

**CARLTON LAKES  
COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS  
REGULAR MEETING  
JULY 7, 2022**

**CARLTON LAKES**  
**COMMUNITY DEVELOPMENT DISTRICT AGENDA**  
**JULY 7, 2022 AT 6:00 P.M.**  
**CARLTON LAKES CLUBHOUSE**  
**LOCATED AT 11404 CARLTON FIELDS DRIVE, FL 33579**

<b>District Board of Supervisors</b>	Chair	Freddy Barton
	Vice-Chair	Elizabeth Diaz
	Supervisor	Rena Vance
	Supervisor	Nicholle Palmer
	Supervisor	Fredrick Levatte
<b>District Manager</b>	Inframark	Rick Reidt
<b>District Attorney</b>	Straley Robin Vericker	Vanessa Steinerts
<b>District Engineer</b>	Stantec (Interim)	Tonja Stewart

*All cellular phones and pagers must be turned off while in the meeting room*

The meeting will begin at **6:00 p.m.** Following the **Call to Order**, the public has the opportunity to comment on posted agenda items during the second section called **Public Comments on Agenda Items**. Each individual is limited to **three (3) minutes** for such comment. The Board is not required to take action at this time, but will consider the comments presented as the agenda progresses. The third section is called **Business Items**. This section contains items for approval by the District Board of Supervisors that may require discussion, motions, and votes on an item-by-item basis. If any member of the audience would like to speak on one of the business items, they will need to register with the District Administrator prior to the presentation of that agenda item. Agendas can be reviewed by contacting the Manager's office at (813) 873-7300 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The fourth section is called **Consent Agenda**. The Consent Agenda section contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The fifth section is called **Vendor/Staff Reports**. This section allows the District Administrator, Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The sixth section is called **Supervisor Requests**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet the District's needs. The final section is called **Audience Questions, Comments and Discussion Forum**. This portion of the agenda is where individuals may comment on matters that concern the District. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 873-7300, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1, who can aid you in contacting the District Office.

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

Agendas can be reviewed by contacting the Manager's office at (813) 873-7300 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting.

**Carlton Lakes Community Development District**  
Dear Board Members:

The Regular Meeting of the Board of Supervisors of the Carlton Lakes Community Development District will be held on **Thursday, July 7, 2022 at 6:00 p.m. at the Carlton Lakes Clubhouse located at 11404 Carlton Fields Drive, Riverview, FL 33579**. Please let us know 24 hours before the meeting if you wish to call in for the meeting. Following is the agenda for the meeting:

**Call In Number: 1-866-906-9330** **Access Code: 4863181#**

- 1. PLEDGE OF ALLEGIANCE**
- 2. CALL TO ORDER/ROLL CALL**
- 3. PUBLIC COMMENT ON AGENDA ITEMS**
- 4. VENDOR/STAFF REPORTS**
  - A. District Counsel.....Tab 01
    - i. District Personnel Manual
  - B. District Engineer.....Tab 02
    - i. Storm Water Erosion Plan
    - ii. Discussion on Outflow Repair
  - C. Pine Lake Nursery.....Tab 03
    - i. Community Inspection Reports
    - ii. Discussion on Entry Monument Landscape Enhancements
  - D. District Manager.....Tab 04
    - i. Manager Memo
    - ii. Community Action Item List
- 5. BUSINESS ITEMS**
  - A. Acceptance of Board Resignation – Supervisor Levatte.....Tab 05
  - B. Discussion on Bond Refinance/Refunding and Loans for Capital Improvements
  - C. Discussion on Future Survey Monkey for Capital Improvements
  - D. Discussion on Pool Maintenance Proposal.....Tab 06
  - E. Discussion on Clubhouse Interior Painting Proposal.....Tab 07
  - F. Discussion on Umbrella Base Proposal.....Tab 08
  - G. Discussion on WIFI Extender.....Tab 09
  - H. General Matters of the District
- 6. CONSENT AGENDA**
  - A. Consideration of Minutes of the Board of Supervisors June 02, 2022..... *Under Separate Cover*
  - B. Consideration of Minutes of the Board of Supervisors Workshop June 16, 2022 .....Tab 10
  - C. Consideration of Operation and Maintenance Expenditures May 2022.....Tab 11
  - D. Review of Financial Statements Month Ending May 31, 2022.....Tab 12
- 7. BOARD OF SUPERVISORS REQUESTS AND COMMENTS**
- 8. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM**
- 9. ADJOURNMENT**

We look forward to speaking with you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 873-7300.

Sincerely,  
  
*Rick Reidt,*  
District Manager

**CARLTON LAKES**

**COMMUNITY DEVELOPMENT DISTRICT**

**Hillsborough County, Florida**

# **PERSONNEL MANUAL**

Adopted on \_\_\_\_\_

Effective Immediately

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## Welcome to CARLTON LAKES CDD

The following pages contain information regarding many of the policies and procedures of CARLTON LAKES CDD. These policies are a condition of employment. Labor relation laws require that all employers maintain a written policy that is applied non-discriminately to all employees.

If you have questions or need assistance reviewing this document please contact:

Meritus Corp. or Operations Manager

For life threatening emergencies call 911.

For facility emergencies call:

Carlton Lakes CDD – Operations Manager	813-[ ]
Rick Reidt, District Manager – Cell.	813-[ ]
Meritus Corp.	813-873-7300
Meritus Corp. Emergency Services Phone correct?]	[800-644-5674

### Disclaimer

This handbook is intended only to outline the employment policies, procedures and benefits of CARLTON LAKES CDD. This manual is not intended to be all-inclusive and should not be considered to be an employment contract. The Board of Supervisors of CARLTON LAKES CDD reserves the right to change employment policies, procedures, benefits or this manual at any time. Employees will be notified of any policy changes, additions or deletions. Said changes will immediately become a part of this manual.

## Introduction

### ***Mission Statement***

To provide quality services to residents and their guests. To treat our residents, their guests and co-workers in a kind and friendly manner. To be a positive influence in the community.

### ***Career Opportunities***

It is our desire to see each and every employee achieve their highest potential. We will do our best to provide the opportunity and offer training, education and guidance whenever possible. See your immediate supervisor if you have questions.

### ***Open Door Policy***

It is our objective to provide a work environment free from elements that would deter you from doing your best work. All concerns may be expressed through our open door policy. Management at CARLTON LAKES CDD maintains this

open door policy to discuss any issues you may have. Feel free to express yourself about work related or personal matters. We welcome your input.

If you feel you have been discriminated against in any way you are encouraged to express concern through this open door policy.

### **Code of Conduct**

Employees of CARLTON LAKES CDD are to conduct themselves in a responsible, professional and ethical manner. You must report unethical or dishonest behavior to your immediate supervisor.

Reported activities will be investigated by appropriate CARLTON LAKES CDD management team members. The management team will determine appropriate means for proper resolution. Employees found to be conducting themselves in an unethical manner may be subject to appropriate disciplinary action, including termination.

## **Employment**

### **Equal Opportunity Employment**

Employees are hired based solely on CARLTON LAKES CDD's personnel requirements and the qualifications of each individual candidate.

We do not tolerate nor condone discrimination due to age, race, color, religion, sex, national origin or disability. We will comply with the spirit and letter of all local, state and federal laws pertaining to employment. Furthermore, we do not discriminate due to age, race, color, religion, sex, national origin or disability when making decisions regarding termination of employees.

Any questions or concerns regarding any aspect of this policy should be directed to the District Manager.

### **Employment Eligibility**

Federal law requires both new employees and re-hires to provide documentation of eligibility to work in the United States plus proper identity. A properly submitted form I-9 is required for employment.

### **Familial Employment**

CARLTON LAKES CDD does allow family members and relatives of employees to be considered for employment, provided they are qualified for the position and no other conflicts of interest exist. Hiring decisions will be the exclusive responsibility of the District Manager.

### **Criminal Convictions**

Criminal convictions are taken seriously at CARLTON LAKES CDD. We CARLTON LAKES CDD will conduct a criminal background check and sex offender registry search on all applicants. CARLTON LAKES CDD reserves the right to disqualify any applicant for employment that has been convicted of a criminal offense or is listed on a sex offender registry.

Furthermore, conviction of a crime may result in an automatic termination. CARLTON LAKES CDD will make every effort to evaluate the nature and circumstances of the conviction. With the safety and well being of co-workers at stake, convicted employees may be subject to appropriate disciplinary action, including termination.

### **Violence**

Threats of violence and acts of violence are strictly prohibited. Employees threatening or committing acts of violence will be terminated. Report any such activity to your immediate supervisor or the District Manager.

### **Weapons**

Weapons and firearms, as defined by Florida Statutes Chapter 790.001, are generally defined as guns (firearms), knives and other objects which would do serious bodily harm to another when used as such. CARLTON LAKES CDD shall deem any such object a "weapon" for the purpose of enforcing of this policy.

Pursuant to Florida Statutes Chapter 790, the possession of a weapon is prohibited at CARLTON LAKES CDD Board of Supervisor meetings and CARLTON LAKES CDD property while on duty performing CDD business at any location. Any employee on duty or on CDD premises in possession of a weapon will be subject to appropriate disciplinary action, including termination. Report any weapon possession to your immediate supervisor. Appropriately licensed private security and sworn law enforcement officers hired by the CDD for off-duty security services are exempt from this policy.

### **Alcohol, Drugs & Illegal Substance Abuse**

All applicants must pass a drug test screening in order to be eligible for employment with CARLTON LAKES CDD. Additionally, CARLTON LAKES CDD reserves the right to conduct drug test screening on employees based on reasonable suspicion. Possession of alcohol, illegal drugs or other illegal substances is not permitted on CDD property, or while on duty in the employment of CARLTON LAKES CDD. Furthermore, employees are not permitted to report for duty while under the influence of alcohol, illegal drugs or other illegal substances. Employees failing to adhere strictly to this policy will be subject to disciplinary action, including termination. Report any suspicious activity to your immediate supervisor.

### **Sexual and Other Unlawful Harassment**

CARLTON LAKES CDD's objective is to provide a working environment free from discrimination and conduct commonly referred to as sexual harassment.

The E.E.O.C. (Equal Employment Opportunity Commission) has provided a broad definition of sexual harassment. It is general in nature and may not always be clear when evaluating everyday situations.

"Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
2. submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment."

Sexual harassment refers to behavior inappropriate in the workplace because it is offensive, unwelcome behavior which would not occur but for the sex of the offended person. Both sexual harassment, and accusations of sexual harassment, is disruptive to the work environment.

If you or a co-worker experiences what you believe to be sexual harassment or accusations of sexual harassment, report it promptly to your immediate supervisor or the District Manager. CARLTON LAKES CDD will investigate any employee, regardless of job position when such allegations are made. Based on available information, CARLTON LAKES CDD will take appropriate action and communicate on a need-to-know basis.

Appropriate disciplinary action, including termination will be taken against any individual for sexual harassment charges determined to be valid.

### **Employment Classifications:**

There are three (3) classifications of employees. These classifications are as follows:

Regular full time

Regular part-time (Non-exempt)

Temporary /Seasonal (Non-exempt)

A regular full time employee is any employee who works a normal (32 hours) work week on a regularly scheduled basis.

A regular part-time (Non-exempt) employee is any employee who works less than a normal work week, either on a regularly scheduled basis or on an irregular basis.

Temporary / Seasonal – an employee hired for a period not exceeding three months and who is not entitled to regular benefits. An extension of a temporary work classification for an additional three-month period, or less may be granted, if upon review by management, the assignment is clearly found to be necessary. A temporary employee may be full-time or part-time. In addition to the use of this classification for secretarial or clerical positions, it applies to students working part-time and those who work during the summer.

All employees are classified as exempt and non-exempt according to the following definitions:

**Salaried Exempt** - Positions of managerial, administrative or professional nature or for outside positions as proscribed by federal and state labor

statutes, which are exempt from mandatory overtime payment and which includes temporary employees.

**Salaried Non-exempt** – Positions of a clerical, technical or service nature, as defined by statutes which are covered by provisions for overtime payments.

We adhere to the Fair Labor Standards act (FLSA) as set for governmental employees.

Position descriptions are available from the Manager/District Manager as part of the Standard Operation Procedures for the District. The items included in each position description are the following:

1. Job identification;
2. Job qualifications;
3. Assigned responsibilities or duties;
4. Supervisor.

Position descriptions are used to determine employee selection, job requirements, performance appraisals, organizational structure, and relative worth of jobs in relation to each other. District management annually reviews all District positions to ensure equity and consistency in our human resource system.

### **Employment Evaluation**

All employees of the District will participate in a performance review with their supervisor/manager based on the following schedule:

1. Once a year or during the month of October.
2. As often as is warranted by the job situation and the employee's performance.

The performance review will be completed in writing by the Manager/District Manager. The employee is encouraged to share in the review process by adding written comments to the evaluation form.

The employee is also encouraged to do the following:

1. Inquire about his or her performance from time to time;
2. Accept additional responsibilities and show initiative;
3. Review opportunities for advancement within the job department or job classification;
4. Ask for assistance in developing a goal-oriented path for advancement within the department or district;
5. Learn about training available to assist the employee in skills improvement, promoter, or lateral transfer

The Supervisor/Manager will determine if a merit increase is warranted at the time of performance review. It is the District policy to reward employees with merit increases in salary for dedication in their work, extra effort, and better-than-average performance. Management does not award merit increases on

an automatic basis or at any preset interval. Merit increase recommendations must be approved by the next level of management and submitted in writing to the Human Resources or personnel department. (These increases may be up to but not surpass the budget adopted by the board of supervisors each year.)

All approved merit increases will be effective the first pay period following the performance review in October or as determined by management.

### **Personnel File**

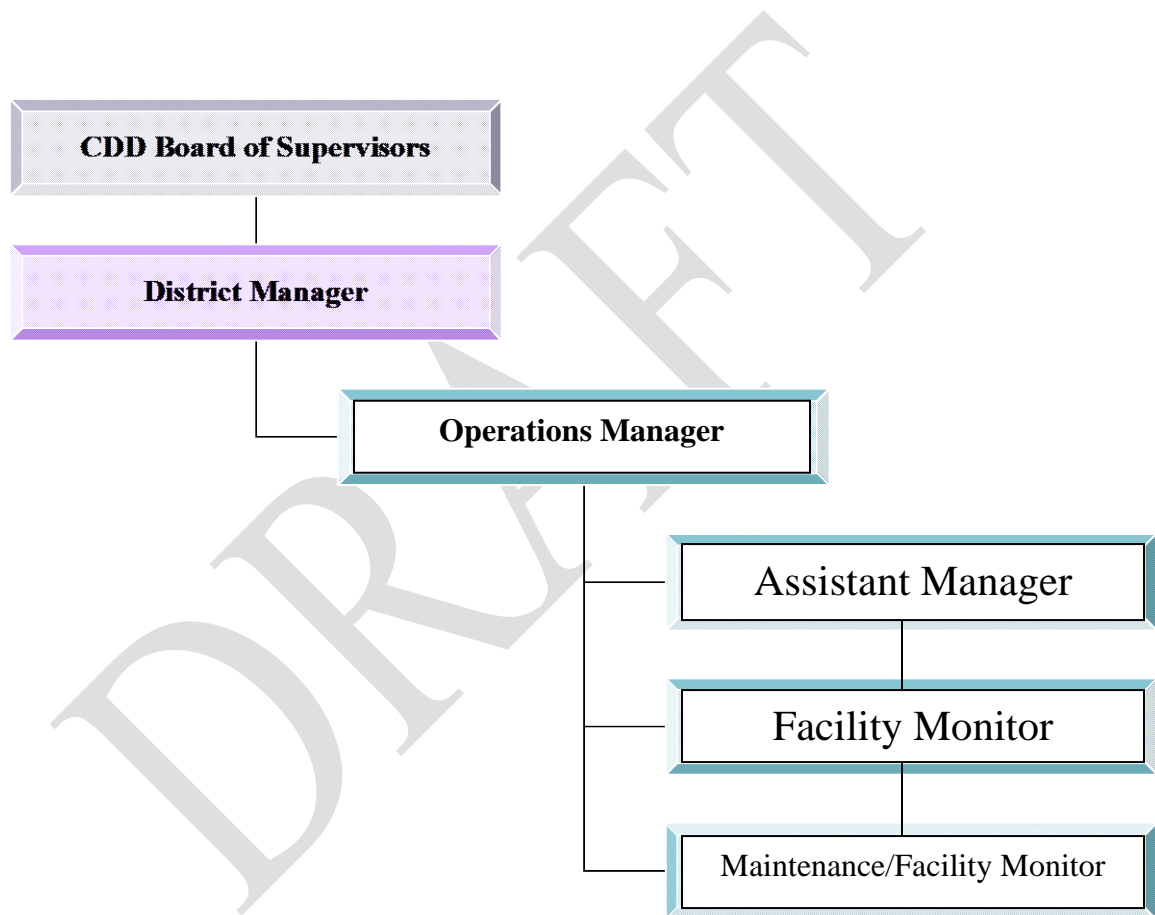
CARLTON LAKES CDD maintains a personnel file for each employee. Files are maintained by the District Manager and are subject to public disclosure pursuant to the Florida Statutes Chapter 119, Public Records. Employees may review their personnel file at any time by submitting a request to the District Manager. These files are considered a public record and the property of CARLTON LAKES CDD, no documents may be altered or removed by the employee. Copies of documents in the personnel file are available pursuant to state law and applicable policies and procedures for the copying of public records.

## Policies & Procedures

### Chain Of Command

The Chain of Command for the CARLTON LAKES CDD is as follows; all employees report to the Operations Manager, the Operations Manager reports to the District Manager. The District Manager reports to the Board of Supervisors.

Following is an illustration of the Chain of Command:



## **Attendance**

**Punctual attendance is mandatory for efficient job performance. In cases of absence for any reason notify your immediate supervisor as soon as reasonably possible. Poor attendance, absence without notification or habitual tardiness will be subject to appropriate disciplinary action, including termination.**

## **Parking**

CARLTON LAKES CDD employees are required to park in the designated employee parking area, if any. All other parking is reserved for visitors, residents and their guests.

## **Work Schedule Requirements**

With variations in work load based on demand from our residents, it is our responsibility to meet critical deadlines, sometimes with little notice. As a result, you may be required to work overtime be it pre-planned or spontaneous. Overtime is mandatory when required; it is a condition of employment. For eligible employees, overtime hours shall be compensated as provided herein.

Salaried employees are expected to adhere to established work hours; additionally salaried employees acknowledge their duties will require them at times to be available outside of these established hours (i.e. board meetings, maintenance emergencies).

## **Staff Meetings**

Group meetings of several employees as well as meetings of all employees are occasionally scheduled. Every effort is made to schedule these meetings during the hours worked by the vast majority of employees. Written notification for mandatory meetings will be distributed in advance. All employees are required to attend, when requested, even if it is not during their scheduled work hours.

## **Bulletin Boards**

Bulletin boards placed erected and in place at the Club House display official notices and announcements for employees to review. It is the responsibility of each employee to review the bulletin boards several times per week to be aware of information posted.

## **Suggestions**

CARLTON LAKES CDD always encourages employees to submit suggestions, comments or new ideas which may benefit the CDD or working conditions. All suggestions must be submitted in writing to the District Manager, whom shall review and consider the suggestion. A suggestion that requires the amendment or modification of a policy or procedure adopted and approved by the Board of supervisors shall be submitted to the Board at the

next regularly scheduled session. All submissions are considered a public record subject to disclosure pursuant to state law.

This policy does not replace or supersede Florida Statute 112.3187, the Whistle Blower Act. Employees may utilize the state procedure or internal procedure for the filing of a complaint. A complaint may be submitted in, person, writing or telephone to the District Manager. The District Manager shall document or receive any such complaint and direct the employee to the appropriate grievance procedure. The District Manager's referral is not deemed advice, endorsement or approval of the subject matter. Employees are required to know and understand the respective procedure they are invoking. It is anticipated that there may be incidents where the employee may not be willing to submit or openly come forward with a complaint directly to the District Manager, in which case the employee should utilize the state procedure.

### **Time Sheets**

All employees are required to turn in time sheets on a bi-weekly basis reflecting hours worked unless authorized to be exempt, as with supervisory and management personnel. For vacation, leave or holidays, time sheets must be turned in accounting for these days/hours.

Carlton Lakes is equipped with an electronic key card reader system. All employees are given an individual key card. All employees are required to swipe (register) their card on the system when they arrive at work, when they exit work for the day, when they start their paid or non-paid lunch break, when they end their paid or non-paid lunch break.

### **Lunch Break**

All employees are required to take a lunch break based on current Federal and Florida laws. Schedules may vary from employee to employee based on work schedule and from one department to another. It is the responsibility of your immediate supervisor to establish your lunch break schedule.

### **Breaks**

It is in the best interest of our employees and CARLTON LAKES CDD to provide a few breaks from work throughout the work day. It is the responsibility of your immediate supervisor to establish your break schedule.

### **Workplace Dress Code**

CARLTON LAKES CDD provides uniform shirts to employees who are facility monitors and/or maintenance. This provides for a consistent professional appearance and provides for the easy identification of employees by residents and vendors. This attire should be worn at all times while working. Employees must be considerate of the CDD's image as well as your image with residents and your co-workers. Office and Management staff must maintain a professional business casual appearance. All employee attire must be properly fitting, clean and present a professional appearance at all times.

### **Medical Attention**

CARLTON LAKES CDD requires employees to notify a supervisor when medical attention is required for any reason, accident or illness.

### **Compensation**

Compensation rates are established by the Board of Supervisors. Annual standard cost of living raise increases, merit raise increases and bonus awards shall be established by management based on the annual budget approved by the Board of Supervisors. Cost of living raises, when approved, shall go into effect on the first day of the fiscal year. The District Manager or supervisor designee shall conduct a written annual performance evaluation of each employee as provided below and may award a merit raise increase in compliance with the approved policy. Any merit or performance based increase beyond approved policy limits requires approval from the Board of Supervisors. Employment is based on an as-needed basis. Employees are not guaranteed tenure or retirement benefits.

### **Overtime**

Hours of work performed by hourly employees, over 40 hours in any seven day period, qualify for payment at a rate of 150% of the employee's regular hourly pay. All overtime must be approved in advance by your immediate supervisor to qualify.

All hours during a work week that are calculated in the total for overtime must be hours actually worked.

Exempt employees are exempt from mandatory overtime payments.

Non-exempt employees are not exempt from mandatory over time.

Managers are encouraged to recognize necessary exempt overtime by allowing compensatory time off to be taken at a time and under conditions mutually agreed upon. This must first be approved between the Exempt employee and his or her manager.

### **Wage and Salary Disclosure**

Compensation schedules are public information subject to disclosure pursuant to the public records law.

### **Payroll Schedules**

Employees are paid every two weeks, 26 times annually. Regardless of shift schedule, the work week begins Monday and ends Sunday. Payday is every other Friday. In the event payday falls on a holiday, paychecks will be distributed before the holiday. The District provides the opportunity and encourages participation in direct deposit.

### **Paycheck**

Payroll checks shall be distributed on payday as established in the Payroll Schedule section of this handbook. Federal, state and any other required taxes will be withheld from wages as will any voluntary deductions.

### **Payroll Deductions for Federal Tax, State Tax, FICA and Medicare**

As required by law, CARLTON LAKES CDD withholds taxes from employee earnings, as well as social security (FICA) and Medicare.

### **IRA's - Individual Retirement Accounts**

CARLTON LAKES CDD encourages employees to plan for retirement. IRA saving programs offers the employee advantages for retirement as well as tax savings at the time of purchase. Contact the District Manager for details and information regarding automatic payroll deductions.

### **Working Away From the Office**

Electronic media opens the door to new opportunities for working away from the office. As a general rule we discourage this practice. However, there may be certain and specific circumstances where doing so could benefit both the employee and CARLTON LAKES CDD.

If you wish to consider this option discuss it with your immediate supervisor. If the supervisor concurs, they will request authorization from the District Manager. Monitoring procedures may be put in place during the off-site working arrangement. All arrangements for such activities are considered temporary and may be terminated without notice.

### **Performance & Evaluation Reviews**

Annual performance and evaluation reviews will outline the competencies you need to perform your job functions successfully. Your contributions to your department and CARLTON LAKES CDD are also reviewed and documented. Your supervisor will discuss job requirements for your duties and identify your specific skills. Together you will establish plans for your growth and development. All performance reviews will become a permanent part of your personnel file.

### **Reimbursement of Expenses**

Expenses to be reimbursed by CARLTON LAKES CDD must be approved in writing prior to expenditure. To receive reimbursement you must furnish the District Manager with two items: receipts for all expenses (other than per diem or mileage) and a properly completed expense form (available from your immediate supervisor).

We appreciate your expenditures on behalf of CARLTON LAKES CDD and will make every effort to reimburse you in a most timely fashion.

If you require an advance for expenses, see your immediate supervisor.

### **Reporting Personal Information Changes**

Employees must notify the District Manager whenever there is a change in their personal information on file with CARLTON LAKES CDD. This includes address, phone number, income tax withholding information, emergency contacts and if applicable.

### **Ethics - Gifts, Entertainment & Meals**

CARLTON LAKES CDD employees are subject to the current State of Florida laws on Ethics for Employees and Elected Officials, which can be found at Florida Statute Chapter 112 and adopted herein by reference.

### **Personal Property**

CARLTON LAKES CDD is not responsible for personal property of employees in facilities, vehicles or parking areas.

### **Personal Safety**

At CARLTON LAKES CDD the safety of our employees is a top priority. We will make every effort possible to ensure the safest working environment possible. If you have suggestions or concerns discuss them with your immediate supervisor or the District Manager. If you feel you are in danger performing your job duties, stop working and report the hazard to your immediate supervisor.

### **Food & Beverage**

Without exception, food and beverage is strictly prohibited within immediate proximity of any computers, servers, related hardware, application storage areas or production equipment. In all other areas, employees should be mindful of potential resident visitors within the work area. Meals should be eaten in the specified dining or break area. Field operations staff is encouraged to eat meals in safe and secure locations.

### **Smoking**

Smoking is not allowed at CARLTON LAKES CDD facilities except in designated area. While smoking, please be considerate of others. All smoking materials must be extinguished properly and disposed of in appropriate receptacles. Smoking is only allowed on authorized break periods.

## **CDD Property**

### **Confidential Information Security**

As a matter of course certain employees of CARLTON LAKES CDD will have access to information and records exempt from the public records disclosure requirement. This information includes, but is not limited to, employee social security numbers, off-duty law enforcement personnel personal information and security patrol information. It is a condition of employment that you not disclose this information to third parties during or after employment. Disclosure of CARLTON LAKES CDD protected information without express written approval is prohibited. An employee that is unfamiliar with the requirements of this policy should promptly contact their immediate supervisor or District Manager.

### **Facilities Security**

It is the responsibility of all employees to make sure the facilities and work areas are secure. Any employee entrusted with facility keys shall make certain the facility is secure when that employee is the last to leave. See your immediate supervisor if you will be left with this responsibility. This includes, but is not limited to, turning off appropriate lights, closing and locking all doors and windows and setting the security alarm, if applicable.

Report any potential security risks to your immediate supervisor.

### **Office Supplies, Postage & CDD Accounts**

CARLTON LAKES CDD postage, postage systems, shipping accounts and accounts with various vendors and suppliers are to be used for CDD business purposes only. Improper use of these items may result in appropriate disciplinary action, including termination.

### **CDD Vehicles**

Use of CDD vehicles for personal purposes is prohibited. If you have been assigned a CDD vehicle, it should be used strictly for CDD business and for travel to and from CDD business locations and activities. Employees found to be using CDD vehicles for personal use may be subject to appropriate disciplinary action, including termination. Use of vehicles is allowed only after being insured by the district and signing a vehicle use agreement.

### **CDD Equipment**

CDD property, such as printers, copiers, computers and all production tools are to be used for CARLTON LAKES CDD business purposes only. Use of unauthorized equipment may result in appropriate disciplinary action, including termination.

Your designated work area, desks and cabinets are not to be locked with personal locks. If you need assistance securing CDD property see your immediate supervisor.

### **Phone Systems, Voice Mail and Personal Calls**

Telephone systems, equipment and operators are in place to provide business services of the CDD. Employees are to limit the personal use of these items.

Long distance calls for personal use are prohibited.

### **Conservation**

Conserving energy and resources is a priority at CARLTON LAKES CDD. Employees are required to conserve power and water in all reasonable ways.

### **Computers and Related Equipment**

CARLTON LAKES CDD provides employees access to computers, printers and other equipment on an as-needed basis, to perform their job requirements. This equipment is to be used exclusively for the business activities of CARLTON LAKES CDD. Employees found to be using CDD

computer equipment for personal use may be subject to appropriate disciplinary action, including termination.

Employees are required to maintain their computers and related equipment in good working order. If any of your equipment needs service, repair or maintenance, notify your immediate supervisor.

Employees shall not use CDD systems to knowingly violate any city state or federal laws.

Computer games and personal software may not be installed on CDD equipment.

CDD equipment shall not be used to create or store personal information or projects.

CDD equipment shall not be used to store or display images depicting violence, sexually explicit material or are racially offensive material.

Software installed on CDD computers must be properly licensed and installed at the direction of the computer systems supervisor.

Employees are not permitted to download any software (free or otherwise) without express permission from the computer systems supervisor.

### **Internet**

CDD computer systems, connected to the internet, are connected for business purpose only. Accessing the internet for personal use is not permitted. Accessing of pornography, viewing of offensive material and the use of CDD computer system resources for personal activity (e.g. printing documents, emails, posting on chat lines or websites to promote personal views or opinions) is not permitted and may result in disciplinary action. Employees are expressly prohibited from allowing any third party non-CDD employee to use CDD provided computers or internet services.

Conducting CDD business on the internet must be done following all guidelines and policies for conducting business in conventional settings.

Do not expect privacy on CDD computers. Each website visit, each email, each chat and each file transfer, by every computer on the system may be tracked and reviewed by the CARLTON LAKES CDD.

CARLTON LAKES CDD maintains the right to limit internet access.

CARLTON LAKES CDD emails and internet activity are public record.

While accessing the internet, employees should be fully aware of the global reach of the media. Employees are required to maintain a high level of dignity and be mindful that they represent CARLTON LAKES CDD to the world at large while online.

For protection of CARLTON LAKES CDD's network and proprietary information, security measures have been installed on the system. No employee shall, under any circumstances, attempt to disable or circumvent these security measures.

## **E-Mail & Electronic Communication**

CDD provided email is provided for business purposes only. All emails, sent or received, are CDD records and as such, are accessible to appropriate staff members and public review.

No anonymous emails can be sent from CDD systems. All employees are required to identify themselves by name and email address.

## **Policy and Procedures**

Additional policy and procedures of the district are outlined in the Standard Operating procedures manual and through staff memos issued by the Manager or District Managers.

## **Policies for Leave of Absence**

### **Eligibility**

Non-paid leave of absence is a benefit of working at CARLTON LAKES CDD. To qualify for these leave of absence benefits the employee must be a full time employee and have completed a minimum of ninety (90) days continuous employment with CARLTON LAKES CDD. Full time employees are employees who have been assigned a regular 40 hours per week work shift. Employees scheduled for less than 40 hours weekly are not eligible. CARLTON LAKES CDD reserves the right to, without notice; revise these leave of absence policies.

If you have questions contact the District Manager.

### **Personal Leave of Absence**

CARLTON LAKES CDD will make every reasonable effort to consider unpaid personal leave of absence. Application for unpaid personal leave of absence authorization must be submitted to the District Manager, whom will submit the request to the Board of Supervisors at the next regularly scheduled meeting. Many factors are considered when determining eligibility for personal leave of absence and will be granted or denied solely at the discretion of CARLTON LAKES CDD Board of Supervisors. When granted, the maximum allowable period is 30 days per calendar year.

### **Family & Medical Leave**

CARLTON LAKES CDD employees may be eligible to take leave as per the terms of The Family and Medical Leave Act of 1993. Consult the District Manager for details and notify your immediate supervisor if you choose to take this unpaid leave of absence.

### **Jury Duty**

Notify your immediate supervisor if you are summoned for jury duty. Time off from work will be granted as necessary in compliance with applicable law.

### **Military Duty**

In accordance with requirements of law, CARLTON LAKES CDD will provide military leave of absence and reinstatement for qualifying employees. CARLTON LAKES CDD will provide eligible employees up to two weeks paid leave for military leave of absence.

### **Severe Weather Closings**

In the event the CDD must close for the day due to severe weather or emergencies, the CDD will make every reasonable effort to notify you. Full time and exempt employees will be paid for the day up to a maximum of three days.

If weather conditions are so severe that you are unable to travel to work, contact your immediate supervisor. Full Time and exempt Employees will be paid for the day when these instances arise and travel restrictions can be independently confirmed.

### **Worker's Compensation**

State and federal law governs eligibility requirements.

Employees are required to report job-related injuries immediately. Failure to comply could result in difficulty with the employee's claim.

Report all accidents or injuries to your immediate supervisor.

### **Holidays**

#### **Holiday Schedule:**

The following are the current District paid holidays for full time and exempt employees, pursuant to Chapter 110.117, Florida Statutes, and may be changed each year:

New Year's Eve (½ Day)  
New Year's Day  
Martin Luther King, Jr. Day  
Memorial Day  
Independence Day  
Labor Day  
Veterans' Day  
Thanksgiving Day  
Friday after Thanksgiving  
Christmas Eve (1/2 Day)  
Christmas Day  
Floating Holiday

If any of these holidays falls on Saturday, the preceding Friday shall be observed as the holiday. If any of these holidays falls on Sunday, the following Monday will be observed as a holiday.

Non exempt part time employees do not receive holiday pay except as state below:

Carlton Lakes CDD is open 365 day a year. Non exempt part time employees will be paid 150% of their normal pay when working the following Holidays.

New Years Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Day

### **Vacations**

CARLTON LAKES CDD provides paid vacation time for all full time and exempt employees. To qualify for vacation benefits a full time employee must have completed one full year of continuous employment. Time is computed based on their anniversary date. There is no carrying forward of unused vacation time beyond 5 days to the next year. Salaried Exempt employees paid vacation may be negotiated with the District Manager and vary from this schedule.

#### **Vacations Schedule:**

1 to 2 years service	5 days Paid Vacation
3 to 5 years service	10 days Paid Vacation
6 to 10 years service	15 days Paid Vacation
11 to 20 years service	20 days Paid Vacation
Over 20 years service	25 days Paid Vacation

Additional non-paid vacation days may be considered in order to extend vacations providing you acquire written approval from your immediate supervisor. Workloads are considered when choosing to grant or deny these requests. Paid CDD holidays which occur during your vacation are not counted as vacation days

Non exempt part time employees having completed three years of employment will be eligible to receive pro-rated hours of vacation based on average weekly hours worked over the previous year.

3 to 5 years of continuous service - 5 Days of Average Hours worked daily

6 to 10 years of continuous service - 10 Days of Average Hours worked daily

There is no carry-over of vacation into the next year for Non exempt part time employees. Vacation must be used. Vacation must be scheduled based on workloads and will require approval of Manager/District Manager.

Non exempt part time employees are eligible for non-paid vacation days. These non paid vacation days may be considered based on workloads and will require the approval of the Manager/District Manager.

### **Sick Time Off**

CARLTON LAKES CDD provides paid sick time for all full time and exempt employees. To qualify for paid sick time off benefits a full time or exempt employee must have completed one full year of continuous employment. Time is computed based on their anniversary date. There is no carrying forward of unused sick time to the next year. Salaried Exempt employees paid Sick time off may be negotiated with the District Manager and vary from this schedule

1 to 2 years service	5 days Paid Sick Time Off
3 to 5 years service	7 days Paid Sick Time Off
6 plus years service	10 days Paid Sick Time Off

Non-exempt employees will be allowed time off for sickness at no pay. Excessive sick time over the above schedule may become a disciplinary issue.

Every attempt should be made to notify Manager/District Manager of needed sick time off at least 24 hours prior to scheduled time to work. However a minimal notice of one hour prior to work scheduled start time is required. Absence with no prior notice may be considered for disciplinary action.

## **Covid-19 Policy and Safety Protocols**

CARLTON LAKES CDD is following guidance from federal, state and local public health officials on how and when to exclude employees that are diagnosed, sick or exposed to Covid-19. We must all act responsibly to protect the health, well-being, and safety of our employees, members and guests.

Employees should assess their health daily before coming to work and throughout the day to determine if they have symptoms of Covid-19. More information may be found on the CDC website at <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

Employees with any of the following symptoms must stay home:

- Fever or chills
- New loss of taste or smell
- Vomiting

Employees who recently develop two or more of the following symptoms should consult with their supervisor about coming to work or remaining at work:

- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache

- Sore throat
- Congestion or runny nose
- Nausea

Employees must notify their supervisor if they are being tested for Covid-19, if they have been in “close contact” (as defined by the Centers for Disease Control and Prevention (“CDC”)) with someone with Covid-19, and/or if they have Covid-19 (even if they don’t have symptoms). The CARLTON LAKES CDD has the right to request a doctor’s note or test from a medical professional from the employee or anyone in their household if the employee is out of work due to quarantine or isolation and/or if the employee is being tested for COVID-19.

Part-time employees will not be paid for sick leave or quarantine during the time they are out of work. Full-time employees will be paid for sick leave as long as they provide a note from their healthcare provider or positive Covid test from a medical professional.

Covid-19 information is subject to change as new guidelines are provided. It is your responsibility to stay up to date with the latest updates and recommendations from the CDC. Please visit [www.cdc.gov](http://www.cdc.gov) for these updates.

It is now optional, but we still recommend, that employees and the general public wear masks or other face coverings when in the office or otherwise using club facilities.

Employees are instructed to frequently wash their hands for 10-15 seconds. Employees are required to wash their hands after handling money and in between tasks.

Employees are instructed to sanitize the clubhouse and other common areas using a disinfectant approved by the United States Environmental Protection Agency for use against Covid-19

### **Bereavement**

Full time and exempt employees only will be paid for up to (3) three days leave to attend the funeral of an immediate family member. (Spouse, Child, Sibling, Parent and Grandparent)

Full time and exempt employees may be paid for up to (1) day leave to attend the funeral of any other blood relative. Bereavement leave under all other circumstances requires the approval of your immediate Manager/District Manager.

Non-exempt part time employees do not qualify for bereavement pay however the district will allow similar time off without pay with Manager/District Manager approval.

## **Benefits**

### **Overview**

Benefits provided to employees are at the will of CARLTON LAKES CDD and CARLTON LAKES CDD reserves the right to modify or eliminate benefits without notice under conditions of law. The benefits listed herein are intended to be a general description only. Details of specific benefits are outlined in the documentation for the benefit program.

### **Eligibility**

To qualify for vacation benefits a full time employee must have completed one full year continuous employment. To qualify for holiday benefits a full time employee must have completed 90 days of employment with a minimal good rating. Full time employees are employees who have been assigned a regular 40 hours per week work shift. Employees scheduled for less than 40 hours weekly are not eligible. CARLTON LAKES CDD reserves the right to, without notice, revise these eligibility requirements.

If you have questions contact the District Manager.

### **Group Medical Insurance**

CARLTON LAKES CDD does not offer group medical insurance benefits to employees. It is the responsibility of each employee to provide their own medical coverage.

### **401K Plan**

CARLTON LAKES CDD does not offer a 401K plan at this time.

### **Retirement**

CARLTON LAKES CDD does not offer a retirement plan at this time.

### **Education - Tuition Reimbursement**

CARLTON LAKES CDD does not provide tuition reimbursement unless approved by the Board of Supervisors.

## **Employee Discipline**

### **Disputes Between Employees**

For disputes between employees, open communication is encouraged. An issue at controversy should be first discussed between the two employees and each employee should make every attempt to resolve their differences. If no resolution is reached, both employees together should approach a supervisor and allow the supervisor to participate in the resolution. If a resolution is not reached, then the District Manager should be notified.

### **Discipline**

CARLTON LAKES CDD employs a progressive discipline program intended to adjust inappropriate behavior of employees. Under this program, employees may be reprimanded, suspended with or without pay, or terminated. The program is progressive in that, except in cases that constitute a real imminent danger to the district or a flagrant violation, discipline will follow these steps: 1) Verbal Reprimand, 2) Written Reprimand, 3) Suspension (with or without pay) and or Termination.

### **Violation of CDD Policy**

Employees found to be in violation of CDD policy will be given official notice of the infraction. All reasonable attempts to resolve the problem will be made to constructively resolve the situation. Appropriate disciplinary action, including termination, may be taken if the violation continues.

Employees who believe they have been falsely charged with an infraction can appeal the charge to the District Manager. All appeals must be in writing clearly defining the reason the employee believes the charge was false. The District Manager will review all available information and make a ruling. All decisions of the District Manager are final.

Notices of violation, appeals and final disposition documentation will become a permanent record in the employee's personnel file.

### **Termination of Employment**

CARLTON LAKES CDD may terminate employment at any time for any reason. If an employee is terminated for a severe violation of policy they will be escorted from the premises immediately. Any personal property, plus their final paycheck including any earned vacation pay, if applicable, will be given to the employee upon receipt of all CDD owned property.

Employees of CARLTON LAKES CDD are not given tenure. The employee of CARLTON LAKES CDD may choose to terminate employment at any time.

Employees choosing to terminate their employment with CARLTON LAKES CDD are required to return all CDD property to their immediate supervisor before leaving the premises on their final day of employment.

The District Manager will provide opportunity to all employees leaving CARLTON LAKES CDD to have an exit interview. Request for exit interviews must be made with reasonable time for the District Manager to schedule the interview.

**CARLTON LAKES CDD reserves the right to make changes to this Personnel Manual for the purpose of modifying, revising and updating CDD policy and this manual. Notice of changes will be posted on the bulletin boards and become a part of this manual. Violation of any CDD policy may result in immediate termination.**

## Employee Acknowledgement

I have read the policies outlined in this handbook. I understand that while this is not an employment contract I am bound to abide by the policies set herein.

I further understand that CARLTON LAKES CDD may modify, revise and update this manual from time to time. I am also aware that this updating may include additions or deletions.

I also certify that I have had ample time to discuss this handbook and its contents with CARLTON LAKES CDD representatives and I fully understand the contents.

With this knowledge I accept the policies outlined herein as a condition of employment.

Employee name (print) \_\_\_\_\_

Employee signature \_\_\_\_\_

Date \_\_\_\_\_

Drug Testing Policy

Current and prospective employees who now work, would work if engaged, or in the near future may possibly work, in safety-sensitive areas will be asked to submit to drug and alcohol testing per CARLTON LAKES CDD's policy. Prospective employees will not be asked to submit to testing unless an offer of employment has been made. Negative test results for drugs and/or alcohol are a condition of employment. This policy is intended to comply with all state laws governing drug and alcohol testing and is designed to safeguard employee privacy rights to the fullest extent of the law.

Not all CARLTON LAKES CDD employees are subject to drug and alcohol testing. Employees who do work, would work if engaged, or at sometime in the near future may possibly work, in the following areas or job positions are subject to drug and alcohol testing:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Any drug and/or alcohol testing requested by CARLTON LAKES CDD will be paid for by CARLTON LAKES CDD and conducted by a laboratory licensed by the state.

CARLTON LAKES CDD's drug and alcohol testing program is limited to testing for the following:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_. Other substances found, will not be reported.

Each employee asked to submit to a drug or alcohol test will be notified of their results by CARLTON LAKES CDD within \_\_\_\_\_ of receiving the lab results. Every reasonable effort will be made by CARLTON LAKES CDD to maintain confidentiality regarding results. If the test results are confirmed positive, the employee will be given the opportunity to explain. The employee may also have the same sample retested at a laboratory of the employee's choice, providing the lab is licensed by the state.

CARLTON LAKES CDD does not tolerate the use of alcohol or nonprescription drugs on CDD premises or during work hours at any other employment location as required by CARLTON LAKES CDD. If an employee is suspected of working while under the influence of illegal drugs and/or alcohol, the employee may be suspended and required to submit to a drug and/or alcohol test. Suspension shall be without pay until the results of the test are obtained by CARLTON LAKES CDD. If the results are negative, the employee will be reinstated and compensated for normal hours of work missed as a result of the suspension. Positive test results may result in termination of employment.

All employees and prospective employees are hereby notified that test results may be used in arbitration, administrative hearings and court cases arising because of the employee's drug testing. Results will be sent to federal

## CARLTON LAKES CDD Personnel Manual

agencies as required by federal law. In all other instances every reasonable effort will be made by CARLTON LAKES CDD to protect the confidentiality of the information.

CARLTON LAKES CDD  
Attn: District Manager  
2005 Pan Am Circle, Suite 300  
Tampa, FL 33607  
Tel: 813-873-7300

DRAFT

## Drug Test Consent Form

I, \_\_\_\_\_ have applied for employment with CARLTON LAKES CDD. I understand that as a condition for my being considered for employment at the position for which I am applying, I may be required to undergo drug and/or alcohol testing. I willingly agree to this testing and understand that if my test results are positive, I shall not be considered further by CARLTON LAKES CDD for this position.

I hereby authorize any laboratory, physician or medical professional retained by CARLTON LAKES CDD to conduct such testing and to provide the results to CARLTON LAKES CDD. I further release CARLTON LAKES CDD and any person affiliated with CARLTON LAKES CDD and any such institution or person conducting the testing, from liability therefore.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Name (Please print)

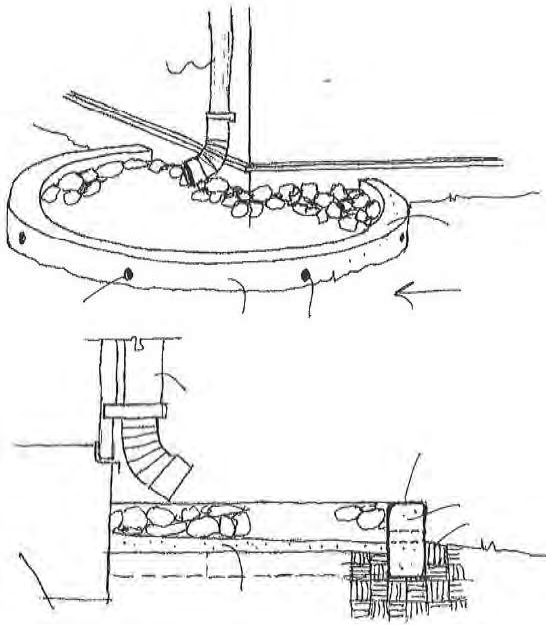
## STORMWATER POND SLOPE EROSION

The slopes of the community's stormwater ponds must be maintained with proper vegetation in order to control and prevent *erosion*, or loss of the soil. Erosion of the slopes can be extremely expensive to repair and can sometimes also add unwanted sediment to the water that can negatively affect the water quality in the pond. In addition, eroded banks make it difficult to access and maintain the ponds and unchecked erosion may cause damage to the properties of homeowners next to the affected pond.

The slopes are susceptible to erosion due to

- wave action in the ponds
- the normal fluctuation of the groundwater levels between the rainy and dry seasons
- direct discharge of water from roofs or drains, such as through a roof downspout, a pool overflow pipe, or a water conditioner outflow pipe, that is very concentrated and can carry away soil in its path
- direct discharges from pool drains and water conditioners that contain chemicals such as chlorine or salt that can kill the grass and/or plants that keep the soil in place
- lack of grass and/or plants since vegetation helps keep the soil in place.

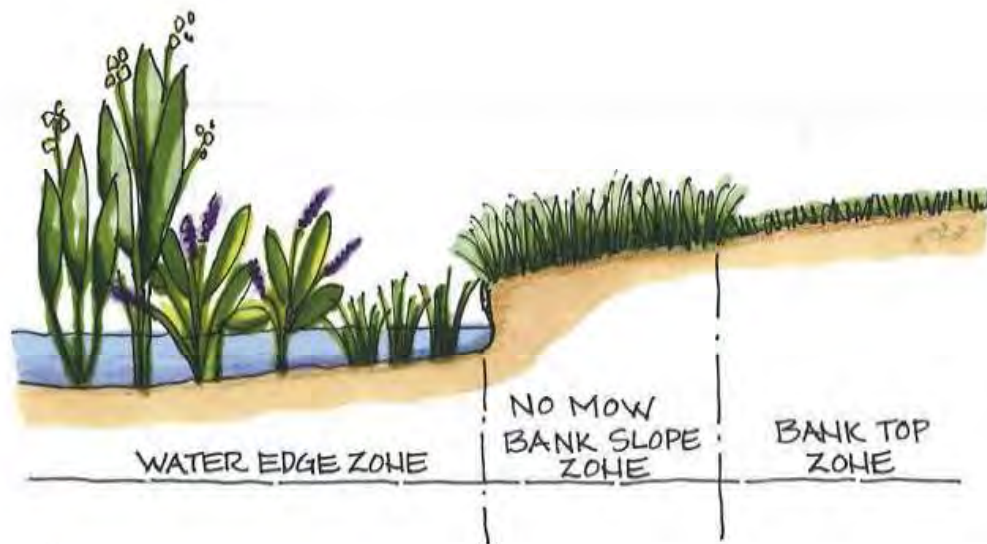
Discharges of water from roofs, pools, and water conditioners can significantly damage pond berms and slopes due to the quality of the water and the concentrated flow of water. Residents who have, or plan to create, a concentrated discharge of water must contact the CDD office to discuss ways to reduce the erosion potential. One way to avoid a concentrated discharge is shown in the illustration below:



It is also very important for vegetation to be established and maintained, on both private and CDD properties, within the pond berms and slopes so that bare soil doesn't lead to erosion. Any aquatic plants that the CDD may plant along the pond slopes should be protected to help stabilize the pond slope along and below the grass line and normal water level.

The District (CDD) performs regular inspections of the ponds to assess their conditions and identify any areas that have eroded or show potential for erosion. These areas are then scheduled for appropriate maintenance.

The CDD is implementing a new pond slope maintenance program in 2017 in accordance with guidelines from the University of Florida/IFAS Environmental Horticulture Department's Center for Landscape Conservation and Ecology. The program will use a Moderate to Gentle Slope with a cut bank for the ponds. Turf is planted to the water's edge and a no-mow zone will be established around the perimeter of the ponds. The no-mow strip will be groomed appropriately by the district's landscape maintenance company and will be left taller than a lawn. Homeowners must not mow, nor allow their landscape companies to mow, in the no-mow zone as this interferes with the proper functioning of the system. The following illustration provides more detail:





District Management Services, LLC

**MONTHLY LANDSCAPE MAINTENANCE INSPECTION GRADESHEET**

Site: Carlton Lakes

Date: Wednesday, June 29, 2022

MAXIMUM VALUE	CURRENT VALUE	CURRENT DEDUCTION	REASON FOR DEDUCTION
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**LANDSCAPE MAINTENANCE**

TURF	5	3	-2	<u>Some improvement</u>
TURF FERTILITY	10	9	-1	<u>Color is improving</u>
TURF EDGING	5	5	0	<u>Good</u>
WEED CONTROL - TURF AREAS	5	2	-3	<u>Broadleaf weeds pressure</u>
TURF INSECT/DISEASE CONTROL	10	10	0	<u>None observed</u>
PLANT FERTILITY	5	4	-1	<u>Fair</u>
WEED CONTROL - BED AREAS	5	5	0	<u>Good</u>
PLANT INSECT/DISEASE CONTROL	5	4	-1	<u>Aphids on Podocarpus</u>
PRUNING	10	10	0	<u>Good</u>
CLEANLINESS	5	5	0	<u>Good</u>
MULCHING	5	4	-1	<u>Fair</u>
WATER/IRRIGATION MGMT	8	8	0	<u>Good</u>
CARRYOVERS	5	4	-1	<u>Turf weeds</u>

**SEASONAL COLOR/PERENNIAL MAINTENANCE**

VIGOR/APPEARANCE	7	6	-1	<u>A few Coleus should be replaced</u>
INSECT/DISEASE CONTROL	7	7	0	<u></u>
DEADHEADING/PRUNING	3	3	0	<u></u>

**SCORE**

100	89	-11	89%
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Contractor Signature: \_\_\_\_\_

Manager's Signature: GR

Supervisor's Signature: \_\_\_\_\_



The landscape in front of the amenity center is in good condition.



The landscape at the entrance monuments is in good condition.



The turf along Arbor Pines needs to be treated for dollar weeds.



The turf color has improved in the common area on Leland Groves but there's still heavy broadleaf weed pressure.



There's some improvement in the turf conditions in the common area on Poke Ridge.



There's a drip line break at the monument at the North entrance on Clement Pride.



Weed detailing has improved in the landscape beds along Clement Pride.



Some of the declining Coleus need to be replaced.



The Jasmine next to the pool has not filled in and needs supplemental fertilizer.



The Ixora in front of the clubhouse that was damaged by the cold temperatures never recovered and should be replaced.



The Podocarpus along the playground need to be treated for Aphids.



Some weed detailing is needed at the clubhouse entrance.



The Gold mound next to the clubhouse dumpster continues to struggle. Pine Lake needs to monitor for White flies and apply more fertilizer.



## Proposal #1153

### CLCDD Entry Remodel Per Sign Design Option A

**Date** 6/28/2022  
**Customer** Rick Reidt | Meritus Corp | 2005 Pan Am Circle, Suite 300 | Tampa, FL 33607  
**Property** Carlton Lakes CDD | 11404 Carlton Fields Drive | Riverview, FL 33579

Pine Lake Services, Inc. would like to thank you for the opportunity to bid. We look forward to working with you on this project. If you have any questions, please feel free to contact us at any time at [projects@pinelakenurseryinc.com](mailto:projects@pinelakenurseryinc.com) or (813) 948-4736.

### Plant/Tree/Material Installation

#### Entry Monument sign Enhancement

Clean out unwanted plants.  
Install additional plants. Per Design Option A

Items	Quantity	Unit	Price
Irrigation upgrades/Adjustments	8.00	ea	
8-10-10 Fertilizer	25.00	lb	
Snapshot 2.5 TG	10.00	lb	
Mulch - Pine Bark Nuggets	4.00	yd	
Red Fountain Grass 3g Gal	24.00	ea	
Chinese Fan Palm 15G	6.00	ea	
Blueberry Flax Lily - 1 gal	10.00	ea	
Blue Agave 7G	6.00	ea	
Carissa Holly 3G	40.00	ea	
Gold Mound Duranta -3Gal	76.00	ea	
Dwarf Bottle Brush 3G	18.00	ea	
Top Soil	1.00	yd	

**Entry Monument sign Enhancement :** \$6,199.32

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**PROJECT TOTAL:** **\$6,199.32**

### Terms & Conditions

**Payment Terms**

Any proposal exceeding \$5,000 for an enhancement to a Maintenance property, a 50% deposit will be required upon acceptance in order to schedule job. The remaining 50% balance will be due upon completion of job.

Payments made via credit card will be accepted and will include an additional 3% credit card fee.

If payment requires Pine Lake to create and/or setup an account in an additional software, Pine Lake reserves the right to charge an administrative fee along with passing along any software fees charge.

**Exclusions**

The Following matters are excluded from the Work, unless specified in writing to the contrary:

This Proposal price is valid for thirty (30) days. We reserve the right to modify pricing after that time to better reflect current market prices.

Site work is excluded unless specified in writing within the Proposal. Site should be at finished grade (within 1" of final grade) and ready to install landscape material. If site is not at finished grade, Contractor reserves the right to delay until site is properly prepared.

Drainage: Should the Client's property be the lowest elevation in relation to surrounding property or buildings, the Contractor reserves the right to retain an expert to evaluate and propose drainage solutions. All costs for engineering services, as well as the actual drainage work will be at the Client's expense. Unless the Client has a detailed Topographical survey completed, the above clause may come into effect.

Soil, Sod and/or Mulch quantities are estimates only. They do not account for disturbed construction areas or other fluctuations. Invoices will reflect actual quantities used at proposed price per unit.

Conduit and connections for electrical, gas, and all other utilities and services

Site Unknowns: Including, but not limited to, sub-surface conditions/obstacles that create unforeseen labor, equipment, material or disposal charges

**Procedure for Extra Work and Changes**

If it shall become necessary for the Contractor to make changes in any designs, drawings, plans, or specifications for any part of the project or reasons over which we have no control, or we are put to any extra work, cost or expense by reason of any act or matter over which it has no control, the Customer will pay to the Contractor a fee for such changed or extra Work calculated on a time and materials basis. All changes to Work or pricing or the terms of this Agreement will be read and understood within the context and meanings of this Agreement unless stated explicitly to the contrary.

Change Order: The quantities or specifications of material as outlined in the Proposal could be adjusted at any time with approval in the form of a signed Change Order. Change Orders will be executed using current

market prices.

### **Warranty and Tolerances**

**Payments Received:** The Warranty for the contract is only valid if payment is received in full on acceptance of the work.

**Diligence:** the Contractor agrees to carry out its Work diligently and to provide sufficient supervision and inspection of its staff and subcontractors and that its work will be of proper and professional quality, and in full conformity with the requirements of the contract.

**Competence:** the Contractor warrants that it is competent to perform the Work and that it has the necessary qualifications including knowledge and skill with the ability to use them effectively.

**Site Unknowns:** It is the responsibility of the Client or the Client's Representative to fully inform the Contractor of all the information regarding site unknowns that may include difficult buried materials, cables, and pipes, tree stumps, drainage or water table issues, rock and shale sub-surfaces and/or other impediments, issues or factors that could otherwise impact the quality, cost and timeliness of project completion. Failure to notify the Contractor may lead to additional costs to the Client (at the Contractor's discretion) and schedule time not included in the Proposal, and may require changes in design and construction to overcome such problems – all for which the Client will be responsible. Client can avoid such risks by permitting the Contractor to do appropriate soil and ground tests, review the site, and to secure additional required site information from appropriate government and other authorities.

**Damaged Utilities:** Should damage occur to utilities during construction, the Contractor is only liable for the cost of the repair. the Contractor is not liable in any way for inconvenience to the Client caused by damage to the utilities.

Damage to neighbors buried utilities, on the Client's property, are the responsibility of the Client.

Damage to installed material (plants, trees, sod, etc) by foot traffic, machinery, equipment, other trades, owner neglect or acts of nature will be excluded from any warranty and will not be replaced at the cost of Contractor.

Damage due to pest infestation is excluded from warranty and any damaged material will not be replaced at the cost of the Contractor. If, however, the Contractor has a separate maintenance contract with the client, pest control would fall under that contract and would be subject to those warranty parameters.

Damage due to improper watering after final acceptance will not be replaced at the cost of the Contractor.

### **Material Tolerances**

**Wood:** Pressure treated wood cannot be guaranteed against warp age, checking, or cupping.

**Stone:** Natural stone has color variations that vary from stone to stone. In addition, mineral deposits such as

lime, iron, etc. can change the stone and even bleed. This is the nature of the product and the Client accepts this as a natural and acceptable quality of the stone.

Metal: Metal, which is not galvanized, is not guaranteed from rusting commencing immediately after installation.

Concrete: Spider cracks (hairline stress-fractures) are considered a normal characteristic of all types of concrete. Concrete may crack substantially over time due to proximity of tree roots.

Warranty Time Period: the Contractor warrants all construction and installation for a period of one (1) year, providing that they have been maintained properly. All construction materials are subject to manufacturer's specific warranties/guarantees. Planting is warranted for one (1) year if there is an approved irrigation system.

Client Responsibilities: The Client recognizes and agrees that they have a responsibility to maintain constructions, plants, bushes, trees, and other installations in keeping with standard quality maintenance requirements in order for the Warranty to remain in effect. Failure to properly maintain materials or horticulture installations will void the warranty. Client further recognizes and agrees that damage to construction, materials, horticulture elements and other warrantable items of the project will not be warranted if the damage or loss is due to elements beyond the control of the Contractor. For example, flooding eaves, troughs that damage plants, fallen branches, animal caused damage, damaged/ burst irrigation or drainage pipes that were not maintained properly, use of improper chemicals, improper maintenance, extreme or unusual weather conditions, and similar and/or related situations – void all warranties provided by the Contractor.

Use of Client Selected and Approved Substandard Materials: Client recognized and agrees that if the Client has chosen and approved the use of substandard materials for any application that the one year warranty will be void or otherwise limited in writing on those items so impacted, but will remain in affect for all other elements of the project not impacted directly or indirectly by use of substandard materials. the Contractor will notify in writing to the Client any material that the Client has selected that would negatively impact the one year warranty of the Contractor – prior to purchasing and/or installing such materials.

Material Grades: The Client recognizes that all materials come in a range of grades of quality and finishes, and that natural materials are not perfect. Natural wood has knots, and other natural materials have variability in color due to a wide range of factors, and that sample while useful in material selection decision-making, cannot be expected to accurately represent the total completed installation. The Contractor shall endeavor to enable the Client to see or understand the representative range of color, texture, and related of all materials installed on a project, however, acceptable Florida Grades and Standards will be used for the final selection of those materials. Once the selection has been approved by the Client, the Client will be responsible for all costs associated with changing any given material should the Client change their mind during or after material is purchased or installed.

By



By

**John Amarosa**

**Rick Reidt**

**Date**

6/28/2022

**Date**

**Pine Lake Nursery & Landscape,  
Inc.**

**Meritus Corp**

---

**Pine Lake Nursery & Landscape, Inc. | 2122 Henley Road | Lutz, FL 33558**

**Page | 1**

Board of Supervisors,

Memo: Fredrick Levatte employment as Operations Manager for the Facilities and Staff.

The Chair approved the hiring and the \$52,000 salary which had been previously discussed with the Board without a vote.

Fredrick submitted his resignation from the board prior to starting employment. His seat is now vacant, and the Board will ratify at this meeting.

Fredrick started Thursday June 23, 2022. I want you to know that the budget amount for him is \$85,800 a year. That is based on \$52,000 salary.

The mark up covers taxes, insurance, benefits, equipment (computer, etc.) overhead costs (back-office support, etc.) and a margin for Inframark. There would be no field management fee as was charged in the past as it is all wrapped up in this number. All time exceptions will be reported through our systems such as vacation, sick leave, holidays and unpaid leave.

The Board will need to ratify this understanding that we will need to move funds from taken for other categories in the budget next year.

As part of the hire process the chair approve that he will be off 6/30 thru 7/9 on his a previously planned vacation at no pay excused leave as we agreed. He will be paid July 4<sup>th</sup> as a Inframark holiday.

The Board must ratify this budgeted amount to proceed with his employment.

## Carlton Lakes Action Items

**July Meeting 2022**

Action Item Description	Responsible	Open Date	Date Due	Status	Comments
Bench's at least two per walk around two lakes.	DM	5/1/21	6/12/22	Approved	Neptune has pads in and will be securing benches hopefully by meeting in July.
Weir on Water Table 6 Failed due to hurricane waters.	Tonja Stewart	7/9/21	TBD	Ongoing Monitoring	Aquatic Plantings approved by Chair and DM will monitor moving forward.
Golf Cart Purchase	Chair	7/1/21	TBD		Purchase pending storage area.
Power for Golf Cart	DM	7/1/21	TBD		Will arrange when purchase is made.
Chase Repairs	DM	7/23/21	Open	Approved	Waiting on repairs.
Chase Purchases	DM	6/2/22	July Meeting	Approved Not to Exceed \$15,000	Board requested purchase of chases for immediate placement.
Pine Lake Storage Area	Pine Lake	9/3/21	Open		Pine Lake is nearing completion. Plantings needed.
Security or HCSO Service	DM	11/4/21	July Meeting	Completed	FHP Hired for coverage. Will discuss schedule with Board as Security information is protected.
Bond Review and Capital Improvement Capabilities	DM	5/19/22	June Workshop	Completed	Heather Dilley presented at workshop.
Review Pool Motor replacement	Zebra	5/19/22	August Meeting	Following Vendor Selection	Tabled and will review quotes from Pool Maintenance quotes.
Review of Pool Maintenance Quote	DM	5/19/22	July Meeting	In Agenda	Request for Quotes on Service and Pool Motor Placement from vendors. Aqua Pro, Sharper Image, Clear Tech and A Quality.
Obtain Painting Quotes for interior of building	DM	5/19/22	July Meeting	In Agenda	Quotes to be obtained for July meeting review.

Fredrick Levatte  
11108 Carlton Fields Dr.  
Riverview, FL 33579  
June 21, 2022


Rick L. Reidt  
District Manager  
Infrastructure Management Services (INFRAMARK)  
2005 Pan Am Circle Ste 300  
Tampa, FL 33607

Dear Carlton Lakes CDD Board Members

It is with regret that I tender my resignation from seat 4 of the Carlton Lakes CDD board, effective immediately.

I am grateful for having had the opportunity to serve on the board of this fine organization for the past 8 months, and I offer my best wishes for its continued success.

Sincerely,

A handwritten signature in black ink, appearing to read "F. Levatte", with a horizontal line extending to the right.

Fredrick Levatte  
Carlton Lakes CDD Seat 4



**AquaPRO**  
Pool Solutions

# QUOTE

Jorge Lopez

Owner

EXPIRATION DATE: DECEMBER 25, 2022

DATE: JUNE 30, 2022

2513 DAKOTA ROCK DR.

RUSKIN, FL 33570

Phone: (813) 482-1932

Email: aquapro.pool.solutions@gmail.com

TO CARLTON LAKES CDD  
11401 CARLTON FIELDS DR.  
RIVERVIEW, FLORIDA 33607  
(813) 601-8733

QUOTE: 2022 MONTHLY POOL MAINTENANCE

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	POOL MAINTENANCE (MONTHLY PACKAGE)	\$1,900.00	\$1,900.00
	• 3-Visits per Week (YEAR-ROUND)		
	• Chemicals Included		
	• Filtration Cleaning		
	• Pool Vacuuming and Skimming		
	• Water Testing and Balancing		
	• Daily Equipment Inspection		
	• Free Minor Equipment Repair		

NOTES: ANY SPECIALTY CHEMICAL TREATMENTS INCLUDING: STAIN REMOVAL TREATMENT, ENZYME TREATMENTS, OR SEQUESTER TREATMENT WILL COST EXTRA FROM THE FOLLOWING QUOTE. WE LOOK FORWARD INTO WORKING WITH YOU SOON.

SUBTOTAL	\$1,900.00
SALES TAX	INCLUDED
TOTAL	\$1,900.00

TO ACCEPT THIS QUOTE PLEASE CONTACT US VIA EMAIL OR PHONE  
THANK YOU FOR YOUR BUSINESS!



**AquaPRO**  
**Pool Solutions**

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



We offer a wide variety of services to make your pool more enjoyable.

#### POOL CLEANING SERVICE

Depending on the condition of your pool, your one-time clean may be completed in a day or it may require several visits to get things back in shape. Whatever your needs may be, our professional pool technicians will get it done.

#### POOL MAINTENANCE

Whether you manage a hotel, motel, or apartment complex, you know that a gorgeous, sparkling pool all year round is an essential part of any guest experience. As a specialist, we can help fulfil your safety and health obligations to keep your pool in pristine condition.

#### POOL REPAIR

Our technicians have the experience and skills necessary to diagnose and repair equipment faults. We have access to most parts required to repair any pool equipment you may have.

Full Commercial Service  
starting as low as

**\$400** PER MONTH

**813.420.0462**

[jorge@myaquapro.com](mailto:jorge@myaquapro.com)

**POOL SERVICE**

LICENSED | CERTIFIED | INSURED



June 15, 2022

Carlton Lakes CDD Clubhouse  
11404 Carlton Fields Drive  
Riverview, Florida 33607  
ATTN: Rick Reid/District Manager  
Rick.Reidt@inframark.com

Project: **Interior Painting**

The interior preparation, and painting of the restrooms, kitchenette, closets, fitness room, relaxation room, and office for Carlton Lakes CDD Clubhouse located in Riverview, Florida as outlined in the Scope of Work below:

**Scope of Work:**

1. Previously painted walls will receive two (2) coats Sherwin Williams Super Paint Interior Satin 100% Acrylic Paints.
2. Doors, door jambs, window trim, and baseboards will receive two (2) coats Sherwin Williams All Surface Enamel Satin Paints.
3. Exclusions: Ceilings anything not mentioned in the above specifications.



Paintmaster, Inc., DBA Munyan Painting Service proposes to furnish all labor, materials and equipment to complete in accordance with the above-mentioned Scope of Work for the sum of: \$10,250.00

The above price and Scope of Work is satisfactory and hereby accepted. Please sign one (1) copy and return.

Signed \_\_\_\_\_ . Date  
\_\_\_\_\_.

Sincerely yours,

Billy Jones, Estimator/Project Manager



707 S W 20th St  
Ocala , FL 34471  
800-999-2589  
Fax: 352-629-2860  
[www.admiralfurniture.com](http://www.admiralfurniture.com)

# QUOTE / ACKNOWLEDGEMENT

**Quote #** ACQ59725  
**Date** 05/31/22  
**Cust. PO#**

## Sold To:

Carlton Lakes CDD Clubhouse  
Wayne Justice Mgr Roland Asst  
11404 Carlton Fields Drive

## Ship To:

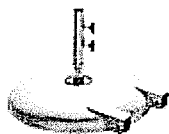
Carlton Lakes CDD Clubhouse  
Wayne Justice Mgr Roland Asst  
11404 Carlton Fields Drive

Riverview FL 33579  
Phone: (813)547-0951 ext. Fax:  
carltonlkclubhouse@gmail.com

Riverview FL 33579  
Phone: (813)547-0951 ext. Fax:

FOB	Sales Rep	Ship Via	Proposed Shipping Time	Terms
Factory	Ralph Mazzuocollo	Best Way	10-12 weeks or sooner	

Qty	Model #	Description	Unit Price	Ext. Price
5	FR100ASR-P	100 lb. Free Standing Aluminum Umbrella Base - With Wheels - Prefilled	\$351.00	\$1,755.00



Running SubTotal

\$1,755.00

5.0% Charge

\$87.75

**Frame:**  
**Vinyl or Sling:**  
**Accent:**  
**Umbrella:**

**Table Top:**

**Umb. Pole:**

SubTotal	\$1,842.75
Sales Tax	\$0.00
Estimated Shipping	\$552.60
<b>Total</b>	<b>\$2,395.35</b>
<b>Deposit Amount</b>	<b>\$0.00</b>

Due to the volatility in materials, labor and shipping costs, pricing can only be guaranteed for 30 days. Freight rates quoted are estimates only and will have to be rerun at time of shipment. Please consult your sales representative for updated quotes. Rates quoted are for curbside delivery only. Inside delivery and lift gate charges are additional.

**Approved By:**

**Date:**

Signing quotation will authorize Admiral Furniture to proceed with this order. Please verify shipping address, quantities, model number and colors for accuracy.

**A/P Contact**

**E-mail**

**Phone**

## TERMS AND CONDITIONS:

Terms: Unless otherwise stated above. Check in full with order or 50% deposit balance due before shipping. (Applicable sales tax will apply). We also accept most major credit cards  
Returns: No returns accepted without written authorization in advance by Admiral and return freight prepaid. All furniture remains the property of Admiral until invoice is paid in full.  
Restocking charges may apply.

Freight: All products are shipped F.O.B. Factory via Common Carrier. Please obtain shipping charges from your sales rep. Freight rates quoted are for curbside delivery only. Inside delivery and lift gate charges are additional. Customer must note any damage to cartons on the freight bill upon delivery.



707 S W 20th St  
Ocala, FL 34471  
800-999-2589  
Fax: 352-629-2860  
[www.admiralfurniture.com](http://www.admiralfurniture.com)

# QUOTE / ACKNOWLEDGEMENT

**Quote #** ACFQ59726  
**Date** 05/31/22  
**Cust. PO#**

## **Sold To:**

Carlton Lakes CDD Clubhouse  
Wayne Justice Mgr Roland Asst  
11404 Carlton Fields Drive

## **Ship To:**

Carlton Lakes CDD Clubhouse  
Wayne Justice Mgr Roland Asst  
11404 Carlton Fields Drive

Riverview FL 33579  
Phone: (813)547-0951 ext. Fax:  
carltonlkclubhouse@gmail.com

Riverview FL 33579  
Phone: (813)547-0951 ext. Fax:

FOB	Sales Rep	Ship Via	Proposed Shipping Time	Terms
Factory	Ralph Mazzuoccolo	Best Way	10-12 weeks or sooner	

Qty	Model #	Description	Unit Price	Ext. Price
5	FR100-E	100 lb. Free Standing Aluminum Umbrella Base - With Wheels - Empty	\$342.00	\$1,710.00



Running SubTotal

\$1,710.00

5.0% Surcharge

\$85.50

**Frame:**  
**Vinyl or Sling:**  
**Accent:**  
**Umbrella:**

**Table Top:**

**Umb. Pole:**

SubTotal	\$1,795.50
Sales Tax	\$0.00
Estimated Shipping	\$552.60
<b>Total</b>	<b>\$2,348.10</b>
<b>Deposit Amount</b>	<b>\$0.00</b>

Due to the volatility in materials, labor and shipping costs, pricing can only be guaranteed for 30 days. Freight rates quoted are estimates only and will have to be rerun at time of shipment. Please consult your sales representative for updated quotes. Rates quoted are for curbside delivery only. Inside delivery and lift gate charges are additional.

**Approved By:**

**Date:**

Signing quotation will authorize Admiral Furniture to proceed with this order. Please verify shipping address, quantities, model number and colors for accuracy.

**A/P Contact**

**E-mail**

**Phone**

## TERMS AND CONDITIONS:

Terms: Unless otherwise stated above. Check in full with order or 50% deposit balance due before shipping, (Applicable sales tax will apply). We also accept most major credit cards  
Returns: No returns accepted without written authorization in advance by Admiral and return freight prepaid. All furniture remains the property of Admiral until invoice is paid in full.  
Restocking charges may apply.

Freight: All products are shipped F.O.B. Factory via Common Carrier. Please obtain shipping charges from your sales rep. Freight rates quoted are for curbside delivery only. Inside delivery and lift gate charges are additional. Customer must note any damage to cartons on the freight bill upon delivery.

We have prepared a quote for you



## Network Upgrade- WiFi Extenders Needed

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Quote # Q002443 Version 1

Prepared for:

**Carlton Lakes CDD**



P: 813-948-0202 E: amanda.lebbing@mhdit.com W: www.MHDcommunications.com

Wednesday, July 06, 2022

Carlton Lakes CDD  
Rick Reidt  
110404 Carlton Fields Dr.  
Riverview , FL 33579  
rick.reidt@merituscorp.com

Dear Rick,

We appreciate the opportunity to provide you with a solution! Unparalleled quality and customer service is the foundation of our business and the focus of our teams.

MHD Communications takes pride in our solution-oriented business by offering a total technology solution for your business. Our offerings extend to IT Managed Services, Network Security, Audio Visual, Access Control, Surveillance, Security, Phone Systems, Low Voltage Cabling and Fiber Services. Should you ever need a solution in one of these areas, please do not hesitate to reach out. We at MHD Communications want to make your business just that much more successful and we are looking forward to assisting you in doing so very soon!

Thank you for taking the time to review my proposal. It has been my pleasure to provide you with a solution for your technology needs. If I can answer any additional questions or provide you with more details please give me a call.

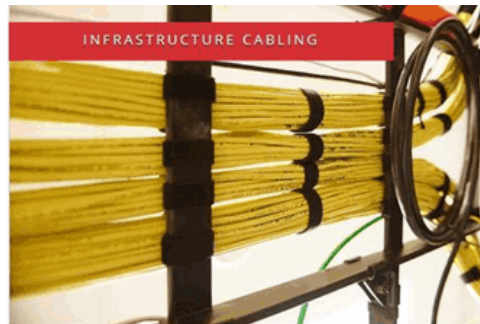
Best Regards,

A handwritten signature in black ink, appearing to read 'A. Lebbing', followed by a horizontal line.


Amanda Lebbing  
Account Manager  
MHD Communications

## ABOUT MHD COMMUNICATIONS

Established in 2003, MHD Communications specializes in providing high-quality total technology solutions for small and medium sized businesses. Our commitment to excellence and providing impeccable customer service is what sets apart from our competitors and our exponential growth over the last few decades has secured us as one of Tampa Bay's premier technology providers, keeping pace with the rapid changes in the technology world. Our highly trained local staff provides around-the-clock top-notch service that you can depend upon for years to come. Fully licensed, bonded and insured, MHD Communications exists to provide the highly responsive technology support system to clients who require a superior level of quality and reliability.



## HARDWARE

Product Details	Qty
<b>Fortinet FortiAP 221E IEEE 802.11ac 1.14 Gbit/s Wireless Access Point - 5 GHz, 2.40 GHz - MIMO Technology - 1 x Network (RJ-45) - Gigabit Ethernet - Ceiling Mountable, Wall Mountable, Rail-mountable</b> 	3
<b>1YR 24X7 FORTICARE CONTRACT - 221E</b>	3
<b>Fortinet FortiAP U422EV IEEE 802.11ac Wireless Access Point - 5 GHz, 2.40 GHz - MIMO Technology</b> 	2
<b>1YR 24X7 FORTICARE CONTRACT - U422EV</b>	2
<b>Cat6 Cable - Blue - Riser</b>	2
<b>Cat6 Keystone - Blue</b>	5
<b>1 Port Surface Mount Box - White</b>	5
Subtotal: <b>\$6,052.50</b>	

## SERVICES

Description	Price	Qty	Ext. Price
<b>On-Site Service: Low Voltage Cable Services - Hardware Install</b>	\$140.00	20	\$2,800.00
<b>On-Site Service: IT Support - Network Configuration</b>	\$150.00	5	\$750.00
Subtotal:			<b>\$3,550.00</b>



P: 813-948-0202    E: amanda.lebbing@mhdit.com    W: www.MHDcommunications.com

## SCOPE OF WORK

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Install, terminate and test (5) Cat6 data runs for wireless access points

Procure and Install (3) Fortinet 221E indoor wireless access points

Procure and install (2) Fortinet U422EV outdoor wireless access points

Configure/setup network for WAPs

## PAYMENT OPTIONS

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### **CASH CONTRACT**

50% Deposit due within five business days of signed proposal. Remaining balance due within five business days of completion. MHD Communications accepts cash, check and all major credit cards. A link to pay with a credit card will be provided with the invoice for the deposit.

### **FINANCE CONTRACT**

MHD Communications offers 36 month, 48 moth and 60 month options for financing.  
If you are interested in financing your project, please request financing options from your sales engineer.

## ACCEPTANCE OF CONTRACT

---

The undersigned hereby agrees to purchase the above equipment in accordance with the terms and conditions stated on this agreement. Until accepted and signed by an officer of seller at its principal office, this agreement shall not become effective and shall not constitute a binding contract. Pricing included on this proposal is valid for thirty days from initial presentation.



P: 813-948-0202 E: amanda.lebbing@mhdit.com W: www.MHDcommunications.com

## Network Upgrade- WiFi Extenders Needed

Prepared by:

**MHD Communications**

Amanda Lebbing  
813-948-0202 ext 8827  
Fax 813-699-5001  
amanda.lebbing@mhdit.com

Prepared for:

**Carlton Lakes CDD**

110404 Carlton Fields Dr.  
Riverview, FL 33579  
Rick Reidt  
(813) 404-2881  
rick.reidt@merituscorp.com

Quote Information:

**Quote #: Q002443**

Version: 1  
Delivery Date: 07/06/2022  
Expiration Date: 07/28/2022

## Quote Summary

Description	Amount
HARDWARE	\$6,052.50
SERVICES	\$3,550.00
Total:	<b>\$9,602.50</b>

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

**MHD Communications**

**Carlton Lakes CDD**

Signature:

Name:

Amanda Lebbing

Title:

Account Manager

Date:

07/06/2022

Signature:

Name:

Rick Reidt

Date:

13745 N. Nebraska Ave.  
Tampa, FL 33613  
Phone: 813-909-7775  
Fax: 888-596-8464



**Securiteam**  
A Security & Technology Company

Billing Address	Install Address
Carlton Lakes c/o Meritus Corp 2005 Pan Am Circle Suite 120 Tampa, FL 33607 USA	Carlton Lakes 11404 Carlton Fields Dr Riverview, FL 33579 USA

Rep	P.O. No.	Date	Estimate #
		6/24/2022	5353

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**CARLTON LAKES  
COMMUNITY DEVELOPMENT DISTRICT**

**June 16, 2022, Minutes of the Board Workshop Meeting**

**Minutes of the Board Workshop Meeting**

The Board Workshop Meeting of the Board of Supervisors of the Carlton Lakes Community Development District was held on **Thursday, June 16, 2022, at 6:00 p.m.** at the Carlton Lakes Clubhouse located at 11410 Carlton Fields Dr., Riverview, FL 33579.

**1. PLEDGE OF ALLEGIANCE**

There was no pledge of allegiance led by a supervisor.

**2. CALL TO ORDER/ROLL CALL**

Rick Reidt did not call to order for the Board Workshop Meeting of the Board of Supervisors of Carlton Lakes Community Development District on **Thursday, June 16, 2022, at approximately 6:00 p.m.**

**Supervisors Present of the meeting:**

Freddy Barton	Chair
Fredrick Levatte	Supervisor

**Staff Members Present:**

Rick Reidt	District Manager, Inframark
Heather Dilley	District Manager, Inframark
Justin Fox	Tampa Bay Water

There were no audience in attendance.

**3. AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS**

Justin Fox of Tampa Bay water described the goals of Tampa Bay Water and asked for assistance from the CDD and the HOA communicating to the residents. The Chair Mr. Barton agreed to make this happen and Rick Reidt will get on CDD website and work with HOA to do the same.

**4. DISCUSSION ITEMS**

**A. Discussion on Bond Refinance/Refunding and Loans for Capital Improvements**

**B. Discussion on Future Survey Monkey for Capital Improvements**

*Fredrick Lavette joined the meeting.*

Heather Dilley reviewed the Capital improvements process with the two Board members and will attend the next regular meeting to discuss with the full Board.

**5. SUPERVISOR REQUESTS**

There was no Supervisor request.

**6. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM**

There were no audience comments or questions.

**7. ADJOURNMENT**

The meeting was adjourned at 6:52 P.M.

*\*Please note the entire meeting is available on disc.*

*\*These minutes were done in a summary format.*

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

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

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

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

**Title:**

☐ **Chair**

☐ **Vice-Chair**

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

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

**Title:**

☐ **Secretary**

☐ **Assistant Secretary**

*Recorded by Records Administrator*

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

\_\_\_\_\_  
*Date*

Official District Seal

## Carlton Lakes Community Development District Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
<b>Monthly Contract</b>				
First Choice Aquatic Weed Management	71170	\$ 665.00		Waterway Services - 5.9.2022
Inframark	76795	5,899.93		District Management - 4.29.2022
Pine Lake	755	16,222.08		Lake Management - 5.01.2022
Zebra Cleaning Team Inc.	4821	1,325.00		Pool Cleaning Service - May
<b>Monthly Contract Sub-Total</b>		<b>\$ 24,112.01</b>		

<b>Variable Contract</b>				
Supervisor: Elizabeth Morales-Diaz	ED 051922	\$ 200.00		Supervisor Fee - 05.19.2022
Supervisor: Freddy Barton	FB 050522	200.00		Supervisor Fee - 05.05.2022
Supervisor: Freddy Barton	FB 051922	200.00		Supervisor Fee - 05.19.2022
Supervisor: Fredrick Levatte	FL 050522	200.00		Supervisor Fee - 05.19.2022
Supervisor: Fredrick Levatte	FL 051922	200.00		Supervisor Fee - 05.19.2022
Supervisor: Nicholle Palmer	NP 051922	200.00		Supervisor Fee - 05.19.2022
Supervisor: Rene Vance	RV 050522	200.00		Supervisor Fee - 05.05.2022
Supervisor: Rene Vance	RV 051922	200.00	<b>\$ 400.00</b>	Supervisor Fee - 05.19.2022
<b>Variable Contract Sub-Total</b>		<b>\$ 1,600.00</b>		

<b>Utilities</b>				
BOCC	9466499495 051322	\$ 4,119.84		Water & Sewer Services Thru 5.07.2022
Tampa Electric	211005443505 042122	4,957.14		Electric Service Thru 4.14.2022
Tampa Electric	211005443687 042122	5,593.74		Electric Service Thru 4.14.2022
Tampa Electric	211005443919 042122	2,659.60		Electric Service Thru 4.14.2022
Tampa Electric	221000718207 042122	272.63		Electric Service Thru 4.14.2022
Tampa Electric	221000723645 042122	369.40		Electric Service Thru 4.14.2022
Tampa Electric	221000778375 042122	28.84		Electric Service Thru 4.14.2022
Tampa Electric	221000778391 042122	537.21		Electric Service Thru 4.14.2022

## Carlton Lakes Community Development District Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
Tampa Electric	221003311729 042122	23.11		Electric Service Thru 4.14.2022
Tampa Electric	221003344704 042122	43.09		Electric Services thru 4.14.2022
Tampa Electric	221003357052 042122	29.45		Electric Service Thru 4.14.2022.
Tampa Electric	221004695112 042122	572.32		Electric Service Thru 4.14.2022
Tampa Electric	221004936375 042122	509.07		Electric Service Thru 4.04.2022
Tampa Electric	221007674692 042122	629.91	<b>\$ 16,225.51</b>	Electric Service Thru 4.14.2022
<b>Utilities Sub-Total</b>		<b>\$ 20,345.35</b>		

<b>Regular Services</b>				
Admiral Furniture	146954	\$ 2,861.10		Furniture Supply - 5.4.2022
First Choice Aquatic Weed Management	71085	1,560.00		Aquatic Maintenance - 5.3.2022
GoTo Communications, Inc.	IN7101112185	112.98		Communication Services - 5.01.2022
Pine Lake	736	975.46		Irrigation, Repair & Installation - 4.22.2022
Pine Lake	742	1,470.27	<b>\$ 2,445.73</b>	Lake Maintenance - 4.26.2022
Spectrum	078582401051022	157.96		Internet Services thru 06.06.2022
Straley Robin Vericker	21406	2,755.00		Professional Services Thru 4.15 2022
Verizon	9905696014	73.68		Phone Service - 5.27.2022
Waste Management	9831734 2206 1	560.68		Waste Management thru 5.31.2022
<b>Regular Services Sub-Total</b>		<b>\$ 10,527.13</b>		

<b>Additional Services</b>				
<b>Additional Services Sub-Total</b>		<b>\$ 0.00</b>		

<b>TOTAL:</b>		<b>\$ 56,584.49</b>		
---------------	--	---------------------	--	--

Approved (with any necessary revisions noted):

First Choice Aquatic Weed Management, LLC

P.O. Box 593258  
Orlando, FL 32859

Phone: 407-859-2020  
Fax: 407-859-3275

# Invoice

Date	Invoice #
5/9/2022	71170

**Bill To**

Carlton Lakes CDD  
c/o Meritus Corp.  
2005 Pan Am Circle, Suite 300  
Tampa, FL 33607

Customer P.O. No.	Payment Terms	Due Date
	Net 30	6/8/2022

Description	Amount
Monthly waterway service for the month this invoice is dated - 7 waterways	665.00
<p>53900 4307 Qnd</p>	

Thank you for your business.

<b>Total</b>	\$665.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$665.00



**Job Name:**

Customer: FCA - CARLTON LAKES CDD

Date: 05/06/2022

Time: 12:00 PM

[illegible]

**Meritus Districts**  
A Division of Inframark, LLC

# INVOICE

2005 Pan Am Circle  
Suite 300  
Tampa, FL 33607

**INVOICE#**

#76795

**DATE**

4/29/2022

**BILL TO**

Carlton Lakes CDD  
2005 Pan Am Circle  
Suite 700  
Tampa FL 33607  
United States

**CUSTOMER ID**

C2277

**NET TERMS**

Net 30

**PO#****DUE DATE**

5/29/2022

Services provided for the Month of: April 2022

DESCRIPTION	QTY	UOM	RATE	AMOUNT
Copies - B/W Copies- April	77	Ea	0.15	11.55
Postage - Postage- April	22	Ea	0.54	11.88
Copies - Color Copies- April	103	Ea	0.50	51.50
Website Maintenance - Website Maintenance / Admin	1	Ea	125.00	125.00
Dissemination Services - Dissemination Services	1	Ea	908.33	908.33
Hourly Billing - Special Meeting Over Contract Hours: .5 hrs. on 1-6-2022 & 2 hrs. @ \$225.00 at the 2-17-2022 Workshop, 3-17-2022 workshop	5	Ea	225.00	1,125.00
District Management Services - District Management	1	Ea	3,666.67	3,666.67
<b>Subtotal</b>				5,899.93

**Subtotal** \$5,899.93

**Tax** \$0.00

**Total Due** \$5,899.93

**Remit To : Inframark LLC, PO BOX 733778, Dallas, Texas, 75373-3778**

Please include CUSTOMER ID and the invoice number on the check stub of your payment.  
Phone: 813-397-5122 | Fax: 813-873-7070



2122 Henley Road  
Lutz, FL 33558  
[www.pinelakenurseryinc.com](http://www.pinelakenurseryinc.com)

## INVOICE

Date	Invoice No.
05/01/22	755
Terms	Due Date
Net 30	05/31/22

### BILL TO

Teresa Farlow  
Carlton Lakes CDD  
11404 Carlton Fields Drive  
Riverview, FL 33579

### PROPERTY

Carlton Lakes CDD  
11404 Carlton Fields Drive  
Riverview, FL 33579

Amount Due	Enclosed
\$16,222.08	

*Please detach top portion and return with your payment.*

QTY	ITEM	UNIT PRICE	EXT PRICE	SALES TAX	LINE TOTAL
	#67 - Carlton Lakes CDD May 2022		\$16,222.08	\$0.00	\$16,222.08
	Total		\$16,222.08	\$0.00	\$16,222.08

53900  
4604  
03201

# INVOICE

**EXPIRATION DATE**


TECHNICIAN		JOB SITE		INSTALLATION DATE	PAYMENT TERMS	DUE DATE
Lance Wood						

53900  
4617  
0225

71

**Carlton Lakes CDD**

MEETING DATE: May 19, 2022


DMS Staff Signature 

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Freddy Barton	yes By Phone	Salary Accepted	\$200
Rena Vance	yes	Salary Accepted	\$200
Nicholle Palmer	yes	Salary Accepted	\$200
Fredrick Levatte	yes	Salary Accepted	\$200
Elizabeth Morales-Diaz	yes	Salary Accepted	\$200

ED 05/19/22

**Carlton Lakes CDD**

MEETING DATE: May 5, 2022


DMS Staff Signature 

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Freddy Barton	Yes	Salary Accepted	\$200
Rena Vance	Yes	Salary Accepted	\$200
Nicholle Palmer	NO	Salary Accepted	\$200
Fredrick Levatte	Yes	Salary Accepted	\$200
Elizabeth Morales-Diaz	NO	Salary Accepted	\$200

FB 050522

**Carlton Lakes CDD**

MEETING DATE: **May 19, 2022**


DMS Staff Signature 

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Freddy Barton	yes by phone	Salary Accepted	\$200
Rena Vance	yes	Salary Accepted	\$200
Nicholle Palmer	yes	Salary Accepted	\$200
Fredrick Levatte	yes	Salary Accepted	\$200
Elizabeth Morales-Diaz	yes	Salary Accepted	\$200

FB051922

**Carlton Lakes CDD**

MEETING DATE: May 5, 2022

DMS Staff Signature 

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Freddy Barton	<i>Yes</i>	Salary Accepted	\$200
Rena Vance	<i>Yes</i>	Salary Accepted	\$200
Nicholle Palmer	<i>NO</i>	Salary Accepted	\$200
Fredrick Levatte	<i>Yes</i>	Salary Accepted	\$200
Elizabeth Morales-Diaz	<i>NO</i>	Salary Accepted	\$200

FL 050522

**Carlton Lakes CDD**

MEETING DATE: May 19, 2022


DMS Staff Signature 

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Freddy Barton	yes By Phone	Salary Accepted	\$200
Rena Vance	yes	Salary Accepted	\$200
Nicholle Palmer	yes	Salary Accepted	\$200
Fredrick Levatte	yes	Salary Accepted	\$200
Elizabeth Morales-Diaz	yes	Salary Accepted	\$200

FL 051922

**Carlton Lakes CDD**

MEETING DATE: **May 19, 2022**

DMS Staff Signature 

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Freddy Barton	yes By Phone	Salary Accepted	\$200
Rena Vance	yes	Salary Accepted	\$200
Nicholle Palmer	yes	Salary Accepted	\$200
Fredrick Levatte	yes	Salary Accepted	\$200
Elizabeth Morales-Diaz	yes	Salary Accepted	\$200

NP 051922

**Carlton Lakes CDD**

MEETING DATE: **May 5, 2022**

DMS Staff Signature *[Signature]*

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Freddy Barton	<i>Yes</i>	Salary Accepted	\$200
Rena Vance	<i>Yes</i>	Salary Accepted	\$200
Nicholle Palmer	<i>NO</i>	Salary Accepted	\$200
Fredrick Levatte	<i>Yes</i>	Salary Accepted	\$200
Elizabeth Morales-Diaz	<i>NO</i>	Salary Accepted	\$200

*RV 050522*

**Carlton Lakes CDD**

MEETING DATE: **May 19, 2022**

DMS Staff Signature



SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Freddy Barton	yes by phone	Salary Accepted	\$200
Rena Vance	yes	Salary Accepted	\$200
Nicholle Palmer	yes	Salary Accepted	\$200
Fredrick Levatte	yes	Salary Accepted	\$200
Elizabeth Morales-Diaz	yes	Salary Accepted	\$200

RV051922



Hillsborough  
County Florida

CUSTOMER NAME	ACCOUNT NUMBER	BILL DATE	DUE DATE
CARLTON LAKES CDD	9466499495	05/13/2022	06/03/2022

Service Address: 11404 CARLTON FIELDS DR

S-Page 1 of 1

METER NUMBER	PREVIOUS DATE	PREVIOUS READ	PRESENT DATE	PRESENT READ	CONSUMPTION	READ TYPE	METER DESCRIPTION
61016915	04/07/2022	50741	05/07/2022	52637	189600 GAL	ACTUAL	WATER

#### Service Address Charges

Customer Service Charge	\$4.98
Purchase Water Pass-Thru	\$572.59
Water Base Charge	\$27.66
Water Usage Charge	\$878.61
Sewer Base Charge	\$67.13
Sewer Usage Charge	\$1,021.94

#### Summary of Account Charges

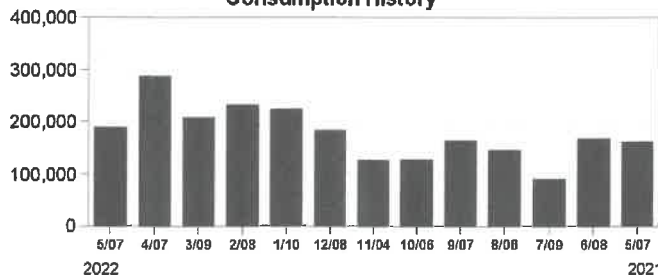
Previous Balance	\$2,419.78
Net Payments - Thank You	\$-2,419.78
Bill Corrections	\$1,546.93
Total Account Charges	<b>\$2,572.91</b>
<b>AMOUNT DUE</b>	<b>\$4,119.84</b>

#### Important Message

Move to Paperless Billing. All customers with a valid email address on file are being defaulted to paperless billing. To opt out of paperless before July 1, log in at [HCFLGov.net/WaterBill](http://HCFLGov.net/WaterBill) and select paper delivery.

Cyber Security is important. Please safeguard your account information. We will never call, email, or text you to ask for account or log-in credentials. To pay or access your bill, use our trusted site [HCFLGov.net/WaterBill](http://HCFLGov.net/WaterBill) or call (813) 276-8526.

#### Consumption History



Hillsborough  
County Florida

Make checks payable to: **BOCC**

ACCOUNT NUMBER: 9466499495



#### ELECTRONIC PAYMENTS BY CHECK OR

Automated Payment Line: (813) 276 8526  
Internet Payments: [HCFLGov.net/WaterBill](http://HCFLGov.net/WaterBill)  
Additional Information: [HCFLGov.net/Water](http://HCFLGov.net/Water)



**THANK YOU!**

Received  
3,232.8  
MAY 23 2022  
CARLTON LAKES CDD  
2005 PAN AM CIR STE 300  
TAMPA FL 33607-6008

DUE DATE	06/03/2022
AMOUNT DUE	\$4,119.84
AMOUNT PAID	

0094664994954 00004119848

Statement Date: 04/21/2022

Account: 211005443505

CARLTON LAKES CDD  
CARLTON LKS, PH 1A  
RIVERVIEW, FL 33579-0000

Current month's charges:	\$4,957.14
Total amount due:	\$4,957.14
Payment Due By:	05/12/2022

**Your Account Summary**

Previous Amount Due	\$4,933.42
Payment(s) Received Since Last Statement	-\$4,933.42
<b>Current Month's Charges</b>	<b>\$4,957.14</b>
<b>Total Amount Due</b>	<b>\$4,957.14</b>

**One Less Worry :)**

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Contact free;  
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Amount not paid by due date may be assessed a late payment charge and an additional deposit.

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**WAYS TO PAY YOUR BILL**



See reverse side for more information

Account: 211005443505

Current month's charges:	\$4,957.14
Total amount due:	\$4,957.14
Payment Due By:	05/12/2022

**Amount Enclosed**

\$

648914575381

CARLTON LAKES CDD  
2005 PAN AM CIRCLE SUITE 300  
TAMPA, FL 33607

MAIL PAYMENT TO:  
TECO  
P.O. BOX 31318  
TAMPA, FL 33631-3318

6489145753812110054435050000004957144

**Account:** 211005443505  
**Statement Date:** 04/21/2022  
**Current month's charges due** 05/12/2022



## Details of Charges – Service from 03/17/2022 to 04/14/2022

Service for: CARLTON LKS, PH 1A, RIVERVIEW, FL 33579-0000

**Rate Schedule: Lighting Service**

### Lighting Service Items LS-1 (Bright Choices) for 29 days

Lighting Energy Charge	2193 kWh @ \$0.03079/kWh	\$67.52
Fixture & Maintenance Charge	97 Fixtures	\$2294.36
Lighting Pole / Wire	97 Poles	\$2478.35
Lighting Fuel Charge	2193 kWh @ \$0.04060/kWh	\$89.04
Storm Protection Charge	2193 kWh @ \$0.01028/kWh	\$22.54
Clean Energy Transition Mechanism	2193 kWh @ \$0.00033/kWh	\$0.72
Florida Gross Receipt Tax		\$4.61

### Lighting Charges

**\$4,957.14**

### Total Current Month's Charges

**\$4,957.14**

00000028-0000602-Page 45 of 54

Statement Date: 04/21/2022  
Account: 211005443687

CARLTON LAKES CDD  
CARLTON LKS, PH 1  
RIVERVIEW, FL 33579-0000

Current month's charges: \$5,593.74  
Total amount due: \$5,593.74  
Payment Due By: 05/12/2022

**Your Account Summary**

Previous Amount Due	\$5,566.54
Payment(s) Received Since Last Statement	-\$5,566.54
<b>Current Month's Charges</b>	<b>\$5,593.74</b>
<b>Total Amount Due</b>	<b>\$5,593.74</b>

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See reverse side for more information

Account: 211005443687

Current month's charges: \$5,593.74  
Total amount due: \$5,593.74  
Payment Due By: 05/12/2022

**Amount Enclosed** \$

648914575382

CARLTON LAKES CDD  
2005 PAN AM CIRCLE SUITE 300  
TAMPA, FL 33607

**Received**  
**APR 27 2022**

MAIL PAYMENT TO:  
TECO  
P.O. BOX 31318  
TAMPA, FL 33631-3318

**Account:** 211005443687  
**Statement Date:** 04/21/2022  
**Current month's charges due** 05/12/2022



## Details of Charges – Service from 03/17/2022 to 04/14/2022

Service for: CARLTON LKS, PH 1, RIVERVIEW, FL 33579-0000

**Rate Schedule: Lighting Service**

### Lighting Service Items LS-1 (Bright Choices) for 29 days

Lighting Energy Charge	2513 kWh @ \$0.03079/kWh	\$77.38
Fixture & Maintenance Charge	115 Fixtures	\$2275.72
Lighting Pole / Wire	115 Poles	\$3106.67
Lighting Fuel Charge	2513 kWh @ \$0.04060/kWh	\$102.03
Storm Protection Charge	2513 kWh @ \$0.01028/kWh	\$25.83
Clean Energy Transition Mechanism	2513 kWh @ \$0.00033/kWh	\$0.83
Florida Gross Receipt Tax		\$5.28

### Lighting Charges

**\$5,593.74**

### Total Current Month's Charges

**\$5,593.74**

00000028-0000505-Page 53 of 54

Statement Date: 04/21/2022

Account: 211005443919

CARLTON LAKES CDD  
CARLTON LKS, PH 1B  
RIVERVIEW, FL 33579-0000

Current month's charges:	\$2,659.60
Total amount due:	\$2,659.60
Payment Due By:	05/12/2022

**Your Account Summary**

Previous Amount Due	\$2,646.93
Payment(s) Received Since Last Statement	-\$2,646.93
<b>Current Month's Charges</b>	<b>\$2,659.60</b>
<b>Total Amount Due</b>	<b>\$2,659.60</b>

**One Less Worry :)**

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**WAYS TO PAY YOUR BILL**



See reverse side for more information

Account: 211005443919

Current month's charges:	\$2,659.60
Total amount due:	\$2,659.60
Payment Due By:	05/12/2022
<b>Amount Enclosed</b>	<b>\$</b>

648914575383

CARLTON LAKES CDD  
2005 PAN AM CIRCLE SUITE 300  
TAMPA, FL 33607

MAIL PAYMENT TO:  
TECO  
P.O. BOX 31318  
TAMPA, FL 33631-3318

**Account:** 211005443919  
**Statement Date:** 04/21/2022  
**Current month's charges due** 05/12/2022



## Details of Charges – Service from 03/17/2022 to 04/14/2022

Service for: CARLTON LKS, PH 1B, RIVERVIEW, FL 33579-0000

### Rate Schedule: Lighting Service

#### Lighting Service Items LS-1 (Bright Choices) for 29 days

Lighting Energy Charge	1171 kWh @ \$0.03079/kWh	\$36.06
Fixture & Maintenance Charge	49 Fixtures	\$1309.16
Lighting Pole / Wire	49 Poles	\$1251.95
Lighting Fuel Charge	1171 kWh @ \$0.04060/kWh	\$47.54
Storm Protection Charge	1171 kWh @ \$0.01028/kWh	\$12.04
Clean Energy Transition Mechanism	1171 kWh @ \$0.00033/kWh	\$0.39
Florida Gross Receipt Tax		\$2.46

#### Lighting Charges

**\$2,659.60**

#### Total Current Month's Charges

**\$2,659.60**



## ACCOUNT INVOICE

tampaelectric.com



Statement Date: 04/21/2022

Account: 221000718207

CARLTON LAKES CDD  
CARLTON LKS, PH 1D2  
RIVERVIEW, FL 33579-0000

Current month's charges:	\$272.63
Total amount due:	\$272.63
Payment Due By:	05/12/2022

### Your Account Summary

Previous Amount Due	\$271.34
Payment(s) Received Since Last Statement	-\$271.34
<b>Current Month's Charges</b>	<b>\$272.63</b>
<b>Total Amount Due</b>	<b>\$272.63</b>

# One Less Worry :)

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Amount not paid by due date may be assessed a late payment charge and an additional deposit.

## Yard project?

### Avoid damage and fines

Learn more at [tampaelectric.com/811](http://tampaelectric.com/811)



To ensure prompt credit, please return stub portion of this bill with your payment. Make checks payable to TECO.



#### WAYS TO PAY YOUR BILL



See reverse side for more information

Account: 221000718207

Current month's charges:	\$272.63
Total amount due:	\$272.63
Payment Due By:	05/12/2022

**Amount Enclosed**

\$

614346755380

# Received

APR 27 2022

CARLTON LAKES CDD  
2005 PAN AM CIRCLE SUITE 300  
TAMPA, FL 33607

MAIL PAYMENT TO:  
TECO  
P.O. BOX 31318  
TAMPA, FL 33631-3318

6143467553802210007182070000000272638

**Account:** 221000718207  
**Statement Date:** 04/21/2022  
**Current month's charges due** 05/12/2022



## Details of Charges – Service from 03/17/2022 to 04/14/2022

Service for: CARLTON LKS, PH 1D2, RIVERVIEW, FL 33579-0000

**Rate Schedule: Lighting Service**

### Lighting Service Items LS-1 (Bright Choices) for 29 days

Lighting Energy Charge	120 kWh @ \$0.03079/kWh	\$3.69
Fixture & Maintenance Charge	5 Fixtures	\$134.80
Lighting Pole / Wire	5 Poles	\$127.75
Lighting Fuel Charge	120 kWh @ \$0.04060/kWh	\$4.87
Storm Protection Charge	120 kWh @ \$0.01028/kWh	\$1.23
Clean Energy Transition Mechanism	120 kWh @ \$0.00033/kWh	\$0.04
Florida Gross Receipt Tax		\$0.25

### Lighting Charges

**\$272.63**

### Total Current Month's Charges

**\$272.63**

00000028-0000594-Page 28 of 54

Statement Date: 04/21/2022

Account: 221000723645

CARLTON LAKES CDD  
CARLTON LKS, PH 1D1  
RIVERVIEW, FL 33579-0000

Current month's charges:	\$369.40
Total amount due:	\$369.40
Payment Due By:	05/12/2022

**Your Account Summary**

Previous Amount Due	\$367.63
Payment(s) Received Since Last Statement	-\$367.63
<b>Current Month's Charges</b>	<b>\$369.40</b>
<b>Total Amount Due</b>	<b>\$369.40</b>

**One Less  
Worry :)**

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worry free!

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**Yard project?**  
**Avoid damage and fines**

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**WAIT** two  
business days



**Start**  
**DIGGING!**

To ensure prompt credit, please return stub portion of this bill with your payment. Make checks payable to TECO.



**WAYS TO PAY YOUR BILL**



See reverse side for more information

Account: 221000723645

Current month's charges:	\$369.40
Total amount due:	\$369.40
Payment Due By:	05/12/2022

**Amount Enclosed** \$

614346755381

CARLTON LAKES CDD  
2005 PAN AM CIRCLE SUITE 300  
TAMPA, FL 33607

Recd  
APR 27 2022

MAIL PAYMENT TO:  
TECO  
P.O. BOX 31318  
TAMPA, FL 33631-3318

**Account:** 221000723645  
**Statement Date:** 04/21/2022  
**Current month's charges due** 05/12/2022



## Details of Charges – Service from 03/17/2022 to 04/14/2022

Service for: CARLTON LKS, PH 1D1, RIVERVIEW, FL 33579-0000

**Rate Schedule: Lighting Service**

### Lighting Service Items LS-1 (Bright Choices) for 29 days

Lighting Energy Charge	163 kWh @ \$0.03079/kWh	\$5.02
Fixture & Maintenance Charge	7 Fixtures	\$176.84
Lighting Pole / Wire	7 Poles	\$178.85
Lighting Fuel Charge	163 kWh @ \$0.04060/kWh	\$6.62
Storm Protection Charge	163 kWh @ \$0.01028/kWh	\$1.68
Clean Energy Transition Mechanism	163 kWh @ \$0.00033/kWh	\$0.05
Florida Gross Receipt Tax		\$0.34

### Lighting Charges

**\$369.40**

### Total Current Month's Charges

**\$369.40**

Statement Date: 04/21/2022

Account: 221000778375

CARLTON LAKES CDD  
14286 CLEMENT PRIDE BLVD, B  
RIVERVIEW, FL 33579

Current month's charges:	\$28.84
Total amount due:	\$28.84
Payment Due By:	05/12/2022

**Your Account Summary**

Previous Amount Due	\$28.42
Payment(s) Received Since Last Statement	-\$28.42
<b>Current Month's Charges</b>	<b>\$28.84</b>
<b>Total Amount Due</b>	<b>\$28.84</b>

**One Less  
Worry :)**

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worry free!

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Amount not paid by due date may be assessed a late payment charge and an additional deposit.

**Yard project?**  
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See reverse side for more information

Account: 221000778375

Current month's charges:	\$28.84
Total amount due:	\$28.84
Payment Due By:	05/12/2022

**Amount Enclosed** \$

621754142852

CARLTON LAKES CDD  
2005 PAN AM CIRCLE SUITE 300  
TAMPA, FL 33607

MAIL PAYMENT TO:  
TECO  
P.O. BOX 31318  
TAMPA, FL 33631-3318

Received  
APR 27 2022

**Account:** 221000778375  
**Statement Date:** 04/21/2022  
**Current month's charges due** 05/12/2022



**Details of Charges – Service from 03/17/2022 to 04/14/2022**

Service for: 14286 CLEMENT PRIDE BLVD, B, RIVERVIEW, FL 33579

**Rate Schedule: General Service - Non Demand**

Meter Number	Read Date	Current Reading	-	Previous Reading	=	Total Used	Multiplier	Billing Period
1000851107	04/14/2022	17,540		17,484		56 kWh	1	29 Days

Daily Basic Service Charge	29 days @ \$0.74000	\$21.46
Energy Charge	56 kWh @ \$0.07035/kWh	\$3.94
Fuel Charge	56 kWh @ \$0.04126/kWh	\$2.31
Storm Protection Charge	56 kWh @ \$0.00315/kWh	\$0.18
Clean Energy Transition Mechanism	56 kWh @ \$0.00402/kWh	\$0.23
Florida Gross Receipt Tax		\$0.72

**Electric Service Cost**

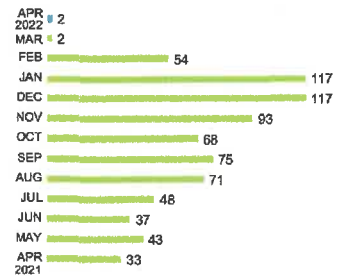
**\$28.84**

**Total Current Month's Charges**

**\$28.84**

**Tampa Electric Usage History**

Kilowatt-Hours Per Day  
(Average)



Statement Date: 04/21/2022

Account: 221000778391

CARLTON LAKES CDD  
13991 CLEMENT PRIDE BL, A  
RIVERVIEW, FL 33579

Current month's charges:	\$537.21
Total amount due:	\$537.21
Payment Due By:	05/12/2022

**Your Account Summary**

Previous Amount Due	\$396.22
Payment(s) Received Since Last Statement	-\$396.22
<b>Current Month's Charges</b>	<b>\$537.21</b>
<b>Total Amount Due</b>	<b>\$537.21</b>

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See reverse side for more information

Account: 221000778391

Current month's charges:	\$537.21
Total amount due:	\$537.21
Payment Due By:	05/12/2022

**Amount Enclosed**

\$

621754142853

CARLTON LAKES CDD  
2005 PAN AM CIRCLE SUITE 300  
TAMPA, FL 33607

**Received**  
**APR 27 2022**

MAIL PAYMENT TO:  
TECO  
P.O. BOX 31318  
TAMPA, FL 33631-3318

**Account:** 221000778391  
**Statement Date:** 04/21/2022  
**Current month's charges due** 05/12/2022



**Details of Charges – Service from 03/17/2022 to 04/14/2022**

Service for: 13991 CLEMENT PRIDE BL, A, RIVERVIEW, FL 33579

**Rate Schedule: General Service - Non Demand**

Meter Location: WELL

Meter Number	Read Date	Current Reading	-	Previous Reading	=	Total Used	Multiplier	Billing Period
1000488713	04/14/2022	63,588		59,359		4,229 kWh	1	29 Days

Daily Basic Service Charge	29 days @ \$0.74000	\$21.46
Energy Charge	4,229 kWh @ \$0.07035/kWh	\$297.51
Fuel Charge	4,229 kWh @ \$0.04126/kWh	\$174.49
Storm Protection Charge	4,229 kWh @ \$0.00315/kWh	\$13.32
Clean Energy Transition Mechanism	4,229 kWh @ \$0.00402/kWh	\$17.00
Florida Gross Receipt Tax		\$13.43

**Electric Service Cost**

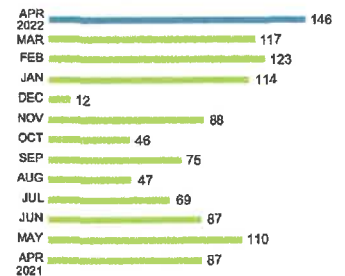
**\$537.21**

**Total Current Month's Charges**

**\$537.21**

**Tampa Electric Usage History**

Kilowatt-Hours Per Day  
(Average)



Statement Date: 04/21/2022

Account: 221003311729

CARLTON LAKES CDD  
14298 ARBOR PINES DR  
RIVERVIEW, FL 33579

Current month's charges:	\$23.11
Total amount due:	\$23.11
Payment Due By:	05/12/2022

**Your Account Summary**

Previous Amount Due	\$23.02
Payment(s) Received Since Last Statement	-\$23.02
<b>Current Month's Charges</b>	<b>\$23.11</b>
<b>Total Amount Due</b>	<b>\$23.11</b>

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See reverse side for more information

Account: 221003311729

Current month's charges:	\$23.11
Total amount due:	\$23.11
Payment Due By:	05/12/2022

**Amount Enclosed**

\$

642741764568

CARLTON LAKES CDD  
2005 PAN AM CIRCLE SUITE 300  
TAMPA, FL 33607

Rec  
APR 27 2022

MAIL PAYMENT TO:  
TECO  
P.O. BOX 31318  
TAMPA, FL 33631-3318

**Account:** 221003311729  
**Statement Date:** 04/21/2022  
**Current month's charges due** 05/12/2022



## Details of Charges – Service from 03/17/2022 to 04/14/2022

Service for: 14298 ARBOR PINES DR, RIVERVIEW, FL 33579

Rate Schedule: General Service - Non Demand

Meter Location: GATE

Meter Number	Read Date	Current Reading	-	Previous Reading	=	Total Used	Multiplier	Billing Period
1000503543	04/14/2022	669		660		9 kWh	1	29 Days

Daily Basic Service Charge	29 days @ \$0.74000	\$21.46
Energy Charge	9 kWh @ \$0.07035/kWh	\$0.63
Fuel Charge	9 kWh @ \$0.04126/kWh	\$0.37
Storm Protection Charge	9 kWh @ \$0.00315/kWh	\$0.03
Clean Energy Transition Mechanism	9 kWh @ \$0.00402/kWh	\$0.04
Florida Gross Receipt Tax		\$0.58

### Electric Service Cost

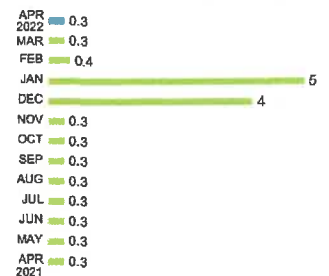
**\$23.11**

### Total Current Month's Charges

**\$23.11**

### Tampa Electric Usage History

Kilowatt-Hours Per Day (Average)



Statement Date: 04/21/2022

Account: 221003344704

CARLTON LAKES CDD  
14218 ARBOR PINES DR  
RIVERVIEW, FL 33579

Current month's charges:	\$43.09
Total amount due:	\$43.09
Payment Due By:	05/12/2022

**Your Account Summary**

Previous Amount Due	\$41.04
Payment(s) Received Since Last Statement	-\$41.04
<b>Current Month's Charges</b>	<b>\$43.09</b>
<b>Total Amount Due</b>	<b>\$43.09</b>

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Account: 221003344704

Current month's charges:	\$43.09
Total amount due:	\$43.09
Payment Due By:	05/12/2022

**Amount Enclosed** \$ 642741764569

**Received**  
**APR 27 2022**

CARLTON LAKES CDD  
2005 PAN AM CIRCLE SUITE 300  
TAMPA, FL 33607-6008

MAIL PAYMENT TO:  
TECO  
P.O. BOX 31318  
TAMPA, FL 33631-3318

**Account:** 221003344704  
**Statement Date:** 04/21/2022  
**Current month's charges due** 05/12/2022



## Details of Charges – Service from 03/17/2022 to 04/14/2022

Service for: 14218 ARBOR PINES DR, RIVERVIEW, FL 33579

**Rate Schedule: General Service - Non Demand**

Meter Number	Read Date	Current Reading	-	Previous Reading	=	Total Used	Multiplier	Billing Period
1000503523	04/14/2022	2,336		2,163		173 kWh	1	29 Days

Daily Basic Service Charge	29 days @ \$0.74000	\$21.46
Energy Charge	173 kWh @ \$0.07035/kWh	\$12.17
Fuel Charge	173 kWh @ \$0.04126/kWh	\$7.14
Storm Protection Charge	173 kWh @ \$0.00315/kWh	\$0.54
Clean Energy Transition Mechanism	173 kWh @ \$0.00402/kWh	\$0.70
Florida Gross Receipt Tax		\$1.08

**Electric Service Cost**

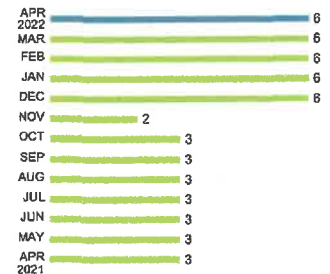
**\$43.09**

**Total Current Month's Charges**

**\$43.09**

### Tampa Electric Usage History

Kilowatt-Hours Per Day  
(Average)



Statement Date: 04/21/2022

Account: 221003357052

CARLTON LAKES CDD  
14217 ARBOR PINES DR  
RIVERVIEW, FL 33579

Current month's charges:	\$29.45
Total amount due:	\$29.45
Payment Due By:	05/12/2022

**Your Account Summary**

Previous Amount Due	\$50.79
Payment(s) Received Since Last Statement	-\$50.79
<b>Current Month's Charges</b>	<b>\$29.45</b>
<b>Total Amount Due</b>	<b>\$29.45</b>

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Account: 221003357052

Current month's charges:	\$29.45
Total amount due:	\$29.45
Payment Due By:	05/12/2022

**Amount Enclosed** \$

642741764570

**Received**

**APR 27 2022**

CARLTON LAKES CDD  
2005 PAN AM CIRCLE SUITE 300  
TAMPA, FL 33607

MAIL PAYMENT TO:  
TECO  
P.O. BOX 31318  
TAMPA, FL 33631-3318

**Account:** 221003357052  
**Statement Date:** 04/21/2022  
**Current month's charges due** 05/12/2022



## Details of Charges – Service from 03/17/2022 to 04/14/2022

Service for: 14217 ARBOR PINES DR, RIVERVIEW, FL 33579

**Rate Schedule: General Service - Non Demand**

Meter Location: WELL

Meter Number	Read Date	Current Reading	-	Previous Reading	=	Total Used	Multiplier	Billing Period
1000791886	04/14/2022	1,913		1,852		61 kWh	1	29 Days

Daily Basic Service Charge	29 days @ \$0.74000	\$21.46
Energy Charge	61 kWh @ \$0.07035/kWh	\$4.29
Fuel Charge	61 kWh @ \$0.04126/kWh	\$2.52
Storm Protection Charge	61 kWh @ \$0.00315/kWh	\$0.19
Clean Energy Transition Mechanism	61 kWh @ \$0.00402/kWh	\$0.25
Florida Gross Receipt Tax		\$0.74

### Electric Service Cost

**\$29.45**

### Total Current Month's Charges

**\$29.45**

### Tampa Electric Usage History

Kilowatt-Hours Per Day  
(Average)



Statement Date: 04/21/2022

Account: 221004695112

CARLTON LAKES CDD  
11404 CARLTON FIELDS DR  
RIVERVIEW, FL 33579-4094

Current month's charges:	\$572.32
Total amount due:	\$572.32
Payment Due By:	05/12/2022

**Your Account Summary**

Previous Amount Due	\$608.40
Payment(s) Received Since Last Statement	-\$608.40
<b>Current Month's Charges</b>	<b>\$572.32</b>
<b>Total Amount Due</b>	<b>\$572.32</b>

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See reverse side for more information

Account: 221004695112

Current month's charges:	\$572.32
Total amount due:	\$572.32
Payment Due By:	05/12/2022

**Amount Enclosed** \$

636568927262

CARLTON LAKES CDD  
2005 PAN AM CIRCLE SUITE 300  
TAMPA, FL 33607

MAIL PAYMENT TO:  
TECO  
P.O. BOX 31318  
TAMPA, FL 33631-3318

**Account:** 221004695112  
**Statement Date:** 04/21/2022  
**Current month's charges due** 05/12/2022



## Details of Charges – Service from 03/17/2022 to 04/14/2022

Service for: 11404 CARLTON FIELDS DR, RIVERVIEW, FL 33579-4094

**Rate Schedule: General Service Demand - Standard**

Meter Number	Read Date	Current Reading	-	Previous Reading	=	Total Used	Multiplier	Billing Period
1000790429	04/14/2022	4,278		4,013		5,300 kWh	20.0000	29 Days
1000790429	04/14/2022	0.79		0		15.72 kW	20.0000	29 Days

Daily Basic Service Charge	29 days @ \$1.07000	\$31.03
Billing Demand Charge	16 kW @ \$13.75000/kW	\$220.00
Energy Charge	5,300 kWh @ \$0.00730/kWh	\$38.69
Fuel Charge	5,300 kWh @ \$0.04126/kWh	\$218.68
Capacity Charge	16 kW @ \$0.17000/kW	\$2.72
Storm Protection Charge	16 kW @ \$0.59000/kW	\$9.44
Energy Conservation Charge	16 kW @ \$0.81000/kW	\$12.96
Environmental Cost Recovery	5,300 kWh @ \$0.00130/kWh	\$6.89
Clean Energy Transition Mechanism	16 kW @ \$1.10000/kW	\$17.60
Florida Gross Receipt Tax		\$14.31

**Electric Service Cost**

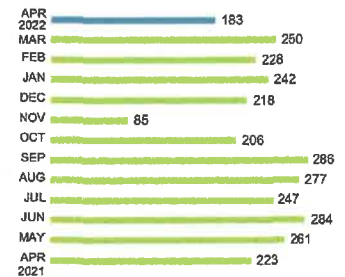
**\$572.32**

**Total Current Month's Charges**

**\$572.32**

### Tampa Electric Usage History

Kilowatt-Hours Per Day  
(Average)



### Billing Demand

(Kilowatts)



### Load Factor

(Percentage)



Statement Date: 04/21/2022

Account: 221004936375

CARLTON LAKES CDD  
11404 CARLTON FIELDS DR  
RIVERVIEW, FL 33579-4094

Current month's charges:	\$509.07
Total amount due:	\$509.07
Payment Due By:	05/12/2022

## Your Account Summary

Previous Amount Due	\$505.67
Payment(s) Received Since Last Statement	-\$505.67
<b>Current Month's Charges</b>	<b>\$509.07</b>
<b>Total Amount Due</b>	<b>\$509.07</b>

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See reverse side for more information

Account: 221004936375

Current month's charges:	\$509.07
Total amount due:	\$509.07
Payment Due By:	05/12/2022

**Amount Enclosed**

\$

641507189670

CARLTON LAKES CDD  
2005 PAN AM CIRCLE SUITE 300  
TAMPA, FL 33607

MAIL PAYMENT TO:  
TECO  
P.O. BOX 31318  
TAMPA, FL 33631-3318

**Account:** 221004936375  
**Statement Date:** 04/21/2022  
**Current month's charges due** 05/12/2022



## Details of Charges – Service from 03/17/2022 to 04/14/2022

Service for: 11404 CARLTON FIELDS DR, RIVERVIEW, FL 33579-4094

**Rate Schedule: Lighting Service**

### Lighting Service Items LS-1 (Bright Choices) for 29 days

Lighting Energy Charge	315 kWh @ \$0.03079/kWh	\$9.70
Fixture & Maintenance Charge	9 Fixtures	\$252.63
Lighting Pole / Wire	9 Poles	\$229.95
Lighting Fuel Charge	315 kWh @ \$0.04060/kWh	\$12.79
Storm Protection Charge	315 kWh @ \$0.01028/kWh	\$3.24
Clean Energy Transition Mechanism	315 kWh @ \$0.00033/kWh	\$0.10
Florida Gross Receipt Tax		\$0.66

### Lighting Charges

**\$509.07**

### Total Current Month's Charges

**\$509.07**

Statement Date: 04/21/2022

Account: 221007674692

CARLTON LAKES CDD  
CARLTON LKS, PH 1E1  
RIVERVIEW, FL 33579-0000

Current month's charges:	\$629.91
Total amount due:	\$629.91
Payment Due By:	05/12/2022

**Your Account Summary**

Previous Amount Due	\$626.84
Payment(s) Received Since Last Statement	-\$626.84
<b>Current Month's Charges</b>	<b>\$629.91</b>
<b>Total Amount Due</b>	<b>\$629.91</b>

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**CALL**



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See reverse side for more information

Account: 221007674692

Current month's charges:	\$629.91
Total amount due:	\$629.91
Payment Due By:	05/12/2022

**Amount Enclosed** \$

627926969169

CARLTON LAKES CDD  
2005 PAN AM CIRCLE SUITE 300  
TAMPA, FL 33607

**Received**

**APR 27 2022**

MAIL PAYMENT TO:  
TECO  
P.O. BOX 31318  
TAMPA, FL 33631-3318

**Account:** 221007674692  
**Statement Date:** 04/21/2022  
**Current month's charges due** 05/12/2022



## Details of Charges – Service from 03/17/2022 to 04/14/2022

Service for: CARLTON LKS, PH 1E1, RIVERVIEW, FL 33579-0000

### Rate Schedule: Lighting Service

#### Lighting Service Items LS-1 (Bright Choices) for 29 days

Lighting Energy Charge	266 kWh @ \$0.03079/kWh	\$8.19
Fixture & Maintenance Charge	14 Fixtures	\$211.12
Lighting Pole / Wire	14 Poles	\$357.70
Lighting Fuel Charge	266 kWh @ \$0.04060/kWh	\$10.80
Storm Protection Charge	266 kWh @ \$0.01028/kWh	\$2.73
Clean Energy Transition Mechanism	266 kWh @ \$0.00033/kWh	\$0.09
Florida Gross Receipt Tax		\$0.56
Franchise Fee		\$38.72

#### Lighting Charges

**\$629.91**

#### Total Current Month's Charges

**\$629.91**

00000028-0000598-Page 37 of 54



# ADMIRAL FURNITURE

707 SW 20th STREET  
OCALA, FL 34471

www.admiralfurniture.com Phone # 800-999-2589

## Invoice

Date	Invoice #
5/4/2022	146954

Bill To
CARLTON LAKES CDD C/O MERITUS 2005 PAN AM CIRCLE SUITE 300 TAMPA, FL 33607 BRIAN HOWELL 813-547-0951 carltonlkclubhouse@gmail.com

Ship To
CARLTON LAKES CLUBHOUSE JOSEPH 813-547-0951 11404 CARLTON FIELDS DRIVE RIVERVIEW, FL 33579

S.O. No.	P.O. No.	CARRIER/ TRACKING	Terms	Rep	ACFQ Number
46954		1Z1673750373280439/UPS ...	Net 30	365	59219
Item	Description	Backord...	Invoiced	Rate	Amount
FR845FMC	7.5' Fiberglass Market Umbrella w/ Sunbrella Fabric - Crank Lift / No Tilt	0	6	438.62	2,631.72
	UMBRELLA: 4612 ARUBA UMB POLE: HEATHER WILLOW (FRANKFORD)				
Freight	FREIGHT		1	229.38	229.38

57910  
RLO

Buyer shall pay interest @ 18% per annum on past due amounts & collection costs.  
Venue: Marion CNTY FL  
Payment of sales/use tax due is buyer's responsibility.

**Subtotal** \$2,861.10

**Total** \$2,861.10

**Payments/Credits** \$0.00

**Balance Due** \$2,861.10

### Terms & Conditions:

Terms: Unless otherwise stated above. Check in full with order or 50% deposit balance due before shipping. (Fla Residents must include sales tax) We accept most major credit cards.  
Returns: No returns accepted without written authorization in advance and return freight prepaid. All furniture remains the property of Admiral until invoice is paid in full. Restocking charges may apply.  
Freight: All products are shipped F.O.B. Factory via common carrier. Please obtain shipping charges from your sales rep. Freight rates quoted are for curbside delivery only. Inside delivery and lift gates are additional. Customer must note damage to cartons on the freight bill upon delivery.

# Invoice

First Choice Aquatic Weed Management, LLC

P.O. Box 593258  
Orlando, FL 32859

Phone: 407-859-2020  
Fax: 407-859-3275

Date	Invoice #
5/3/2022	71085

## Bill To

Carlton Lakes CDD  
c/o Meritus Corp.  
2005 Pan Am Circle, Suite 300  
Tampa, FL 33607

Customer P.O. No.	Payment Terms	Due Date
	Net 30	6/2/2022

Description	Amount
Deliver & Install (1200) bareroot duck potato for ponds 3,5,6. Completed 05/3/2022	1,560.00
<p>53900 4307 Ana</p>	

Thank you for your business.

<b>Total</b>	\$1,560.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$1,560.00



GoTo Communications, Inc.  
PO BOX 412252  
BOSTON, MA 02241-2252

## INVOICE

Invoice Date 05/01/2022  
Invoice # IN7101112185  
PO #  
Customer ID CN-710379-2009  
Terms AutoPay Scheduled  
Due Date 05/16/2022  
Currency US Dollar

### Bill To

CARLTON LAKES CDD  
2005 PAN AM CIR STE 300  
TAMPA FL 33607  
UNITED STATES

INVOICE Total:\$112.98

Billing Group	Description	Quantity	Rate	Amount
Primary	GoToConnect - Monthly Service Charge 05/01/2022 - 05/31/2022	3	26.95	\$80.85
Primary	Standard Phone Numbers (DID) 05/01/2022 - 05/31/2022	2	5	\$10.00
Primary	Included minutes in plan 04/01/2022 - 04/30/2022	57.6	0	\$0.00
Primary	Monthly Rental Equipment Charge 05/01/2022 - 05/31/2022	1	4.9	\$4.90
Primary	State and Local Regulatory Recovery Fee	1	9.45	\$9.45
Primary	Universal Service Fee (USF)	1	2.75	\$2.75
Primary	Regulatory Recovery Fee	1	5.03	\$5.03

**Total \$112.98**

Your automatic payment is scheduled to be processed around the 10th of the month

View and Pay your invoices online: <https://my.jive.com/billing>  
Billing Support: <https://support.goto.com/connect/billing-user-guide>

Please note that we are retiring the LogMeIn name and all future invoices, billing statements, or other correspondence will come from a GoTo branded entity. This change is for brand consistency and will have no impact on your contract details, core service functionality, Tax IDs, bank account numbers, or any other aspect of how you transact with us or any of our subsidiaries.

More information is available at <https://goto.com/GoToPressRelease2022> or by consulting our contracting entities table containing a complete list of updated entity names [here](#).



**GoTo Communications, Inc.**  
PO BOX 412252  
BOSTON, MA 02241-2252

## INVOICE

<b>Invoice Date</b>	05/01/2022
<b>Invoice #</b>	IN7101112185
<b>PO #</b>	
<b>Customer ID</b>	CN-710379-2009
<b>Terms</b>	<b>AutoPay Scheduled</b>
<b>Due Date</b>	05/16/2022
<b>Currency</b>	US Dollar

\*Certain audio Services are provided by the applicable GoTo affiliate who sets the rates, terms, and conditions for audio services. GoTo Technologies USA, Inc. presents this invoice and collects on behalf of the applicable GoTo affiliate as its agent.

\*Telecom fees (incl. USF and Regulatory Recovery Fees) are only applicable to GoToConnect, and OpenVoice Services. If you'd like to know more about how GoTo currently displays fees on your invoice, please visit [here](#).

\*Connect Bundle is comprised of GoToConnect and GoToMeeting Pro. GoToConnect is provided by GoTo Communications, Inc.



2122 Henley Road  
Lutz, FL 33558  
[www.pinelakenurseryinc.com](http://www.pinelakenurseryinc.com)

## INVOICE

Date	Invoice No.
04/22/22	736
Terms	Due Date
Net 30	05/22/22

### BILL TO

Teresa Farlow  
Carlton Lakes CDD  
11404 Carlton Fields Drive  
Riverview, FL 33579

### PROPERTY

Carlton Lakes CDD  
11404 Carlton Fields Drive  
Riverview, FL 33579

Amount Due	Enclosed
\$975.46	

Please detach top portion and return with your payment.

QTY	ITEM	UNIT PRICE	EXT PRICE	SALES TAX	LINE TOTAL
			\$975.46	\$0.00	\$975.46
	<b>#844 - Irrigation Repair/Installation - 3 1 Station I-Core Decoder Controller Hunt and 9 Dryconn Dbyn-600 W/Yellow nut</b>				
	Pine Lake Services, Inc. would like to thank you for the opportunity to bid. We look forward to working with you on this project. If you have any questions, please feel free to contact us at any time at projects@pinelakenurseryinc.com or (813) 948-4736.				
	Irrigation Enhancement		\$975.46	\$0.00	\$975.46
	<b>Total</b>		<b>\$975.46</b>	<b>\$0.00</b>	<b>\$975.46</b>

53900  
4613  
Q20



May 10, 2022  
Invoice Number: 078582401051022  
Account Number: 0050785824-01  
Security Code: 2597  
Service At: 11404 CARLTON FIELD DR  
RIVERVIEW, FL 33579-7785

**Contact Us**

Visit us at [SpectrumBusiness.net](http://SpectrumBusiness.net)  
Or, call us at 1-877-824-6249

**Summary**

*Services from 05/09/22 through 06/08/22  
details on following pages*

Previous Balance	157.96
Payments Received - Thank You	-157.96
<b>Remaining Balance</b>	<b>\$0.00</b>
Spectrum Business™ Internet	127.97
Spectrum Business™ Voice	29.99
Current Charges	\$157.96
<b>Total Due by 05/26/22</b>	<b>\$157.96</b>

**NEWS AND INFORMATION**

**NOTE.** Taxes, Fees and Charges listed in the Summary only apply to Spectrum Business TV and Spectrum Business Internet and are detailed on the following page.

**Keep your employees and customers entertained** with an affordable TV solution that is ideal for lobbies, back offices and waiting rooms. Call **1-877-413-0155** to get Spectrum Business TV Essentials today!

**Call 1-855-246-2900 today** to get the best mobile service for your business with unlimited data, talk and text, for only \$29.99/mo on 2+ lines. Spectrum Internet Required.



**Thank you for choosing Spectrum Business.**  
We appreciate your prompt payment and value you as a customer.

Received  
MAY 16 2022

4145 S. Falkenburg Rd Riverview, FL 33578-8652  
7635 1610 NO RP 10 05102022 NNNNNY 01 000291 0001

CARLTON LAKES COMMUNITY  
C/O MERITUS  
2005 PAN AM CIR  
STE 300  
TAMPA FL 33607-6008



May 10, 2022

**CARLTON LAKES COMMUNITY**

Invoice Number: 078582401051022  
Account Number: 0050785824-01  
Service At: 11404 CARLTON FIELD DR  
RIVERVIEW, FL 33579-7785

<b>Total Due by 05/26/22</b>	<b>\$157.96</b>
<b>Amount you are enclosing</b>	<b>\$</b>

**Please Remit Payment To:**

CHARTER COMMUNICATIONS  
PO BOX 7195  
PASADENA, CA 91109-7195



Invoice Number:  
Account Number:  
Security Code:

CARLTON LAKES COMMUNITY  
078582401051022  
0050785824-01  
2597

**Contact Us**Visit us at [SpectrumBusiness.net](https://SpectrumBusiness.net)

Or, call us at 1-877-824-6249

7635 1610 NO RP 10 05102022 NNNNNY 01 000291 0001

**Charge Details**

Previous Balance		157.96
Payments Received - Thank You	04/29	-157.96
<b>Remaining Balance</b>		<b>\$0.00</b>

Payments received after 05/10/22 will appear on your next bill.

Services from 05/09/22 through 06/08/22

**Spectrum Business™ Internet**

Spectrum Business Internet	119.99
Business WiFi	7.99
Static IP 1	19.99
Promotional Discount	-20.00
	<b>\$127.97</b>

Spectrum Business™ Internet Total **\$127.97****Spectrum Business™ Voice**

<b>Phone Number 813-442-4870</b>	
Directory Listing	0.00
Spectrum Business Voice	49.99
Promotional Discount	-20.00
	<b>\$29.99</b>

For additional call details, please visit [SpectrumBusiness.net](https://SpectrumBusiness.net) Taxes, Fees and Charges for Spectrum Business Voice are detailed in the Billing Information section.

Spectrum Business™ Voice Total **\$29.99**

**Current Charges** **\$157.96**  
**Total Due by 05/26/22** **\$157.96**

**Billing Information**

Spectrum Voice Provider - Spectrum Advanced Services, LLC

**Tax and Fees** - This statement reflects the current taxes and fees for your area (including sales, excise, user taxes, etc.). These taxes and fees may change without notice. Visit [spectrum.net/taxesandfees](https://spectrum.net/taxesandfees) for more information.

**Spectrum Terms and Conditions of Service** - In accordance with the Spectrum Business Services Agreement, Spectrum services are billed on a monthly basis. Spectrum does not provide credits for monthly subscription services that are cancelled prior to the end of the current billing month.

**Terms & Conditions** - Spectrum's detailed standard terms and conditions for service are located at [spectrum.com/policies](https://spectrum.com/policies).

**Past Due Fee / Late Fee Reminder** - A late fee will be assessed for past due charges for service.

**The following taxes, fees and surcharges are included in the price of the applicable service** - Federal USF \$1.39, Florida State CST \$0.93, Florida Local CST \$0.91, Florida CST \$0.48, E911 Fee \$0.40, TRS Surcharge \$0.10, Sales Tax \$0.02.

**Voice Fees and Charges** - These include charges, to recover or defray government fees imposed on Spectrum, and certain other costs related to Spectrum's Voice service, including a Federal Universal Service Charge and, if applicable, a State Universal Service Charge to recover amounts Spectrum must pay to support affordable telephone service, and may include a state Telecommunications Relay Service Fee to support relay services for hearing and speech impaired customers. Please note that these charges are not taxes and are subject to change. For more information, visit [spectrum.net/taxesandfees](https://spectrum.net/taxesandfees).

**Billing Practices** - Spectrum Business mails monthly, itemized invoices for all monthly services in advance. A full payment is required on or before the due date indicated on this invoice. Payments made after the indicated due date may result in a late payment processing charge. Failure to pay could result in the disconnection of all your Spectrum Business service(s). Disconnection of Business Voice service may also result in the loss of your phone number.

**Changing Business Locations** - Please contact Spectrum Business before moving your Business Voice modem to a new address. To establish service at your new location or return equipment, please contact your Spectrum Business Account Executive at least twenty one (21) business days prior to your move.

Visit [Spectrum.com/stores](https://Spectrum.com/stores) for store locations. For questions or concerns, visit [Spectrum.net/support](https://Spectrum.net/support).

**Sign up for Paperless Billing.**  
**It's easy, convenient and secure.**

Get your statement as soon as it's available. Instead of receiving a paper bill through the mail, sign up for paperless billing.

**It's easy** - enroll in paperless billing visit [SpectrumBusiness.net](https://SpectrumBusiness.net).

**It's convenient** - you can access your statement through [SpectrumBusiness.net](https://SpectrumBusiness.net).

**It's secure** - we deliver securely to your [SpectrumBusiness.net](https://SpectrumBusiness.net) account and only you can access through a secure sign-in process.

Each month, you'll receive a paperless e-bill that you pay online with your choice of payment options.

**Payment Options**

**Pay Online** - Create or Login to pay or view your bill online at [Spectrumbusiness.net](https://Spectrumbusiness.net).

**Pay by Mail** - Detach payment coupon and enclose with your check made payable to Bright House Networks. Please do not include correspondences of any type with payments.

For questions or concerns, please call **1-877-824-6249**.

## Straley Robin Vericker

1510 W. Cleveland Street

Tampa, FL 33606

Telephone (813) 223-9400 \* Facsimile (813) 223-5043

Federal Tax Id. - 20-1778458

CARLTON LAKES COMMUNITY DEVELOPMENT DISTRICT  
2005 PAN AM CIRCLE, SUITE 300  
TAMPA, FL 33607

April 26, 2022

Client: 001463

Matter: 000001

Invoice #: 21406

Page: 1

RE: General

For Professional Services Rendered Through April 15, 2022

### SERVICES

Date	Person	Description of Services	Hours	Amount
3/16/2022	VT	TELEPHONE CONFERENCE WITH R. REIDT; REVIEW DRAFT NOTICE OF ELECTIONS QUALIFYING PERIOD FOR PUBLICATION.	0.5	\$142.50
3/18/2022	VT	REVIEW CORRESPONDENCE FROM AND TELEPHONE CONFERENCE WITH R. REIDT.	0.5	\$142.50
3/18/2022	MS	FINALIZE PUBLICATION AD FOR 2022 GENERAL ELECTION; PREPARE CORRESPONDENCE TO DISTRICT MANAGER TRANSMITTING SAME.	0.1	\$16.50
3/21/2022	VT	REVIEW CORRESPONDENCE FROM B. CRUTCHFIELD.	0.1	\$28.50
3/22/2022	VT	REVIEW MULTIPLE CORRESPONDENCE FROM R. REIDT AND T. STEWART RE: ALLJAX AGREEMENT.	0.5	\$142.50
3/23/2022	VT	REVIEW AND REPLY TO CORRESPONDENCE FROM B. CRUTCHFIELD RE: ENCROACHMENT AGREEMENTS; EXCHANGE CORRESPONDENCE WITH SUPERVISOR R. VANCE.	0.4	\$114.00
3/24/2022	VT	REVIEW CORRESPONDENCE FROM B, CRUTCHFIELD.	0.1	\$28.50
3/24/2022	LB	REVIEW EXECUTED EASEMENT ENCROACHMENT AGREEMENTS; PREPARE LIST OF ISSUES AND MISSING INFORMATION IN AGREEMENTS.	0.4	\$66.00
3/25/2022	VT	REVIEW AND REVISE DRAFT PERSONNEL MANUAL, AND TRANSMITTAL TO DISTRICT MANAGER AND CHAIRMAN F. BARTON.	2.1	\$598.50
3/28/2022	VT	REVIEW CORRESPONDENCE FROM CHAIRMAN F. BARTON.	0.1	\$28.50

April 26, 2022

Client: 001463

Matter: 000001

Invoice #: 21406

Page: 2

## SERVICES

Date	Person	Description of Services	Hours	Amount
3/29/2022	VTS	TELEPHONE CONFERENCE WITH CHAIRMAN F. BARTON, REVIEW SUBMITTED ENCROACHMENT AGREEMENTS AND PROVIDE COMMENTS THERETO, REVISE FORM ENCROACHMENT AGREEMENT AND TRANSMITTAL TO DISTRICT MANAGER AND CHAIRMAN F. BARTON; RECEIPT OF CORRESPONDENCE FROM B. CRUTCHFIELD WITH APRIL BOARD MEETING INFORMATION.	1.5	\$427.50
4/1/2022	VTS	REVIEW OF APRIL BOARD MEETING BOOK AND SEND CORRESPONDENCE TO DISTRICT MANAGER.	0.4	\$114.00
4/1/2022	LB	PREPARE DRAFT QUARTERLY REPORT FOR PERIOD ENDED MARCH 31, 2022 RE SERIES 2017 BONDS; PREPARE DRAFT QUARTERLY REPORT FOR PERIOD ENDED MARCH 31, 2022 RE SERIES 2015 BONDS AND SERIES 2018 BONDS.	0.3	\$49.50
4/4/2022	VTS	REVIEW CORRESPONDENCE FROM R. REIDT RE: BOARD MEETING AGENDA.	0.1	\$28.50
4/7/2022	VTS	RECEIPT AND REVIEW OF REVISED BOARD MEETING AGENDA AND BOOK; PREPARE FOR AND ATTEND BOARD MEETING VIA TELEPHONE.	1.3	\$370.50
4/11/2022	VTS	REVIEW CORRESPONDENCE FROM AND TELEPHONE CONFERENCE WITH R. REIDT RE: APRIL BOARD MEETING FOLLOW UP.	0.2	\$57.00
4/11/2022	MS	PREPARE RESOLUTION SETTING PUBLIC HEARING AND APPROVING BUDGET FOR 2022/2023.	0.4	\$66.00
4/12/2022	VTS	REVIEW CORRESPONDENCE WITH ATTACHMENTS FROM R. REIDT RE: SWFWMD OPERATING AND MAINTENANCE INSPECTIONS OF PONDS.	0.4	\$114.00
4/13/2022	VTS	REVIEW RESOLUTION ADOPTING FISCAL YEAR 2022-2023 PROPOSED BUDGET; REVIEW QUARTERLY REPORTS FOR SERIES 2017 BONDS, SERIES 2015 BONDS AND SERIES 2018 BONDS.	0.6	\$171.00
4/13/2022	LB	FINALIZE QUARTERLY REPORTS; PREPARE CORRESPONDENCE TO DISSEMINATION AGENT TRANSMITTING QUARTERLY REPORT FOR PERIOD ENDED MARCH 31, 2022 RE SERIES 2017 BONDS; PREPARE CORRESPONDENCE TO DISSEMINATION AGENT TRANSMITTING QUARTERLY REPORT FOR PERIOD ENDED MARCH 31, 2022 RE SERIES 2015 BONDS AND SERIES 2018 BONDS.	0.2	\$33.00
4/13/2022	MS	FINALIZE AND PROCESS RESOLUTION APPROVING 2022/2023 BUDGET AND SETTING PUBLIC HEARING TO DISTRICT MANAGER.	0.1	\$16.00
Total Professional Services			10.3	\$2,755.00

April 26, 2022

Client: 001463

Matter: 000001

Invoice #: 21406

Page: 3

Total Services	\$2,755.00
Total Disbursements	\$0.00
Total Current Charges	\$2,755.00
Previous Balance	\$2,844.50
Less Payments	(\$2,844.50)
<b>PAY THIS AMOUNT</b>	<b>\$2,755.00</b>

51400  
3107  
Q120

*Please Include Invoice Number on all Correspondence*

117



PO BOX 489  
NEWARK, NJ 07101-0489



MERITUS CORPORATION  
CARLTON LAKES CDD  
2005 PAN AM CIR STE 300  
TAMPA, FL 33607-6008

00293347  
N204

Manage Your Account	Account Number	Date Due
b2b.verizonwireless.com	342080793-00003	05/27/22
Change your address at <a href="http://sso.verizonenterprise.com">http://sso.verizonenterprise.com</a>	Invoice Number	9905696014

## Quick Bill Summary

Apr 05 – May 04

Previous Balance <i>(see back for details)</i>	\$73.68
Payment – Thank You	–\$73.68
<b>Balance Forward</b>	<b>\$0.00</b>
Monthly Charges	\$70.00
Usage and Purchase Charges	
Voice	\$0.00
Messaging	\$0.00
Data	\$0.00
Equipment Charges	\$16.66
Surcharges and Other Charges & Credits	–\$14.19
Taxes, Governmental Surcharges & Fees	\$1.21
<b>Total Current Charges</b>	<b>\$73.68</b>

**Total Charges Due by May 27, 2022 \$73.68**

Received  
MAY 13 2022

Pay from phone	Pay on the Web	Questions:
#PMT (#768)	At b2b.verizonwireless.com	1.800.922.0204 or *611 from your phone



MERITUS CORPORATION  
CARLTON LAKES CDD  
2005 PAN AM CIR STE 300  
TAMPA, FL 33607-6008

Bill Date  
Account Number  
Invoice Number

May 04, 2022  
342080793-00003  
9905696014

## Total Amount Due by May 27, 2022

Make check payable to Verizon Wireless.  
Please return this remittance slip with payment.

**\$73.68**

\$    .

PO BOX 660108  
DALLAS, TX 75266-0108



99056960140103420807930000300000007368000000073689



Invoice Number   Account Number   Date Due   Page

9905696014   342080793-00003   05/27/22   2 of 6

Get Minutes Used	Get Data Used	Get Balance
#MIN + SEND	#DATA + SEND	#BAL + SEND

Payments

Payments, continued

Previous Balance \$73.68

Payment – Thank You

Payment Received 04/26/22 –73.68

Total Payments –\$73.68

Balance Forward \$0.00

Written notations included with or on your payment will not be reviewed or honored. Please send correspondence to:  
Verizon Wireless Attn: Correspondence Team PO Box 15069 Albany, NY 12212

Automatic Payment Enrollment for Account: 342080793-00003 MERITUS CORPORATION

By signing below, you authorize Verizon Wireless to electronically debit your bank account each month for the total balance due on your account. The check you send will be used to setup Automatic Payment. You will be notified each month of the date and amount of the debit 10 days in advance of the payment. You agree to receive all Auto Pay related communications electronically. I understand and accept these terms. This agreement does not alter the terms of your existing Customer Agreement. I agree that Verizon Wireless is not liable for erroneous bill statements or incorrect debits to my account. To withdraw your authorization you must call Verizon Wireless. Check with your bank for any charges.

1. Check this box.
2. Sign name in box below, as shown on the bill and date.
3. Return this slip with your payment. Do not send a voided check.



Invoice Number	Account Number	Date Due	Page
9905696014	342080793-00003	05/27/22	3 of 6

## Overview of Lines

Lines Charges	Page Number	Monthly Charges	Usage and Purchase Charges	Equipment Charges	Surcharges and Other Charges and Credits	Taxes, Governmental Surcharges and Fees	Third-Party Charges (includes Tax)	Total Charges	Voice Plan Usage	Messaging Usage	Data Usage	Voice Roaming	Messaging Roaming	Data Roaming
813-404-2881 Clubhouse Carlton Lakes	4	\$70.00	---	\$16.66	-\$14.19	\$1.21	---	\$73.68	10	7	.117GB	---	--	--
Total Current Charges		\$70.00	\$0.00	\$16.66	-\$14.19	\$1.21	\$0.00	\$73.68						



## Summary for Clubhouse Carlton Lakes: 813-404-2881

### Your Plan

**Business Unlimited Smartphone**

\$45.00 monthly charge

Unlimited monthly minutes

**UNL Text Messaging**

Unlimited M2M Text

Unlimited Text Message

**Email & Web Unlimited**

Unlimited monthly gigabyte

**UNL Picture/Video MSG**

Unlimited monthly Picture & Video

### Monthly Charges

Business Unlimited Smartphone	05/05 – 06/04	45.00
Addl Smartphn Data Access	05/05 – 06/04	25.00
Applies to subsidized smartphone lines		
		<b>\$70.00</b>

### Equipment Charges

Device Payment Agreement 1432024010 – Payment 20 of 24	16.66
Paid 316.69	
Past Due .00	
Balance (after this month's current payment) 66.64	
	<b>\$16.66</b>

Have more questions about your charges?  
Get details for usage charges at  
[b2b.verizonwireless.com](http://b2b.verizonwireless.com).

## Usage and Purchase Charges

Voice		Allowance	Used	Billable	Cost
Calling Plan	minutes	unlimited	10	--	--
Total Voice					\$ .00
Messaging		Allowance	Used	Billable	Cost
Text	messages	unlimited	4	--	--
Picture & Video -- Rcv'd	messages	unlimited	3	--	--
Total Messaging					\$ .00
Data		Allowance	Used	Billable	Cost
Gigabyte Usage	gigabytes	unlimited	.117	--	--
Total Data					\$ .00
<b>Total Usage and Purchase Charges</b>					<b>\$ .00</b>

### Surcharges

Fed Universal Service Charge	.36
Regulatory Charge	.16
Administrative Charge	1.95

### Other Charges and Credits

Device Promotional Credit	20 of 24	-16.66
		<b>-\$14.19</b>

### Taxes, Governmental Surcharges and Fees

FL State 911 Fee	.40
FL Communications Service Tax	.45
Tampa Comm Svc Tax	.36
	<b>\$1.21</b>

**Total Current Charges for 813-404-2881** **\$73.68**

## Need-to-Know Information

### Explanation of Surcharges

Surcharges include (i) a Regulatory Charge (which helps defray various government charges we pay including government number administration and license fees); (ii) a Federal Universal Service Charge (and, if applicable, a State Universal Service Charge) to recover charges imposed on us by the government to support universal service; and (iii) an Administrative Charge, which helps defray certain expenses we incur, including: charges we, or our agents, pay local telephone companies for delivering calls from our customers to their customers; fees and assessments on our network facilities and services; property taxes; and the costs we incur responding to regulatory obligations. **Please note that these are Verizon Wireless charges, not taxes. These charges, and what's included, are subject to change from time to time.**

### More On Wireless Taxes And Surcharges

Your total charges for this month's bill cycle are \$73.68.

This includes charges for one or more bundled Verizon service plans that include voice, messaging, data, or other services for which you pay a monthly plan charge.

This bill cycle, your fixed monthly plan charges were \$45.00 (before applying any discounts or credits, and excluding other charges such as overage, late payment, taxes, Verizon surcharges, and equipment).

To accurately bill taxes and Verizon surcharges, we regularly look at past network usage by you and other customers with similar plans to allocate this fixed monthly plan charge among the services included in the bundle.

In this bill cycle, we have allocated this amount as follows: \$2.89 for voice, \$0.58 for messaging, \$41.53 for data, and \$0.00 for other services.

For more information, please go to [vzw.com/taxesandsurcharges](http://vzw.com/taxesandsurcharges).

### Bankruptcy Information

If you are or were in bankruptcy, this bill may include amounts for pre-bankruptcy charges. You should not pay pre-bankruptcy amounts; they are for your information only. In the event Verizon receives notice of a bankruptcy filing, pre-bankruptcy charges will be adjusted in future invoices. Mail bankruptcy-related correspondence to 500 Technology Drive, Suite 550, Weldon Spring, MO 63304.

### Don't Miss Out: Sign Up For Business Device Protection

Verizon gives you coverage options, including a plan that's less than \$5/mo per device for repair and replacement of post-warranty malfunctions.

Select plans include:

- Same-day replacement of damaged devices
- Unlimited cracked-screen repair
- Coverage for one device or multiple, including phones, tablets and smartwatches

Act now-you must sign up by 5.19 at [verizon.com/businessbmp](http://verizon.com/businessbmp). Terms apply.



# INVOICE

**Customer ID:****22-06270-03004**

Customer Name:

CARLTON LAKES

Service Period:

05/01/22-05/31/22

Invoice Date:

04/26/2022

Invoice Number:

9831734-2206-1

**How To Contact Us**Visit **wm.com**

To setup your online profile, sign up for paperless statements, manage your account, view holiday schedules, pay your invoice or schedule a pickup



Customer Service:  
**(813) 621-3055**

**Your Payment Is Due****May 26, 2022**

If full payment of the invoiced amount is not received within your contractual terms, you may be charged a monthly late charge of 2.5% of the unpaid amount, with a minimum monthly charge of \$5, or such late charge allowed under applicable law, regulation or contract.

**Your Total Due****\$560.68**

If payment is received after  
05/26/2022: **\$ 574.70**

**Previous Balance**

385.68

+

**Payments**

(385.68)

+

**Adjustments**

0.00

+

**Current Invoice Charges**

560.68

=

**Total Account Balance Due****560.68****DETAILS OF SERVICE****Details for Service Location:****Carlton Lakes, 11404 Carlton Fields Dr, Riverview FL 33579-4094****Customer ID: 22-06270-03004**

Description	Date	Ticket	Quantity	Amount
Overage Service Yards Incident# 32381776	03/30/22	6679	1.00	175.00
Picture taken on 03/30/2022 at 08:08 AM				0.00
<b>Ticket Total</b>				<b>175.00</b>
Container Maintenance Charge	05/01/22		1.00	19.75
Disposal 6 Yard Dumpster 1X Week	05/01/22		1.00	114.94
6 Yard Dumpster 1X Week	05/01/22		1.00	250.99
<b>Total Current Charges</b>				<b>560.68</b>



Please detach and send the lower portion with payment --- (no cash or staples) ---



WASTE MANAGEMENT INC. OF FLORIDA

PO BOX 42930  
PHOENIX, AZ 85080  
(813) 621-3055  
(800) 255-7172

**Received****MAY 02 2022****Invoice Date**

04/26/2022

**Invoice Number**

9831734-2206-1

**Customer ID**

(Include with your payment)

**22-06270-03004****Payment Terms**

Total Due by 05/26/2022

If Received after 05/26/2022

**Total Due**

\$560.68

\$574.70

**Amount**

2206000220627003004078317340000005606800000056068 2

0041179 01 AB 0.461 \*\*AUTO T5 0 7116 33607-600875 -C04-P41220-I1

I0290C94



**CARLTON LAKES**  
**2005 PAN AM CIR STE 300**  
**TAMPA FL 33607-6008**



Remit To:

**WM CORPORATE SERVICES, INC.**  
**AS PAYMENT AGENT**  
**PO BOX 4648**  
**CAROL STREAM, IL 60197-4648**

**THINK GREEN®**

124



405-0233578-2206-5

# Carlton Lakes Community Development District

Financial Statements  
(Unaudited)

Period Ending  
May 31, 2022



Inframark LLC  
2005 Pan Am Circle ~ Suite 300 ~ Tampa, Florida 33607  
Phone (813) 873-7300 ~ Fax (813) 873-7070

# Carlton Lakes Community Development District

## Balance Sheet

As of 5/31/2022  
(In Whole Numbers)

	General Fund	Debt Service - Series 2015	Debt Service - Series 2018	Debt Service - Series 2017	Capital Projects - Series 2018	General Fixed Assets Account Group	General Long-Term Debt	Total
Assets								
Cash-Operating Account	289,254	0	0	0	0	0	0	289,254
Cash – HOA Improvement	30,139	0	0	0	0	0	0	30,139
Investments-Revenue 2018 (5000)	0	0	82,228	0	0	0	0	82,228
Investments-Interest 2018 (5001)	0	0	0	0	0	0	0	0
Investments-Sinking 2018 (5002)	0	0	0	0	0	0	0	0
Investments-Reserve 2018 (5003)	0	0	140,647	0	0	0	0	140,647
Investments-Prepayment 2018 (5004)	0	0	0	0	0	0	0	0
Investments-Amenity 2018 (5005)	0	0	0	0	0	0	0	0
Investments-Carlton Lakes West 2018 (5006)	0	0	0	0	0	0	0	0
Investments-Phase 1C, 1E 2018 (5007)	0	0	0	0	0	0	0	0
Accounts Receivable - Other	0	0	0	0	0	0	0	0
Due From Developer	0	0	0	0	0	0	0	0
Assessments Receivable - Tax Roll	0	0	0	0	0	0	0	0
Assessments Receivable - Off Roll	0	0	0	0	0	0	0	0
Interest Receivable	0	0	0	0	0	0	0	0
Investments-Revenue 2017 (8000)	0	0	0	185,046	0	0	0	185,046
Investments-Interest 2017 (8001)	0	0	0	0	0	0	0	0
Investments-Sinking 2017 (8002)	0	0	0	0	0	0	0	0
Investments-Reserve 2017 (8003)	0	0	0	103,845	0	0	0	103,845
Investments-Prepayment 2017 (8004)	0	0	0	0	0	0	0	0
Investments-Construction 2017 (8005)	0	0	0	0	0	0	0	0
Investments-Amenity Center 2017 (8007)	0	0	0	0	0	0	0	0
Investments-Construction 2015 (8005)	0	0	0	0	0	0	0	0
Investments-Revenue 2015 (8004)	0	393,515	0	0	0	0	0	393,515
Investments-Reserve 2015 (8003)	0	251,850	0	0	0	0	0	251,850
Investments-Interest 2015 (8000)	0	0	0	0	0	0	0	0
Investments-Prepayment 2015 (8002)	0	0	0	0	0	0	0	0
Investments-Sinking 2015 (8001)	0	0	0	0	0	0	0	0
Investments-Deferred Costs 2015 (8007)	0	0	0	0	0	0	0	0
Prepaid Items	0	0	0	0	0	0	0	0
Prepaid General Liability Insurance	0	0	0	0	0	0	0	0
Prepaid Professional Liability	0	0	0	0	0	0	0	0
Prepaid Trustee Fees	2,182	0	0	0	0	0	0	2,182
Prepaid Property Insurance	0	0	0	0	0	0	0	0
Deposits	0	0	0	0	0	0	0	0
Construction Work In Progress	0	0	0	0	0	13,788,149	0	13,788,149
Amount Available-Debt Service	0	0	0	0	0	0	1,185,149	1,185,149
Amount To Be Provided-Debt Service	0	0	0	0	0	0	13,244,851	126 13,244,851

# Carlton Lakes Community Development District

## Balance Sheet

As of 5/31/2022  
(In Whole Numbers)

	General Fund	Debt Service - Series 2015	Debt Service - Series 2018	Debt Service - Series 2017	Capital Projects - Series 2018	General Fixed Assets Account Group	General Long-Term Debt	Total
Other	0	0	0	0	0	0	0	0
Total Assets	321,574	645,365	222,875	288,891	0	13,788,149	14,430,000	29,696,855
Liabilities								
Accounts Payable	18,905	0	0	0	0	0	0	18,905
Accounts Payable Other	0	0	0	0	0	0	0	0
Retainage Payable	0	0	0	0	0	0	0	0
Due To Debt Service Fund	0	0	0	0	0	0	0	0
Deferred Revenue	0	0	0	0	0	0	0	0
Accrued Expenses Payable	0	0	0	0	0	0	0	0
Deposits	44	0	0	0	0	0	0	44
Unearned Revenues	0	0	0	0	0	0	0	0
Revenue Bonds Payable-Series 2015	0	0	0	0	0	0	6,645,000	6,645,000
Revenue Bonds Payable-Series 2017	0	0	0	0	0	0	3,665,000	3,665,000
Revenue Bonds Payable-Series 2018	0	0	0	0	0	0	4,120,000	4,120,000
Total Liabilities	18,949	0	0	0	0	0	14,430,000	14,448,949
Fund Equity & Other Credits								
Fund Balance-All Other Reserves	0	629,751	229,101	282,103	0	0	0	1,140,954
Fund Balance-Unreserved	39,602	0	0	0	0	0	0	39,602
Investment In General Fixed Assets	0	0	0	0	0	13,788,149	0	13,788,149
Petty Cash Expenses	0	0	0	0	0	0	0	0
Other	263,023	15,615	(6,227)	6,789	0	0	0	279,200
Total Fund Equity & Other Credits	302,625	645,365	222,875	288,891	0	13,788,149	0	15,247,905
Total Liabilities & Fund Equity	321,574	645,365	222,875	288,891	0	13,788,149	14,430,000	29,696,855

# Carlton Lakes Community Development District

## Statement of Revenues and Expenditures

001 - General Fund  
From 10/1/2021 Through 5/31/2022  
(In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
<b>Revenues</b>				
Special Assessments - Service Charges				
O&M Assmts - Tax Roll	762,040	763,401	1,361	0 %
O&M Assmts - Off Roll	8,367	0	(8,367)	(100)%
Interest Earnings				
Interest Earnings	0	43	43	0 %
Contributions & Donations From Private Sources				
HOA Carryover	18,357	0	(18,357)	(100)%
Other Miscellaneous Revenues				
Miscellaneous	0	275	275	0 %
Clubhouse Rental	0	5,738	5,738	0 %
<b>Total Revenues</b>	<b>788,764</b>	<b>769,456</b>	<b>(19,308)</b>	<b>(2)%</b>
<b>Expenditures</b>				
Legislative				
Supervisor Fees	24,000	11,200	12,800	53 %
Financial & Administrative				
District Manager	44,000	18,033	25,967	59 %
District Engineer	6,000	769	5,231	87 %
Disclosure Report	10,900	4,542	6,358	58 %
Trustees Fees	12,000	7,704	4,296	36 %
Auditing Services	7,400	1,087	6,313	85 %
Postage, Phone, Faxes, Copies	1,000	884	116	12 %
Public Officials Insurance	2,190	0	2,190	100 %
Legal Advertising	1,500	478	1,022	68 %
Bank Fees	100	37	63	63 %
Dues, Licenses & Fees	175	175	0	0 %
Office Supplies	600	225	375	63 %
Website Administration	1,500	(1,250)	2,750	183 %
ADA Website Compliance	1,500	1,500	0	0 %
Legal Counsel				
District Counsel	10,000	24,743	(14,743)	(147)%
Electric Utility Services				
Electric Utility Services	150,000	121,587	28,413	19 %
Decorative Light Maintenance	2,000	0	2,000	100 %
Garbage/Solid Waste Control Services				
Garbage Collection	5,000	3,200	1,800	36 %
Water-Sewer Combination Services				
Water Utility Services	20,800	21,446	(646)	(3)%
Other Physical Environment				
Community Center Manager	48,000	0	48,000	100 %
Staff	35,000	38,817	(3,817)	(11)%
Waterway Management Program	20,000	30,680	(10,680)	(53)%
Property & Casualty Insurance	20,742	0	20,742	100 %
Club Facility Maintenance	50,000	18,415	31,585	63 %
Landscape Maintenance - Contract	200,000	129,777	70,223	35 %
Landscape Maintenance - Other	15,000	9,636	5,364	36 %
Plant Replacement Program	3,000	1,406	1,594	53 %
Irrigation Maintenance	10,000	10,806	(806)	(8)%
Pool Maintenance	18,000	19,845	(1,845)	(10)%
Fintess Center Maintenance	10,000	0	10,000	100 %
Fish Stocking	10,000	0	10,000	100 %
Special Events	10,000	1,125	8,875	89 %
Capital Reserve				

# Carlton Lakes Community Development District

## Statement of Revenues and Expenditures

001 - General Fund  
From 10/1/2021 Through 5/31/2022  
(In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
HOA Expenditures	0	467	(467)	0 %
Capital Reserves donated by HOA	18,357	3,852	14,505	79 %
Reserve	20,000	25,249	(5,249)	(26)%
Total Expenditures	788,764	506,433	282,331	36 %
Excess Of Revenues Over (Under) Expenditures	0	263,023	263,023	0 %
Fund Balance, Beginning of Period	0	39,602	39,602	0 %
Fund Balance, End of Period	0	302,625	302,625	0 %

# Carlton Lakes Community Development District

## Statement of Revenues and Expenditures

200 - Debt Service - Series 2015  
From 10/1/2021 Through 5/31/2022  
(In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Revenues				
Special Assessments - Capital Improvements				
DS Assmts - Tax Roll	502,906	526,177	23,271	5 %
Interest Earnings				
Interest Earnings	0	22	22	0 %
Total Revenues	502,906	526,199	23,293	5 %
Expenditures				
Debt Service Payments				
Interest Payment	377,906	380,584	(2,678)	(1)%
Principal Payment	125,000	120,000	5,000	4 %
Prepayment	0	10,000	(10,000)	0 %
Total Expenditures	502,906	510,584	(7,678)	(2)%
Excess Of Revenues Over (Under) Expenditures	0	15,615	15,615	0 %
Fund Balance, Beginning of Period	0	629,751	629,751	0 %
Fund Balance, End of Period	0	645,365	645,365	0 %

# Carlton Lakes Community Development District

## Statement of Revenues and Expenditures

201 - Debt Service - Series 2018  
From 10/1/2021 Through 5/31/2022  
(In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Revenues				
Special Assessments - Capital Improvements				
DS Assmts - Tax Roll	278,544	262,165	(16,379)	(6)%
DS Assmts - Off Roll	0	16,543	16,543	0 %
Interest Earnings				
Interest Earnings	0	10	10	0 %
Total Revenues	278,544	278,717	173	0 %
Expenditures				
Debt Service Payments				
Interest Payment	208,544	209,944	(1,400)	(1)%
Principal Payment	70,000	70,000	0	0 %
Prepayment	0	5,000	(5,000)	0 %
Total Expenditures	278,544	284,944	(6,400)	(2)%
Excess Of Revenues Over (Under) Expenditures	0	(6,227)	(6,227)	0 %
Fund Balance, Beginning of Period	0	229,101	229,101	0 %
Fund Balance, End of Period	0	222,875	222,875	0 %

# Carlton Lakes Community Development District

## Statement of Revenues and Expenditures

203 - Debt Service - Series 2017  
From 10/1/2021 Through 5/31/2022  
(In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Revenues				
Special Assessments - Capital Improvements				
DS Assmts - Tax Roll	257,425	260,261	2,836	1 %
Interest Earnings				
Interest Earnings	0	10	10	0 %
Total Revenues	257,425	260,270	2,845	1 %
Expenditures				
Debt Service Payments				
Interest Payment	182,426	183,481	(1,055)	(1)%
Principal Payment	75,000	70,000	5,000	7 %
Total Expenditures	257,426	253,481	3,945	2 %
Excess Of Revenues Over (Under) Expenditures	(1)	6,789	6,790	(678,996)%
Fund Balance, Beginning of Period	0	282,103	282,103	0 %
Fund Balance, End of Period	(1)	288,891	288,892	(28,889,247)%

# Carlton Lakes Community Development District

## Statement of Revenues and Expenditures

301 - Capital Projects - Series 2018

From 10/1/2021 Through 5/31/2022

(In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Excess Of Revenues Over (Under) Expenditures	0	0	0	0 %
Fund Balance, Beginning of Period	0	0	0	0 %
Fund Balance, End of Period	0	0	0	0 %

# Carlton Lakes Community Development District

## Statement of Revenues and Expenditures

900 - General Fixed Assets Account Group

From 10/1/2021 Through 5/31/2022

(In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Fund Balance, Beginning of Period	0	13,788,149	13,788,149	0 %
Fund Balance, End of Period	<u>0</u>	<u>13,788,149</u>	<u>13,788,149</u>	<u>0 %</u>

# Carlton Lakes Community Development District

## Statement of Revenues and Expenditures

950 - General Long-Term Debt  
From 10/1/2021 Through 5/31/2022  
(In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Fund Balance, Beginning of Period	0	14,430,000	14,430,000	0 %
Fund Balance, End of Period	<u>0</u>	<u>14,430,000</u>	<u>14,705,000</u>	<u>0 %</u>

Carlton Lakes Community Development District  
Reconcile Cash Accounts

Summary

Cash Account: 10101 Cash-Operating Account

Reconciliation ID: 5.31.2022

Reconciliation Date: 5/31/2022

Status: Locked

Bank Balance	295,759.18
Less Outstanding Checks/Vouchers	6,505.58
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	<u>0.00</u>
Reconciled Bank Balance	289,253.60
Balance Per Books	<u>289,253.60</u>
Unreconciled Difference	<u><u>0.00</u></u>

Click the Next Page toolbar button to view details.

Carlton Lakes Community Development District  
Reconcile Cash Accounts

Detail

Cash Account: 10101 Cash-Operating Account

Reconciliation ID: 5.31.2022

Reconciliation Date: 5/31/2022

Status: Locked

Outstanding Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
2346	9/16/2021	System Generated Check/Voucher	10.74	Freddy Barton
2559	4/14/2022	System Generated Check/Voucher	50.00	Joseph Franco
2595	5/26/2022	System Generated Check/Voucher	4,119.84	BOCC
2596	5/26/2022	System Generated Check/Voucher	200.00	Elizabeth Diaz
2598	5/26/2022	System Generated Check/Voucher	200.00	Freddy Barton
2599	5/26/2022	System Generated Check/Voucher	200.00	Fredrick Levatte
2600	5/26/2022	System Generated Check/Voucher	200.00	Nicholle D. Palmer
2601	5/26/2022	System Generated Check/Voucher	200.00	Rena Diane Vance
2602	5/26/2022	System Generated Check/Voucher	1,325.00	Zebra Cleaning Team, Inc.
Outstanding Checks/Vouchers			6,505.58	

**Carlton Lakes Community Development District  
Reconcile Cash Accounts**

**Detail**

Cash Account: 10101 Cash-Operating Account

Reconciliation ID: 5.31.2022

Reconciliation Date: 5/31/2022

Status: Locked

**Cleared Checks/Vouchers**

Document Number	Document Date	Document Description	Document Amount	Payee
2553	4/14/2022	System Generated Check/Voucher	200.00	Elizabeth Diaz
2556	4/14/2022	System Generated Check/Voucher	200.00	Freddy Barton
2572	4/28/2022	System Generated Check/Voucher	3,800.00	Charles Parenteau
2573	4/28/2022	System Generated Check/Voucher	200.00	Elizabeth Diaz
2574	4/28/2022	System Generated Check/Voucher	200.00	Freddy Barton
2575	4/28/2022	System Generated Check/Voucher	200.00	Fredrick Levatte
2576	4/28/2022	System Generated Check/Voucher	200.00	Nicholle D. Palmer
2577	4/28/2022	System Generated Check/Voucher	200.00	Rena Diane Vance
2578	4/28/2022	System Generated Check/Voucher	4,040.63	US Bank
2579	5/4/2022	System Generated Check/Voucher	5,899.93	Inframark LLC
2580	5/4/2022	System Generated Check/Voucher	16,225.51	Tampa Electric Company
2581	5/4/2022	System Generated Check/Voucher	560.68	Waste Management Inc. of Florida
2582	5/5/2022	Series 2015 FY22 Tax Dist ID 572	1,332.02	Carlton Lakes CDD
2583	5/5/2022	Series 2017 FY22 Tax Dist ID 572	658.86	Carlton Lakes CDD
2584	5/5/2022	Series 2018 FY22 Tax Dist ID 572	663.68	Carlton Lakes CDD
CD112	5/6/2022	CL PR PE4.17.22-4.30.22	2,046.64	Decision HR
2585	5/16/2022	System Generated Check/Voucher	1,560.00	First Choice Aquatic Weed Management, LLC
2586	5/16/2022	System Generated Check/Voucher	200.00	Freddy Barton

Carlton Lakes Community Development District  
Reconcile Cash Accounts

Detail

Cash Account: 10101 Cash-Operating Account

Reconciliation ID: 5.31.2022

Reconciliation Date: 5/31/2022

Status: Locked

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
2587	5/16/2022	System Generated Check/Voucher	200.00	Fredrick Levatte
2588	5/16/2022	System Generated Check/Voucher	112.98	LogMein Communications, Inc.
2589	5/16/2022	System Generated Check/Voucher	18,667.81	Pine Lake Services
2590	5/16/2022	System Generated Check/Voucher	200.00	Rena Diane Vance
2591	5/16/2022	System Generated Check/Voucher	2,755.00	Straley Robin Vericker
2592	5/19/2022	System Generated Check/Voucher	157.96	Charter Communications
2593	5/19/2022	System Generated Check/Voucher	73.68	Verizon
CD114	5/20/2022	CL PR PE5.1.2022-5.14.2022	2,181.40	Decision HR
CD116	5/23/2022	Service Charge - 5.23.2022	12.00	
2594	5/26/2022	System Generated Check/Voucher	2,861.10	Admiral Outdoor Furniture
2597	5/26/2022	System Generated Check/Voucher	665.00	First Choice Aquatic Weed Management, LLC
Cleared Checks/Vouchers			66,274.88	

Carlton Lakes Community Development District  
Reconcile Cash Accounts

Detail

Cash Account: 10101 Cash-Operating Account

Reconciliation ID: 5.31.2022

Reconciliation Date: 5/31/2022

Status: Locked

Cleared Deposits

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>	<u>Deposit Number</u>
CR404	4/27/2022	Clubhouse Income - 4.14.22 - 4.27.2022	725.00	
CR405	5/5/2022	Tax Distribution 5.05.2022	4,589.52	
CR408	5/7/2022	Clubhouse Income Thru 05.07.2022	325.00	
CR413	5/31/2022	Interest Payment 5.31.2022	<u>3.00</u>	
Cleared Deposits			5,642.52	
			<u><u>5,642.52</u></u>	