaccount, if any, from which disbursement to be made:** 2013 Acquisition and Construction Account of the Acquisition and Construction Fund.

The undersigned hereby certifies that:

- 1. obligations in the stated amount set forth above have been incurred by the District,
- 2. each disbursement set forth above is a proper charge against the 2013 Acquisition and Construction Account;
- 3. each disbursement set forth above was incurred in connection with the acquisition of the 2013 Project and in accordance with the terms of the Acquisition Agreement;

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

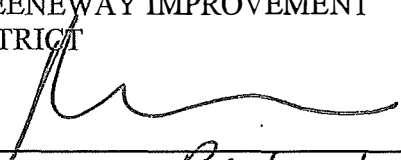
RECEIVED JAN 14 2019

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

Attached hereto are originals of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

GREENEWAY IMPROVEMENT
DISTRICT

Responsible Officer


Richard Leray

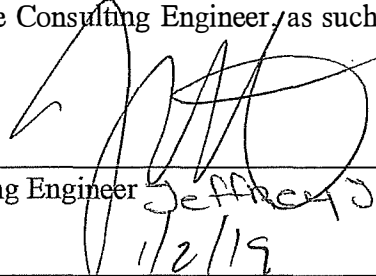
Date:

1.10.19

CONSULTING ENGINEER'S APPROVAL

The undersigned Consulting Engineer hereby certifies that this disbursement is for the cost of the 2013 Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the 2013 Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified.

Consulting Engineer


Jeffrey J. Newton, P.E.

Date:

1/2/19

GREENEWAY IMPROVEMENT DISTRICT

**Operation and Maintenance Expenditures Paid
in January 2019 in an amount
totaling \$55,237.79**

GREENWAY IMPROVEMENT DISTRICT

DISTRICT OFFICE • 12051 CORPORATE BLVD • ORLANDO, FL 32817

PHONE: (407) 382-3256 • FAX: (407) 382-3254

Operation and Maintenance Expenditures For Board Approval

Attached please find the check register listing Operations and Maintenance expenditures paid from January 1, 2019 through January 31, 2019. This does not include expenditures previously approved by the Board.

The total items being presented: **\$55,237.79**

Approval of Expenditures:

_____ Chairman

_____ Vice Chairman

_____ Assistant Secretary

Greenway Improvement District
AP Check Register (Current by Bank)
Check Dates: 1/1/2019 to 1/31/2019

Check No.	Date	Status	Vendor ID	Payee Name	Amount
BANK ID: SUN - CITY NATIONAL BANK					001-101-0000-00-01
2675	01/03/19	P	TRUSTE	US Bank as Trustee for Greenew	\$508,987.83
2676	01/03/19	P	VALLEY	BrightView Landscape Services	\$874.00
2677	01/03/19	P	CCOURT	Cristyann Courtney	\$200.00
2678	01/03/19	P	DONMC	Donald W. McIntosh Associates	\$887.00
2679	01/03/19	P	FISH	Fishkind & Associates, Inc.	\$3,697.81
2680	01/03/19	P	JBB	JBB Enterprises	\$2,400.00
2681	01/03/19	P	RLEVEY	Richard Levey	\$200.00
2682	01/23/19	P	AAIKIN	Amanda Aikins	\$200.00
2683	01/23/19	P	VALLEY	BrightView Landscape Services	\$16,660.25
2684	01/23/19	P	DONMC	Donald W. McIntosh Associates	\$648.50
2685	01/23/19	P	FISH	Fishkind & Associates, Inc.	\$3,489.31
2686	01/23/19	P	HGS	Hopping Green & Sams	\$1,989.00
2687	01/23/19	P	MLM	Michael's Lighting Maint.	\$81.25
2688	01/23/19	P	ORLS	Orlando Sentinel	\$181.25
2689	01/23/19	P	RLEVEY	Richard Levey	\$200.00
2690	01/23/19	P	TRUSTE	US Bank as Trustee for Greenew	\$107,740.82
2691	01/23/19	P	VENTUR	VenturesIn.com, Inc.	\$105.00
BANK SUN REGISTER TOTAL:					\$648,542.02
GRAND TOTAL :					\$648,542.02

◇
 648,542.02 +
 Dist to DS -
 L -
 BCID 9,274.41 +
 OVC 14,150.01 +
 5,237.79 G+

Recon. to cash flow
analysis

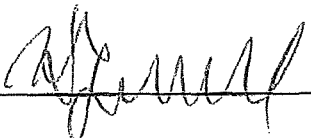
◇
 55,237.79 +
 DS dist < 508,987.83 +
 107,740.82 +
 reg 628 - 6,472.28 +
 678,114.72 G+

GREENEWAY IMPROVEMENT DISTRICT

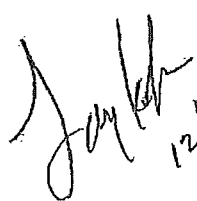
Payment Authorization #373

12/21/2018

Item No.	Payee	Invoice Number	General Fund
1	Donald W McIntosh Associates Engineering Services Through 11/30/2018	35983	\$ 887.00
2	Fishkind & Associates DM Fee & Reimbursables: December 2018	23878	\$ 3,697.81
3	JBB Enterprises, Inc. Street Lighting Conduit Installation	2389	\$ 2,400.00
4	Supervisor Fees - 12/18/2018 Meeting Cristyann Courtney	--	\$ 200.00
	Richard Levey	--	\$ 200.00
TOTAL			\$ 7,384.81


Secretary/Assistant Secretary

Chairperson


12/24/18

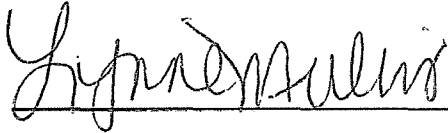
RECEIVED DEC 24 2018

GREENEWAY IMPROVEMENT DISTRICT

Payment Authorization #374-R

12/28/2018

Item No.	Payee	Invoice Number	General Fund
1	Brightview Landscape Services		
	Clock #21 Repairs	6092842	\$ 187.50
	Control #22 Repairs	6092845	\$ 433.50
	Controller #27 Repairs	6092847	\$ 159.50
	Control #18 Repairs	6092849	\$ 93.50
TOTAL			\$ 874.00



Secretary/Assistant Secretary

Chairperson

 1/2/19

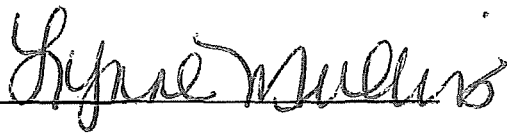
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GREENWAY IMPROVEMENT DISTRICT

Payment Authorization #375

1/11/2019

Item No.	Payee	Invoice Number	General Fund
1	Boggy Creek Improvement District December ICM Expenses <i>pd online 1/23/19</i>	IGM2019-03	\$ 9,274.41
2	Hopping Green & Sams General Counsel Through 11/30/2018	104638	\$ 1,989.00
3	Michael's Lighting & Electric Night Lighting Check 12/30/2018	8143	\$ 81.25
4	Orlando Sentinel Legal Advertising on 12/18/2018	OSC3012145	\$ 181.25
5	OUC <i>pd online 1/17/19</i> Acct: 8795843030 ; Service 12/03/2018 - 01/02/2019	--	\$ 14,150.01
6	VenturesIn.com January Application Hosting	44236	\$ 105.00
TOTAL			\$ 25,780.92



Secretary/Assistant Secretary

Chairperson

Jay Koh 1/12/19

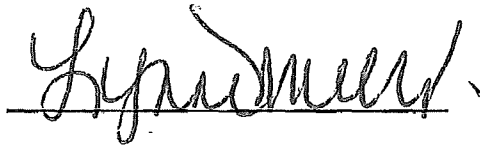
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GREENWAY IMPROVEMENT DISTRICT

Payment Authorization #376

1/18/2019

Item No.	Payee	Invoice Number	General Fund
1	BrightView Landscape Services January Landscape Maintenance	6113611	\$ 16,660.25
2	Donald W McIntosh Associates Engineering Services Through 12/28/2018	36087	\$ 648.50
3	Fishkind & Associates DM Fee & Reimbursables: January 2019	24021	\$ 3,489.31
4	Supervisor Fees - 01/15/2019 Meeting Amanda Aikins Richard Levey	-- --	\$ 200.00 \$ 200.00
TOTAL			\$ 21,198.06



Secretary/Assistant Secretary



Chairperson



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GREENEWAY IMPROVEMENT DISTRICT

**Recommendation of Work
Authorizations/Proposed Services
*(if applicable)***

GREENEWAY IMPROVEMENT DISTRICT

Recommendation for Work Authorization / Proposed Services

Project Name: Centerline Drive – Segments A (fka Hartwell Court)

Brief Description: Construction Administration – Additional Services

Name of Consultant / Vendor: Donald W. McIntosh Associates, Inc.

Is this work pursuant to an existing Agreement? ☒ Yes ☐ No

If so, name and date of Agreement: _____

Is this project included in the District Capital Improvement Plan? ☒ Yes ☐ No

Are the services required contemplated in the Capital Improvement Plan? ☒ Yes ☐ No

Is this a continuation of previously authorized work? ☒ Yes ☐ No

Proposal attached: ☒ Yes ☐ No

Form of Agreement Utilized: Proposal

Amount of Services: \$ 6,670.00

Recommendation: ☒ Approve ☐ Deny

By:

 2/13/19

Larry Kaufmann, Chairman
Greeneway Improvement District Construction Committee

c: Jennifer Walden
Tucker Mackie
Jeffrey Newton
Lynne Mullins



**DONALD W. MCINTOSH
ASSOCIATES, INC.**

January 18, 2019

Greenway Improvement District
12051 Corporate Boulevard
Orlando, Florida 32817

**Subject: Laureate Park South Active Park Area on Parcel 24D – Hartwell Court
Supplemental Construction Phase Services (GID Portion)
DWMA Job No. 17056 (030-032)**

Donald W. McIntosh Associates, Inc. (DWMA) is pleased to submit for your consideration this work authorization to provide additional construction phase services to the Greenway Improvement District ("CLIENT") for Laureate Park South Active Park Area on Parcel 24D – Hartwell Court ("Project"). We will provide these services pursuant to our current agreement with Greenway Improvement District dated August 11, 2003, ("Engineering Agreement") as follows:

CIVIL ENGINEERS

LAND PLANNERS

SURVEYORS

CONSTRUCTION PHASE SERVICES

The scope of this proposal includes additional construction phase services, not included in our prior work authorization.

- | | | | |
|--------------|--|-----|-------------------|
| A. | ADDITIONAL CONTRACTOR PAY REQUESTS – Additional Contractor payment requests, review and approvals (for construction related to DWMA designs) and pertinent site observation, based on 5 additional payment requests due to extended duration of construction. | 030 | \$3,250.00 |
| B. | ADDITIONAL SITE VISITS – Additional site visits due to the extended period of construction, for observation of materials, construction and testing for the specific purpose of providing certifications listed in the approved Work Authorization dated April 27, 2017. Visits are to be at discretion of DWMA based on contractor's construction schedule for various elements. This line item is based on 6 additional site visits. If further additional site visits are required, each additional site visit will be billed on an hourly basis, as authorized by CLIENT. | 031 | \$2,500.00 |
| C. | SUPPLEMENTAL CONSTRUCTION ISSUES ASSISTANCE – Additional Contractor assistance related to the preparation and transmittal of AutoCAD files for the approved project plans for Contractor use in preparing as-built surveys in accordance with recent City policy regarding compliance with City of Orlando Engineering Standards Manual (ESM) requirements. | 032 | \$920.00 |
| TOTAL | | | \$6,670.00 |

2200 Park Ave. North

Winter Park, FL

32798-2366

Fax 407-644-8318

407-644-4068

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<http://www.dwma.com>



*Greenway Improvement District
Laureate Park South Active Park Area on Parcel 24D (GID Portion)
DWMA Job No. 17056 (030-032)
January 18, 2019
Page 2 of 2*

II. Compensation

Engineer will be compensated for this work at the fixed fee indicated above or at the hourly rates established pursuant to the Engineering Agreement.


III. Other Direct Costs

Other direct costs include items such as printing, drawings, travel, deliveries, et cetera, pursuant to the Agreement.

This work authorization, together with the Engineering Agreement, represents the entire understanding between the Greenway Improvement District and Donald W. McIntosh Associates, Inc. (Engineer) with regard to the referenced work authorization. If you wish to accept this work authorization, please sign both copies where indicated and return one complete copy to our office. Upon receipt, we will promptly schedule our services.

Thank you for your continued confidence in Donald W. McIntosh Associates, Inc.

Sincerely,
DONALD W. MCINTOSH ASSOCIATES, INC.


James C. Nugent, PE
Project Manager

APPROVED AND ACCEPTED

By: _____
Authorized Representative of
Greenway Improvement District

Date: _____

PURSUANT TO FLORIDA STATUTE 558.0035, AN
INDIVIDUAL EMPLOYEE OR AGENT OF DONALD W.
MCINTOSH ASSOCIATES, INC. MAY NOT BE HELD
INDIVIDUALLY LIABLE FOR NEGLIGENCE.

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GREENEWAY IMPROVEMENT DISTRICT

**District's Financial Position and
Budget to Actual YTD**

Greenway Improvement District
Statement of Activities
As of 1/31/2019

	General Fund	Debt Service	Capital Projects Fund	General Long-Term Debt	Total
<u>Revenues</u>					
On-Roll Assessments	\$283,856.76				\$283,856.76
Off-Roll Assessments	206,770.78				206,770.78
Inter-Fund Transfers In	3,650.62				3,650.62
On-Roll Assessments		\$1,275,182.52			1,275,182.52
Other Assessments		862,351.51			862,351.51
Inter-Fund Group Transfers In		(3,560.94)			(3,560.94)
Inter-Fund Transfers In			(\$89.68)		(89.68)
Total Revenues	\$494,278.16	\$2,133,973.09	(\$89.68)	\$0.00	\$2,628,161.57
<u>Expenses</u>					
Supervisor Fees	\$1,400.00				\$1,400.00
Public Officials' Liability Insurance	2,244.00				2,244.00
Trustee Services	2,199.90				2,199.90
Management	13,333.32				13,333.32
Engineering	2,341.50				2,341.50
Property Appraiser	1,672.00				1,672.00
District Counsel	3,330.10				3,330.10
Assessment Administration	7,500.00				7,500.00
Travel and Per Diem	57.82				57.82
Telephone	119.57				119.57
Postage & Shipping	74.76				74.76
Copies	435.00				435.00
Legal Advertising	822.50				822.50
Miscellaneous	32.70				32.70
Property Taxes	477.29				477.29
Web Site Maintenance	420.00				420.00
Dues, Licenses, and Fees	175.00				175.00
Electric	1,719.76				1,719.76
Water Reclaimed	11,136.66				11,136.66
General Insurance	2,525.00				2,525.00
Property & Casualty	5,987.00				5,987.00
Irrigation	9,989.21				9,989.21
Landscaping Maintenance & Material	66,641.00				66,641.00
Flower & Plant Replacement	42,092.30				42,092.30
IME - Aquatics Maintenance	1,202.40				1,202.40
IME - Irrigation	602.35				602.35
IME - Landscaping	29,417.76				29,417.76
IME - Lighting	667.14				667.14
IME - Miscellaneous	1,526.76				1,526.76
IME - Water Reclaimed	330.37				330.37
Streetlights	23,714.00				23,714.00
Interest Payments		\$1,280,225.00			1,280,225.00
Engineering			\$65,105.92		65,105.92
District Counsel			1,339.50		1,339.50
Legal Advertising			235.23		235.23
Contingency			1,941,999.15		1,941,999.15
Total Expenses	\$234,187.17	\$1,280,225.00	\$2,008,679.80	\$0.00	\$3,523,091.97
<u>Other Revenues (Expenses) & Gains (Losses)</u>					
Interest Income	\$702.50				\$702.50
Interest Income		\$2,903.19			2,903.19
Interest Income			\$1,659.75		1,659.75
Total Other Revenues (Expenses) & Gains (Losses)	\$702.50	\$2,903.19	\$1,659.75	\$0.00	\$5,265.44
Change In Net Assets	\$260,793.49	\$856,651.28	(\$2,007,109.73)	\$0.00	(\$889,664.96)
Net Assets At Beginning Of Year	\$37,061.13	\$3,973,346.10	\$1,805,897.00	\$0.00	\$5,816,304.23
Net Assets At End Of Year	\$297,854.62	\$4,829,997.38	(\$201,212.73)	\$0.00	\$4,926,639.27

Greeneway Improvement District
Statement of Financial Position
As of 1/31/2019

	General Fund	Debt Service	Capital Projects Fund	General Long-Term Debt	Total
<u>Assets</u>					
<u>Current Assets</u>					
General Checking Account	\$276,250.09				\$276,250.09
State Board of Administration	1,475.33				1,475.33
Due From Other Funds	6,478.28				6,478.28
Deposits	1,100.00				1,100.00
Infrastructure Capital Reserve	9,776.97				9,776.97
Interchange Maintenance Reserve	12,619.10				12,619.10
Due From Other Funds		\$107,740.82			107,740.82
Debt Service Reserve		3,551,196.88			3,551,196.88
Revenue		1,167,760.13			1,167,760.13
Prepayment		3,299.55			3,299.55
General Checking Account			\$7,071.78		7,071.78
Acquisition/Construction			1,513,540.34		1,513,540.34
Total Current Assets	<u>\$307,699.77</u>	<u>\$4,829,997.38</u>	<u>\$1,520,612.12</u>	<u>\$0.00</u>	<u>\$6,658,309.27</u>
<u>Investments</u>					
Amount Available in Debt Service Funds				\$4,722,256.56	\$4,722,256.56
Amount To Be Provided				45,237,743.44	45,237,743.44
Total Investments	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$49,960,000.00</u>	<u>\$49,960,000.00</u>
Total Assets	<u><u>\$307,699.77</u></u>	<u><u>\$4,829,997.38</u></u>	<u><u>\$1,520,612.12</u></u>	<u><u>\$49,960,000.00</u></u>	<u><u>\$56,618,309.27</u></u>
<u>Liabilities and Net Assets</u>					
<u>Current Liabilities</u>					
Accounts Payable	\$1,139.00				\$1,139.00
Due To Other Governmental Units	8,706.15				8,706.15
Accounts Payable			\$1,392,660.34		1,392,660.34
Retainage Payable			322,686.23		322,686.23
Due To Other Funds			6,478.28		6,478.28
Total Current Liabilities	<u>\$9,845.15</u>	<u>\$0.00</u>	<u>\$1,721,824.85</u>	<u>\$0.00</u>	<u>\$1,731,670.00</u>
<u>Long Term Liabilities</u>					
Revenue Bonds Payable - Long-Term				\$49,960,000.00	\$49,960,000.00
Total Long Term Liabilities	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$49,960,000.00</u>	<u>\$49,960,000.00</u>
Total Liabilities	<u><u>\$9,845.15</u></u>	<u><u>\$0.00</u></u>	<u><u>\$1,721,824.85</u></u>	<u><u>\$49,960,000.00</u></u>	<u><u>\$51,691,670.00</u></u>
<u>Net Assets</u>					
Net Assets, Unrestricted	\$50,369.29				\$50,369.29
Current Year Net Assets, Unrestricted	3,650.62				3,650.62
Net Assets - General Government	(13,308.16)				(13,308.16)
Current Year Net Assets - General Government	257,142.87				257,142.87
Net Assets, Unrestricted		\$3,973,346.10			3,973,346.10
Current Year Net Assets, Unrestricted		856,651.28			856,651.28
Net Assets, Unrestricted			(\$10,264,278.80)		(10,264,278.80)
Net Assets, Unrestricted			2,356,801.62		2,356,801.62
Current Year Net Assets, Unrestricted			(2,007,109.73)		(2,007,109.73)
Net Assets - General Government			9,713,374.18		9,713,374.18
Total Net Assets	<u><u>\$297,854.62</u></u>	<u><u>\$4,829,997.38</u></u>	<u><u>(\$201,212.73)</u></u>	<u><u>\$0.00</u></u>	<u><u>\$4,926,639.27</u></u>
Total Liabilities and Net Assets	<u><u>\$307,699.77</u></u>	<u><u>\$4,829,997.38</u></u>	<u><u>\$1,520,612.12</u></u>	<u><u>\$49,960,000.00</u></u>	<u><u>\$56,618,309.27</u></u>

Greenway Improvement District
 Budget to Actual
 For the Month Ending 01/31/2019

	YTD Actual	YTD Budget	YTD Variance	FY 2019 Adopted Budget
<u>Revenues</u>				
On-Roll Assessments	\$ 283,856.76	\$ 154,654.66	\$ 129,202.10	\$ 463,963.98
Off-Roll Assessments	206,770.78	118,892.32	87,878.46	356,676.97
Net Revenues	<u>\$ 490,627.54</u>	<u>\$ 273,546.98</u>	<u>\$ 217,080.56</u>	<u>\$ 820,640.95</u>
<u>General & Administrative Expenses</u>				
Legislative				
Supervisor Fees	\$ 1,400.00	\$ 2,400.00	\$ (1,000.00)	\$ 7,200.00
Financial & Administrative				
Public Officials' Liability Insurance	2,244.00	833.33	1,410.67	2,500.00
Trustee Services	2,199.90	833.33	1,366.57	2,500.00
Management	13,333.32	13,333.33	(0.01)	40,000.00
Engineering	2,341.50	3,333.33	(991.83)	10,000.00
Dissemination Agent	-	1,666.67	(1,666.67)	5,000.00
Property Appraiser	1,672.00	500.00	1,172.00	1,500.00
District Counsel	3,330.10	7,333.33	(4,003.23)	22,000.00
Assessment Administration	7,500.00	2,500.00	5,000.00	7,500.00
Audit	-	1,833.33	(1,833.33)	5,500.00
Travel and Per Diem	57.82	50.00	7.82	150.00
Telephone	119.57	166.67	(47.10)	500.00
Postage & Shipping	74.76	166.67	(91.91)	500.00
Copies	435.00	666.67	(231.67)	2,000.00
Legal Advertising	822.50	1,266.67	(444.17)	3,800.00
Bank Fees	-	16.67	(16.67)	50.00
Miscellaneous	32.70	833.32	(800.62)	2,500.00
Property Taxes	477.29	500.00	(22.71)	1,500.00
Web Site Maintenance	420.00	416.67	3.33	1,250.00
Dues, Licenses, and Fees	175.00	58.33	116.67	175.00
Total General & Administrative Expenses	<u>\$ 36,635.46</u>	<u>\$ 38,708.32</u>	<u>\$ (2,072.86)</u>	<u>\$ 116,125.00</u>

Greenway Improvement District

Budget to Actual
For the Month Ending 01/31/2019

	YTD Actual	YTD Budget	YTD Variance	FY 2019 Adopted Budget
<u>Field Operations</u>				
Electric Utility Services				
Electric	\$ 1,719.76	\$ 1,666.67	\$ 53.09	\$ 5,000.00
Water-Sewer Combination Services				
Water Reclaimed	11,136.66	6,666.67	4,469.99	20,000.00
Other Physical Environment				
General Insurance	2,525.00	1,000.00	1,525.00	3,000.00
Property & Casualty Insurance	5,987.00	-	5,987.00	-
Other Insurance	-	250.00	(250.00)	750.00
Irrigation	9,989.21	10,000.00	(10.79)	30,000.00
Landscaping Maintenance & Material	66,641.00	76,212.00	(9,571.00)	228,636.00
Other Landscape Maintenance	-	13,333.33	(13,333.33)	40,000.00
Landscape Improvements	42,092.30	16,666.67	25,425.63	50,000.00
Contingency	-	5,871.33	(5,871.33)	17,614.00
Hurricane Cleanup	-	1,666.67	(1,666.67)	5,000.00
Interchange Maintenance Expenses				
IME - Aquatics Maintenance	1,202.40	1,272.00	(69.60)	3,816.00
IME - Irrigation	602.35	12,000.00	(11,397.65)	36,000.00
IME - Landscaping	29,417.76	29,417.76	-	88,253.28
IME - Lighting	667.14	6,666.67	(5,999.53)	20,000.00
IME - Miscellaneous	1,526.76	-	1,526.76	-
IME - Water Reclaimed	330.37	1,200.00	(869.63)	3,600.00
Road & Street Facilities				
Entry and Wall Maintenance	-	1,000.00	(1,000.00)	3,000.00
Hardscape Maintenance	-	1,000.00	(1,000.00)	3,000.00
Streetlights	23,714.00	33,333.33	(9,619.33)	100,000.00
Accent Lighting	-	666.67	(666.67)	2,000.00
Parks & Recreation				
Personnel Leasing Agreement	-	6,666.67	(6,666.67)	20,000.00
Reserves				
Infrastructure Capital Reserve	-	7,400.00	(7,400.00)	22,200.00
Interchange Maintenance Reserve	-	1,048.89	(1,048.89)	3,146.67
Total Field Operations Expenses	\$ 197,551.71	\$ 235,005.33	\$ (37,453.62)	\$ 705,015.95
Total Expenses	\$ 234,187.17	\$ 273,713.65	\$ (39,526.48)	\$ 821,140.95
Income (Loss) from Operations	\$ 256,440.37	\$ (166.67)	\$ 256,607.04	\$ (500.00)
<u>Other Income (Expense)</u>				
Interest Income	\$ 702.50	\$ 166.67	\$ 535.83	\$ 500.00
Total Other Income (Expense)	\$ 702.50	\$ 166.67	\$ 535.83	\$ 500.00
Net Income (Loss)	\$ 257,142.87	\$ -	\$ 257,142.87	\$ -

Greenway Improvement District

Budget to Actual
For the Month Ending 01/31/2019

	Oct-18	Nov-18	Dec-18	Jan-19	YTD Actual
<u>Revenues</u>					
On-Roll Assessments	\$ -	\$ 5,260.99	\$ 250,152.35	\$ 28,443.42	\$ 283,856.76
Off-Roll Assessments	-	206,493.02	-	277.76	206,770.78
Net Revenues	\$ -	\$ 211,754.01	\$ 250,152.35	\$ 28,721.18	\$ 490,627.54
<u>General & Administrative Expenses</u>					
Legislative					
Supervisor Fees	\$ 200.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 1,400.00
Financial & Administrative					
Public Officials' Liability Insurance	2,244.00	-	-	-	2,244.00
Trustee Fees	2,199.90	-	-	-	2,199.90
Management	3,333.33	3,333.33	3,333.33	3,333.33	13,333.32
Engineering	-	806.00	887.00	648.50	2,341.50
Dissemination Agent	-	-	-	-	-
Property Appraiser	-	1,672.00	-	-	1,672.00
District Counsel	-	-	1,341.10	1,989.00	3,330.10
Assessment Administration	7,500.00	-	-	-	7,500.00
Audit	-	-	-	-	-
Travel and Per Diem	-	30.28	18.32	9.22	57.82
Telephone	-	93.61	19.47	6.49	119.57
Postage & Shipping	-	15.80	34.19	24.77	74.76
Copies	-	27.00	292.50	115.50	435.00
Legal Advertising	252.50	388.75	-	181.25	822.50
Bank Fees	-	-	-	-	-
Miscellaneous	-	32.70	-	-	32.70
Property Taxes	-	477.29	-	-	477.29
Website Maintenance	105.00	105.00	105.00	105.00	420.00
Dues, Licenses, and Fees	175.00	-	-	-	175.00
Total General & Administrative Expenses	\$ 16,009.73	\$ 7,381.76	\$ 6,430.91	\$ 6,813.06	\$ 36,635.46
<u>Field Operations</u>					
Electric Utility Services					
Electric	\$ -	\$ -	\$ 1,144.75	\$ 575.01	\$ 1,719.76
Water-Sewer Combination Services					
Water Reclaimed	-	-	4,365.69	6,770.97	11,136.66
Other Physical Environment					
General Insurance	2,525.00	-	-	-	2,525.00
Property & Casualty Insurance	-	5,987.00	-	-	5,987.00
Other Insurance	-	-	-	-	-
Irrigation	1,241.50	1,708.00	5,900.71	1,139.00	9,989.21
Landscaping Maintenance & Material	16,660.25	16,660.25	16,660.25	16,660.25	66,641.00
Tree Trimming	-	-	-	-	-
Flower & Plant Replacement	-	2,614.40	39,477.90	-	42,092.30
Contingency	-	-	-	-	-
Hurricane Cleanup	-	-	-	-	-

Greenway Improvement District
 Budget to Actual
 For the Month Ending 01/31/2019

	Oct-18	Nov-18	Dec-18	Jan-19	YTD Actual
Interchange Maintenance Expenses					
IME - Aquatics Maintenance	-	601.20	300.60	300.60	1,202.40
IME - Irrigation	-	-	10.80	591.55	602.35
IME - Landscaping	7,354.44	7,354.44	7,354.44	7,354.44	29,417.76
IME - Lighting	98.28	262.47	200.73	105.66	667.14
IME - Miscellaneous	-	-	1,265.76	261.00	1,526.76
IME - Water Reclaimed	-	95.39	142.08	92.90	330.37
Road & Street Facilities					
Entry and Wall Maintenance	-	-	-	-	-
Hardscape Maintenance	-	-	-	-	-
Streetlights	330.50	511.25	15,986.97	6,885.28	23,714.00
Accent Lighting	-	-	-	-	-
Parks & Recreation					
Personnel Leasing Agreement	-	-	-	-	-
Reserves					
Infrastructure Capital Reserve	-	-	-	-	-
Interchange Maintenance Reserve	-	-	-	-	-
Total Field Operations Expenses	\$ 28,209.97	\$ 35,794.40	\$ 92,810.68	\$ 40,736.66	\$ 197,551.71
Total Expenses	\$ 44,219.70	\$ 43,176.16	\$ 99,241.59	\$ 47,549.72	\$ 234,187.17
Income (Loss) from Operations	\$ (44,219.70)	\$ 168,577.85	\$ 150,910.76	\$ (18,828.54)	\$ 256,440.37
Other Income (Expense)					
Interest Income	\$ 5.89	\$ 5.74	\$ 677.65	\$ 13.22	\$ 702.50
Total Other Income (Expense)	\$ 5.89	\$ 5.74	\$ 677.65	\$ 13.22	\$ 702.50
Net Income (Loss)	\$ (44,213.81)	\$ 168,583.59	\$ 151,588.41	\$ (18,815.32)	\$ 257,142.87

Greenway Improvement District
FY 2019
Cash Flow Analysis

	Beg. Cash	FY18 Inflows	FY18 Outflows	FY19 Inflows	FY19 Outflows	End. Cash
10/1/2018	4,499.76	33,166.90	(27,247.04)	610.65	(5,629.50)	5,400.77
11/1/2018	5,400.77	-	(3,766.68)	235,975.89	(76,859.32)	160,750.66
12/1/2018	160,750.66	-	(1,202.40)	1,394,381.28	(735,704.80)	818,224.74
1/1/2019	818,224.74	-	-	136,470.07	(678,444.72)	276,250.09
2/1/2019	276,250.09	-	-	-	(1,139.00)	275,111.09 as of 02/06/2019
FY 19 Totals		33,166.90	(32,216.12)	1,767,437.89	(1,497,777.34)	

As of 02/06/2019

**Greenway Improvement District
Construction Tracking - early February**

	Amount
Series 2013 Bond Issue	
Original Construction Fund	\$ 48,700,000.00
Additions (Interest, Transfers from DSR, etc.)	557,735.99
Cumulative Draws Through Prior Month	(49,147,090.32)
	=====
Construction Funds Available	\$ 110,645.67
Requisitions This Month	
Requisition #636: Dix.Hite + Partners	\$ (2,196.00)
Requisition #637: Ferguson	(959.76)
Requisition #638: Hopping Green & Sams	(329.00)
Requisition #639: Innovations Design Group	(3,500.00)
Requisition #640: Rinker Materials	(15,992.24)
	=====
Total Requisitions This Month	\$ (22,977.00)
	=====
Construction Funds Remaining	\$ 87,668.67
 Series 2018 Bond Issue	 \$ 24,000,000.00
Current Committed Funding	
Lake Nona South - Traffic Control Devices	\$ (54,546.10)
Nemours Parkway Phase 4 - Yellowstone Landscape	(127,619.13)
Nemours Parkway Phase 6 - Jr. Davis	(106,857.38)
Lake Nona Hartwell Court Extension - DeWitt Excavation	(139,785.52)
Lake Nona Nemours Parkway Phase 7 - Jr. Davis	(4,274,274.69)
	=====
Total Current Committed Funding	\$ (4,703,082.82)
Upcoming Committed Funding	
Lake Nona Kellogg Avenue Extension – DeWitt Excavation	\$ (586,812.14)
	=====
Total Upcoming Committed Funding	\$ (586,812.14)
 Total Committed Funding	 \$ (5,289,894.96)
 Net Uncommitted	 18,797,773.71