

Highland Lakes Reserve

HLR Board of Directors Meeting
June 29, 2017
12:00 pm / Just Rentals

Agenda

Call to Order

Review and Approve Minutes from 4/13/2017

Old Business

- Landscape/IRR Plan
- Dispute with FL Land
- Sparta Curb Removal
- Century Link Update
- Amendment 6 Vote

New Business

- Notice for Sheds
- Request for Park Use
- Comcast
- HWY 66 Use for Vendors & Contractors

Adjourn





Highland Lakes Reserve

HLR Board of Directors Meeting

April 13, 2017

4:00 pm / Just Rentals

Agenda

Board Members Present: Marty Wohl, Jimmy Wohl, Bill Lanzisera, Kevin Bock, Dusty Johnson
CAMs Present: Linda Boring, Johanna Johnston

Call to Order 4:01

Review and Approve Minutes from 1/24/2017 – Jimmy moved to approve the minutes as presented. Bill seconded. Motion passed unanimously.

Old Business

- Landscape/IRR Plan – Marty sent out the landscape and irrigation proposal to the board to review. Kevin suggested the board go on site to look at it before making any decisions. Bill asked if we have the funds. Marty suggested the association do the plans in phases. The plans will include using as much current irrigation as possible. Linda recommended developing a landscape committee and have the committee bid it out. Kevin and Bill volunteered to be on the committee. Marty will also attend the meeting and share Terry's plans with Chad.
- Dispute with FL Land – Marty spoke with TJ. There will be a cost to researching the strength of the case, cost of litigation and what assets are possible to gain from FL Land Partners. Jimmy noted there is \$4,000 left in the budget for Attorney's fees. Marty said TJ suggested they may be able to find an attorney that would take the case on a contingency. Marty noted that TJ has the information as to where the members can file their complaints. Linda will follow-up with TJ.
- Sparta Curb Removal – Marty reported that the School Board has not responded to his emails but he has a meeting with Brenda Longshore Tuesday, April 18 at 3pm.
- Century Link Update – Bill reported, CenturyLink is still looking at it and may still be a few more weeks until anything is decided. It would be a \$500,000 infrastructure but they are looking into cost sharing. Kevin said he would talk to Tony and see what other options there are.





New Business

- Discuss creation of Rules & Regulations – Marty and Linda have been discussing developing rules & regulations. Linda says it needs to address the fines, time restrictions on violations and gate policy. The board can submit their ideas to Linda and she will compile them for the next meeting. Marty reported that the gate system now has time restrictions on the vendor codes and temporary codes for events. Linda will send out some examples from other gated communities. Mowing will now be billed quarterly. Next bill will be July. Linda will send out a notice the first of the week.
- Proposed Amendment #6/Home Office – TJ provided the verbiage change for the board to review. Dusty made a motion to change the wording on Article X Section 10.1 (iv) to read, “is confined to no more than twenty percent (20%) of the air conditioned living area of the Residential Dwelling. Bill seconded. Motion passed unanimously. Linda will send out the meeting notices to the membership to change the amendment.
- Addressing Security – Will be address in rules and regulations. Bill is going to meeting with law enforcement and see if they will make more of a presence.
- Neighborhood improvements – Bill got a call about the blue and white sewer pipes coming out of the vacant lots. Bill asked if they could be lowered. Marty told Bill that the city won't come out there to do it. Bill asked if the stop signs and street signs could be straightened. Linda will ask Jimmy to check them all. Bill also asked about repairing the old dock near him, Lot 141. Bill will forward the pictures to Linda and she will contact the owner. Linda has a meeting with the fire chief Tuesday, she will ask about the painting of the fire hydrants. Linda reported that she has had some signs replaced.
- Discuss proposal from Just Rentals to do bookkeeping – Linda sent the proposal to the board to review. Dusty made a motion to contract with Just Rentals to do bookkeeping and terminate the contract with Rebecca effective June 1. Jimmy seconded. Motion passed unanimously.
- Appointment of Officers – Marty Wohl President, Kevin Bock Vice President, Bill Lanzisera Treasurer, Dusty Johnson Secretary. Passed unanimously.
- Appoint New Director – Rebecca was the only one who expressed interest in the board. Jimmy made a motion to appoint Rebecca as the new director. Marty seconded. Motion passed unanimously.

Adjourned – Dusty motioned to adjourn, Kevin seconded. Motion passed unanimously. 5:25pm





Highland Lakes Reserve

Highland Lakes Reserve

Special Meeting Saturday, June 24, 2017 10:00 AM, Agricultural Center, 4509 George Blvd, Sebring
Conference Room 1

Agenda

Kevin Bock Call to Order at 10:00 am

Certifying of Proxies, Members present and Number required for majority vote

Present – 10 members

Proxies - 18

2 no

24 yes

Teresa made a motion to accept the Sixth Amendment to Declaration of Covenants and Restrictions. Todd Galimidi seconded. Kevin opened to discussion. Frank Kane asked for an overview of what the amendment was about. Kevin explained the amendment is to define what a home office is and what is not allowed in the Association. It defines that 20% of the house can be used for home business. Total 34 voted in favor. 2 proxies voted against. Motion passed.

Discuss and Vote on Association Updates

Frank Kane brought up the four wheeler traffic. Bill recommended stickers on the recreational vehicles to identify that they are allowed to be on HLR property.

Teresa Bock made a motion to adjourn Todd Galimidi seconded.

Adjourned 10:16am



11:30 AM
06/29/17
Cash Basis

Highland Lakes Reserve POA, Inc Profit & Loss Budget vs. Actual January 1 through June 29, 2017

| | Jan 1 - Jun 29, 17 | Budget |
|---------------------------------|--------------------|-------------|
| Ordinary Income/Expense | | |
| Income | | |
| Annual Dues | 216,708.73 | 237,000.00 |
| Other income | | |
| Plan and Specification Review | 1,500.00 | 6,000.00 |
| Total Other income | 1,500.00 | 6,000.00 |
| Total Income | 218,208.73 | 243,000.00 |
| Gross Profit | 218,208.73 | 243,000.00 |
| Expense | | |
| Administrative/ Management | 1,750.12 | 12,000.00 |
| Advertising and Promotion | 0.00 | 1,000.00 |
| Annual Reports | 61.25 | 0.00 |
| Attorney Fees | 6,588.22 | 12,000.00 |
| Bad Debt Expense | 0.00 | 10,000.00 |
| Bank Service Charges | 0.00 | 400.00 |
| Computer and Internet Expenses | 45.00 | 1,000.00 |
| Copy and Reproduction Costs | 0.00 | 1,000.00 |
| Insurance Expense | 2,426.60 | 3,000.00 |
| Maintenance | 0.00 | 8,000.00 |
| Mileage Reimbursement | 0.00 | 250.00 |
| Miscellaneous Repairs | 761.39 | 5,000.00 |
| Office Supplies | 447.02 | 500.00 |
| Permits | 500.00 | 0.00 |
| Postage and Delivery | 0.00 | 750.00 |
| Professional Fees | 4,113.22 | 1,000.00 |
| Rent | 268.75 | 0.00 |
| Repairs and Maintenance | | |
| Common Area Mowing | 17,770.00 | 42,000.00 |
| Entrance Gates | 625.00 | 5,000.00 |
| Fencing | 13,750.00 | 12,000.00 |
| Landscaping/Irrigation | 4,386.12 | 16,000.00 |
| Lot Mowing | -2,070.00 | 12,500.00 |
| Pest Control | 0.00 | 5,000.00 |
| Pond Maintenance | 15,921.84 | 33,500.00 |
| Repairs and Maintenance - Other | 7,523.54 | 1,500.00 |
| Total Repairs and Maintenance | 57,906.50 | 127,500.00 |
| Supplies | 2,317.38 | 0.00 |
| Telephone Expense | 847.38 | 3,000.00 |
| Utilities | 3,713.92 | 5,000.00 |
| Total Expense | 81,746.75 | 191,400.00 |
| Net Ordinary Income | 136,461.98 | 51,600.00 |
| Other Income/Expense | | |
| Other Expense | | |
| Reserve - Capital Apropriation | 0.00 | 51,600.00 |
| Total Other Expense | 0.00 | 51,600.00 |
| Net Other Income | 0.00 | -51,600.00 |
| Net Income | 136,461.98 | 0.00 |

Highland Lakes Reserve POA, Inc
Balance Sheet
As of June 29, 2017

| | <u>Jun 29, 17</u> |
|---------------------------------------|--------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| HLR POA-HNB Checking | 332,302.93 |
| Total Checking/Savings | 332,302.93 |
| Accounts Receivable | |
| Accounts Receivable | -1,238.57 |
| Total Accounts Receivable | -1,238.57 |
| Other Current Assets | |
| Due from Owners - Mowing Costs | 3,610.00 |
| Inventory Asset | |
| Gate Remotes | 500.00 |
| Total Inventory Asset | 500.00 |
| Total Other Current Assets | 4,110.00 |
| Total Current Assets | 335,174.36 |
| Fixed Assets | |
| Improvements | 9,000.00 |
| Total Fixed Assets | 9,000.00 |
| TOTAL ASSETS | <u>344,174.36</u> |
| LIABILITIES & EQUITY | |
| Equity | |
| Retained Earnings-Unappropriated | 205,712.38 |
| Net Income | 138,461.98 |
| Total Equity | 344,174.36 |
| TOTAL LIABILITIES & EQUITY | <u>344,174.36</u> |

Susan Towers
2014 Forest Lake Drive
Sebring, FL 33875

Dear Ms. Towers:

The Declarant acting in its capacity as Architectural Review Committee (ARC) approved the building of a Shed. After review appropriate plans the ARC determined that a shed is a bona fide accessory use of a residential parcel and is thus not a prohibited structure. As such the ARC approved the shed consistent with this authority set forth in Articles 9 and 10.1 and 10.13 of the Covenants and Restrictions of Highland Lakes Reserve.

Approval was granted on September 3, 2015

Sincerely,

Rusty Simmons
A. Byatt

Comcast Business is bringing service to Highland Lakes Reserve

- As a resident of Highland Lakes Reserve call today for limited time Promo – Expires 6/17/2017.
 - **Red Hot Specials for Hawks Landing only – New connections /installs for business clients only**
 - **214.75 - 150 Mbps download/20 Mbps Upload (3 free phone lines)**
 - **WI-FI Extended Access – 19.95 for one access point, 49.95 for Two Access Points (with installation fees)**
 - **Static IP Address – 19.95**
 - **3 Free Phone Line lines – (mobile app access – answer anywhere feature, free long distance to all of US, and Canada)**
 - **Sign and get 200.00 Visa Gift Card with most programs with 36 month agreement**
 - **TV SERVICE NOT AVAILABLE**
 - **Unlimited Data – That’s right now Data caps, no extra fees if you go over data**
 - **Comcast Business is covering the cost to bring services to Hawks landing of \$60,000-77,000.00**
state and county tax – 10-12%, no other taxes or telecommunication fees
 - **Promo expires on 06/17/2017 Only available via dedicated local Consultant not by calling 1800#**
 - **4 hour response time for service/24 hours a day**
 - **78% of service calls are completed via telephone**
- This special for Highland Lakes Reserve residents with Business Accounts and only new customers . All rates are guaranteed throughout the term of the 36 month agreement (minimum term to bring services to Hawks Landing)**
- **Michael Vines – 941-929-8499, Michael_vines@comcast.com for free in home consultation now**

COMCAST **B4B** BUILT FOR
BUSINESS BUSINESS

INTERNET, VOICE AND TV

WITH SAVINGS YOU CAN SEE.

COMCAST BUSINESS Internet, Voice and TV deliver a wide range of tools designed to provide you with the advanced business technologies to meet your demands, the scalability to grow with your business, and the value to save you money each and every month.

You also get 24x7 Business support, a dedicated local Account Team, Hosted Microsoft® Exchange with Outlook and SharePoint, and advanced voice management tools included at no additional charge. Plus, the convenience of having all your services from one provider and on an easy-to-manage monthly bill.

Comcast Business Internet, Voice and TV – Reliable business solutions you can count on and savings you can see.

INTERNET

Downloads up to 150Mbps, uploads up to 20Mbps available.

Choose from different speed options to meet your needs.

Static IP addresses are available.

Hosted Microsoft Exchange:

- Microsoft Outlook - Share and synchronize e-mail, calendar, contacts and tasks
- Microsoft SharePoint - Centrally store important files; collaboration and document sharing; up to 10GB storage and back up
- Mobile Access - Communicate from anywhere you have Internet access, including all your mobile devices

Website Hosting service including a free custom domain name, website with website building tool, and online marketing tools.

Advanced Security:

- Norton™ Internet Security Online - Advanced Internet and antivirus protection, ranked #1 in overall protection and remediation
- IP Gateway - On-site firewall protection installed and managed by Comcast and supports multiple computers and VPN connectors

VOICE

Unlimited local and nationwide long distance calling including calls to Canada, Puerto Rico and other U.S. territories.

Popular calling features like Hunt Group, Call Forwarding, Call Waiting, Call Transfer, Caller ID, Business Directory Listing, and more.

Call Forward Not Reachable feature included to help ensure business voice continuity during power outages or other natural disasters.

Voice mobility features that link your business phone to your iOS and Android mobile devices, so you're always connected.

Online access to voicemail.

Online access to monthly billing statements, call details and bill payment.

Toll-free services available.

TV

Basic TV package offers broadcast, public access and educational channels to keep customers entertained and employees informed.

TV upgrade packages available - packages include information, entertainment, family and sports channels such as CNBC, Food Network, Disney XD, GOLF Channel, The Weather Channel and more.

Sports Pack available with certain levels of service - includes Fox College Sports, NFL Network, NBA TV, NHL Network, MLB Network, ESPN Classic and NFL RedZone (where available).

HD programming available - delivering crisp, clear picture and sound for the best viewing experience possible.

OUR COMCAST BUSINESS PROMISE

30 Day Money Back Guarantee

Support Everywhere: Phone, Web, Onsite

24x7 Dedicated Business Support

COMCAST BUSINESS 150/20 INTERNET
COMCAST BUSINESS VOICE
COMCAST BUSINESS TV

COMCAST
BUSINESS
PROMISE

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ADDITIONAL BUSINESS SERVICES

UPWARE™ MARKETPLACE

The place to go for best-in-class, cloud-based business solutions and services.

- A collection of business grade cloud solutions
- Flexible and scalable solutions tailored to growing businesses
- Selected and reviewed by Comcast Business
- Easy access and management via a single sign-on
- Single call support
- Simple billing, consolidated on credit card

FOR MORE INFORMATION PLEASE CONTACT:

Michael Vines

Business Account Executive

941-929-8499

michael_vines@cable.comcast.com

http://business2.comcast.com/am/michael_vines



INTRODUCING

WiFi Pro

FROM COMCAST BUSINESS

Get big-time features on a small business budget.

DEMAND FOR WiFi IS GROWING

WiFi has become as essential to business as the Internet itself. Your employees need access to cloud applications and shared devices like printers, while your guests and customers expect fast connections to stream videos and access social media networks. To stay ahead of the competition, your business is going to need more than just fast, reliable WiFi – you'll need an advanced solution that's smart, scalable and flexible. Enter WiFi Pro.

WiFi Pro OVERVIEW

- **Fastest WiFi Speeds**
Get the fastest WiFi speeds and the most coverage for your employees and customers.
- **Promotional Tools**
Customize your WiFi networks' names and splash pages – even share real-time offers.
- **Easy-to-Control Features**
Allocate your networks' bandwidth, access reporting and analytics, and more from your smart device.
- **Best-in-Class Security**
Get 24/7 active security monitoring, on-demand security reports and even content filtering.

WiFi Pro FEATURES

- **Multiple Networks**
Open WiFi access for your customers, vendors and guests – along with the private WiFi you need to run your business securely and more efficiently.
- **Multiple Access Points**
Expand your wireless reach with up to two access points.
- **Customized Splash and Landing Pages**
Look like a big company in the eyes of your customers. Customized pages allow you to brand your WiFi as well as the ability to feature real-time offers.
- **Custom WiFi Network Name (SSID)**
Why just offer complimentary WiFi when you can brand it? Your customers won't just connect – they'll connect to you.
- **WiFi Network Scheduling**
Provide WiFi only when you want to, like during store hours. Plus, you can schedule your private and guest networks separately.
- **Best-in-Class Security**
24/7 wireless security threat detection, with on-demand wireless security report.
- **Bandwidth Allocation**
Set your own limits on bandwidth to make sure guest usage doesn't impact private usage.
- **Content Filtering**
Prevent your employees and guests from accessing inappropriate websites.
- **Remote Configuration**
Configure your wireless networks from anywhere (browser and smart device supported).

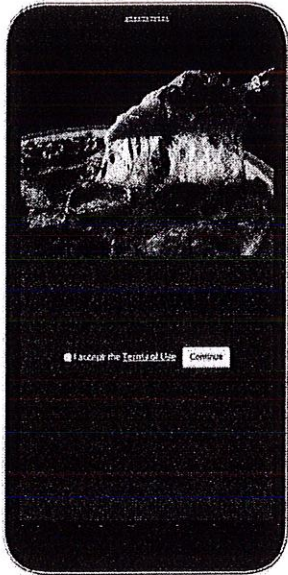
Plus, WiFi Pro is installed professionally and supported 24/7.

COMCAST BUSINESS WiFi Pro
IS BUILT FOR BUSINESS

COMCAST BUSINESS **B4B** BUILT FOR BUSINESS™

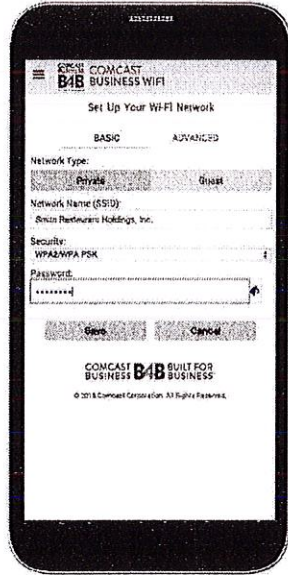
MORE CONTROL. MORE CUSTOMIZATION. MORE SECURITY.

We use WiFi to do more than ever. And the demand for WiFi is only growing. Below you'll find several key features that make setting up your private and guest WiFi networks easy and secure.



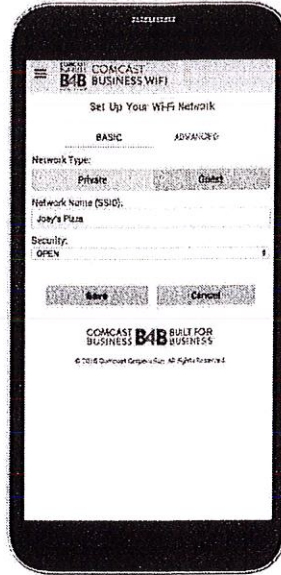
SPLASH PAGE

Reinforce your brand each time someone accesses your WiFi by customizing the landing page and even promoting real-time offers.



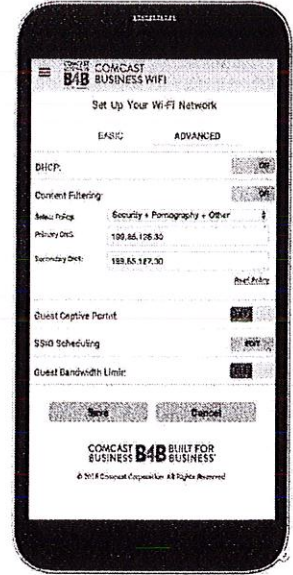
PRIVATE WIFI

Easily set up password-protected WiFi for your employees and create your own network name and security levels.



GUEST WIFI

A separate, secure network for customers and guests can be easily configured with your business name and other customizable features.



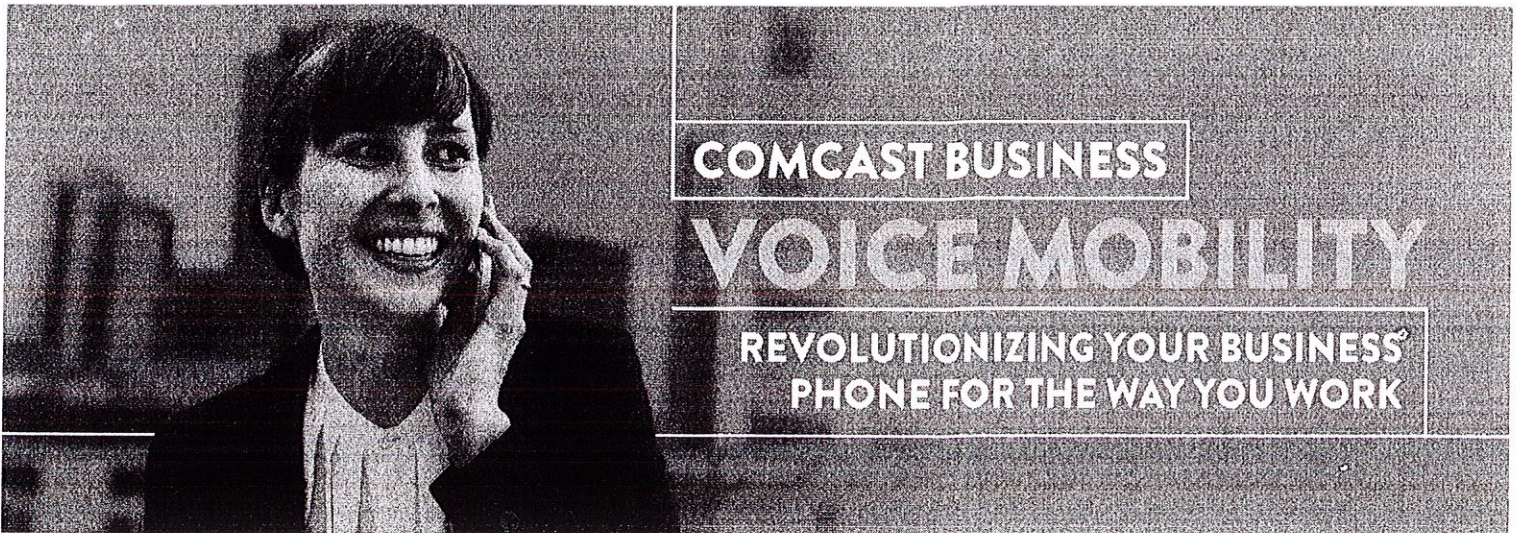
CONTENT FILTERING

Control access to specific content to restrict unwanted traffic like file transfers, illicit sites and malware.

CONTACT US TODAY

Michael Vines
Business Account Executive
michael_vines@cable.comcast.com
941-929-8499
http://business2.comcast.com/am/michael_vines

COMCAST BUSINESS **B4B** BUILT FOR BUSINESS™



COMCAST BUSINESS

VOICE MOBILITY

**REVOLUTIONIZING YOUR BUSINESS
PHONE FOR THE WAY YOU WORK**

INTRODUCING COMCAST BUSINESS VOICE MOBILITY

Now, all you need is one business phone number to stay connected with your office and your customers, even when you're not at your desk.

Voice Mobility is a landline phone service that includes unlimited local and domestic long distance calling plus over 20 enhanced calling features including popular mobility features like Simultaneous Ring, Sequential Ring and BeAnywhere. You can manage the easy-to-use mobility features through the Comcast Business Online account or through your iOS or Android smartphones, so that you're always connected. You simply download the Voice Mobility app and go.

Voice Mobility is a powerful phone line that is built for the way you do business. Now, you can take your office calls at your desk or when you're on the road. And when you make outgoing calls from your mobile device, your business phone number will appear on the other end of the line.

FIT MORE BUSINESS INTO YOUR BUSINESS DAY

Missed calls mean missed business opportunities. With Voice Mobility, important calls can reach you even when you are away from the office. Respond to business issues more quickly, improve your personal productivity, and enhance your company's overall efficiency with our easy-to-use Mobility app.

Never Miss a Call

- Business calls ring to your desk and your mobile device.
- Clients, vendors and employees use just one business phone number to reach you.
- Your mobile device notifies you of new business calls and voicemail messages.
- Easily check recent inbound and outbound calls. Automatically dial from this list.

Transfer Calls Seamlessly

- The Move Call feature lets you take calls-in-progress with you as you travel.
- Seamlessly transfer calls between your office phone and mobile phone.
- Transfer calls to another telephone number or extension.

Project a Professional Image

- Calls from both your landline and your mobile phones will display your business number on Caller ID.
- No more worries about giving out your personal mobile number for business calls.
- Use your mobile phone to check or forward your business voicemail. Get notifications when you have new voicemail.
- Access your company directory from your mobile device.

Reliability and Dependability

- Business Voice service is delivered over Comcast's privately managed network which means top call clarity for your phone calls.
- Professionally installed by Comcast's local Technical team.
- Back-up battery provides up to 8-hours of power in the event of an outage.
- Call Forwarding Not Reachable feature means calls can be automatically forwarded in the event of an outage.
- Take advantage of Caller ID, Call Waiting, 3-Way Conference Calling and Call Screening functions.

VOICE SERVICE YOU CAN COUNT ON

Comcast Business Voice Mobility comes with our 24x7 Dedicated Business Support and a dedicated local Account team. And it's all backed by the Comcast Business Promise.

Isn't it time that your business phone catches up to the way you work? Contact your Comcast Business representative today to learn how you can take your phone service with you wherever you go.

**COMCAST
BUSINESS
PROMISE**

**COMCAST
BUSINESS
B4B**

Restrictions apply. Not available in all areas. Minimum term contract required. Early termination fees apply. Service (including 911/emergency services) may not function after an extended power outage. Transfers of existing telephone number not always available. Call for restrictions and complete details.

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COMCAST BUSINESS VOICE APP

The Comcast Business Voice App puts your business phone system in the palm of your hand and is available wherever you go.

The app lets you make calls using your business number just as if you were in your office. Move calls to and from your desk phone or any phone number you want with the swipe of your finger. Check your business voicemail, set your smartphone and other phones as your ring to devices, see your call log and have easy access to your company phone directory.

Available to all Comcast Business Voice Mobility users.



FEATURES & BENEFITS

- Place outbound calls using your business office number
- Move calls to the phone of your choice while a call is in progress with a swipe of the finger
- Listen to and forward your business voicemail messages
- Use the keypad for extension dialing
- Get notifications when you have an incoming call and new voicemail
- Access your Business phone directory
- Turn Do Not Disturb on and off for privacy
- View call information and return calls from your call log wherever you are
- Select your Be Anywhere ring-to devices any time so you do not miss a call
- Add contacts to your phone directory from voicemail, call logs or company directory
- Choose how to call from the keypad, directory, voicemail log or recent call log

DOWNLOAD THE
COMCAST BUSINESS VOICE APP
FOR THE IPHONE OR ANDROID.



FOR MORE INFORMATION PLEASE CONTACT:

Michael Vines

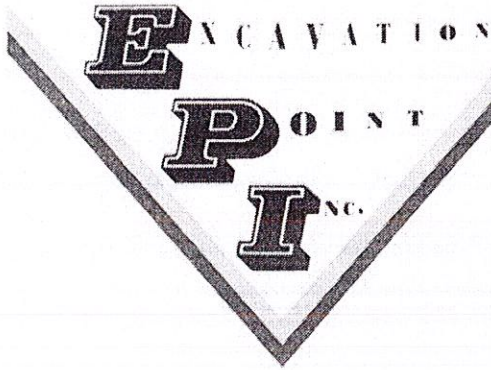
Business Account Executive

941-929-8499

michael_vines@cable.comcast.com

http://business2.comcast.com/am/michael_vines

COMCAST BUSINESS **B4B** BUILT FOR BUSINESS™



Highland Lakes Reserve Association
Attn: Linda Boring
10000 Woodland Creek Trail
Sebring, Florida 33875
Email linda@lindaboring.net

Proposal
05/18/17

HLR – SPARTA ROAD ENTRANCE REDESIGN

| | |
|--|---------------------|
| Remove existing concrete median | \$ 2,420.00 |
| Restore area with 12" thick base | \$ 3,500.00 |
| Pave with 2" thick asphalt | \$ 2,750.00 |
| Install Type F Curb on each radius approx. 100 LF | \$ 3,150.00 |
| Thermoplastic Pavement Markings Remove existing striping by hydroblasting | \$ 4,500.00 |
| Maintenance of Traffic | \$ 800.00 |
| Total | \$ 17,120.00 |

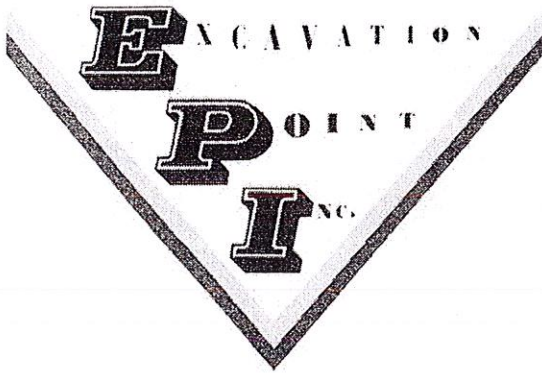
Note: Pricing valid for 30 days. Price excludes permitting, impact fees, bond, surveying, certified as-built, video inspection, any damage or relocation to undesignated underground utilities, sidewalks, sod, landscaping, and irrigation.

Thank You,

Accepted By: _____

Tal Rancourt
President

Dated: _____



Highland Lakes Reserve Association
Attn: Linda Boring
10000 Woodland Creek Trail
Sebring, Florida 33875
Email linda@lindaboring.net

**Proposal
05/18/17**

HLR – SPARTA ROAD ENTRANCE REDESIGN

| | |
|--|---------------------|
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| Pave with 2" thick asphalt | \$ 2,750.00 |
| Thermoplastic Pavement Markings Remove existing striping by hydroblasting | \$ 4,500.00 |
| Maintenance of Traffic | \$ 800.00 |
| Total | \$ 13,970.00 |

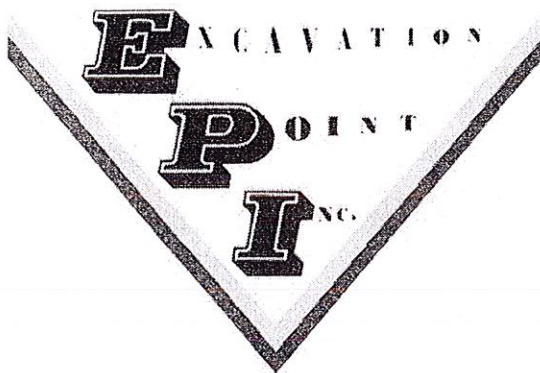
Note: Pricing valid for 30 days. Price excludes permitting, impact fees, bond, surveying, certified as-built, video inspection, any damage or relocation to undesignated underground utilities, sidewalks, sod, landscaping, and irrigation.

Thank You,

Accepted By: _____

Tal Rancourt
President

Dated: _____



Highland Lakes Reserve Association
Attn: Linda Boring
10000 Woodland Creek Trail
Sebring, Florida 33875
Email linda@lindaboring.net

**Proposal
05/18/17**

HLR – SPARTA ROAD ENTRANCE REDESIGN

| | |
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Thank You,

Accepted By: _____

Tal Rancourt
President

Dated: _____



Proposal

Customer: Highlands Lake Reserve

Address:

| Qty | Description | Unit Price | Line Total |
|---------|--|--------------|---------------------|
| | Main Entry | | |
| 1.00 | Landscape | \$ 21,000.00 | \$ 21,000.00 |
| 1.00 | Concrete parking Pad | \$ 2,700.00 | \$ 2,700.00 |
| 1.00 | Irrigation | \$ 8,600.00 | \$ 8,600.00 |
| 1.00 | Lighting - note 200.00 allowance for each post light | \$ 24,275.00 | \$ 24,275.00 |
| 1.00 | Directional Bores | \$ 1,800.00 | \$ 1,800.00 |
| 0.00 | Per SQ FT Floratam - Removal and Replacement - .65 | \$ 0.65 | \$ - |
| | Total Capital Improvement | | \$ 58,375.00 |
| 12.00 | Annual Maintenance per specs | \$ 850.00 | \$ 10,200.00 |
| | | | \$ - |
| | Sparta Entry | | |
| 1.00 | Landscape | \$ 19,000.00 | \$ 19,000.00 |
| 1.00 | Concrete parking Pad | \$ 3,600.00 | \$ 3,600.00 |
| 1.00 | Irrigation | \$ 950.00 | \$ 950.00 |
| 1.00 | Lighting - note 200.00 allowance for each post light | \$ 20,900.00 | \$ 20,900.00 |
| 1.00 | Directional Bores | \$ 1,800.00 | \$ 1,800.00 |
| 0.00 | Per SQ FT Floratam - Removal and Replacement - .65 | \$ 0.65 | \$ - |
| | Total Capital Improvement | | \$ 46,250.00 |
| 12.00 | Annual Maintenance per specs | \$ 1,300.00 | \$ 15,600.00 |
| | | | \$ - |
| | North Buffer | | |
| 1.00 | Irrigation | \$ 19,800.00 | \$ 19,800.00 |
| 1.00 | Landscape | \$ 10,394.00 | \$ 10,394.00 |
| 1192.00 | Fence | \$ 16.00 | \$ 19,072.00 |
| | Total Capital Improvement | | \$ 49,266.00 |
| 12.00 | Additional Maintenance for buffer landscape | \$ 150.00 | \$ 1,800.00 |
| | | | \$ - |
| | South Buffer | | |
| 1.00 | Irrigation | \$ 11,700.00 | \$ 11,700.00 |
| 1.00 | Landscape | \$ 7,434.00 | \$ 7,434.00 |
| 319.00 | Fence | \$ 16.00 | \$ 5,104.00 |
| | Total Capital Improvement | | \$ 24,238.00 |
| 12.00 | Additional Maintenance for buffer landscape | \$ 100.00 | \$ 1,200.00 |

All material is guaranteed as specified in plan. All work to be completed in a professional manner according to standard practices.

All alterations involving added costs executed on written orders. Invoices submitted during construction due upon receipt for work completed.

Sunshine Landscape Nursery

1315 Holmes Road
 Sebring, FL 33875
 ph 863-385-8733
 cell 863-443-0809

Estimate

| Date | Estimate # |
|-----------|------------|
| 5/23/2017 | 1082 |

| Name / Address |
|--|
| Highlands Preserve Project Attn: Chad |

| Project |
|---------|
| |

| Item | Description | Qty | Cost | Total |
|-----------------------|--|-----|-----------|------------|
| | Highlands Preserve Project | | | |
| Oak 25 gal | | 5 | 150.00 | 750.00T |
| Oak Leaf Hydrang... | | 32 | 20.00 | 640.00T |
| Indian Hawthorne ... | | 380 | 8.50 | 3,230.00T |
| Knock out rose 3 ... | | 106 | 12.95 | 1,372.70T |
| Silver Saw Palmet... | | 39 | 60.00 | 2,340.00T |
| Walters Viburnum... | | 790 | 9.95 | 7,860.50T |
| Walters Viburnum... | | 142 | 35.00 | 4,970.00T |
| Coontie palm 3 gal | | 483 | 24.00 | 11,592.00T |
| Juniper Blue Pacif... | | 433 | 5.00 | 2,165.00T |
| Lirope/Emerald G... | | 585 | 7.00 | 4,095.00T |
| Magnolia D.D. Bl... | | 4 | 250.00 | 1,000.00T |
| Pink Muhly | | 420 | 8.50 | 3,570.00T |
| Labor | Labor and disposal to prep and rip out old material. | | 9,000.00 | 9,000.00 |
| Mulch | | 300 | 50.00 | 15,000.00T |
| Fencing | 1511 LF 4 Rail Wood Fence To Match | 1 | 19,643.00 | 19,643.00T |
| Lighting | | | 49,500.00 | 49,500.00T |
| Maintenance | | | 60,000.00 | 60,000.00T |

| | | | |
|---|--|-------------------------|--------------|
| If you have any questions give me a call. Tony 443-0809 | | Subtotal | \$196,728.20 |
| | | Sales Tax (7.0%) | \$13,140.97 |
| | | Total | \$209,869.17 |

Signature _____

| Phone # |
|--------------|
| 863-385-8733 |



LaGrow Irrigation and Well Drilling, Inc.

P.O. Box 7605
Sebring, Florida 33872
(863) 382-1314
sales@lagrowirrigation.com

Response to ITB
Highland Lakes Reserve
Home Owners Association

Table of Contents

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| <u>Section 1</u> Highland Lakes Reserve Entrance and Buffer Renovations | 1-3 |
| <u>Section 2</u> Maintenance Services for Highland Lakes Reserve Entries | 4-5 |
| <u>Addendum</u> - Copies of Licenses - Certificate of Insurance | To Be Sent Separately |

Bidder Contacts

Keith LaGrow – *President/Owner*
Russell McIntyre – *Operations Manager*
Cheryl Carter – *Landscape Maintenance Manager*

Highlands County Irrigation License # HCo2309 / Polk County ID# 25381

These bids are based on complete package for each section. Client may choose to not reward all four sections. If any category of work in any section is not rewarded to bidder, prices may be subject to change.

Prices may be subject to change after 30 days from date of bid.





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Sebring, Florida 33872
(863) 382-1314
sales@lagrowirrigation.com

June 2, 2017

ITB – Highland Lakes Reserve Entrance and Buffer Renovations

Main Entry

Install Irrigation, Landscaping, High & Low Voltage Lighting, and Concrete as per plans by Heartland Designs dated 1/27/2017.

| | |
|------------------------|-------------|
| Irrigation | \$12,962.51 |
| Landscaping | \$27,244.34 |
| High Voltage Lighting* | \$ 5,356.37 |
| Low Voltage Lighting | \$15,282.32 |
| Concrete | \$ 3,065.00 |

*High Voltage Fixture Allowance: Each light fixture and pole, \$1,229.06 ea + \$758.00 freight cost. If wind load calculations are applicable add \$625.00. These prices are not included in 'High Voltage Lighting' price.

If both entrances are installed together, freight (\$758.00) and wind load charge (\$625.00) apply only one time.

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June 2, 2017
ITB – Highland Lakes Reserve Entrance and Buffer Renovations

Sparta Entry

Install Irrigation, Landscaping, High & Low Voltage Lighting, and Concrete as per plans by Heartland Designs dated 1/27/2017.

| | |
|------------------------|-------------|
| Irrigation | \$ 4,179.63 |
| Landscaping | \$22,486.45 |
| High Voltage Lighting* | \$ 5,356.37 |
| Low Voltage Lighting | \$12,434.25 |
| Concrete | \$ 3,065.00 |

*High Voltage Fixture Allowance: Each light fixture and pole, \$1,229.06 ea + \$758.00 freight cost. If wind load calculations are applicable add \$625.00. These prices are not included in 'High Voltage Lighting' price.

If both entrances are installed together, freight (\$758.00) and wind load charge (\$625.00) apply only one time.

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sales@lagrowirrigation.com

June 2, 2017
ITB – Highland Lakes Reserve Entrance and Buffer Renovations

Sparta Road North Buffer

Install Irrigation, Landscaping and Fence as per plans by Heartland Designs dated 1/27/2017.

| | |
|-------------|-------------|
| Irrigation | \$20,461.58 |
| Landscaping | \$14,249.25 |
| Fence | \$15,496.00 |

Sparta Road South Buffer

Install Irrigation, Landscaping and Fence as per plans by Heartland Designs dated 1/27/2017.

| | |
|-------------|-------------|
| Irrigation | \$14,000.37 |
| Landscaping | \$ 9,657.30 |
| Fence | \$ 4,147.00 |

These bids are based on complete package for each section. Client may choose to not reward all four sections. If any category of work in any section is not rewarded to bidder, prices may be subject to change.

Prices may be subject to change after 30 days from date of bid.





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Sebring, Florida 33872
(863) 382-1314
sales@lagrowirrigation.com

June 2, 2017

ITB - Maintenance Services for Highland Lakes Reserve Home Owners Association

Highland Lakes Reserve Entries Maintenance Services as per plans by Heartland Designs dated 1/27/2017.

Sparta Entry

| | |
|--|--------------------------|
| Lawn Service (mow, edge, weed eat, blow) | \$1,150 per month |
| Landscape Maintenance (trimming & herbicide) | \$ 600 per month |
| Fertilization – To be done by Highland Lakes Reserve HOA’s current provider. | |
| Irrigation Inspection | \$ 175 per month |
| Light Inspection | \$ 30 per month |
| Total | <u>\$1,955 per month</u> |

Irrigation Repairs (\$45 per man/hour + material)

Light Repairs (\$45 per man/hour + material)

These bids are based on complete package for each section. Client may choose to not reward all four sections. If any category of work in any section is not rewarded to bidder, prices may be subject to change.

Prices may be subject to change after 30 days from date of bid.





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sales@lagrowirrigation.com

June 2, 2017

ITB - Maintenance Services for Highland Lakes Reserve Home Owners Association

Highland Lakes Reserve Entries Maintenance Services as per plans by Heartland Designs dated 1/27/2017.

Main Entry

| | |
|--|-------------------|
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| | <hr/> |
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These bids are based on complete package for each section. Client may choose to not reward all four sections. If any category of work in any section is not rewarded to bidder, prices may be subject to change.

Prices may be subject to change after 30 days from date of bid.



Keith LaGrow
LaGrow Irrigation
County #HC02309
Expires 9-30-17
Irrigation Sprinkler

**HIGHLANDS COUNTY FL
CONTRACTOR REGISTRATION**

Keith Brown
Identification Signature

This contractor has complied with provisions of the
Highlands County Code of Ordinances and is entitled to
work in trade specified above in the unincorporated area
of Highlands County.

Date 1/21/16 Signed Eric R. Langshaw
Building Official

EL



POLK COUNTY BUILDING DIVISION
P O Box 9005, Bartow, FL 33831
(863) 534-6080
CERTIFICATE OF COMPETENCY

LICENSE TYPE: IRRIGATION CONTRACTR REGISTERED
DATE ISSUED: 02/07/2013
DATE EXPIRES: 09/30/2017

LICENSES:

LICENSE #: 7535 CONTRACTOR ID #: 25381 STATE REG #: IRRIGATION

NAME: LAGROW, KEITH
DBA NAME: LAGROW IRRIGATION AND WELL DRILLING INC
ADDRESS: P O BOX 7605 SEBRING, FL 33872-
PHONE: (863)382-1314 x

NOTE: It is the contractor's responsibility to keep all business, licensing and requirements current and provide up to date copies for our files.

POLK COUNTY BUILDING DIVISION
P O BOX 9005, DRWR CS02, BARTOW, FL 33831-9005
CERTIFICATE OF COMPETENCY
LIC #: 7535-IRRIGATION CONTRACTR REGISTERED
ISSUED: 02/07/2013 EXPIRES: 09/30/2017
NAME: KEITH LAGROW
DBA: LAGROW IRRIGATION AND WELL DRILLING
INC
ADDR: P O BOX 7605 SEBRING, FL 33872-
CONTR ID#: 25381 REG#: IRRIGATION

STATE OF FLORIDA
Department of Agriculture and Consumer Services
BUREAU OF ENTOMOLOGY & PEST CONTROL

| | | |
|-------------------|----------|-------------------|
| Date | File No. | Expires |
| February 13, 2014 | LP215161 | February 14, 2018 |

THE LTD COMMERCIAL FERTILIZER APPLICATOR HOLDER
NAMED BELOW HAS REGISTERED UNDER THE PROVISIONS OF
CHAPTER 482 FOR THE PERIOD EXPIRING: February 14, 2018

KEITH HENRY LAGROW
4106 HIGSON AVE
SEBRING, FL. 33875

STATE OF FLORIDA
Department of Agriculture and Consumer Services
BUREAU OF ENTOMOLOGY & PEST CONTROL

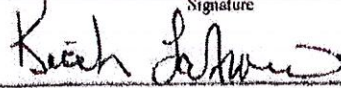
KEITH HENRY LAGROW

LTD COMMERCIAL FERTILIZER APPLICATOR HOLDER

LP215161

HAS PAID THE FEE REQUIRED BY CHAPTER 482 FOR THE PERIOD
EXPIRING February 14, 2018

Signature



Wallet Card - Fold Here

BUREAU OF ENTOMOLOGY & PEST CONTROL
3125 CONNER BLVD, SUITE N
TALLAHASSEE, FLORIDA 32399-1650

Frank L. and Linda C. Platt

4082 Camp Shore Dr, Sebring Fl 33875
863-235-0310 cell platt.fl@gmail.com email

June 24, 2017

**Highlands Lakes Reserve
Association Board of Directors**

Subject: Request for use of common area, commonly referred to as the "park" located west and adjacent to the lake Charlotte dock at 4024 Camp Shore Dr.

Event: Wedding

Date: September 1, 2017

Time: 5:00 PM

Gate opening: Sparta Road gate, 3 pm to 7 pm (decorations and clean up)

Estimated attendance: 150

Miscellaneous: Wedding ceremony only
No food
No games
No use of lake
Reception held elsewhere

Thank you in advance for your approval.

**Frank and Linda Platt
Lot #154
4082 Camp Shore Dr.
Sebring, Fl 33875**