

**TOUCHSTONE
COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
REGULAR MEETING &
AUDIT COMMITTEE MEETING
JANUARY 10, 2019**

**TOUCHSTONE
COMMUNITY DEVELOPMENT DISTRICT AGENDA**

JANUARY 10, 2019 at 9:00 a.m.

The offices of Lennar Homes

Located at 4600 W. Cypress Street - Suite 200, Tampa, FL 33607

District Board of Supervisors	Chairman Vice-Chair Assistant Secretary Assistant Secretary Assistant Secretary	Kelly Evans Laura Coffey Paulo Beckert Becky Wilson Michael Ragan
District Manager	Meritus	Brian Lamb
District Attorney	Straley Robin Vericker	John Vericker
District Engineer	Landmark Engineering	Todd C. Amaden

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

The District Agenda is comprised of four different sections:

The meeting will begin at **9:00 a.m.** with the section called **Business Matters**. The business matters section contains items for approval by the District Board of Supervisors that may require discussion, motion 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) 397-5120 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 ninth section is called **Administrative Matters**. The Administrative Matters section contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The tenth section is called **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 final sections are called **Board Members Comments and Public Comments**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to **three (3) minutes** for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. **IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT ADMINISTRATOR OUTSIDE THE CONTEXT OF THIS MEETING.**

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

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 397-5120, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

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

January 10, 2019

Board of Supervisors
Touchstone Community Development District

Dear Board Members:

The Regular Meeting & Audit Committee Meeting of Touchstone Community Development District will be held on **Thursday, January 10, 2019 at 9:00 a.m.** at the offices of Lennar Homes, located at 4600 W. Cypress Street - Suite 200, Tampa, FL 33607. Following is the Agenda for the Meeting:

Call In Number: 1-866-906-9330

Access Code: 4863181

REGULAR MEETING OF THE BOARD OF SUPERVISORS

1. CALL TO ORDER/ROLL CALL

RECESS TO AUDIT COMMITTEE MEETING

2. AUDIT COMMITTEE MEETING

- A. Open the Audit Committee Meeting
- B. Evaluate and Rank the Audit Proposals

i. *Grau & Associates*.....Tab 01

- C. Finalize the Ranking and Consideration of Audit Committee Recommendation
- D. Close the Audit Committee Meeting

RETURN AND PROCEED TO REGULAR MEETING

3. PUBLIC COMMENTS ON AGENDA ITEMS

4. VENDOR/STAFF REPORTS

- A. District Counsel
- B. District Engineer
- C. District Manager

5. BUSINESS ITEMS

- A. Consideration of Audit Committee Recommendations and Evaluations
- B. Consideration and Ratification of Landscape Agreement.....Tab 02
- C. General Matters of the District

6. CONSENT AGENDA

- A. Consideration of Minutes of the Regular Meeting August 09, 2018.....Tab 03
- B. Consideration of Operation and Maintenance Expenditures August, 2018.....Tab 04
- C. Consideration of Operation and Maintenance Expenditures September, 2018....Tab 05
- D. Consideration of Operation and Maintenance Expenditures October, 2018.....Tab 06
- E. Consideration of Operation and Maintenance Expenditures November, 2018....Tab 07
- F. Review of Financial Statements Month Ending November 30, 2018.....Tab 08

7. BOARD OF SUPERVISORS REQUESTS AND COMMENTNS

8. PUBLIC COMMENTS

9. ADJOURNMENT

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 397-5120.

Sincerely,



Brian Lamb
District Manager



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Proposal to Provide Financial Auditing Services

TOUCHSTONE

COMMUNITY DEVELOPMENT DISTRICT

Proposal Due: January 02, 2019 - 12:00PM

Submitted to:

Touchstone Community Development District
2005 Pan Am Circle, Suite 120
Tampa, FL 33607

Submitted by:

Antonio J. Grau, Partner
Grau & Associates
951 Yamato Road, Suite 280
Boca Raton, Florida 33431
Tel (561) 994-9299 / (800) 229-4728
Fax (561) 994-5823
tony@graucpa.com / www.graucpa.com

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951 Yamato Road, Suite 280
Boca Raton, Florida 33431
(561) 994-9299 • (800) 299-4728
Fax (561) 994-5823

January 02, 2019

Touchstone Community Development District
2005 Pan Am Circle, Suite 120
Tampa, FL 33607

Re: Request for Proposal for Professional Auditing Services for the fiscal years ended September 30, 2018 with an option for two additional annual renewals.

Grau & Associates (Grau) is pleased to respond to Touchstone Community Development District's (the "District") Request for Proposal (RFP), and look forward to working with you on your audit. We are a team of knowledgeable professionals with extensive experience in audits for organizations just like yours, and we know how to work with you to complete an effective and efficient audit.

Since our focus is on government, we fully understand the professional services and work products required to meet your RFP requirements. Our team provided services in excess of 19,000 hours for our public sector clients last year, and we currently audit over 300 governmental entities. Our practice is unique as 98% of work is either audit or work related to government and non-profit entities.

In addition to our firm's focus, Grau & Associates is a great fit for your audit for a variety of other reasons, including:

- **Experience**

Grau is proud of the fact that the personnel we assign to your audit are some of the most experienced auditors in the field. Unlike many other firms, our auditors work almost exclusively with governmental entities, which mean they are more knowledgeable and efficient on audits like yours. Our engagement partners have decades of experience and take a hands-on approach to our assignments, which all ensures a smoother process for you. Also, due to Grau's very low turnover rate for our industry, you won't have to worry about retraining your auditors from year to year.

- **Service**

Our clients are pleased with the level of personalized service they receive from our talented professionals. Because of our extensive experience, we are adept at making the transition to a new firm as smooth as possible. We work with you to resolve any issues and keep in regular contact so there are no surprises when the final report delivers. In fact, your engagement team will report any potential audit adjustments to you on a regular basis so you will have adequate time to research and respond. Additionally, we have a disaster recovery plan that includes daily data back-ups and offsite file storage, so in the case of an emergency, your records would be safe.

- **Responsiveness**

We pride ourselves on our high level of responsiveness. We answer emails and telephone calls within 24 hours, and usually right away. We are always accessible to clients during business hours, and make every effort to answer any questions as they arise. Additionally, we don't just complete your audit and disappear. We understand the "big picture" and think beyond the traditional auditor's perspective. We remain in touch for the entire year, suggesting ways you can improve your District's performance, procedures and controls. We will update, advise and educate you on new or revised reporting requirements so you are sure to always remain compliant.

- **Reputation**

Our reputation in our field is impeccable. **We have never been involved in any litigation, proceeding or received any disciplinary action. Additionally, we have never been charged with, or convicted of, a public entity crime of any sort.** We have the professional staff available to perform the engagement and resources required to complete the work. We are financially stable and have never been involved in any bankruptcy proceedings.

- **Standards**


Grau & Associates is a professional association / licensed certified public accounting firm serving clients through the state of Florida. We are a member of the American Institute of Certified Public Accountants (AICPA) and the Florida Institute of Certified Public Accountants (FICPA). Additionally, individuals are members of both the (GFOA) and (FGFOA). Grau is also a member of the Governmental Audit Quality Center (GAQC). Our audit will follow the Auditing Standards of the AICPA, Generally Accepted Government Auditing Standards, issued by the Comptroller General of the United States, and the Rules of the Auditor General of the State of Florida, and any other applicable federal, state and local regulations. We will deliver our reports in accordance with your requirements.

This proposal is a firm and irrevocable offer for 90 days. We certify this proposal is made without previous understanding, agreement or connection either with any previous firms or corporations offering a proposal for the same items. We also certify our proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action, and was prepared in good faith. Only the person(s), company or parties interested in the project as principals are named in the proposal. Grau has no existing or potential conflicts, and anticipates no conflicts during the engagement. Our Federal I.D. number is 20-2067322.

We would be happy to answer any questions or provide additional information as needed. Please do not hesitate to call or email either of our Partners, Antonio J. Grau, CPA (tgrau@graucpa.com) or Racquel McIntosh, CPA (rmcintosh@graucpa.com) at 561.994.9299. We thank you for considering our firm's qualifications and experience, and look forward to serving you.

Very truly yours,

Grau & Associates



Antonio J. Grau



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Firm Qualifications & Experience

Grau & Associates is a medium-sized accounting firm providing comprehensive financial and compliance auditing, attestation and accounting, and other management consulting services and we are properly registered and licensed by the State of Florida. The Partners, Consultant and Managers of Grau are members of the American Institute of Certified Public Accountants and the Florida Institute of Certified Public Accountants.

Grau & Associates is a properly registered/licensed State of Florida professional corporation and all assigned supervisory professional staff are properly registered/licensed to practice in the State of Florida.

Grau’s Focus and Experience

- We are dedicated to serving **Special Districts**.
- We currently audit over **300 Special Districts**.
- Last year, Grau performed in excess of 19,000 **hours** of services for our Public Sector Clients under *Governmental Auditing Standards*.
- Grau currently **only** provides **audit and attestation** services principally for governmental and non-profit entities under government auditing standards. The firm and staff are 100% dedicated to the audit practice.

During Grau’s history we have consistently focused on providing service to the public sector. By focusing our resources on this industry, we provide the highest level of services to our Public Sector Clients.

Grau & Associates has a total of 17 employees, 15 professional staff, including 2 *Partners* and 13 *professionals* who specialize in providing auditing, accounting, consulting, and monitoring services to the *Public Sector* and 2 *administrative professionals*. The number of professional staff by employee classification is as follows:

Team Member	Total Professional Staff	Total CPAs	Total Government Audit Staff
Partners *	2	2	2
Managers *	3	3	3
Advisory Consultant	1	1	1
Supervisor / Seniors *	4	2	4
Staff Accountants *	5	1	5
Total	15	9	15

***ALL FULL TIME EMPLOYEES**

Compliance with Government Education Requirements

In order to maintain our high level of technical competence, we provide continuing professional education programs for all partners and professional staff members, which exceed national and state standards. **All of the audit professionals of Grau & Associates exceed the education requirements as set forth in *Government Auditing Standards*, published by the Comptroller General of the United States, and our continuing professional education programs ensure that all audit professionals meet the requirements to participate in audits of government agencies.**

Professional Staff Training

Partners - All of our Partners are CPA's and have diversified public accounting experience. They are responsible for overall engagement performance, policy, direction and quality control and have ***far exceeded minimum CPE requirements.***

Managers - All of our Audit Managers are CPA's who have demonstrated the ability to plan audit engagements, supervise personnel and maintain frequent contact with clients. They continually upgrade their skills through the firm's continuing education programs and courses sponsored by the AICPA, FICPA and GFOA. They have ***far exceeded minimum CPE Requirements.***

Seniors - All of our Seniors have a minimum of 3 years of diversified public accounting experience. They perform audits, evaluate staff, review findings and prepare audit reports. They possess the potential for upward mobility and have ***far exceeded minimum CPE requirements.***

Memberships

All of the firm's CPA's are properly licensed as CPA's and members in good standing of both the American Institute of Certified Public Accountants and the Florida Institute of Certified Public Accountants. In addition, certain firm professionals are members or have been members of the following professional groups:

- FICPA Committee on State and Local Government
- Florida Government Finance Officers Association (FGOA)
- Special Review Committee of the Government Finance Officers Association
- Florida Institute of CPA Non-Profit Conference Committee
- Florida Association of Special Districts (FASD)
- FGFOA Annual Conference Program Committee
- FASD Finance Committee
- FICPA Young CPAs Committee
- FICPA Accounting Careers Committee

In addition, we have an ongoing recruitment program that seeks only those accountants with a proven record of academic success. When we recruit at the senior and manager level, we select CPA's with proven governmental accounting and auditing experience.

Quality Control and Confidentiality

Grau participates in an external quality review program requiring an on-site independent examination of our auditing practice. Grau has consistently received an unqualified opinion on the quality of our audit practice. During our firm's last external quality control review, six audits were reviewed, including five government audits. *A copy of the report on the firm's most recent quality review can be found on the following page.*

In addition to scheduled Peer Reviews, our firm continually monitors performance to ensure the highest quality of services. Under the supervision of the Audit Partner, an Audit Manager is responsible for monitoring quality control of all appropriate engagements.

Results of State and Federal Reviews

All state and federal reviews of the firm's reports and working papers have been accepted without change or revision to issued reports.

March 2, 2017

Antonio Jose Grau Jr, CPA
Grau & Associates
2700 N Military Trl Ste 350
Boca Raton, FL 33431

Dear Mr. Grau:

It is my pleasure to notify you that on March 2, 2017 the Florida Peer Review Committee accepted the report on the most recent system peer review of your firm. The due date for your next review is December 31, 2019. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Sincerely,



Paul N. Brown, CPA, CGMA
Director of Technical Services

cc: Daniel Joseph Hevia, CPA

Firm Number: 4390114

Review Number: 474720



PEER REVIEW PROGRAM

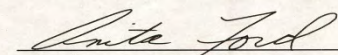
is proud to present this

Certificate of Recognition

to

Grau & Associates

For having a system of quality control for its accounting and auditing practice in effect for the year ended June 30, 2016 which has been designed to meet the requirements of the quality control standards for an accounting and auditing practice established by the AICPA and which was complied with during the year then ended to provide the firm with reasonable assurance of conforming with professional standards.



Anita Ford, Chair
AICPA Peer Review Board
2016

Partial List of Clients

The following is a partial list of clients served and related experience:

COMMUNITY DEVELOPMENT DISTRICTS	Governmental Audit	Utility Audit	Current Client	Year End
Aberdeen Community Development District	✓			9/30
Allen Plantation Community Development District	✓			9/30
Amelia Concourse Community Development District	✓			9/30
Amelia National Community Development District	✓			9/30
Amelia Walk Community Development District	✓			9/30
Anthem Park Community Development District	✓			9/30
Antigua at St. Augustine Community District	✓			9/30
Aqua One Community Development District	✓			9/30
Arbor Green Community Development District	✓		✓	9/30
Arbor Green Community Development District	✓		✓	9/30
Arlington Ridge Community Development District	✓			9/30
Armstrong Community Development District	✓		✓	9/30
Artisan Lakes Community Development District	✓			9/30
Asturia Community Development District	✓		✓	9/30
Ave Maria Stewardship Community Development District	✓		✓	9/30
Aventura Isles Community Development District	✓		✓	9/30
Bahia Lakes Community Development District	✓		✓	9/30
Ballantrae Community Development District	✓		✓	9/30
Ballantrae Hillsborough Community Development District	✓		✓	9/30
Bartram Park Community Development District	✓		✓	9/30
Bartram Springs Community Development District	✓		✓	9/30
Bay Creek Community Development District	✓		✓	9/30
Bay Laurel Community Development District	✓	✓	✓	9/30
Bay Tree Community Development District	✓		✓	9/30
Bayside Improvement Development District	✓		✓	9/30
Baywinds Community Development District	✓			9/30
Beach Community Development District	✓			9/30
Beacon Tradeport Community Development District	✓			9/30
Beeline Community Development District	✓		✓	9/30
Bella Verda East Community Development District	✓			9/30
Bella Verda Lake Community Development District	✓			9/30
Bella Vida Community Development District	✓		✓	9/30
Bellagio Community Development District	✓		✓	9/30
Belmont Community Development District	✓			9/30
Belmont Lakes Community Development District	✓		✓	9/30
Bexley Community Development District	✓		✓	9/30
Blackburn Creek Community Development District	✓			9/30
Bluewaters Community Development District	✓		✓	9/30

COMMUNITY DEVELOPMENT DISTRICTS	Governmental Audit	Utility Audit	Current Client	Year End
Bobcat Trail Community Development District	✓		✓	9/30
Boggy Creek Community Development District	✓			9/30
Bonita Landing Community Development District	✓		✓	9/30
Bonita Village Community Development District	✓		✓	9/30
Bonnett Creek Resort Community Development District	✓		✓	9/30
Bonterra Community Development District	✓		✓	9/30
Brandy Creek Community Development District	✓		✓	9/30
Bridgewater Community Development District	✓		✓	9/30
Bridgewater of Wesley Chapel Community Development District	✓			9/30
Briger Community Development District	✓		✓	9/30
Brighton Lakes Community Development District	✓		✓	9/30
Brooks of Bonita Springs I Community Development District	✓		✓	9/30
Brooks of Bonita Springs II Community Development District	✓		✓	9/30
Bull Frog Creek Community Development District	✓		✓	9/30
Candler Hills East Community Development District	✓			9/30
Capital Region Community Development District	✓			9/30
Captain's Key Dependent District	✓		✓	9/30
Caribe Palm Community Development District	✓		✓	9/30
Carlton Lakes Community Development District	✓		✓	9/30
Cascades at Groveland Community Development District	✓			9/30
Catalina at Winkler Preserve Community Development District	✓		✓	9/30
CBL/BM Port Orange West Community Development District	✓			9/30
Cedar Pointe Community Development District	✓			9/30
Celebration Point Community Development District	✓		✓	9/30
Central Lake Community Development District	✓		✓	9/30
Century Gardens Community Development District	✓		✓	9/30
Century Gardens at Tamiami Community Development District	✓		✓	9/30
Century Gardens Village Community Development District	✓		✓	9/30
Century Parc Community Development District	✓		✓	9/30
CFM (Coolidge Fort Myers) Community Development District	✓			9/30
Chapel Creek Community Development District	✓			9/30
Champions Gate Community Development District	✓		✓	9/30
Champion's Reserve Community Development District	✓		✓	9/30
Channing Park Community Development District	✓			9/30
City Center Community Development District	✓			9/30
City Place Community Development District	✓		✓	9/30
Clearwater Cay Community Development District	✓			9/30
Coastal Lake Community Development District	✓			9/30
Cocot Palms Community Development District	✓		✓	9/30
Coconut Cay Community Development District	✓		✓	9/30
Concorde Estates Community Development District	✓			9/30
Concorde Station Community Development District	✓		✓	9/30

COMMUNITY DEVELOPMENT DISTRICTS	Governmental Audit	Utility Audit	Current Client	Year End
Connerton West Community Development District	✓			9/30
Copper Creek Community Development District	✓		✓	9/30
Copper Oaks Community Development District	✓		✓	9/30
Copperstone Community Development District	✓		✓	9/30
Coral Bay Community Development District	✓		✓	9/30
Coral Keys Homes Community Development District	✓			9/30
Coral Town Park Community Development District	✓			9/30
Cordoba Ranch Community Development District	✓		✓	9/30
Corkscrew Farms Community Development District	✓		✓	9/30
Coronado Community Development District	✓		✓	9/30
Cory Lakes Community Development District	✓		✓	9/30
Country Club of Mount Dora Community Development District	✓			9/30
Country Greens Community Development District	✓		✓	9/30
Country Walk Community Development District	✓		✓	9/30
Covington Park Community Development District	✓		✓	9/30
Creekside Community Development District	✓		✓	9/30
Crestview II Community Development District	✓		✓	9/30
Crestview West Community Development District	✓		✓	9/30
Cross Country Home Services Community Development District	✓			9/30
Cross Creek Community Development District	✓			9/30
Cutler Cay Community Development District	✓			9/30
Cypress Cove Community Development District	✓		✓	9/30
Cypress Grove Community Development District	✓		✓	9/30
Cypress Lakes Community Development District	✓		✓	9/30
Cypress Shadows Community Development District	✓		✓	9/30
Deer Island Community Development District	✓			9/30
Deer Run Community Development District	✓			9/30
Diamond Hill Community Development District	✓			9/30
Double Branch Community Development District	✓		✓	9/30
Dove Pond Community Development District	✓			9/30
Downtown Doral Community Development District	✓		✓	9/30
Dunes Community Development District	✓	✓	✓	9/30
Dupree Lakes Community Development District	✓		✓	9/30
Eagle Point Community Development District	✓			9/30
East Bonita Bridge Road Community Development District	✓		✓	9/30
East Park Community Development District	✓		✓	9/30
Easton Park Community Development District	✓			9/30
Enclave at Black Point Marina Community Development District	✓		✓	9/30
Encore Community Development District	✓		✓	9/30
Enterprise Community Development District	✓	✓	✓	9/30
Epperson Ranch Community Development District	✓		✓	9/30
Estancia at Wiregrass Community Development District	✓			9/30

COMMUNITY DEVELOPMENT DISTRICTS	Governmental Audit	Utility Audit	Current Client	Year End
Estates at Cherry Lake Community Development District	✓		✓	9/30
Estuary Community Development District	✓			9/30
Falcon Trace Community Development District	✓		✓	9/30
Fallschase Community Development District	✓		✓	9/30
Fiddler's Creek Community Development District	✓			9/30
Fishhawk I Community Development District	✓		✓	9/30
Fishhawk II Community Development District	✓		✓	9/30
Fishhawk III Community Development District	✓			9/30
Fishhawk IV Community Development District	✓		✓	9/30
Fleming Island Plantation Community Development District	✓		✓	9/30
Florida Green Finance Authority	✓		✓	9/30
Founder's Ridge Community Development District	✓			9/30
Fountainbleau Lakes Community Development District	✓		✓	9/30
Forest Creek Community Development District	✓			9/30
Gardens at Millenia Community Development District	✓			9/30
Glen St. Johns Community Development District	✓			9/30
Gramercy Farms Community Development District	✓			9/30
Grand Bay at Doral Community Development District	✓		✓	9/30
Grand Hampton Community Development District	✓		✓	9/30
Grand Haven Community Development District	✓		✓	9/30
Greater Lakes/Sawgrass Community Development District	✓		✓	9/30
Green Corridor PACE District	✓		✓	9/30
Greyhawk Landing Community Development District	✓			9/30
Groves Community Development District	✓		✓	9/30
Habitat Community Development District	✓			9/30
Hacienda Lakes Community Development District	✓		✓	9/30
Hamal Community Development District	✓		✓	9/30
Hammocks Community Development District	✓		✓	9/30
Harbor Bay Community Development District	✓			9/30
Harbour Isles Community Development District	✓			9/30
Harbourage at Braden River Community Development District	✓		✓	9/30
Harmony Community Development District	✓			9/30
Harrison Ranch Community Development District	✓			9/30
Hawk's Point Community Development District	✓			9/30
Hemmingway Point Community Development District	✓		✓	9/30
Heritage Bay Community Development District	✓		✓	9/30
Heritage Greens Community Development District	✓		✓	9/30
Heritage Harbor Community Development District	✓			9/30
Heritage Harbor at Braden River Community Development District	✓			9/30
Heritage Harbour Market Place Community Development District	✓			9/30
Heritage Harbour South Community Development District	✓			9/30
Heritage Isles at Viera Community Development District	✓			9/30

COMMUNITY DEVELOPMENT DISTRICTS	Governmental Audit	Utility Audit	Current Client	Year End
Heritage Isles Community Development District	✓			9/30
Heritage Landing Community Development District	✓		✓	9/30
Heritage Oak Park Community Development District	✓		✓	9/30
Heritage Park Community Development District	✓		✓	9/30
Heritage Plantation Community Development District	✓		✓	9/30
Heritage Springs Community Development District	✓		✓	9/30
Heron Isles Community Development District	✓			9/30
Hickory Hammock Community Development District	✓			9/30
High Ridge/Quantum Community Development District	✓			9/30
Highlands Community Development District	✓		✓	9/30
Hollywood Beach Community Development District	✓		✓	9/30
Homestead 50 Community Development District	✓			9/30
Hypoluxo-Haverhill Community Development District	✓		✓	9/30
Independence Park Community Development District	✓			9/30
Indigo Community Development District	✓		✓	9/30
Indigo East Community Development District	✓		✓	9/30
Interlaken Community Development District	✓			9/30
Islands at Doral III Community Development District	✓		✓	9/30
Islands at Doral (NE) Community Development District	✓		✓	9/30
Islands at Doral (SW) Community Development District	✓		✓	9/30
Islands at Doral Townhomes Community Development District	✓		✓	9/30
Isles of Bartram Park Community Development District	✓		✓	9/30
Journey's End Community Development District	✓		✓	9/30
Jurlington Creek Plantation Community Development District	✓			9/30
K-Bar Ranch Community Development District	✓		✓	9/30
Kendall Breeze Community Development District	✓		✓	9/30
Kendall Breeze West Community Development District	✓		✓	9/30
Key Marco Community Development District	✓		✓	9/30
Keys Cove Community Development District	✓		✓	9/30
Keys Cove II Community Development District	✓		✓	9/30
La Collina Community Development District	✓		✓	9/30
Laguna Estates Community Development District	✓			9/30
Laguna Lakes Community Development District	✓		✓	9/30
Lake Ashton Community Development District	✓		✓	9/30
Lake Ashton II Community Development District	✓		✓	9/30
Lake Francis Community Development District	✓		✓	9/30
Lake Padgett Estates Independent District	✓		✓	9/30
Lake Powell Residential Golf Community Development District	✓			9/30
Lakes by the Bay South Community Development District	✓		✓	9/30
Lakeshore Ranch Community Development District	✓			9/30
Lakeside Community Development District	✓			9/30
Lakeside Landings Community Development District	✓			9/30

COMMUNITY DEVELOPMENT DISTRICTS	Governmental Audit	Utility Audit	Current Client	Year End
Lakeside Plantation Community Development District	✓		✓	9/30
Lakewood Ranch 1 Community Development District	✓			9/30
Lakewood Ranch 2 Community Development District	✓			9/30
Lakewood Ranch 3 Community Development District	✓			9/30
Lakewood Ranch 4 Community Development District	✓			9/30
Lakewood Ranch 5 Community Development District	✓			9/30
Lakewood Ranch 6 Community Development District	✓			9/30
Legacy Springs Community Development District	✓			9/30
Legends Bay Community Development District	✓			9/30
Lexington Community Development District	✓		✓	9/30
Live Oak Lake Community Development District	✓		✓	9/30
Live Oak No. 1 Community Development District	✓		✓	9/30
Long Lake Ranch Community Development District	✓		✓	9/30
Longleaf Community Development District	✓			9/30
Lucaya Community Development District	✓		✓	9/30
Madeira Community Development District	✓			9/30
Magnolia Park Community Development District	✓			9/30
Magnolia West Community Development District	✓			9/30
Main Street Community Development District	✓			9/30
Mainstreet Community Development District	✓			9/30
Majorca Isles Community Development District	✓		✓	9/30
Maple Ridge Community Development District	✓		✓	9/30
Marsh Harbour Community Development District	✓			9/30
Marshall Creek Community Development District	✓			9/30
Mayfair Community Development District	✓			9/30
Meadow Pines Community Development District	✓		✓	9/30
Meadow Point I Community Development District	✓		✓	9/30
Meadow Point III Community Development District	✓			9/30
Meadow Point IV Community Development District	✓			9/30
Meadow Woods Community Development District	✓			9/30
Mediterra North Community Development District	✓		✓	9/30
Mediterra South Community Development District	✓		✓	9/30
Mediterranea Community Development District	✓		✓	9/30
Middle Village Community Development District	✓		✓	9/30
Mira Lago West Community Development District	✓			9/30
Mirada Community Development District	✓		✓	9/30
Miromar Lakes Community Development District	✓			9/30
Montecito Community Development District	✓		✓	9/30
Monterey/Congress Community Development District	✓		✓	9/30
Myakka Community Development District	✓		✓	9/30
Moody River Estates Community Development District	✓			9/30
Myakka Ranch Community Development District	✓		✓	9/30

COMMUNITY DEVELOPMENT DISTRICTS	Governmental Audit	Utility Audit	Current Client	Year End
Myrtle Creek Community Development District	✓			9/30
Naples Heritage Community Development District	✓		✓	9/30
Narcoossee Community Development District	✓			9/30
Newport Tampa Bay Community Development District	✓			9/30
North Dade Community Development District	✓		✓	9/30
Northern Riverwalk Community Development District	✓		✓	9/30
Northwood Community Development District	✓			9/30
Oak Creek Community Development District	✓		✓	9/30
Oakridge Community Development District	✓		✓	9/30
Oaks at Shady Creek, The Community Development District	✓		✓	9/30
Oakstead Community Development District	✓		✓	9/30
Old Palm Community Development District	✓		✓	9/30
Orchid Grove Community Development District	✓		✓	9/30
Osprey Oaks Community Development District	✓		✓	9/30
OTC Community Development District	✓		✓	9/30
Palm Bay Community Development District	✓		✓	9/30
Palm Beach Plantation Community Development District	✓			9/30
Palm Coast Park Community Development District	✓		✓	9/30
Palm Glades Community Development District	✓			9/30
Palma Sola Trace Community Development District	✓		✓	9/30
Palms of Terra Ceia Bay Community Development District	✓		✓	9/30
Pan American West Community Development District	✓			9/30
Panther Trace I Community Development District	✓		✓	9/30
Panther Trace II Community Development District	✓			9/30
Panther Trails Community Development District	✓		✓	9/30
Parker Road Community Development District	✓			9/30
Parklands Lee Community Development District	✓		✓	9/30
Parklands West Community Development District	✓		✓	9/30
Parkway Center Community Development District	✓			9/30
Paseo Community Development District	✓			9/30
PBR Community Development District	✓			9/30
Pebblewalk Village Community Development District	✓			9/30
Pelican Marsh Community Development District	✓			9/30
Pembroke Harbor Community Development District	✓		✓	9/30
Pentathlon Community Development District	✓		✓	9/30
Pine Air Lakes Community Development District	✓		✓	9/30
Pine Island Community Development District	✓			9/30
Pine Island South Community Development District	✓			9/30
Piney-Z Community Development District	✓			9/30
Pioneer Community Development District	✓			9/30
Poinciana Community Development District	✓			9/30
Poinciana West Community Development District	✓		✓	9/30

COMMUNITY DEVELOPMENT DISTRICTS	Governmental Audit	Utility Audit	Current Client	Year End
Portico Community Development District	✓		✓	9/30
Portofino Cove Community Development District	✓		✓	9/30
Portofino Isles Community Development District	✓		✓	9/30
Portofino Landings Community Development District	✓		✓	9/30
Portofino Shores Community Development District	✓		✓	9/30
Portofino Springs Community Development District	✓			9/30
Portofino Vineyards Community Development District	✓			9/30
Portofino Vista Community Development District	✓		✓	9/30
Preserve at Wilderness Lake Community Development District	✓			9/30
Principal One Community Development District	✓		✓	9/30
Quantum Community Development District	✓			9/30
Quantum Park Overlay Community Development District	✓		✓	9/30
Quarry Community Development District	✓		✓	9/30
Randal Park Community Development District	✓		✓	9/30
Remington Community Development District	✓			9/30
Renaissance Community Development District	✓		✓	9/30
Reserve Community Development District	✓			9/30
Reserve 2 Community Development District	✓		✓	9/30
Reunion East Community Development District	✓			9/30
Reunion West Community Development District	✓			9/30
River Bend Community Development District	✓			9/30
River Glen Community Development District	✓			9/30
River Hall Community Development District	✓			9/30
River Place on the St. Lucie Community Development District	✓			9/30
River Ridge Community Development District	✓		✓	9/30
Rivercrest Community Development District	✓			9/30
Rivers Edge Community Development District	✓			9/30
Sable Palm Community Development District	✓		✓	9/30
Sail Harbour Community Development District	✓		✓	9/30
Sampson Creek Community Development District	✓			9/30
Sandy Creek Community Development District	✓		✓	9/30
Sausalito Bay Community Development District	✓		✓	9/30
Seven Oaks I Community Development District	✓			9/30
Seven Oaks II Community Development District	✓			9/30
Silver Palms Community Development District	✓		✓	9/30
Silverado Community Development District	✓		✓	9/30
Six Mile Creek Community Development District	✓		✓	9/30
Somerset Community Development District	✓			9/30
Sonoma Bay Community Development District	✓		✓	9/30
South Bay Community Development District	✓			9/30
South Fork Community Development District	✓			9/30
South Fork East Community Development District	✓		✓	9/30

COMMUNITY DEVELOPMENT DISTRICTS	Governmental Audit	Utility Audit	Current Client	Year End
South Fork III Community Development District	✓		✓	9/30
South Kendall Community Development District	✓			9/30
South Shore Corporate Park Industrial Community Development District	✓		✓	9/30
South-Dade Venture Development District	✓		✓	9/30
South Village Community Development District	✓			9/30
Southaven Community Development District	✓			9/30
Southern Hills Plantation I Community Development District	✓			9/30
Southern Hills Plantation II Community Development District	✓			9/30
Southern Hills Plantation III Community Development District	✓			9/30
Spicewood Community Development District	✓		✓	9/30
Split Pine Community Development District	✓			9/30
Springridge Community Development District (formerly Killarney)	✓		✓	9/30
St. John's Forest Community Development District	✓			9/30
Sterling Hill Community Development District	✓			9/30
Stevens Plantation Community Development District	✓		✓	9/30
Stonebrier Community Development District	✓			9/30
Stonagate Community Development District	✓		✓	9/30
Stoneybrook at Venice Community Development District	✓		✓	9/30
Stoneybrook Community Development District	✓		✓	9/30
Stoneybrook Oaks Community Development District	✓			9/30
Storey Park Community Development District	✓		✓	9/30
Summerville Community Development District	✓		✓	9/30
Summit at Fern Hill Community Development District	✓		✓	9/30
Sunny Hills Units 12-15 Dependent District	✓			9/30
SWI Community Development District	✓			9/30
Talavera Community Development District	✓		✓	9/30
Talis Park Community Development District	✓		✓	9/30
Tampa Palms Community Development District	✓		✓	9/30
Tampa Palms Open Space and Transport Community Development District	✓		✓	9/30
Tapestry Community Development District	✓		✓	9/30
Tara Community Development District	✓			9/30
Terra Bella Community Development District	✓			9/30
Tesoro Community Development District	✓		✓	9/30
Thousand Oaks Community Development District	✓		✓	9/30
Tison's Landing Community Development District	✓			9/30
Tolomato Community Development District	✓		✓	9/30
Tomoka Community Development District	✓		✓	9/30
Toscana Isles Community Development District	✓			9/30
Town Center at Palm Coast Community Development District	✓		✓	9/30
Tradition Community Development District	✓			9/30
Trails Community Development District	✓			9/30
Trails at Monterey Community Development District	✓		✓	9/30

COMMUNITY DEVELOPMENT DISTRICTS	Governmental Audit	Utility Audit	Current Client	Year End
Treaty Oaks Community Development District	✓			9/30
Tree Island Estates Community Development District	✓		✓	9/30
Treeline Preserve Community Development District	✓			9/30
Trevesta Community Development District	✓		✓	9/30
Triple Creek Community Development District	✓		✓	9/30
TSR Community Development District	✓		✓	9/30
Turnbull Creek Community Development District	✓		✓	9/30
Turtle Run Community Development District	✓			9/30
Tuscany Reserve Community Development District	✓			9/30
Twelve Oaks Community Development District	✓			9/30
Two Creeks Community Development District	✓		✓	9/30
University Place Community Development District	✓		✓	9/30
University Square Community Development District	✓			9/30
Urban Orlando Community Development District	✓		✓	9/30
Valencia Acres Community Development District	✓			9/30
Vasari Community Development District	✓		✓	9/30
Venetian Community Development District	✓			9/30
Venetian Isles Community Development District	✓		✓	9/30
Venetian Parc Community Development District	✓		✓	9/30
Verandah Community Development District	✓		✓	9/30
Verandah East Community Development District	✓		✓	9/30
Verandah West Community Development District	✓		✓	9/30
Verandahs Community Development District	✓		✓	9/30
Verano #1 Community Development District	✓		✓	9/30
Verano Center Community Development District	✓		✓	9/30
Verona Walk Community Development District	✓			9/30
Viera East Community Development District	✓		✓	9/30
Villa Portofino East Community Development District	✓		✓	9/30
Villa Portofino West Community Development District	✓		✓	9/30
Villa Vizcaya Community Development District	✓		✓	9/30
Village Walk of Bonita Springs Community Development District	✓			9/30
Villages at Bloomingdale Community Development District	✓			9/30
Village at Gulfstream Park Community Development District	✓		✓	9/30
Villages of Glen Creek Community Development District	✓		✓	9/30
Villages of Westport Community Development District	✓			9/30
Vista Community Development District	✓		✓	9/30
Vista Lakes Community Development District	✓		✓	9/30
Vizcaya in Kendall Community Development District	✓		✓	9/30
Walnut Creek Community Development District	✓		✓	9/30
Waterchase Community Development District	✓		✓	9/30
Waterford Estates Community Development District	✓		✓	9/30
Waterford Landing Community Development District	✓		✓	9/30

COMMUNITY DEVELOPMENT DISTRICTS	Governmental Audit	Utility Audit	Current Client	Year End
Watergrass Community Development District	✓		✓	9/30
Waterlefe Community Development District	✓			9/30
Water's Edge Community Development District	✓		✓	9/30
Waterset North Community Development District	✓			9/30
Waterstone Community Development District	✓		✓	9/30
Wentworth Estates Community Development District	✓			9/30
West Lake Community Development District	✓		✓	9/30
West Villages Independent District	✓		✓	9/30
Westchase Community Development District	✓		✓	9/30
Westchester Community Development District	✓			9/30
Westridge Community Development District	✓			9/30
Willow Creek Community Development District	✓			9/30
Winding Cypress Community Development District	✓		✓	9/30
Windsor at Westside Community Development District	✓		✓	9/30
Winston Trails East Community Development District	✓			9/30
Winter Garden Village at Fowler Groves Community Development District	✓			9/30
Woodlands Community Development District	✓			9/30
World Commerce Community Development District	✓			9/30
Wyndam Park Community Development District	✓		✓	9/30
Wynnfield Lakes Community Development District	✓			9/30
Wynmere West Community Development District	✓		✓	9/30
TOTAL	437	3	255	

OTHER GOVERNMENTAL ENTITIES	Attestation Services	Consulting Services	Governmental Audit	Single Audit	CAFR	Current Client	Year End
Broward County School District (Joint Venture) (Assessment of Maintenance Operations)		✓					N/A
Broward County School District (Joint Venture, 20%)			✓	✓	✓		6/30
Florida Community College at Jacksonville (Internal Audit)	✓						6/30
Florida Transit Association Finance Corporation		✓	✓			✓	6/30
Highland County School District (Internal Funds Audit)			✓				6/30
Palm Beach County School District (Assessment of maintenance for Facility and Property Management) (Internal Funds Audit)		✓	✓				6/30
Palm Beach County School District (Joint Venture, 20%)			✓	✓	✓		6/30
Migrant Health Services of Palm Beach County			✓	✓			N/A
South Florida Water Management District				✓			9/30
South Florida Water Management District CERP Program Management Services (Joint Venture)	✓						N/A
State of Florida Department of Management Services (Construction)			✓				N/A
State of Florida Department of Transportation (Overhead Audits - Various)			✓			✓	N/A
TOTAL	2	3	8	4	2	2	

NON-PROFIT CLIENTS SERVED AND RELATED EXPERIENCE	Attestation Services	Financial Audit	Consulting Services	Governmental Audit	Single Audit	Tax Services	Current Client	Year End
Aid to Victims of Domestic Abuse, Inc.		✓		✓	✓	✓	✓	6/30
Alliance for Human Services, Inc.		✓				✓		6/30
Brevard Workforce Development Board, Inc.				✓	✓			6/30
Broward County Human Rights Board/Division (Joint Venture, 30%)	✓		✓					N/A
Broward Education Foundation		✓		✓	✓	✓		6/30
CareerSource Broward		✓					✓	9/30
Christian Manor	✓	✓	✓	✓	✓	✓		12/31
Delray Beach Community Land Trust				✓		✓		9/30
Family Promise	✓			✓				12/31
Florida Public Transportation Association, Inc.	✓	✓				✓		9/30
Florida Transit Association Finance Corporation		✓				✓		9/30
Hispanic Human Resources Council	✓	✓	✓	✓	✓	✓	✓	9/30
Mae Volen Senior Center	✓	✓		✓	✓	✓	✓	6/30
National Board for Registration of Registrars		✓				✓		3/31
National Cancer Registration Board		✓				✓		6/30
North Lauderdale Academy High School	✓			✓				6/30
Northwood Development Corporation	✓	✓	✓	✓	✓	✓		9/30
Palm Beach Community College Foundation			✓	✓		✓		6/30
Palm Beach County Workforce Development Board (Joint Venture, 25%)	✓							6/30
Pasco-Hernando Workforce Board		✓					✓	6/30
Southwest Florida Workforce Development Board				✓	✓		✓	6/30
Urban League of Palm Beach County				✓	✓			6/30
TOTAL	9	13	5	13	9	13	6	

RETIREMENT PLANS	Financial Audit	ERISA/DOL	Current Client	Year End
Campbell Property Management 401(k)	✓	✓	✓	12/31
City of Cooper City General Employee Retirement Plan	✓		✓	9/30
City of Lauderhill General Employee Retirement Plan	✓		✓	9/30
City of Parkland Police Pension Fund	✓		✓	9/30
City of Sunrise General Employees' Retirement System	✓		✓	9/30
Cross County Home Services and Affiliates 401(k) Plan	✓	✓	✓	9/30
Danmar Corporation 401(k) Plan	✓	✓		12/31
Florida Public Utilities 401(k) and Pension Plans	✓	✓		12/31
Jacksonville Police and Fire Pension Fund	✓			9/30
Pinetree Water Control District Defined Contribution Retirement Plan	✓			9/30
San Carlos Park Fire Protection and Rescue Service District	✓		✓	9/30
Town of Davie General Employees Retirement Plan	✓			9/30
Town of Hypoluxo Defined Contribution Retirement Plan	✓		✓	9/30
Town of Lauderdale By The Sea Volunteer Firefighters Pension Plan	✓		✓	9/30
TOTAL	14	4	9	

SPECIAL DISTRICTS	Governmental Audit	Single Audit	Utility Audit	Current Client	Year End
Belle Fontaine Improvement District	✓				9/30
Boca Raton Airport Authority	✓			✓	9/30
Central Broward Water Control District	✓			✓	9/30
Central County Water Control District	✓				9/30
Citrus County Mosquito Control District	✓				9/30
Coquina Water Control District	✓			✓	9/30
East Central Regional Wastewater Treatment Facility	✓		✓	✓	9/30
East Naples Fire Control and Rescue District	✓			✓	9/30
Greater Boca Raton Beach and Park District	✓			✓	9/30
Greenway Improvement District	✓				9/30
Hobe-St. Lucie Conservancy District	✓			✓	9/30
Homestead Educational Facilities Benefits District	✓				9/30
Horizons Improvement District	✓				9/30
Indian Trail Improvement District	✓			✓	9/30
Key Largo Waste Water Treatment District	✓	✓	✓	✓	9/30
Lake Padgett Estates Independent Special District	✓				9/30
Lakewood Ranch Inter-District Authority	✓				9/30
Lost Rabbit Public Improvement District	✓				9/30
Loxahatchee Groves Water Control District	✓			✓	9/30
Myakka City Fire Control District	✓				9/30
Old Plantation Control District	✓			✓	9/30
Pal Mar Water Control District	✓			✓	9/30
Palm Beach Soil and Water Conservation District	✓				9/30
Pinellas Park Water Management District	✓			✓	9/30
Pine Tree Water Control District (Broward)	✓			✓	9/30
Pinetree Water Control District (Wellington)	✓			✓	9/30
Ranger Drainage District	✓			✓	9/30
Renaissance Improvement District	✓			✓	9/30
San Carlos Park Fire Protection and Rescue Service District	✓			✓	9/30
South Central Regional Wastewater Treatment and Disposal Board	✓	✓		✓	9/30
South Indian River Water Control District	✓	✓		✓	9/30
South Trail Fire Protection & Rescue District	✓			✓	9/30
St. Lucie West Services District	✓			✓	9/30
Sun 'N Lake of Sebring Improvement District	✓		✓		9/30
Sunshine Water Control District	✓			✓	9/30
Twelve Oaks Improvement District	✓				9/30
West Lakeland Water Control District	✓				9/30
West Villages Independent District	✓			✓	9/30
TOTAL	38	3	3	24	



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Staff Qualifications, Experience & Resumes

QUALITY AND EXPERIENCE OF FIRM'S ASSIGNED AUDITING PERSONNEL

You will have two partners available and our consultant for any technical assistance. In addition, an audit manager will be available for the engagement and a senior will be assigned to the engagement that will perform the majority of fieldwork. Additional staff are available to assist with the engagement should the need arise.

Name	Years performing government audits	CPE within last 2 years	Professional Memberships
ANTONIO J. GRAU, CPA (Partner)	Over 30	Government Accounting, Auditing: 63 hours Accounting, Auditing and Other: 62 hours	AICPA FICPA FGFOA GFOA
ANTONIO S. GRAU, CPA (Concurring Review Consultant)	Over 40	Government Accounting and Auditing: 32 hours Accounting, Auditing and Other: 62 hours	AICPA FICPA ICPA
RACQUEL MCINTOSH, CPA (Partner)	Over 13	Government Accounting and Auditing hours:62 Accounting, Auditing and Other: 20 hours	AICPA FICPA FGFOA FASD

POSITION DESCRIPTIONS

Engagement Partner

The engagement will be performed under the direct supervision of an Engagement Partner. The Engagement Partner will participate extensively during the various stages of the engagement and has direct responsibility for engagement policy, direction, supervision, quality control, security, confidentiality of information of the engagement and communication with client personnel.

The Engagement Partner will also be involved in:

- ❖ coordinating all services;
- ❖ directing the development of the overall audit approach and plan;
- ❖ performing an overriding review of work papers;
- ❖ resolving technical accounting and reporting issues;
- ❖ reviewing, approving and signing reports, management letters, and other audit engagement products; and,
- ❖ ascertaining client satisfaction with all aspects of our engagement, such as services and the personnel assigned.



Concurring Review and Advisory Consultant

A Concurring Review Consultant will be available as a sounding board to advise in those areas where problems are encountered. He will also perform a second review of all reports to be issued by Grau & Associates.

Audit Manager and Senior

The assigned personnel will work closely with the partner and the District to ensure that the financial statements and all other reports are prepared in accordance with professional standards and firm policy. Responsibilities will include:

- ❖ planning the audit;
- ❖ preparing or modifying audit programs, as needed;
- ❖ evaluating internal control and assessing risk;
- ❖ communicating with the client and the partners the progress of the audit; and
- ❖ determining that financial statements and all reports issued by the firm for accuracy, completeness and that they are prepared in accordance with professional standards and firm policy.

Information Technology Consultants and Personnel

In addition to the assigned personnel above, Grau and Associates has staff with significant IT auditing experience that will assist in the evaluation and testing of internal controls. Because our staff has both a financial audit and IT background, they are able to communicate effectively all IT related concerns to management. In addition, Grau contracts with an outside group of IT management consultants to assist with matters including, but not limited to; network and database security, internet security and vulnerability testing.

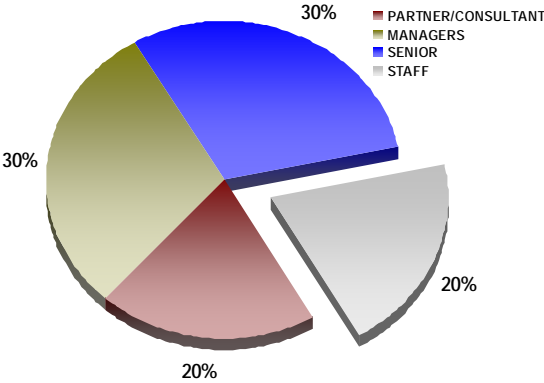
**CONTINUITY
OF STAFF AND
AUDIT TEAM**

Grau's engagement team's workload is organized in such a way that additional activities brought about by this engagement will not impact our current commitments to our clients. We have sufficient staff capacity to integrate these professional services into our present operations, while continuing to maintain the highest standards of quality and time lines for our clients.

COMPOSITION OF ENGAGEMENT TEAM

*In contrast to the majority of both national and local firms, **Grau’s proposed engagement team is comprised of an exceptionally large percentage of high-level audit professionals.** This gives us the ability to **quickly recognize problems** and **be more efficient** as a result of our Team’s **DECADES** of governmental auditing experience.*

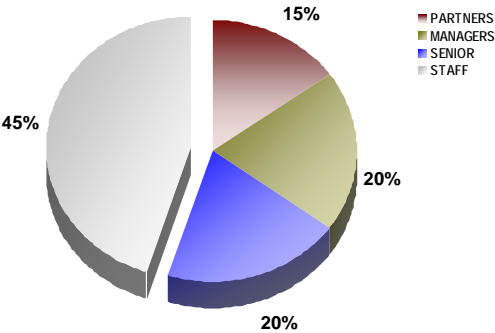
Grau & Associates



80 percent of engagement will be performed by Partners, Management and Senior Staff

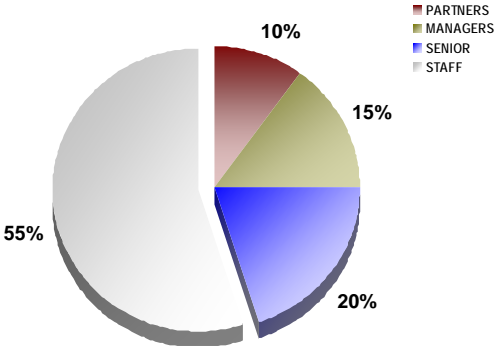
VS.

Typical Local CPA Firm:



Fifty-five percent of engagement is performed by “Management”

Typical National CPA Firm



Forty-five percent of engagement is performed by “Management”

Antonio J. Grau, CPA, Partner

e-mail: tgrau@graucpa.com

Education

Bachelor of Arts, Business Administration, 1983 University of South Florida; Certificate of Educational Achievement from the AICPA in Governmental Single Audits, 2016

Professional History

CPA, in Florida since February 28, 1985, Certificate No. 15330		
Grau & Associates	Partner	2005-Present
Grau & Company	Partner	1995-2005
Grau & Company	Audit Manager	1987-1995
International Firm	Auditor	1985-1986
Grau & Company	Staff Accountant	1983-1984

Clients Served (partial list)

(>300) Various Special Districts	Key Largo Water Treatment District
Brevard Workforce Board	Mae Volen Senior Center, Inc.
Broward Education Foundation	North Lauderdale Academy High School
City of Cooper City	Orlando Housing Authority
City of Lauderdale Lakes	Palm Beach County Workforce Development Board
City of Lauderhill	Peninsula Housing Programs
City of Lauderhill General Pension	School Board of Broward County
City of North Lauderdale	School Board of Miami-Dade County
City of Oakland Park	School Board of Palm Beach County
City of Weston	South Florida Water Management District
Delray Beach Housing Authority	Southwest Florida Workforce Development Board
East Central Regional Wastewater Treatment Facil.	Town of Davie
Florida Community College at Jacksonville	Town of Highland Beach
Florida Department of Management Services	Town of Hypoluxo
Greater Boca Raton Park & Beach District	Village of Golf
Highland County School District	Village of Wellington
Hispanic Human Resource Council	West Palm Beach Housing Authority

Professional Education (over the last two years)

<u>Course</u>	<u>Hours</u>
Government Accounting and Auditing	63
Accounting, Auditing and Other	<u>62</u>
Total Hours	<u>125</u> (includes of 4 hours of Ethics CPE)

Other Qualifications

As a member of the Government Finance Officers Association Special Review Committee, Mr. Grau participated in the review process for awarding the GFOA Certificate of Achievement in Financial Reporting. Mr. Grau was the review team leader for the Quality Review of the Office of Management Audits of School Board of Miami-Dade County.

Professional Associations/Memberships

American Institute of Certified Public Accountants	Florida Government Finance Officers Association
Florida Institute of Certified Public Accountants	Government Finance Officers Association Member
City of Boca Raton Financial Advisory Board Member	

Antonio S. Grau, CPA, Concurring Review Consultant

e-mail: asgrau@graucpa.com

Education

Bachelor Degree, Business Administration, 1966, University of Miami, Certificate of Educational Achievement from the AICPA in Governmental and Not-For-Profit Accounting and Auditing, 1994/1995

Professional History

CPA in Florida since April 29, 1970, Certificate No. 2623

Grau & Company	Partner	1977-2004
Public Company	Financial Officer	1972-1976
International Firm	Auditor	1966-1972

Clients Served (partial list)

Mr. Grau was the head of the governmental audit department of Grau & Company, and performs the concurring review and advises on all the governmental audits of the firm.

Atlanta Housing Authority	Hispanic Human Resource Council
Broward County Housing Authority	Mae Volen Senior Center, Inc.
City of Dania Beach	Miami Beach Housing Authority
City of Lauderdale Lakes	North Lauderdale Academy High School
City of Lauderhill	Palm Beach County Workforce Development Board
City of Lauderhill General Pension	School Board of Miami-Dade County
City of Miami Springs	South Florida Water Management District
City of Oakland Park	Town of Hypoluxo
City of Sweetwater Pension	Town of Lauderdale-By-The-Sea
Florida Community College at Jacksonville	Town of Miami Lakes
Highland County School District	Town of Southwest Ranches
Downtown Development Authority of the City of Miami	Village of Biscayne Park
/ Community Development Block Grants	West Palm Beach Housing Authority

Professional Education (over the last two years)

<u>Course</u>	<u>Hours</u>
Government Accounting and Auditing	32
Accounting, Auditing and Other	62
Total Hours	94 (includes of 4 hours of Ethics CPE)

Other Qualifications

Mr. Grau was the review team leader for the Quality Review of the Office of Management Audits of School Board of Miami-Dade County.

Professional Associations/Memberships

Member, American Institute of Certified Public Accountants
Member, Florida Institute of Certified Public Accountants
Past member, State and Local Government Committee, Florida
Past member, Quality Review Acceptance Committee, Florida
Past member of BKR International Committee on Government and Non-Profit Accounting and Auditing

Racquel C. McIntosh, CPA, Partner

e-mail: rmcintosh@graucpa.com / 561-939-6669

Education

Master of Accounting, MACC; Florida Atlantic University, December 2004;
Bachelor of Arts – Majors: Accounting and Finance; Florida Atlantic University, May 2003

Professional History

Grau & Associates	Partner	2014-Present
Grau & Associates	Manager	2009-2014
Grau & Associates	Senior Auditor	2007-2009
Grau & Associates	Staff Auditor	2006-2007
Grau & Company	Staff Auditor	2005-2006

Clients Served *(partial list)*

(>300) Various Special Districts	Pinetree Water Control District (Broward/Palm Beach)
Boca Raton Airport Authority	Ranger Drainage District
Brevard Workforce Development Board	San Carlos Park Fire Protection & Rescue District
Broward Education Foundation	South Central Reg. Wastewater Treatment & Disposal Bd.
Central Broward Water Control District	South Trail Fire Protection & Rescue
City of Cooper City	Southwest Florida Workforce Development Board
City of Pompano Beach (Joint Venture)	Sun N Lake of Sebring Improvement District
City of West Park	Town of Highland Beach
City of Weston	Town of Hypoluxo
East Central Reg. Wastewater Treatment Fac.	Town of Lantana
East Naples Fire Control & Rescue District	Town of Hillsboro Beach
Greater Boca Raton Beach & Park District	Village of Golf
Key Largo Wastewater Treatment District	Village of Wellington

Professional Education *(over the last two years)*

<u>Course</u>	<u>Hours</u>
Government Accounting and Auditing	62
Accounting, Auditing and Other	<u>20</u>
Total Hours	<u>82</u> <i>(includes of 4 hours of Ethics CPE)</i>

Professional Associations/ Memberships

American Institute of Certified Public Accountants	FICPA State & Local Government Committee
Florida Institute of Certified Public Accountants	FICPA Atlantic Chapter Board Member
FICPA Young CPAs Committee	FGFOA Palm Beach Chapter



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

References

We have included three references of government engagements that require compliance with laws and regulations, follow fund accounting, and have financing requirements, which we believe are similar to the District.

Two Creeks Community Development District

Scope of Work	Financial audit
Engagement Partner	Racquel McIntosh
Dates	Annually since 2007
Client Contact	William Rizzetta, President 12750 Citrus Park Lane, Suite 115 Tampa, Florida 33625 813-933-5571

Dunes Community Development District

Scope of Work	Financial audit
Engagement Partner	Antonio J. Grau
Dates	Annually since 1998
Client Contact	Darrin Mossing, Finance Director 475 W. Town Place, Suite 114 St. Augustine, Florida 32092 904-940-5850

Journey's End Community Development District

Scope of Work	Financial audit
Engagement Partner	Antonio J. Grau
Dates	Annually since 2004
Client Contact	Todd Wodraska, Vice President 2501 A Burns Road Palm Beach Gardens, Florida 33410 561-630-4922



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Cost of Services

Our proposed all-inclusive fees for the financial audit for the fiscal years ended September 30, 2018-2020 are as follows:

<u>Year Ended September 30,</u>	<u>Fee</u>
2018	\$4,200
2019	\$4,300
2020	\$4,400
TOTAL	<u>\$12,900</u>

The above fees are based on the assumption that the District maintains its current level of operations. Should conditions change or Bonds are issued the fees would be adjusted accordingly upon approval from all parties concerned.



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Supplemental Information

Specific Audit Approach

SCOPE / WORK PRODUCTS / RESULTS

Grau's Understanding of Work Product / Scope of Services:

We recognize the District is an important entity and we are confident our firm is eminently qualified to meet the challenges of this engagement and deliver quality audit services. ***You would be a valued client of our firm and we pledge to commit all firm resources to provide the level and quality of services (as described below) which not only meet the requirements set forth in the RFP but will exceed those expectations.*** Grau & Associates fully understands the scope of professional services and work products requested. Our audit will follow the Auditing Standards of the AICPA, *Generally Accepted Government Auditing Standards*, issued by the Comptroller General of the United States, and the Rules of the Auditor General of the State of Florida and any other applicable Federal, State or Local regulations. **We will deliver our reports in accordance with your requirements.**

Proposed segmentation of the engagement

Our approach to the audit engagement is a risk-based approach which integrates the best of traditional auditing techniques and a total systems concept to enable the team to conduct a more efficient and effective audit. The audit will be conducted in three phases, which are as follows:

Phase I - Preliminary Planning

A thorough understanding of your organization, service objectives and operating environment is essential for the development of an audit plan and for an efficient, cost-effective audit. During this phase, we will meet with appropriate personnel to obtain and document our understanding of your operations and service objectives and, at the same time, give you the opportunity to express your expectations with respect to the services that we will provide. Our work effort will be coordinated so that there will be minimal disruption to your staff.

During this phase we will perform the following activities:

- Review the regulatory, statutory and compliance requirements. This will include a review of applicable federal and state statutes, resolutions, bond documents, contracts, and other agreements.
- Read minutes of meetings.
- Review major sources of information such as budgets, organization charts, procedures, manuals, financial systems, and management information systems.
- Obtain an understanding of fraud detection and prevention systems.
- Obtain and document an understanding of internal control. Consider the methods that are used to process accounting information which influence the design of the internal control. This understanding includes knowledge about the design of relevant policies, procedures, and records, and whether they have been placed in operation.
- Assess risk and determine what controls we are to rely upon and what tests we are going to perform. Perform test of controls.
- Develop audit programs to incorporate the consideration of financial statement assertions, specific audit objectives, and appropriate audit procedures to achieve the specified objectives.
- Discuss and resolve any accounting, auditing and reporting matters which have been identified.

Phase II – Execution of Audit Plan

The audit team will complete a major portion of transaction testing and audit requirements during this phase. The procedures performed during this period will enable us to identify any matter that may impact the completion of our work or require the attention of management. Tasks to be performed in Phase II include, but are not limited to the following:

- Apply analytical procedures to further assist in the determination of the nature, timing, and extent of auditing procedures used to obtain evidential matter for specific account balances or classes of transactions.
- Perform tests of account balances and transactions through sampling, vouching, confirmation and other analytical procedures.
- Perform tests of compliance.

Phase III - Completion and Delivery

In this phase of the audit, we will complete the tasks related to year-end balances and financial reporting. All reports will be reviewed with management before issuance, and the partners will be available to meet and discuss our report and address any questions. Tasks to be performed in Phase III include, but are not limited to the following:

- Perform final analytical procedures.
- Review information and make inquiries for subsequent events.
- Meeting with Management to discuss preparation of draft financial statements and any potential findings or recommendations.

You should expect more from your accounting firm than a signature in your annual financial report. Our concept of truly responsive professional service emphasizes taking an active interest in the issues of concern to our clients and serving as an effective resource in dealing with those issues. In following this approach, we not only audit financial information with hindsight but also consider the foresight you apply in managing operations.

Application of this approach in developing our management letter is particularly important given the increasing financial pressures and public scrutiny facing today's public officials. We will prepare the management letter at the completion of our final procedures.

In preparing this management letter, we will initially review any draft comments or recommendations with management. In addition, we will take necessary steps to ensure that matters are communicated to those charged with governance.

In addition to communicating any recommendations, we will also communicate the following, if any:

- Significant audit adjustments;
- Significant deficiencies or material weaknesses;
- Disagreements with management; and,
- Difficulties encountered in performing the audit.

Our findings will contain a statement of condition describing the situation and the area that needs strengthening, what should be corrected and why. Our suggestions will withstand the basic tests of corrective action:

- The recommendation must be cost effective;
- The recommendations are to be the simplest to effectuate in order to correct a problem;
- The recommendation must go to the heart of the problem and not just correct symptomatic matter; and
- The corrective action must take into account why the deficiency occurred.

To assure full agreement with facts and circumstances, we will fully discuss each item with Management prior to the final exit conference. This policy means there will be no “surprises” in the management letter and fosters a professional, cooperative atmosphere.

Communications

We emphasize a continuous, year-round dialogue between the District and our management team. We typically begin our audit process with an entrance conference before the onsite fieldwork begins. We regularly communicate through personal telephone calls and electronic mail throughout the audit and on a regular basis. Our clients have the ability to transmit information to us on our secure client portal with the ability to assign different staff with separate log on and viewing capability. This further facilitates efficiency as all assigned users receive electronic mail notification as soon as new information has been posted into the portal. We strive to continue to keep an open line of communication through the fieldwork and ending with an exit conference.

Additional Services

CONSULTING / MANAGEMENT ADVISORY SERVICES

Grau & Associates also provide a broad range of other management consulting services. Our expertise has been consistently utilized by Governmental and Non-Profit entities throughout Florida. Examples of engagements performed are as follows:

- Accounting systems
- Development of budgets
- Organizational structures
- Financing alternatives
- IT Auditing
- Fixed asset records
- Cost reimbursement
- Indirect cost allocation
- Grant administration and compliance

ARBITRAGE

The federal government has imposed complex rules to restrict the use of tax-exempt financing. Their principal purpose is to eliminate any significant arbitrage incentives in a tax-exempt issue. We have determined the applicability of these requirements and performed the rebate calculations for more than 150 bond issues, including both fixed and variable rate bonds. Please find a partial list of clients served on the following pages.

***GRAU HAS PROVIDED ARBITRAGE SERVICES FOR
GOVERNMENTAL CLIENTS INCLUDING:***

- Aberdeen Community Development District
- Amelia Walk Community Development District
- Arlington Ridge Community Development District
- Bartram Park Community Development District
- Bartram Springs Community Development District
- Bayside Improvement District
- Baywinds Community Development District
- Beacon Lakes Community Development District
- Beacon Tradeport Community Development District
- Bobcat Trail Community Development District
- Boynton Village Community Development District
- Brandy Creek Community Development District
- Briger Community Development District
- Brighton Lakes Community Development District
- Brooks of Bonita Springs Community Development District
- Candler Hills East Community Development District
- Capital Region Community Development District
- Cedar Pointe Community Development District
- Championsgate Community Development District
- Chevel West Community Development District
- City Place Community Development District
- Coconut Cay Community Development District
- Colonial Country Club Community Development District
- Cory Lakes Community Development District
- Country Greens Community Development District
- Creekside Community Development District
- Double Branch Community Development District
- Dunes Community Development District
- Durbin Crossing Community Development District
- East Bonita Beach Road Plantation Comm. Development District
- East Homestead Community Development District
- East Park Community Development District
- Enclave at Black Point Marina Community Development District
- Falcon Trace Community Development District
- Fiddler's Creek Community Development District I
- Fiddler's Creek Community Development District II
- Fleming Island Plantation Comm. Dev. District
- Grand Haven Community Development District
- Griffin Lakes Community Development District
- Habitat Community Development District
- Hamal Community Development District
- Hammocks Community Development District
- Harbour Lakes Estates Comm. Development District
- Harmony Community Development District
- Heritage Bay Community Development District
- Heritage Palms Community Development District
- Heritage Pines Community Development District
- Heritage Springs Community Development District
- Huntington Community Development District
- Indigo East Community Development District
- Islands of Doral III Community Development District
- Julington Creek Plantation Comm. Dev. District
- Laguna Lakes Community Development District
- Lake Ashton Community Development District
- Lake Ashton II Community Development District
- Lake Powell Residential Golf Community Dev. District
- Lakes By The Bay South Community Dev. District
- Lakewood Ranch 1 Community Development District
- Landmark at Doral Community Development District
- Jurlington Creek Plantation Community Dev. District
- Lakewood Ranch 2 Community Development District
- Lakewood Ranch 3 Community Development District
- Lakewood Ranch 4 Community Development District
- Lakewood Ranch 5 Community Development District
- Lakewood Ranch 6 Community Development District
- Legacy Springs Improvement District No. 1
- Live Oak Community Development District
- Main Street Community Development District
- Marshall Creek Community Development District
- Meadow Pointe II Community Development District
- Mediterra North Community Development District
- Mediterra South Community Development District
- Mediterranea Community Development District
- Midtown Miami Community Development District
- Moody River Community Development District
- Monterra Community Development District
- Narcossee Community Development District
- North Springs Improvement District
- Oakstead Community Development District
- Old Palm Community Development District
- Orchid Grove Community Development District
- OTC Community Development District
- Overoaks Community Development District
- Palm Glades Community Development District
- Parklands Lee Community Development District
- Parklands West Community Development District
- Parkway Center Community Development District
- Pine Air Lakes Community Development District
- Pine Island Community Development District
- Pine Ridge Plantation Community Development District

- Portofino Cove Community Development District
- Portofino Isles Community Development District
- Portofino Landings Community Development District
- Portofino Shores Community Development District
- Portofino Vista Community Development District
- Reunion East Community Development District
- Reunion West Community Development District
- Ridgewood Trails Community Development District
- River Place on the St. Lucie Community Dev. District
- Rolling Hills Community Development District
- Sampson Creek Community Development District
- South Dade Venture Community Development District
- South Village Community Development District
- Spicewood Community Development District
- Split Pine Community Development District
- Stonegate Community Development District
- Stoneybrook Community Development District
- Stoneybrook West Community Development District
- The Crossings at Fleming Island Comm. Dev. District
- Tison's Landing Community Development District
- Treeline Preserve Community Development District
- Turnbull Creek Community Development District
- Tuscany Reserve Community Development District
- University Place Community Development District
- Urban Orlando Community Development District
- Vasari Community Development District
- Verandah East Community Development District
- Verandah West Community Development District
- Verano Center Community Development District
- Villa Portofino East Community Development District
- Villa Vizcaya Community Development District
- Villages of Westport Comm. Development District
- Villasol Community Development District
- Vista Lakes Community Development District
- Vizcaya Community Development District
- Vizcaya in Kendall Community Development District
- Walnut Creek Community Development District
- Waterchase Community Development District
- Waterford Estates Community Development District
- Waterstone Community Development District
- Wentworth Estates Community Development District
- Westchester Community Development District #1
- Woodlands Community Development District
- Wynnfield Lakes Community Development District

**Grau provides value and services
above and beyond
the traditional auditor's "product"**

We look forward to providing Touchstone Community Development District with our resources and experience to accomplish not only those minimum requirements set forth in your Request for Proposal, but to exceed those expectations!

**For even more information on Grau & Associates
please visit us on www.graucpa.com.**



Touchstone-Common

September 1, 2018

Thank you for the opportunity to submit our proposal for the Landscape Maintenance of your community. At Fieldstone Landscape Services we recognize the significance of protecting your investment, and have complete confidence in the superiority of our services. We take pride in providing exceptional communication, customer service, and the highest quality work.

Our primary goal is to build strong, trustworthy relationships that last. We look forward to beginning this process with you.

Fieldstone is the leader in landscape management in the Tampa Bay area that employs a dedicated staff of professionals consisting of Certified Maintenance Technicians, Licensed Irrigation Contractors and Certified Horticulturalists. Our department heads are specialist in their own fields. They work in conjunction with a common goal of maintaining a high standard in the properties overall appearance.

Thank you for taking the time to look into our company. We feel confident that given the opportunity, we will exceed all of your expectations.

Sincerely,

Scott LeRoy
Vice President



Our Management Team

Chris Eastman: Owner

FNGLA Horticulture Professional
BMP Certified (Best Management Practices)
Certified in Florida Friendly Landscape

Scott Craig: Horticulture Manager

Licensed Horticulture Professional
BMP Certified (Best Management Practices)
Certified in Florida Friendly Landscape

Jeff Murphy: Irrigation Manager

Licensed Irrigation Contractor

Juliana Daniel: First Impressions Coordinator

Dorian Matthews: Accounting and Office Manager

Master of Business Administration
BMP Certified (Best Management Practices)

Thomas Harrison: Community Relationship Manager

FNGLA Horticulture Professional
BMP Certified (Best Management Practices)
Certified in Florida Friendly Landscape

Scott LeRoy: Vice President

FNGLA Horticulture Professional
BMP Certified (Best Management Practices)
Certified in Florida Friendly Landscape

Jesse Taber Fleet Manager

Certified Mechanic

Adam Parrott: Enhancement Manager/Landscape Designer

Bachelor of Science in Horticulture
FNGLA Horticulture Professional
BMP Certified (Best Management Practices)
Certified in Florida Friendly Landscape

Rob Ferrante: Sr. Community Relationship Manager

Licensed Irrigation Contractor
FNGLA Horticulture Professional
BMP Certified (Best Management Practices)
Certified in Florida Friendly Landscape

Rolando Quiroz: Community Relationship Manager

FNGLA Horticulture Professional
BMP Certified (Best Management Practices)
Certified in Florida Friendly Landscape



References

Renaissance Vinoy Hotel

Cheval Golf & Country Club

Calusa Trace

Stonegate

400 Beach Drive

Tampa General Hospital

HSN

Bayfront Health



Touchstone-Common

Service – Summary

- **Landscape Management Services – 42 services per year**
 - ❑ Mow, edge, string-trim all turf areas.
 - ❑ Prune, trim, weed, cultivate all shrubs & shrub beds to maintain proper plant size and shape.
 - ❑ Blow off key areas each week to include all amenity areas
 - ❑ Renewal prune as needed
 - ❑ Trim trees below 10 feet in height, elevating the bottoms to a minimum of 10 feet for clearance.

- **Fertilization, Insect & Disease Control** per specifications.
 - ❑ Ornamental Shrubs – as specified (2) times per year.
 - ❑ St. Augustine- as specified (4) times per year.
 - ❑ Integrated Pest Management-as specified (6) times per year.
 - ❑ Visual inspections during IPM visits.

- **Irrigation System Maintenance**
 - ❑ Run and inspect all irrigation zones monthly (12 visits per year).
 - ❑ Adjust heads for maximum vegetation coverage.
 - ❑ Remove debris from nozzles.
 - ❑ Visual inspections for dry spots, malfunctioning, broken heads, leaks, staining during normal irrigation inspections.

Total cost per month: \$3,583.83

Total cost per year: \$43,006.00

Initial_____



TERMS AND CONDITIONS:

Owner
Touchstone-Common

Contractor
Fieldstone Landscape Services, LLC.
4801 122nd Avenue North
Clearwater, FL 33762

The Owner and Contractor agree as Follows:

1. Scope of Work
The Contractor shall furnish all labor, equipment, materials and supervision to maintain the grounds of the property per attached service summary.
2. Owner's Responsibility
The Owner shall be responsible for access to the property.
3. Term of Contract
The contract period will be one (1) year from contract commencing date of: September 1st 2018.
4. Contract Sum
The Owner shall pay the Contractor in current funds for the performance of the work in the contract sum of: \$43,006.00
5. Progress Payments
The Contractor will submit request for payment on or around the 1st of each month. The Owner will make monthly payments of \$3,583.83 for the amount due within 30 days thereafter.
6. Changes in Work
The Owner may order changes in the scope of work consisting of additions, deletions, and/or modifications. The contract sum will be adjusted accordingly.
7. Termination of the Contract
If the Owner fails to make payment for a period of forty-five (45) days, the Contractor may terminate the contract and recover from the Owner payment for all work performed. The Owner may terminate the contract upon thirty (30) days written notice delivered via certified mail to the Contractor.
8. Considerations for Insurance, Licenses, Permits and Liability
The contractor will carry liability amounts and worker's compensation coverage required by law on his/her operators and employees and requires same of any sub-contractors and provides proof of same to the client. The contractor is also responsible for obtaining any licenses and/or permits required by law for activities on client's property.

The Contractor shall maintain at his/her own expense such insurance as will protect him/her from claims under Workman's Compensation and public liability, property damage and other such insurance in the following amounts:



- General Liability
 - General Aggregate \$2,000,000
 - Products-Comp/Op Agg. \$2,000,000
 - Personal & Adv. Injury \$1,000,000
 - Each Occurrence \$1,000,000
 - Med. Expense (any one person) \$10,000
- Automobile Liability
 - Combined Single Limit \$1,000,000
- Umbrella Liability
 - Each Occurrence \$3,000,000
 - Aggregate \$3,000,000

Prior to commencing work, the Contractor shall have his insurance company or companies, which are acceptable to the Owner, execute a certificate of insurance form and file a copy of the same with the Owner. The certificates shall contain a ten (10) day notice of termination to the Owner clause.

9. Situations which the Contractor may deem are his/her responsibility:

1. Any damage due to operation of his equipment in performing the contract.
2. Failure to comply with all laws pertaining to protected plant species, such as the mangrove.
3. Damage to plant material due to improper horticultural practices.
4. Improper replacement or retrofitting of irrigation system components.

10. Situations which the Contractor may deem are not his/her responsibility:

1. Fieldstone is not responsible for the death or decline of plant materials due to improper selection, placement, planting or maintenance done before the time of this contract.
2. Fieldstone is not responsible for damage due to improper irrigation components existing at the time of contract execution, exposed cables/wires or sprinkler components/lines normally found below the lawn's surface. Also flooding, storm, wind, fire, cold damages or any other acts of God are not included in contract.
3. Fieldstone is not responsible for damage due to disease or damage to lawns or landscape plants caused by excessive irrigation or lack of water due to inoperative irrigation components, or irrigation restrictions imposed by the Water Management District or civil authorities.
4. Fieldstone is not responsible for damage caused by, or to any hidden items in the landscape that are not clearly guarded or marked.
5. Fieldstone is not responsible for damage due to vandalism.

11. Billing Process and Payment Terms



Payment terms are set at Net 30 in order to assist in financing our operations which in turn leads to better service for our customers. Monthly billings will be made on the 1st day of the month, for all services to be performed for that month.

Owner shall agree to pay interest in the amount of 1.5% per month on all accounts not received within 45 days past due. Further, the Owner shall be responsible for any collection costs and attorney fees incurred by Fieldstone Landscape Services LLC., in collection of sums past due under this Agreement. Payment is due upon receipt of invoice.

Contractor will maintain throughout the term of this Agreement general liability insurance and worker's compensation insurance. If requested, the contractor shall furnish a Certificate of Insurance describing coverage in effect and naming the Association as an additional insured.

- 12. Term: This agreement shall remain in force for a period of 1 year, beginning September 1st 2018. If, upon expiration of this agreement, a new agreement has not been executed by both parties, this agreement shall automatically be renewed for a period of 1 year from the date of expiration of the previous term at the annual fees stated with the addition of a 3.5% cost of living increase.
- 13. No Service: Client acknowledges that Contractor closes operations for a period of ten days each year for the holidays from December 24 through January 4. During this time of year, Contractor will make every effort to ensure Client has received its service. Contractor may have to change the normal day of service to ensure its service is completed.
- 14. Fuel Surcharge: For purposes of this agreement, the standard price for (1) gallon of regular unleaded fuel shall be specified as the Florida average price per the Florida Attorney General's office. In the event that the average price is escalated over that of \$4.00 per gallon, a 3% fuel surcharge shall be added to each invoice. The 3% fuel surcharge will be suspended from all future invoices when the average gallon price drops below that of \$4.00 per gallon, however, the charge may again be implemented in the future invoices should the average gallon price again escalates over the established \$4.00 base price.

AGREED TO AND SIGNED BY THE FOLLOWING:

Owner: Touchstone-Common

Authorized Signature: _____ Date: _____

Contractor: Fieldstone Landscape Services LLC

Authorized Signature: _____ Date: _____



I. Company Support

Resource Capacity

At Fieldstone Landscape Services we strive to distinguish ourselves by offering a complete package of Landscape Management services. We offer a wide range of services including: Landscape Maintenance, Landscape Enhancements, Turf Care, Irrigation Repairs & Installation, and Arbor Care.

Our focus at Fieldstone is to assemble the best team for the management of your property's landscape based upon our analysis of the total scope of work and the maintenance schedule. Our typical staffing model may be subject to minor changes and substitutions depending upon the final scope and maintenance schedule. The Landscape Maintenance Team is likewise provisional and by no means is this final, as new talent always joining the firm and the fact that local personnel will be hired to fill many positions in the project work force.

II. Customer Satisfaction

Quality Control and Quality Assurance

Providing a quality product and service is the joint concern of all members of Fieldstone Landscape Services. The first step in providing quality products and services is to develop a realistic cost estimate and maintenance schedule that meets the Owner's needs, yet allows for innovation and creativity in exceeding customer expectations. The internal checks provided by Fieldstone Landscape Services Team have been described in other parts, what follows here is a description of the tools used to manage all customers on a daily basis.

Client Retention

Customer satisfaction is the number one priority of Fieldstone Landscape Services. It is our mission to develop long lasting relationships with our customers. This can best be exemplified by our consistent retention of customers which exceeds 90% each annual renewal period. Our relationships with our customers are second to none largely in part due to our management team and their countless efforts to satisfy their every need.

We believe that our retention of customers speaks for itself and is the best measurement when measuring customer satisfaction.

III. Company Capabilities – Value Added Services

➤ Landscape Maintenance

Fieldstone Landscape Services offers a full service landscape maintenance program for every landscape, performed by educated and trained personnel. Our Horticulture Specialists can create a customized maintenance schedule specifically suited for the demands of your site and landscape investment.

Your account will be assigned a manager to assure personalized program development and service. The Fieldstone Landscape Services way assures that problems are solved, goals are achieved, consultations are provided, and maintenance schedules are performed – always accurately, promptly, and dependably.



➤ ***Turf & Ornamental Management***

Fieldstone's spray department is dedicated to providing the latest state-of-the-art technology in nutrition and disease control through applications for turf, trees, shrub care, pest/weed control, and fertilization.

We work with each client to quickly diagnose turf symptoms and tree and shrub deficiencies in order to begin timely treatments.

➤ ***Irrigation Services***

Fieldstone is dedicated to providing state-of-the-art technology and superior products so you can be assured that you are getting the best possible irrigation services.

When your irrigation system requires special attention, responsiveness is essential. Fieldstone's irrigation division offers knowledgeable and reliable service options for repairs, maintenance and upgrades.

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Fieldstone's landscape enhancement department specializes in assisting your property in reaching its full potential. From landscape design and installation to annual flower color, our team of designers and estimators are dedicated to delivering competitive customized bid packages for any size landscape project.

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Fieldstone Landscape Services has maintained a steady investment in capital resources such as modern facilities, modern equipment, and state-of-the-art technology. This inventory includes everything from specialty trucks and trailers, to mowing equipment, pay loaders, backhoes, skid steer loaders, pick-up trucks, dump trucks, and trenchers.

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The safety and well-being of our employees and every person we come in contact with is of paramount importance to our operation. It is the specific intent of Fieldstone Landscape Services to operate in compliance with all state and federal safety ordinances.



LANDSCAPE MANAGEMENT SPECIFICATIONS
“Scope of Work”

I. Turf Care Specifications

A. General

1. All areas shall be inspected weekly for detection of disease, pests, improper irrigation, and other problems, and shall be properly treated to correct any observed problems upon discovery if applicable to the contract. The Customer shall be notified of problems encountered and the corrective action to be taken.
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B. Mowing

1. Mowing shall be performed **42** times per year. All mowing shall be performed with power lawn mowers of sufficient horsepower to leave a neat, clean appearance.
2. Mowing height for turf grass depending on type- 3 1/2" – 4 1/2" and will be varied by season to maintain the highest quality and density of turf.
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4. Mower blades will be kept sharp at all times to prevent the tearing of grass blades.
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1. Fieldstone Landscape Services shall neatly edge and trim around all plant beds, curbs, streets, trees, etc., and maintain the shape and configuration of all planting areas in a clean manner, free of imperfections. Edging of all hard surfaces shall be performed with each mowing service and edging of soft surfaces shall be performed during every other mowing cycle.
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2. Retaining ponds and swales will be string trimmed monthly to maintain a neat, clean appearance. Standing water areas will be avoided but will have vegetative weed growth removed as needed.



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1. Areas littered in the landscape maintenance process will be removed by hand or power blown as conditions permit, and disposed of off -site.

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4. Program will need to be renewed yearly to guarantee control of ants. All State and Federal regulations shall be strictly adhered to which govern the use and/or application of chemicals. Fieldstone Landscape Services assumes all related liability for adhering to these regulations.

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2. All irrigation components damaged by Fieldstone employees and/or operations shall be repaired at Fieldstone's expense, as long as such components were installed and are functioning properly.



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1. All repairs above normal zone checks and adjustments will be done on a time and materials basis only after written authorization has been received from the customer.
2. Hourly rate for repairs is \$65.00 per man hour during normal operating hours from 7am to 6pm (from 6pm to 7am, hourly rate becomes \$75.00/hour with a 2-hour minimum)
3. All service calls outside monthly maintenance will be billed at \$75.00 per visit plus time and material.

III. Plant Beds, Shrubs, Woody Ornamental, Ground Covers, Palm and Arbor Care Specifications

A. Pruning

1. All hand pruning and shearing will have the distinct objective of retaining the plant's natural shape and the original design specifications. Fieldstone service crews will adhere to proper pruning practices, in order to promote proper growth and optimal flowering cycles. Although necessary in some cases, consistent formal "box" shearing may encourage premature plant decline and loss. Re-sizing or hard structural pruning will be performed at an additional cost.
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7. Rejuvenation Pruning also known as Cutbacks are more than 30 days of growth. This will be proposed by the account manager.



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2. Remove all sucker growth from the base of trees within the 10' canopy on a regular basis. Remove any limbs which pose a threat to public safety also within the 10' canopy. Additional trimming or cutting requested will be done as a separate work order.

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1. All small palms such as Chinese Fan, Robellini and Queen not exceeding 10' in height shall be trimmed during scheduled trim/pruning cycle.
2. Palms exceeding 10' in height shall be trimmed upon approved work order or as specified on service summary.
3. Fieldstone arbor personnel will sanitize their pruning equipment, to avoid transmitting any prevalent or existing palm diseases.
4. As a preventative measure, and for an additional fee, Fieldstone Landscape Services will perform quarterly bud and root drenches on designated specimen Canary Island Date, Medjool and Sylvester palms to deter insect/disease activity.

D. Groundcovers

Ground covers will be confined to plant bed areas by manual or chemical means as environmental conditions permit.

E. Insect and Disease Control

Plants will be monitored and reported as required to effectively control insect infestation and disease as environmental, horticultural and weather conditions permit.

F. Weed Control

Open ground between plants shall be maintained in a condition of acceptable weed density by manual or chemical means, as environmental, horticultural and weather conditions permit.

IV. Mulching

Mulching of all ornamental beds, tree rings and specified open natural areas shall be performed as specified upon an approved work order or as advised on the service summary.

V. Floriculture Program

1. "Seasonal Color" is to be planted and spaced to correspond with the proposed installation program unless directed differently by the client.



2. Fieldstone shall schedule **(0)** seasonal rotations per year and will install **(0)** (4") annual flowers per rotation. Our target planting dates will include Jan. 1st, April 1st, July 1st and Oct. 1st. Our floral program will include (0) seasonal soil/organic matter amendment to all existing flower beds.
3. Fieldstone will be responsible for planting and maintaining all "Seasonal Color" with the exception of "Special Color" such as Poinsettias, Easter Lilies, etc. unless otherwise included in the rotation schedule.
4. Fieldstone Landscape Services will submit a Proposal to the client, in the event of damage to the flower beds caused by vandalism, vehicular/pedestrian traffic and any acts of God.

VI. Additional Services

Fieldstone Landscape Services shall provide services over and above the "Contract Specifications" with written authorization from customer only, such as daily or timed porter services.

I. PERSONNEL

1. Fieldstone will provide all labor, transportation and supervision necessary to perform the work described herein.
2. Field personnel will be equipped with all supplies, tools, parts and equipment to perform work.
3. Personnel will be licensed for all applicable maintenance functions, including any chemical application when required by law.
4. Personnel shall wear clean Fieldstone uniforms of consistent design and color so that they may be recognized personnel of Fieldstone while on site. Fieldstone personnel shall comply with all OSHA dress code regulations, i.e. steel toed shoes, safety goggles, etc.
5. Fieldstone personnel are perceived as representatives of customer while on property, and as such, will conduct themselves in a professional, well mannered, well groomed, workmanlike manner at all times.
6. Any damage caused by FieldStone personnel shall be repaired promptly at no cost to customer.
7. Scheduling/Safety
 - a. Sufficient warning devices will be employed whenever necessary, to provide safety to persons and vehicular traffic. Work will be coordinated with customer and scheduled to give the least possible interference to property, merchants, occupants, guests, visitors and customers.



Touchstone-Phase I

September 1, 2018

Thank you for the opportunity to submit our proposal for the Landscape Maintenance of your community. At Fieldstone Landscape Services we recognize the significance of protecting your investment, and have complete confidence in the superiority of our services. We take pride in providing exceptional communication, customer service, and the highest quality work.

Our primary goal is to build strong, trustworthy relationships that last. We look forward to beginning this process with you.

Fieldstone is the leader in landscape management in the Tampa Bay area that employs a dedicated staff of professionals consisting of Certified Maintenance Technicians, Licensed Irrigation Contractors and Certified Horticulturalists. Our department heads are specialist in their own fields. They work in conjunction with a common goal of maintaining a high standard in the properties overall appearance.

Thank you for taking the time to look into our company. We feel confident that given the opportunity, we will exceed all of your expectations.

Sincerely,

Scott LeRoy
Vice President



Our Management Team

Chris Eastman: Owner

FNGLA Horticulture Professional
BMP Certified (Best Management Practices)
Certified in Florida Friendly Landscape

Scott Craig: Horticulture Manager

Licensed Horticulture Professional
BMP Certified (Best Management Practices)
Certified in Florida Friendly Landscape

Jeff Murphy: Irrigation Manager

Licensed Irrigation Contractor

Juliana Daniel: First Impressions Coordinator

Dorian Matthews: Accounting and Office Manager

Master of Business Administration
BMP Certified (Best Management Practices)

Thomas Harrison: Community Relationship Manager

FNGLA Horticulture Professional
BMP Certified (Best Management Practices)
Certified in Florida Friendly Landscape

Scott LeRoy: Vice President

FNGLA Horticulture Professional
BMP Certified (Best Management Practices)
Certified in Florida Friendly Landscape

Jesse Taber Fleet Manager

Certified Mechanic

Adam Parrott: Enhancement Manager/Landscape Designer

Bachelor of Science in Horticulture
FNGLA Horticulture Professional
BMP Certified (Best Management Practices)
Certified in Florida Friendly Landscape

Rob Ferrante: Sr. Community Relationship Manager

Licensed Irrigation Contractor
FNGLA Horticulture Professional
BMP Certified (Best Management Practices)
Certified in Florida Friendly Landscape

Rolando Quiroz: Community Relationship Manager

FNGLA Horticulture Professional
BMP Certified (Best Management Practices)
Certified in Florida Friendly Landscape



References

Renaissance Vinoy Hotel

Cheval Golf & Country Club

Calusa Trace

Stonegate

400 Beach Drive

Tampa General Hospital

HSN

Bayfront Health



Touchstone-Phase I

Service – Summary

- **Landscape Management Services – 42 services per year**
 - ❑ Mow, edge, string-trim all turf areas.
 - ❑ Prune, trim, weed, cultivate all shrubs & shrub beds to maintain proper plant size and shape.
 - ❑ Blow off key areas each week to include all amenity areas
 - ❑ Renewal prune as needed
 - ❑ Trim trees below 10 feet in height, elevating the bottoms to a minimum of 10 feet for clearance.

- **Fertilization, Insect & Disease Control per specifications.**
 - ❑ Ornamental Shrubs – as specified (2) times per year.
 - ❑ St. Augustine- as specified (4) times per year.
 - ❑ Integrated Pest Management-as specified (6) times per year.
 - ❑ Visual inspections during IPM visits.

- **Irrigation System Maintenance**
 - ❑ Run and inspect all irrigation zones monthly (12 visits per year).
 - ❑ Adjust heads for maximum vegetation coverage.
 - ❑ Remove debris from nozzles.
 - ❑ Visual inspections for dry spots, malfunctioning, broken heads, leaks, staining during normal irrigation inspections.

Total cost per month: \$2,708.75

Total cost per year: \$32,505.00

Initial_____



TERMS AND CONDITIONS:

Owner
Touchstone-Phase I

Contractor
Fieldstone Landscape Services, LLC.
4801 122nd Avenue North
Clearwater, FL 33762

The Owner and Contractor agree as Follows:

1. **Scope of Work**
The Contractor shall furnish all labor, equipment, materials and supervision to maintain the grounds of the property per attached service summary.
2. **Owner's Responsibility**
The Owner shall be responsible for access to the property.
3. **Term of Contract**
The contract period will be one (1) year from contract commencing date of: September 1st 2018.
4. **Contract Sum**
The Owner shall pay the Contractor in current funds for the performance of the work in the contract sum of: \$32,505.00
5. **Progress Payments**
The Contractor will submit request for payment on or around the 1st of each month. The Owner will make monthly payments of \$2,708.75 for the amount due within 30 days thereafter.
6. **Changes in Work**
The Owner may order changes in the scope of work consisting of additions, deletions, and/or modifications. The contract sum will be adjusted accordingly.
7. **Termination of the Contract**
If the Owner fails to make payment for a period of forty-five (45) days, the Contractor may terminate the contract and recover from the Owner payment for all work performed. The Owner may terminate the contract upon thirty (30) days written notice delivered via certified mail to the Contractor.
8. **Considerations for Insurance, Licenses, Permits and Liability**
The contractor will carry liability amounts and worker's compensation coverage required by law on his/her operators and employees and requires same of any sub-contractors and provides proof of same to the client. The contractor is also responsible for obtaining any licenses and/or permits required by law for activities on client's property.

The Contractor shall maintain at his/her own expense such insurance as will protect him/her from claims under Workman's Compensation and public liability, property damage and other such insurance in the following amounts:



- General Liability
 - General Aggregate \$2,000,000
 - Products-Comp/Op Agg. \$2,000,000
 - Personal & Adv. Injury \$1,000,000
 - Each Occurrence \$1,000,000
 - Med. Expense (any one person) \$10,000
- Automobile Liability
 - Combined Single Limit \$1,000,000
- Umbrella Liability
 - Each Occurrence \$3,000,000
 - Aggregate \$3,000,000

Prior to commencing work, the Contractor shall have his insurance company or companies, which are acceptable to the Owner, execute a certificate of insurance form and file a copy of the same with the Owner. The certificates shall contain a ten (10) day notice of termination to the Owner clause.

9. Situations which the Contractor may deem are his/her responsibility:
 1. Any damage due to operation of his equipment in performing the contract.
 2. Failure to comply with all laws pertaining to protected plant species, such as the mangrove.
 3. Damage to plant material due to improper horticultural practices.
 4. Improper replacement or retrofitting of irrigation system components.
10. Situations which the Contractor may deem are not his/her responsibility:
 1. Fieldstone is not responsible for the death or decline of plant materials due to improper selection, placement, planting or maintenance done before the time of this contract.
 2. Fieldstone is not responsible for damage due to improper irrigation components existing at the time of contract execution, exposed cables/wires or sprinkler components/lines normally found below the lawn's surface. Also flooding, storm, wind, fire, cold damages or any other acts of God are not included in contract.
 3. Fieldstone is not responsible for damage due to disease or damage to lawns or landscape plants caused by excessive irrigation or lack of water due to inoperative irrigation components, or irrigation restrictions imposed by the Water Management District or civil authorities.
 4. Fieldstone is not responsible for damage caused by, or to any hidden items in the landscape that are not clearly guarded or marked.
 5. Fieldstone is not responsible for damage due to vandalism.

11. Billing Process and Payment Terms



Payment terms are set at Net 30 in order to assist in financing our operations which in turn leads to better service for our customers. Monthly billings will be made on the 1st day of the month, for all services to be performed for that month.

Owner shall agree to pay interest in the amount of 1.5% per month on all accounts not received within 45 days past due. Further, the Owner shall be responsible for any collection costs and attorney fees incurred by Fieldstone Landscape Services LLC., in collection of sums past due under this Agreement. Payment is due upon receipt of invoice.

Contractor will maintain throughout the term of this Agreement general liability insurance and worker's compensation insurance. If requested, the contractor shall furnish a Certificate of Insurance describing coverage in effect and naming the Association as an additional insured.

- 12. Term: This agreement shall remain in force for a period of 1 year, beginning September 1st 2018. If, upon expiration of this agreement, a new agreement has not been executed by both parties, this agreement shall automatically be renewed for a period of 1 year from the date of expiration of the previous term at the annual fees stated with the addition of a 3.5% cost of living increase.
- 13. No Service: Client acknowledges that Contractor closes operations for a period of ten days each year for the holidays from December 24 through January 4. During this time of year, Contractor will make every effort to ensure Client has received its service. Contractor may have to change the normal day of service to ensure its service is completed.
- 14. Fuel Surcharge: For purposes of this agreement, the standard price for (1) gallon of regular unleaded fuel shall be specified as the Florida average price per the Florida Attorney General's office. In the event that the average price is escalated over that of \$4.00 per gallon, a 3% fuel surcharge shall be added to each invoice. The 3% fuel surcharge will be suspended from all future invoices when the average gallon price drops below that of \$4.00 per gallon, however, the charge may again be implemented in the future invoices should the average gallon price again escalates over the established \$4.00 base price.

AGREED TO AND SIGNED BY THE FOLLOWING:

Owner: Touchstone-Phase I

Authorized Signature: _____ Date: _____

Contractor: Fieldstone Landscape Services LLC

Authorized Signature: _____ Date: _____



I. Company Support

Resource Capacity

At Fieldstone Landscape Services we strive to distinguish ourselves by offering a complete package of Landscape Management services. We offer a wide range of services including: Landscape Maintenance, Landscape Enhancements, Turf Care, Irrigation Repairs & Installation, and Arbor Care.

Our focus at Fieldstone is to assemble the best team for the management of your property's landscape based upon our analysis of the total scope of work and the maintenance schedule. Our typical staffing model may be subject to minor changes and substitutions depending upon the final scope and maintenance schedule. The Landscape Maintenance Team is likewise provisional and by no means is this final, as new talent always joining the firm and the fact that local personnel will be hired to fill many positions in the project work force.

II. Customer Satisfaction

Quality Control and Quality Assurance

Providing a quality product and service is the joint concern of all members of Fieldstone Landscape Services. The first step in providing quality products and services is to develop a realistic cost estimate and maintenance schedule that meets the Owner's needs, yet allows for innovation and creativity in exceeding customer expectations. The internal checks provided by Fieldstone Landscape Services Team have been described in other parts, what follows here is a description of the tools used to manage all customers on a daily basis.

Client Retention

Customer satisfaction is the number one priority of Fieldstone Landscape Services. It is our mission to develop long lasting relationships with our customers. This can best be exemplified by our consistent retention of customers which exceeds 90% each annual renewal period. Our relationships with our customers are second to none largely in part due to our management team and their countless efforts to satisfy their every need.

We believe that our retention of customers speaks for itself and is the best measurement when measuring customer satisfaction.

III. Company Capabilities – Value Added Services

➤ Landscape Maintenance

Fieldstone Landscape Services offers a full service landscape maintenance program for every landscape, performed by educated and trained personnel. Our Horticulture Specialists can create a customized maintenance schedule specifically suited for the demands of your site and landscape investment.

Your account will be assigned a manager to assure personalized program development and service. The Fieldstone Landscape Services way assures that problems are solved, goals are achieved, consultations are provided, and maintenance schedules are performed – always accurately, promptly, and dependably.



➤ ***Turf & Ornamental Management***

Fieldstone's spray department is dedicated to providing the latest state-of-the-art technology in nutrition and disease control through applications for turf, trees, shrub care, pest/weed control, and fertilization.

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Plants will be monitored and reported as required to effectively control insect infestation and disease as environmental, horticultural and weather conditions permit.

F. Weed Control

Open ground between plants shall be maintained in a condition of acceptable weed density by manual or chemical means, as environmental, horticultural and weather conditions permit.

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Mulching of all ornamental beds, tree rings and specified open natural areas shall be performed as specified upon an approved work order or as advised on the service summary.

V. Floriculture Program

1. "Seasonal Color" is to be planted and spaced to correspond with the proposed installation program unless directed differently by the client.



2. Fieldstone shall schedule **(0)** seasonal rotations per year and will install **(0)** (4") annual flowers per rotation. Our target planting dates will include Jan. 1st, April 1st, July 1st and Oct. 1st. Our floral program will include (0) seasonal soil/organic matter amendment to all existing flower beds.
3. Fieldstone will be responsible for planting and maintaining all "Seasonal Color" with the exception of "Special Color" such as Poinsettias, Easter Lilies, etc. unless otherwise included in the rotation schedule.
4. Fieldstone Landscape Services will submit a Proposal to the client, in the event of damage to the flower beds caused by vandalism, vehicular/pedestrian traffic and any acts of God.

VI. Additional Services

Fieldstone Landscape Services shall provide services over and above the "Contract Specifications" with written authorization from customer only, such as daily or timed porter services.

I. PERSONNEL

1. Fieldstone will provide all labor, transportation and supervision necessary to perform the work described herein.
2. Field personnel will be equipped with all supplies, tools, parts and equipment to perform work.
3. Personnel will be licensed for all applicable maintenance functions, including any chemical application when required by law.
4. Personnel shall wear clean Fieldstone uniforms of consistent design and color so that they may be recognized personnel of Fieldstone while on site. Fieldstone personnel shall comply with all OSHA dress code regulations, i.e. steel toed shoes, safety goggles, etc.
5. Fieldstone personnel are perceived as representatives of customer while on property, and as such, will conduct themselves in a professional, well mannered, well groomed, workmanlike manner at all times.
6. Any damage caused by FieldStone personnel shall be repaired promptly at no cost to customer.
7. Scheduling/Safety
 - a. Sufficient warning devices will be employed whenever necessary, to provide safety to persons and vehicular traffic. Work will be coordinated with customer and scheduled to give the least possible interference to property, merchants, occupants, guests, visitors and customers.

FIRST ADDENDUM TO THE LANDSCAPE AGREEMENT

This First Addendum to the Landscape Agreement (this “**Addendum**”), is made and entered into as of January 10, 2019 by and between the **Touchstone Community Development District** (the “**District**”) and **FieldStone Landscape Services** (“**Contractor**”).

RECITALS

WHEREAS, the District and the Contractor entered into the Landscape Maintenance Agreement dated January 10, 2019 (the “**Agreement**”), incorporated by reference herein;

WHEREAS, the District and the Contractor desire to amend the Agreement as shown herein; and

WHEREAS, the District and the Contractor each has the authority to execute this Addendum and to perform its obligations and duties hereunder, and each party has satisfied all conditions precedent to the execution of this Addendum so that this Addendum constitutes a legal and binding obligation of each party hereto.

NOW, THEREFORE, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which is hereby acknowledged, the District and the Contractor agree as follows:

1. The Agreement is hereby amended to include Common Area (42) Maintenance Services and monthly irrigation and horticulture services and Pond Maintenance (32) services for \$4,849.45 per month.
2. Except as hereby modified, the terms and conditions of the Agreement are hereby ratified and confirmed.

IN WITNESS WHEREOF the undersigned have executed this Addendum effective as of the date written above.

Fieldstone Landscape Services

**Touchstone
Community Development District**

Name:_____
Title:_____

Name:_____
Chair/Vice-Chair, Board of Supervisors

1 **August 9, 2018 Minutes of the Public Hearing and Regular Meeting**

2
3 **Minutes of the Public Hearing and Regular Meeting**

4
5 The Public Hearing and Regular Meeting of the Board of Supervisors for the Touchstone
6 Community Development District was held on **Thursday, August 9, 2018 at 9:00 a.m.** at the
7 offices of Lennar Homes, located at 4600 W. Cypress Street, Suite 200, Tampa, FL 33607.
8
9

10 **1. CALL TO ORDER/ROLL CALL**

11
12 Brian Lamb called the Public Hearing and Regular Meeting of the Touchstone Community
13 Development District out of recess and to order on **Thursday, August 9, 2018 at 9:00 a.m.**
14

15 **Board Members Present and Constituting a Quorum:**

16 Kelly Evans Chair
17 Laura Coffey Vice Chair
18 Becky Wilson Supervisor
19 Michael Ragan Supervisor
20 Paulo Beckert Supervisor
21

22 **Staff Members Present:**

23 Brian Lamb Meritus
24 Tricia Victory Meritus
25

26 There were no members of the general public in attendance.
27
28

29 **2. PUBLIC COMMENT ON AGENDA ITEMS**

30
31 There were no public comments.
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33

34 **3. PUBLIC HEARING ON ADOPTING FISCAL YEAR 2019 BUDGET**

35 **A. Open the Public Hearing on Proposed Fiscal Year 2019 Budget**
36

37	MOTION TO:	Open the public hearing.
38	MADE BY:	Supervisor Evans
39	SECONDED BY:	Supervisor Wilson
40	DISCUSSION:	None further
41	RESULT:	Called to Vote: Motion PASSED
42		5/0 - Motion Passed Unanimously

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44 **B. Staff Presentations**

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46 Mr. Lamb reviewed the budget with the Board.

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C. Public Comments

There were no public comments.

D. Close the Public Hearing on Proposed Fiscal Year 2019 Budget

MOTION TO:	Close the public hearing.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor Wilson
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

E. Consideration of Resolution 2018-37; Adopting Fiscal Year 2019 Budget

The Board reviewed the resolution.

MOTION TO:	Approve Resolution 2018-37.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor Wilson
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

4. BUSINESS ITEMS

A. Consideration of Resolution 2018-38; Assessment Resolution

Mr. Lamb went over the resolution with the Board.

MOTION TO:	Approve Resolution 2018-38.
MADE BY:	Supervisor Wilson
SECONDED BY:	Supervisor Evans
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

B. Consideration of Resolution 2018-39; Setting Fiscal Year 2019 Meeting Schedule

The Board reviewed the resolution.

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MOTION TO:	Approve Resolution 2018-39.
MADE BY:	Supervisor Wilson
SECONDED BY:	Supervisor Evans
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

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C. Discussion on District Management Fees

Mr. Lamb went over District Management fees with the Board.

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D. General Matters of the District

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5. CONSENT AGENDA

- A. Consideration of Minutes of the Regular Meeting May 10, 2018**
- B. Consideration of Operation and Maintenance Expenditures May 2018**
- C. Consideration of the Operation and Maintenance Expenditures June 2018**
- D. Review of Financial Statements Month Ending June 30, 2018**

The Board reviewed the Consent Agenda items.

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MOTION TO:	Approve the Consent Agenda.
MADE BY:	Supervisor Wilson
SECONDED BY:	Supervisor Evans
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

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6. VENDOR/STAFF REPORTS

- A. District Counsel**
- B. District Engineer**
- C. District Manager**

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Mr. Lamb went over his report.

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6. BOARD SUPERVISORS' COMMENTS & REQUESTS

The Board discussed the landscaping and ponds.

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7. PUBLIC COMMENTS

There were no public comments.

8. ADJOURNMENT

MOTION TO:	Adjourn.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor Wilson
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

DRAFT

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

148

149 *These minutes were done in summary format.

150

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

155

156 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly
157 noticed meeting held on _____.

158

159

160

161 _____
Signature

162

163

164 _____
Printed Name

165

166 Title:

167 Secretary

168 Assistant Secretary

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Signature

Printed Name

Title:

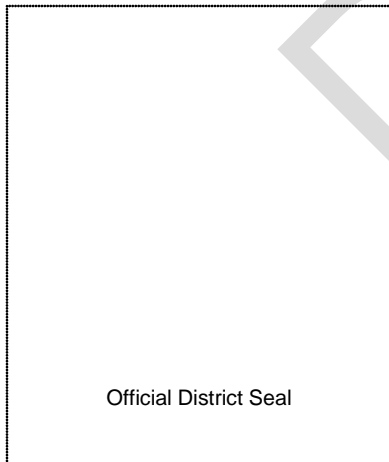
Chairman

Vice Chairman

Recorded by Records Administrator

Signature

Date



Official District Seal

**Touchstone Community Development District
Summary of Operations and Maintenance Invoices**

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
Monthly Contract				
Meritus Districts	8491	\$ 1,037.47		Management Services - August
Monthly Contract Sub-Total		\$ 1,037.47		
Variable Contract				
Landmark	2170033 4	\$ 225.00		Professional Services - thru 08/04/18
Straley Robin Vericker	16116	500.00		Professional Services - General - thru 08/15/18
Variable Contract Sub-Total		\$ 725.00		
Utilities				
Utilities Sub-Total		\$ 0.00		
Regular Services				
Tampa Bay Times	657129 072718	\$ 820.00		2018/2019 Budgets - 07/27/18
Regular Services Sub-Total		\$ 820.00		
Additional Services				
Additional Services Sub-Total		\$ 0.00		
TOTAL:		\$ 2,582.47		

Approved (with any necessary revisions noted):

Signature

Printed Name

**Touchstone Community Development District
Summary of Operations and Maintenance Invoices**

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
--------	---------------------------	--------	-----------------	----------------------

Title (check one):

Chairman Vice Chairman Assistant Secretary

Meritus Districts

2005 Pan Am Circle
 Suite 120
 Tampa, FL 33607

INVOICE

Invoice Number: 8491
 Invoice Date: Aug 1, 2018
 Page: 1

Voice: 813-397-5121
 Fax: 813-873-7070

Bill To:
Touchstone CDD 2005 Pan Am Circle Suite 120 Tampa, FL 33607

Ship to:

Customer ID	Customer PO	Payment Terms	
Touchstone CDD		Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
			8/1/18

Quantity	Item	Description	Unit Price	Amount
	District Management Bank Fee	District Management Services - August SunTrust acct analysis fee		1,000.00 37.47
		<i>M</i>		

Subtotal	1,037.47
Sales Tax	
Total Invoice Amount	1,037.47
Payment/Credit Applied	
TOTAL	1,037.47

Check/Credit Memo No:

REVIEWEDdthomas 7/31/2018



8515 Palm River Road, Tampa, FL 33619-4315 | 813-621-7841 | Fax 813-621-6761 | mail@lesc.com | www.lesc.com

MR. BRIAN LAMB
TOUCHSTONE CDD
2005 PAN AM CIRCLE DRIVE, SUITE 120
TAMPA, FLORIDA 33607

INVOICE
NO. 2170033.4
ACCOUNT # 50097
DATE 8/16/18

For Professional Services Rendered Thru: 8/4/18



Project: TOUCHSTONE CDD

Location: HILLSBOROUGH COUNTY, FLORIDA

IN ACCORDANCE WITH OUR AGREEMENT:

B. HOURLY SERVICES AS DISTRICT ENGINEER

REVIEW BACK-UP MATERIAL & SIGN REQUISITIONS

1.5 Hours Senior Professional Engineer @ \$150.00 /Hr. \$225.00

TOTAL THIS INVOICE \$225.00

REVIEWED dthomas 8/22/2018

INVOICES ARE DUE UPON RECEIPT - NO DISCOUNTS. UNPAID AMOUNTS WILL BEAR INTEREST AT 1-1/2% PER MONTH, WHICH IS AN ANNUAL PERCENTAGE RATE OF 18%. PURCHASER AGREES TO PAY ALL COSTS AND FEES FOR COLLECTION ON ACCOUNTS REMAINING UNPAID IN EXCESS OF 30 DAYS INCLUDING, BUT NOT LIMITED TO, ATTORNEY'S FEES AND ATTORNEY'S FEES ON APPEAL. ALL PAYMENTS RECEIVED ON PAST DUE ACCOUNTS WILL BE APPLIED FIRST TO INTEREST, THEN TO PRINCIPAL.

Straley Robin Vericker

1510 W. Cleveland Street
Tampa, FL 33606
Telephone (813) 223-9400 * Facsimile (813) 223-5043
Federal Tax Id. - 20-1778458

Touchstone Community Development District
2005 Pan Am Circle, Suite 120
Tampa, FL 33607

August 20, 2018
Client: 001492
Matter: 000001
Invoice #: 16116

Page: 1

RE: General

For Professional Services Rendered Through August 15, 2018

SERVICES

Date	Person	Description of Services	Hours	
7/20/2018	LB	PREPARE DRAFT RESOLUTION ADOPTING BUDGET FOR FY 2018/2019, DRAFT RESOLUTION IMPOSING AND LEVYING O&M ASSESSMENTS AND DRAFT BUDGET FUNDING AGREEMENT RE SAME.	1.0	
7/25/2018	JMV	PREPARE RESOLUTIONS FOR CDD BOARD MEETING; TELEPHONE CALL WITH B. LAMB; PREPARE AGREEMENT.	0.8	
7/26/2018	LB	FINALIZE RESOLUTIONS AND BUDGET FUNDING AGREEMENT RE ADOPTION OF FY 2018/2019 BUDGET AND IMPOSING AND LEVYING O&M ASSESSMENTS ON SAME; PREPARE EMAIL TO T. FARLOW AND L. ELLIOTT TRANSMITTING RESOLUTIONS AND BUDGET FUNDING AGREEMENT.	0.3	
8/2/2018	JMV	REVIEW EMAIL FROM L. ELLIOT; REVIEW LEGAL NOTICE.	0.2	
Total Professional Services			2.3	\$500.00

PERSON RECAP

Person		Hours	Amount
JMV	John M. Vericker	1.0	\$305.00
LB	Lynn Butler	1.3	\$195.00

REVIEWED dthomas 8/30/2018

August 20, 2018
Client: 001492
Matter: 000001
Invoice #: 16116

Page: 2

Total Services	\$500.00	
Total Disbursements	\$0.00	
Total Current Charges		\$500.00

PAY THIS AMOUNT		\$500.00
------------------------	--	-----------------

Please Include Invoice Number on all Correspondence

Tampa Bay Times
Published Daily

STATE OF FLORIDA } ss
COUNTY OF Hillsborough County

Before the undersigned authority personally appeared **Deirdre Almeida** who on oath says that he/she is **Legal Clerk** of the **Tampa Bay Times** a daily newspaper printed in St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter **RE: 2018/2019 Budgets** was published in **Tampa Bay Times: 7/20/18, 7/27/18**, in said newspaper in the issues of **Baylink Hillsborough**

Affiant further says the said **Tampa Bay Times** is a newspaper published in Hillsborough County, Florida and that the said newspaper has heretofore been continuously published in said Hillsborough County, Florida, each day and has been entered as a second class mail matter at the post office in said Hillsborough County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper

Signature of Affiant

Sworn to and subscribed before me this 07/27/2018.

Signature of Notary Public

Personally known _____ or produced identification

Type of identification produced _____



TOUCHSTONE
COMMUNITY DEVELOPMENT DISTRICT

NOTICE OF PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE FISCAL YEAR 2018/2019 BUDGETS; AND NOTICE OF REGULAR BOARD OF SUPERVISORS' MEETING.

The Board of Supervisors ("Board") of the Touchstone Community Development District ("District") will hold a public hearing on August 9, 2018 at 9:00 a.m. at The offices of Lennar Homes, located at 4600 W. Cypress Street Suite 200 Tampa, FL 33607, for the purpose of hearing comments and objections on the adoption of the proposed budgets ("Proposed Budget") of the District for the fiscal year beginning October 1, 2018 and ending September 30, 2019 ("Fiscal Year 2018/2019"). A regular board meeting of the District will also be held at that time where the Board may consider any other business that may properly come before it. A copy of the agenda and Proposed Budget may be obtained at the offices of the District Manager, 2005 Pan Am Circle, Suite 120, Tampa, Florida 33607, (813) 397-5120 ("District Manager's Office"), during normal business hours.

The public hearing and meeting are open to the public and will be conducted in accordance with the provisions of Florida law. The public hearing and meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when Board Supervisors or District Staff may participate by speaker telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearing or meeting is advised that person will need a record of 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 such appeal is to be based.

Brian Lamb
District Manager

Run Dates: 7/20/2018 & 7/27/2018

657129

**Touchstone Community Development District
Summary of Operations and Maintenance Invoices**

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
Monthly Contract				
Meritus Districts	8546A	\$ 3,770.04		Management Services - September
Monthly Contract Sub-Total		\$ 3,770.04		
Variable Contract				
Straley Robin Vericker	16217	\$ 121.50		Professional Services - General - thru 09/15/18
Variable Contract Sub-Total		\$ 121.50		
Utilities				
Utilities Sub-Total		\$ 0.00		
Regular Services				
Tampa Bay Times	684906 092118	\$ 395.00		FY19 Meetings - 09/21/18
Regular Services Sub-Total		\$ 395.00		
Additional Services				
Meritus Districts	8628	\$ 1,800.00		FY18 Dissemination Services Series 2018 - 09/14/18
Meritus Districts	8639	2,250.00	\$ 4,050.00	FY18 Construction Accounting Services Series 2018 - 09/18/18
Additional Services Sub-Total		\$ 4,050.00		
TOTAL:		\$ 8,336.54		

Approved (with any necessary revisions noted):

**Touchstone Community Development District
Summary of Operations and Maintenance Invoices**

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
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Signature

Printed Name

Title (check one):

Chairman Vice Chairman Assistant Secretary

Meritus Districts

2005 Pan Am Circle
 Suite 120
 Tampa, FL 33607

INVOICE

Invoice Number: 8546
 Invoice Date: Sep 1, 2018
 Page: 1

Voice: 813-397-5121
 Fax: 813-873-7070

Bill To:
Touchstone CDD 2005 Pan Am Circle Suite 120 Tampa, FL 33607

Ship to:

Customer ID	Customer PO	Payment Terms	
Touchstone CDD		Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
			9/1/18

Quantity	Item	Description	Unit Price	Amount
	District Management	District Management Services - September		3,750.00
	Bank Fee	SunTrust acct analysis fee		20.04

Subtotal	3,770.04
Sales Tax	
Total Invoice Amount	3,770.04
Payment/Credit Applied	
TOTAL	3,770.04

Check/Credit Memo No:

REVIEWEDDthomas 8/30/2018

Straley Robin Vericker

1510 W. Cleveland Street

Tampa, FL 33606

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

Federal Tax Id. - 20-1778458

Touchstone Community Development District
2005 Pan Am Circle, Suite 120
Tampa, FL 33607

September 25, 2018
Client: 001492
Matter: 000001
Invoice #: 16217

Page: 1

RE: General

For Professional Services Rendered Through September 15, 2018

SERVICES

Date	Person	Description of Services	Hours	
8/22/2018	LB	REVIEW STATUS OF THE DISTRICT ADOPTING MEETING DATES FOR THE FY 2018/2019; PREPARE EMAIL TO B. CRUTCHFIELD RE SAME.	0.2	
9/4/2018	JMV	REVIEW EMAIL FROM B. CRUTCHFIELD; REVIEW LEGAL NOTICE.	0.2	
9/11/2018	JMV	REVIEW EMAIL FROM B. CRUTCHFIELD.	0.1	
Total Professional Services			0.5	\$121.50

PERSON RECAP

Person	Hours	Amount
JMV John M. Vericker	0.3	\$91.50
LB Lynn Butler	0.2	\$30.00

REVIEWEDDthomas 10/2/2018

September 25, 2018
Client: 001492
Matter: 000001
Invoice #: 16217

Page: 2

Total Services	\$121.50	
Total Disbursements	\$0.00	
Total Current Charges		\$121.50

PAY THIS AMOUNT		\$121.50
------------------------	--	-----------------

Please Include Invoice Number on all Correspondence

Meritus Districts

2005 Pan Am Circle
 Suite 120
 Tampa, FL 33607

INVOICE

Invoice Number: 8628
 Invoice Date: Sep 14, 2018
 Page: 1

Voice: 813-397-5121
 Fax: 813-873-7070

Bill To:
Touchstone CDD 2005 Pan Am Circle Suite 120 Tampa, FL 33607

Ship to:

Customer ID	Customer PO	Payment Terms	
Touchstone CDD		Net Due	
Sales Rep ID	Shipping Method	Ship Date	Due Date
			9/14/18

Quantity	Item	Description	Unit Price	Amount
	Dissemination Svcs	Dissemination Services Fiscal Year 2018, Bond Series 2018		1,800.00

Subtotal	1,800.00
Sales Tax	
Total Invoice Amount	1,800.00
Payment/Credit Applied	
TOTAL	1,800.00

Check/Credit Memo No:

REVIEWEDdthomas 10/2/2018

Meritus Districts

2005 Pan Am Circle
 Suite 120
 Tampa, FL 33607

INVOICE

Invoice Number: 8639
 Invoice Date: Sep 18, 2018
 Page: 1

Voice: 813-397-5121
 Fax: 813-873-7070

Bill To:
Touchstone CDD 2005 Pan Am Circle Suite 120 Tampa, FL 33607

Ship to:

Customer ID	Customer PO	Payment Terms	
Touchstone CDD		Net Due	
Sales Rep ID	Shipping Method	Ship Date	Due Date
			9/18/18

Quantity	Item	Description	Unit Price	Amount
	Accounting Services	Construction accounting services fiscal year 2018, Bond Series 2018		2,250.00
Subtotal				2,250.00
Sales Tax				
Total Invoice Amount				2,250.00
Payment/Credit Applied				
TOTAL				2,250.00

Check/Credit Memo No:

REVIEWEDdthomas 10/2/2018

Touchstone Community Development District Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
Monthly Contract				
Aquatic Weed Control	29963	\$ 380.00		Waterway Service - September
Meritus Districts	8604	3,770.88		Management Services - October
Monthly Contract Sub-Total		\$ 4,150.88		
Variable Contract				
Aquatic Weed Control, Inc.	29962	\$ 925.00		Quarterly Wetland Maintenance - 09/28/16
Straley Robin Vericker	16295	121.50		Professinoal Services - General - thru 10/15/18
Variable Contract Sub-Total		\$ 1,046.50		
Utilities				
Utilities Sub-Total		\$ 0.00		
Regular Services				
DEO	72953	\$ 175.00		FY19 Special District Fee - 10/01/18
Regular Services Sub-Total		\$ 175.00		
Additional Services				
ADA Site Compliance	459	\$ 1,450.00		Compliance Shield - 10/26/18
Additional Services Sub-Total		\$ 1,450.00		
TOTAL:		\$ 6,822.38		

Approved (with any necessary revisions noted):

Touchstone Community Development District Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
--------	---------------------------	--------	-----------------	----------------------

Signature

Printed Name

Title (check one):

Chairman Vice Chairman Assistant Secretary



Aquatic Weed Control, Inc.

P.O. Box 593258
Orlando, FL 32859

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

Invoice

Date	Invoice #
9/28/2018	29963

Bill To
Touchstone CDD/Meritus 2005 Pan Am Circle, Suite 120 Tampa, FL 33607

Customer P.O. No.	Payment Terms	Due Date
	Net 30	10/28/2018

Description	Amount
Initial monthly waterway service for the month this invoice is dated for 7 waterways associated with Touchstone CDD, Tampa. Completed 9/25/18. Please allow 14 days for best results.	380.00

Thank you for your business.

Total	\$380.00
Payments/Credits	\$0.00
Balance Due	\$380.00

REVIEWEDthomas 10/31/2018

Meritus Districts

2005 Pan Am Circle
 Suite 120
 Tampa, FL 33607

INVOICE

Invoice Number: 8604
 Invoice Date: Oct 1, 2018
 Page: 1

Voice: 813-397-5121
 Fax: 813-873-7070

Bill To:
Touchstone CDD 2005 Pan Am Circle Suite 120 Tampa, FL 33607

Ship to:

Customer ID	Customer PO	Payment Terms	
Touchstone CDD		Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
			10/1/18

Quantity	Item	Description	Unit Price	Amount
	District Management	District Management Services - October		3,750.00
	Bank Fee	SunTrust acct analysis fee		20.88
Subtotal				3,770.88
Sales Tax				
Total Invoice Amount				3,770.88
Payment/Credit Applied				
TOTAL				3,770.88

Check/Credit Memo No:

REVIEWEDdthomas 10/2/2018



Aquatic Weed Control, Inc.

P.O. Box 593258
Orlando, FL 32859

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

Invoice

Date	Invoice #
9/28/2018	29962

Bill To
Touchstone CDD/Meritus 2005 Pan Am Circle, Suite 120 Tampa, FL 33607

Customer P.O. No.	Payment Terms	Due Date
	Net 30	10/28/2018

Description	Amount
Quarterly Wetland maintenance for 7 waterways associated with Touchstone CDD, Tampa for September 2018. Please allow 14 days for best results.	925.00

Thank you for your business.

Total	\$925.00
Payments/Credits	\$0.00
Balance Due	\$925.00

REVIEWEDthomas 10/31/2018

Straley Robin Vericker

1510 W. Cleveland Street

Tampa, FL 33606

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

Federal Tax Id. - 20-1778458

Touchstone Community Development District
2005 Pan Am Circle, Suite 120
Tampa, FL 33607

October 23, 2018
Client: 001492
Matter: 000001
Invoice #: 16295

Page: 1

RE: General

For Professional Services Rendered Through October 15, 2018

SERVICES

Date	Person	Description of Services	Hours	
10/11/2018	LB	PREPARE DRAFT QUARTERLY REPORT TO DISSEMINATION AGENT FOR PERIOD ENDED SEPTEMBER 30, 2018.	0.2	
10/13/2018	JMV	PREPARE QUARTERLY DISTRICT COUNSEL REPORT FOR CDD BONDS.	0.3	
Total Professional Services			0.5	\$121.50

PERSON RECAP

Person	Hours	Amount
JMV John M. Vericker	0.3	\$91.50
LB Lynn Butler	0.2	\$30.00

REVIEWEDdthomas 10/31/2018

October 23, 2018
Client: 001492
Matter: 000001
Invoice #: 16295

Page: 2

Total Services	\$121.50	
Total Disbursements	\$0.00	
Total Current Charges		\$121.50

PAY THIS AMOUNT		\$121.50
------------------------	--	-----------------

Please Include Invoice Number on all Correspondence

Florida Department of Economic Opportunity, Special District Accountability Program
FY 2018/2019 Special District Fee Invoice and Update Form
 Required by Sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

Invoice No.: 72953			Date Invoiced: 10/01/2018
Annual Fee: \$175.00	Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 12/03/2018: \$175.00

STEP 1: Review the following information, make changes directly on the form, and sign and date:

1. Special District's Name, Registered Agent's Name, and Registered Office Address:



Touchstone Community Development District
 Mr. Brian K. Lamb
 Meritus
 2005 Pan Am Circle, Suite 120
 Tampa, FL 33607

- 2. Telephone: (813) 397-5121
- 3. Fax: (813) 873-7070
- 4. Email: brian.lamb@merituscorp.com
- 5. Status: Independent
- 6. Governing Body: Elected
- 7. Website Address: www.touchstonecdd.com
- 8. County(ies): Hillsborough
- 9. Function(s): Community Development
- 10. Boundary Map on File: 09/26/2017
- 11. Creation Document on File: 09/26/2017
- 12. Date Established: 09/26/2017
- 13. Creation Method: Local Ordinance
- 14. Local Governing Authority: Hillsborough County
- 15. Creation Document(s): County Ordinance 17-24
- 16. Statutory Authority: Chapter 190, Florida Statutes
- 17. Authority to Issue Bonds: Yes
- 18. Revenue Source(s): Assessments
- 19. Most Recent Update: 10/13/2017

I do hereby certify that the information above (changes noted if necessary) is accurate and complete as of this date.

Registered Agent's Signature: _____ Date 10.5.18

STEP 2: Pay the annual fee or certify eligibility for the zero fee:

- a. **Pay the Annual Fee:** Pay the annual fee online by following the instructions at www.Floridajobs.org/SpecialDistrictFee or by check payable to the Department of Economic Opportunity.
- b. **Or, Certify Eligibility for the Zero Fee:** By initialing each of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, **ALL** of the following statements contained herein and on any attachments hereto are true, correct, complete, and made in good faith as of this date. I understand that any information I give may be verified.
 - 1. ___ This special district and its Certified Public Accountant determined the special district is not a component unit of a local general-purpose government.
 - 2. ___ This special district is in compliance with the reporting requirements of the Department of Financial Services.
 - 3. ___ This special district reported \$3,000 or less in annual revenues to the Department of Financial Services on its Fiscal Year 2016/2017 Annual Financial Report (if created since then, attach an income statement verifying \$3,000 or less in revenues).

Department Use Only: Approved: ___ Denied: ___ Reason: _____

STEP 3: Make a copy of this form for your records.

STEP 4: Mail this form and payment (if paying by check) to the Department of Economic Opportunity, Bureau of Budget Management, 107 E. Madison Street, MSC 120, Tallahassee, FL 32399-4124. Direct any questions to (850) 717-8430.

REVIEWED thomas 10/31/2018

ADA Site Compliance
 6400 Boynton Beach Blvd 742721
 Boynton Beach, FL 33474
 accounting@adasitecompliance.com



Invoice

BILL TO
Touchstone CDD

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
459	10/26/2018	\$1,450.00	11/05/2018	50/50	

DESCRIPTION	AMOUNT
Compliance Shield, Accessibility Policy, Technological Audit	2,900.00
50% deposit within 30 days of execution. Additional 50% upon delivery	-1,450.00
BALANCE DUE	\$1,450.00

REVIEWEDdtomas 11/5/2018

Touchstone Community Development District Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
Monthly Contract				
First Choice Aquatic Weed Management, LLC	30848	\$ 380.00		Waterway Service - October
Meritus Districts	8713	3,770.48		Management Services - November
Monthly Contract Sub-Total		\$ 4,150.48		
Variable Contract				
Variable Contract Sub-Total		\$ 0.00		
Utilities				
Utilities Sub-Total		\$ 0.00		
Regular Services				
Regular Services Sub-Total		\$ 0.00		
Additional Services				
Additional Services Sub-Total		\$ 0.00		
TOTAL:		\$ 4,150.48		

Approved (with any necessary revisions noted):

Signature

Printed Name

Title (check one):

Chairman Vice Chairman Assistant Secretary



Aquatic Weed Control, Inc.

P.O. Box 593258
Orlando, FL 32859

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

Invoice

Date	Invoice #
10/31/2018	30848

Bill To
Touchstone CDD/Meritus 2005 Pan Am Circle, Suite 120 Tampa, FL 33607

Customer P.O. No.	Payment Terms	Due Date
	Net 30	11/30/2018

Description	Amount
Monthly waterway service for the month this invoice is dated for 7 waterways associated with Touchstone CDD, Tampa.	380.00
<p>Handwritten notes:</p> <p>4705 A</p> <p>53900 4609</p>	

Thank you for your business.

Total	\$380.00
Payments/Credits	\$0.00
Balance Due	\$380.00

REVIEWEDdthomas 12/19/2018

Meritus Districts

2005 Pan Am Circle
 Suite 120
 Tampa, FL 33607

Voice: 813-397-5121
 Fax: 813-873-7070

INVOICE

Invoice Number: 8713
 Invoice Date: Nov 1, 2018
 Page: 1

Bill To:
Touchstone CDD 2005 Pan Am Circle Suite 120 Tampa, FL 33607

Ship to:

Customer ID	Customer PO	Payment Terms	
Touchstone CDD		Net Due	
	Shipping Method	Ship Date	Due Date
	Best Way		11/1/18

Quantity	Item	Description	Unit Price	Amount
		District Management Services - November		3,750.00
		SunTrust acct analysis fee		20.48
		M		

REVIEWED thomas 10/31/2018

Subtotal	3,770.48
Sales Tax	
Total Invoice Amount	3,770.48
Payment/Credit Applied	
TOTAL	3,770.48

Touchstone Community Development District

Preliminary Financial Statements
(Unaudited)

Period Ending
November 30, 2018



Meritus Districts
2005 Pan Am Circle ~ Suite 120 ~ Tampa, Florida 33607
Phone (813) 873-7300 ~ Fax (813) 873-7070

Touchstone Community Development District

Balance Sheet

As of 11/30/2018
(In Whole Numbers)

	General Fund	Debt Service Fund - Series 2018	Capital Projects Fund - Series 2018	General Fixed Assets Account Group	General Long-Term Debt	Total
Assets						
Cash-Operating Account	101,113	0	0	0	0	101,113
Investment-Revenue 2018 (5000)	0	161,117	0	0	0	161,117
Investment-Interest 2018 (5001)	0	269	0	0	0	269
Investment-Reserve 2018 (5003)	0	167,363	0	0	0	167,363
Investment-Construction 2018 (5005)	0	0	151,960	0	0	151,960
Investment-Cost of Issuance 2018 (5006)	0	0	0	0	0	0
Due From Developer	0	0	0	0	0	0
Prepaid Expenses	0	0	0	0	0	0
Prepaid General Liability Insurance	0	0	0	0	0	0
Prepaid Professional Liability	0	0	0	0	0	0
Construction Work In Progress	0	0	0	4,668,446	0	4,668,446
Amount To Be Provided-Debt Service	0	0	0	0	5,370,000	5,370,000
Total Assets	<u>101,113</u>	<u>328,749</u>	<u>151,960</u>	<u>4,668,446</u>	<u>5,370,000</u>	<u>10,620,267</u>
Liabilities						
Accounts Payable	410	0	0	0	0	410
Accounts Payable - Other	0	0	0	0	0	0
Due To Debt Service Fund	0	0	0	0	0	0
Revenue Bonds Payable-Series 2018	0	0	0	0	5,370,000	5,370,000
Total Liabilities	<u>410</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,370,000</u>	<u>5,370,410</u>
Fund Equity & Other Credits						
Fund Balance-Unreserved	13,462	168,782	151,537	0	0	333,781
Investment In General Fixed Assets	0	0	0	4,668,446	0	4,668,446
Other	87,241	159,967	422	0	0	247,630
Total Fund Equity & Other Credits	<u>100,703</u>	<u>328,749</u>	<u>151,960</u>	<u>4,668,446</u>	<u>0</u>	<u>5,249,857</u>
Total Liabilities & Fund Equity	<u>101,113</u>	<u>328,749</u>	<u>151,960</u>	<u>4,668,446</u>	<u>5,370,000</u>	<u>10,620,267</u>

Touchstone Community Development District

Statement of Revenues and Expenditures

001 - General Fund
From 10/1/2018 Through 11/30/2018
(In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Revenues				
Special Assessments - Service Charges				
O&M Assmts - Tax Roll	102,319	0	(102,319)	(100)%
O&M Assmts - Developer	0	102,319	102,319	0 %
O&M Assessments - Off Roll	112,125	0	(112,125)	(100)%
Contributions & Donations From Private Sources				
Developer Contributions	351,891	0	(351,891)	(100)%
Total Revenues	566,334	102,319	(464,015)	(82)%
Expenditures				
Financial & Administrative				
District Manager	45,000	7,500	37,500	83 %
District Engineer	15,000	0	15,000	100 %
Disclosure Report	6,000	0	6,000	100 %
Trustees Fees	10,000	0	10,000	100 %
Accounting Services	1,500	0	1,500	100 %
Auditing Services	6,000	0	6,000	100 %
Postage, Phone, Faxes, Copies	1,000	0	1,000	100 %
Public Officials Insurance	5,000	2,250	2,750	55 %
Legal Advertising	4,000	0	4,000	100 %
Bank Fees	500	41	459	92 %
Dues, Licenses & Fees	200	175	25	13 %
Miscellaneous Fees	300	0	300	100 %
Website Administration	0	1,450	(1,450)	0 %
Legal Counsel				
District Counsel	13,000	152	12,849	99 %
Electric Utility Services				
Electric Utility Services	156,834	0	156,834	100 %
Water-Sewer Combination Services				
Water Utility Services	25,000	0	25,000	100 %
Other Physical Environment				
Property & Casualty Insurance	12,000	0	12,000	100 %
General Liability Insurance	0	2,750	(2,750)	0 %
Landscape Maintenance - Contract	125,000	0	125,000	100 %
Repairs & Maintenance	15,000	0	15,000	100 %
Plant Replacement Program	25,000	0	25,000	100 %
Waterway Management Services	55,000	760	54,240	99 %
Irrigation Maintenance	10,000	0	10,000	100 %
Road & Street Facilities				
Pavement & Drainage Maintenance	35,000	0	35,000	100 %
Total Expenditures	566,334	15,078	551,256	97 %
Excess of Revenues Over (Under) Expenditures	0	87,241	87,241	0 %
Fund Balance, Beginning of Period	0	13,462	13,462	0 %
Fund Balance, End of Period	0	100,703	100,703	0 %

Touchstone Community Development District

Statement of Revenues and Expenditures

200 - Debt Service Fund - Series 2018

From 10/1/2018 Through 11/30/2018

(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	332,463	0	(332,463)	(100)%
DS Assmts - Developer	0	159,496	159,496	0 %
Interest Earnings				
Interest Earnings	0	471	471	0 %
Total Revenues	332,463	159,967	(172,496)	(52)%
Expenditures				
Debt Service Payments				
Interest Payment	242,463	0	242,463	100 %
Principal Payment	90,000	0	90,000	100 %
Total Expenditures	332,463	0	332,463	100 %
Excess of Revenues Over (Under) Expenditures	0	159,967	159,967	0 %
Fund Balance, Beginning of Period	0	168,782	168,782	0 %
Fund Balance, End of Period	0	328,749	328,749	0 %

Touchstone Community Development District
Statement of Revenues and Expenditures

300 - Capital Projects Fund - Series 2018
 From 10/1/2018 Through 11/30/2018
 (In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Revenues				
Interest Earnings				
Interest Earnings	0	422	422	0 %
Total Revenues	0	422	422	0 %
Excess of Revenues Over (Under) Expenditures	0	422	422	0 %
Fund Balance, Beginning of Period	0	151,537	151,537	0 %
Fund Balance, End of Period	0	151,960	151,960	0 %

Touchstone Community Development District
Statement of Revenues and Expenditures

900 - General Fixed Assets Account Group
 From 10/1/2018 Through 11/30/2018
 (In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Fund Balance, Beginning of Period	0	4,668,446	4,668,446	0 %
Fund Balance, End of Period	0	4,668,446	4,668,446	0 %

Touchstone Community Development District
Reconcile Cash Accounts

Summary

Cash Account: 10101 Cash-Operating Account
Reconciliation ID: 11/30/18
Reconciliation Date: 11/30/2018
Status: Locked

Bank Balance	101,112.87
Less Outstanding Checks/Vouchers	0.00
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	101,112.87
Balance Per Books	<u>101,112.87</u>
Unreconciled Difference	<u><u>0.00</u></u>

Click the Next Page toolbar button to view details.

Touchstone Community Development District
Reconcile Cash Accounts

Detail

Cash Account: 10101 Cash-Operating Account

Reconciliation ID: 11/30/18

Reconciliation Date: 11/30/2018

Status: Locked

Cleared Checks/Vouchers

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>	<u>Payee</u>
1034	10/11/2018	System Generated Check/Voucher	175.00	Florida Dept of Economic Opportunity
1036	10/15/2018	Series 2018 PH1 FY19 Off Roll Developers Lots	159,496.38	Touchstone CDD
1039	11/1/2018	System Generated Check/Voucher	1,450.00	ADA Site Compliance
1040	11/1/2018	System Generated Check/Voucher	3,770.48	Meritus Districts
1041	11/15/2018	System Generated Check/Voucher	380.00	Aquatic Weed Control, Inc.
Cleared Checks/Vouchers			165,271.86	
			165,271.86	

11/30/2018



Account Statement

TOUCHSTONE COMMUNITY DEVELOPM
 2005 PAN AM CIR STE 120
 TAMPA FL 33607-2529

Questions? Please call
 1-800-786-8787

Important: Fee Changes. Each year SunTrust Bank completes a review of treasury and payment services pricing. As of January 1, 2019, fees will change for some treasury and payment services, including fees for certain ACH, wire transfer, branch cash deposit, check deposit, image delivery, lockbox, business sweep services and online services.
 Please visit www.suntrust.com/2019pricingchanges for additional detail.

Account Summary	Account Type	Account Number	Statement Period	
	PUBLIC FUNDS PRIMARY CHECKING		11/01/2018 - 11/30/2018	
	Description	Amount	Description	Amount
	Beginning Balance	\$266,384.73	Average Balance	\$166,395.60
	Deposits/Credits	\$.00	Average Collected Balance	\$166,395.60
	Checks	\$165,271.86	Number of Days in Statement Period	30
	Withdrawals/Debits	\$.00		
	Ending Balance	\$101,112.87		

Overdraft Protection
 Account Number: [Redacted] Protected By: Not enrolled
 For more information about SunTrust's Overdraft Services, visit www.suntrust.com/overdraft.

Checks	Check Number	Amount	Date Paid	Check Number	Amount	Date Paid	Check Number	Amount	Date Paid
	1034	175.00	11/20	*1039	1,450.00	11/20	1041	380.00	11/27
	*1036	159,496.38	11/13	1040	3,770.48	11/02			

Checks: 5
 * Indicates break in check number sequence. Check may have been processed electronically and listed as an Electronic/ACH transaction.

Balance Activity History	Date	Balance	Collected Balance	Date	Balance	Collected Balance
	11/01	266,384.73	266,384.73	11/20	101,492.87	101,492.87
	11/02	262,614.25	262,614.25	11/27	101,112.87	101,112.87
	11/13	103,117.87	103,117.87			

The Ending Daily Balances provided do not reflect pending transactions or holds that may have been outstanding when your transactions posted that day. If your available balance wasn't sufficient when transactions posted, fees may have been assessed.

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 Confidence Starts Here.