



## *Highland Lakes Reserve*

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HLR Board of Directors Meeting  
September 15, 2020  
3:30pm VIA ZOOM

### **Agenda**

Call to Order

Review and Approve Minutes from 7/21/20

Financials

Unfinished Business

- Board to decide what to do with filling in the swale at 2016 Forest Lake Rd, Jarrod and Morgan Davis
- Edgewood Landscape spraying and Lime the hedge
- Lake Spraying concerns

New Business

- Talk with FLP
- ECF – Chris Sopotnick
- Gates – Ray Brooker
- Board to give list of requirements for the contractors and the subs

Adjourn





## *Highland Lakes Reserve*

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HLR Board of Directors Meeting

July 21, 2020

3:30pm VIA ZOOM

### **MINUTES**

*Board Members Present: Kevin Bock, Bill Lanzisera, Dusty Johnson and Marty Wohl*

*CAM's Present: Linda Boring and Jillian Febres*

#### **Call to Order**

Kevin called the meeting to order at 3:30pm

#### **Review and Approve Minutes from 5/19/20**

Dusty motioned to accept the minutes as presented and Bill second the motion. Motion passed unanimously.

#### **Financials**

Linda went over the financials with the board. The association is good on budgeted items and there are no red line of anything they have gone. They are in good shape. There is only one person on the customer balance that has not paid and this is Hylton. With no other questions or concerns Dusty motioned to approve the financials and Bill second the motion. Motion passed unanimously.

#### **Unfinished Business**



Approve Rapid contract – The discussion was made to get two poles and not one because one will not work. The board looked over the quote. Marty is concerned about the company not putting in writing about guaranteeing all houses will get service. Dusty feels maybe placing 2 poles will help. Dusty wants to present to the members and hear what they want to do. Linda explained new owners are wanting to install internet but they can't and are upset by this. Kevin and Marty feel to get a vote from the members and go from there. The cost could be around and up to \$85k. Board wants to the proposal cleaned up to present to the members at the annual meeting. Linda will gob ack to them to see what type of guarantee they can provide as well.

EPI Proposal – They looked at the old bid and it is no longer valid since it expired

This is regarding curbing: Marty's concern is getting water off the road. It would benefit the association but there's no way to drain the water. Marty asked Terry to provide options on the quote so the board can see what other possibilities they have. Board set this aside.

Edgewood Proposal – Marty spoke with Terry and he already has replaced some plants and they are not performing well either. The soil is not good. Putting in new plants will not survive. Putting lime down will possibly help the soil issue not sure. Marty feels having some kind of treatment will help this problem. Board went over the proposal. Marty will call Terry about this. Terry has informed the board basically he can do the landscape only and not bother with Bahia and that is a recommendation based on soil sample. After each application they will pull another test and see if it needs another application is needed. He will keep the board informed. Board would like to do first two options from the proposal and after a year if no results they will need to stop motioned by Marty and second by Dusty. Motion passed unanimously.

Sealing roads – Biggest problem is erosion. Grass growing through the edges. There are a number of manholes that need to be addressed. Bill feels the roads need to be prepped first before sealing roads. Root problem on roads. Marty discussed this with Terry as well. It will need to be burned. The whole thing is to prep road first before anything. Bill will call Jimmy to see if he can drop some shell rock on it.



Brinling – Marty has tried to speak with Brinling. On mowing issue Board feels they have made several attempts to speak with Brinling on issues and now is the time to fine. Motion to fine Brinling on violation of notice sent about yard being maintained by Marty and second by Bill. Motion passed unanimously.

Zeledons Landscape – boulders and debris need to be picked up. They still have survey sticks on property. Linda will send notice to for them to clean up debris. She will take pictures and send to them too.

Marty is asking for Linda to send a notice to Thornton about the irrigation and seed grass.

### **New Business**

Consider an approved or recommended builders list for community – Board discussed this and will come with some guidelines and language to discuss at next board meeting

Gates: Linda discussed 2016 was the last time they did anything for the gate. \$1100 is the cost and the turn around is 2 weeks. The gates will need to be picked up and sand blasted by taking to another company. Marty would like all 6 gates to be taken care of since 66 gate is down. Linda will contact company to start on this. Marty would like to pay Ray to remove them and drop them off and pick them up once they are done to re-install since he has the capability to do this. Linda will call Ray first. A notice will be sent to all members gates will be off

Fencing – Jimmy is working on replacing rotted wood. Jimmy said there is a lot of rotted wood. Linda is waiting on price for this and Board agrees to go ahead and do it.

Upcoming Annual meeting 8.8.20 – Discussed agenda for meeting adding amendment. Kiko and Laz are interested in running for the board

### **Adjourn**

Motion to adjourn by Dusty at 4:52pm



Highland Lakes Reserve POA, Inc  
**Balance Sheet**  
As of August 31, 2020

	<u>Aug 31, 20</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Contingency Fund	464,940.97
HLR POA-HNB Checking	287,162.51
Mid Florida savings	100.00
Total Checking/Savings	<u>752,203.48</u>
Accounts Receivable	
Accounts Receivable	-1,565.12
Total Accounts Receivable	<u>-1,565.12</u>
Other Current Assets	
Due from Owners - Mowing Costs	8,090.00
Inventory Asset	
Gate Remotes	413.46
Total Inventory Asset	<u>413.46</u>
Total Other Current Assets	<u>8,503.46</u>
Total Current Assets	<u>759,141.82</u>
Fixed Assets	
Improvements	9,000.00
Total Fixed Assets	<u>9,000.00</u>
<b>TOTAL ASSETS</b>	<u><u>768,141.82</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Construction Bonds	11,000.00
Debris Deposits	9,000.00
Total Other Current Liabilities	<u>20,000.00</u>
Total Current Liabilities	<u>20,000.00</u>
Total Liabilities	20,000.00
Equity	
Opening Balance Equity	200,000.00
Reserves	-200,000.00
Retained Earnings-Unappropriated	624,401.18
Net Income	123,740.64
Total Equity	<u>748,141.82</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>768,141.82</u></u>

Highland Lakes Reserve POA, Inc  
**Balance Sheet**  
As of September 15, 2020

	<u>Sep 15, 20</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Contingency Fund	464,940.97
HLR POA-HNB Checking	288,532.51
Mid Florida savings	100.00
Total Checking/Savings	<u>753,573.48</u>
Accounts Receivable	
Accounts Receivable	20,544.88
Total Accounts Receivable	<u>20,544.88</u>
Other Current Assets	
Due from Owners - Mowing Costs	-14,885.00
Inventory Asset	
Gate Remotes	413.46
Total Inventory Asset	<u>413.46</u>
Total Other Current Assets	<u>-14,471.54</u>
Total Current Assets	759,646.82
Fixed Assets	
Improvements	9,000.00
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<b>TOTAL ASSETS</b>	<u><u>768,646.82</u></u>
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<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>768,646.82</u></u>

**Highland Lakes Reserve POA, Inc**  
**Profit & Loss Budget Performance**  
**August 2020**

09/15/20

Cash Basis

	Aug 20	Budget	Jan - Aug 20	YTD Budget	Annual Bud...
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
Annual Dues	1,500.00	0.00	237,000.00	237,000.00	237,000.00
Interest Income	0.00		869.80		
<b>Other income</b>					
Estoppel Fees	225.00	0.00	825.00	750.00	750.00
Funds from 2019	0.00	0.00	0.00	125,000.00	125,000.00
Plan and Specification Review	0.00	0.00	7,500.00	4,500.00	4,500.00
Other income - Other	405.00	0.00	1,440.00	1,000.00	1,000.00
<b>Total Other income</b>	630.00	0.00	9,765.00	131,250.00	131,250.00
<b>Total Income</b>	2,130.00	0.00	247,634.80	368,250.00	368,250.00
<b>Gross Profit</b>	2,130.00	0.00	247,634.80	368,250.00	368,250.00
<b>Expense</b>					
<b>Administrative/ Management</b>					
Plan Submission and upload	1,200.00	0.00	1,200.00	450.00	450.00
Administrative/ Management - Other	650.00	650.00	5,200.00	5,200.00	7,800.00
<b>Total Administrative/ Management</b>	1,850.00	650.00	6,400.00	5,650.00	8,250.00
Annual Owners Meeting Expense	0.00	0.00	513.75	250.00	250.00
Annual Reports	61.25	0.00	61.25	70.00	70.00
Attorney Fees	1,197.20	0.00	1,772.20	2,500.00	2,500.00
Computer and Internet Expenses	237.00	12.00	398.00	96.00	144.00
Copy and Reproduction Costs	0.00	12.50	0.00	100.00	150.00
<b>Insurance</b>					
Insurance/Liability	0.00	0.00	2,286.37	1,600.00	1,600.00
Insurance/Property	0.00	0.00	2,142.79	2,050.00	2,050.00
<b>Total Insurance</b>	0.00	0.00	4,429.16	3,650.00	3,650.00
Office Supplies	0.00	25.00	0.00	200.00	300.00
Postage and Delivery	0.00	12.00	0.00	96.00	144.00
Professional Fees	0.00	0.00	0.00	500.00	500.00
<b>Repairs and Maintenance</b>					
<b>Common Area Mowing</b>					
Boat ramp/park	1,700.00	800.00	8,200.00	6,400.00	9,600.00
Entrances	4,800.00	2,400.00	21,600.00	19,200.00	28,800.00
Ponds/Eagles Nest	970.00	885.00	1,940.00	7,080.00	10,620.00
<b>Total Common Area Mowing</b>	7,470.00	4,085.00	31,740.00	32,680.00	49,020.00
Docks	0.00	0.00	0.00	5,000.00	5,000.00
Entrance Gates	0.00	0.00	8,365.00	11,000.00	11,000.00
<b>Entrance/Hwy 66/Maintenance</b>					
Entry/Hwy 66 Repair and Replace	0.00	0.00	502.05	2,000.00	2,000.00
Mulch	0.00	0.00	3,300.00	3,300.00	3,300.00
Spray/Fertilizer	0.00	1,000.00	500.00	4,000.00	4,000.00
Tree Trimming	1,225.00	2,000.00	1,225.00	2,000.00	2,000.00
<b>Total Entrance/Hwy 66/Maintenance</b>	1,225.00	3,000.00	5,527.05	11,300.00	11,300.00
<b>Entrance/Sparta/Maintenance</b>					
Entry Sparta/Repair and Replace	0.00	0.00	0.00	8,000.00	8,000.00
Entry/Sparta Rd Sod	2,588.91	0.00	3,857.27	2,000.00	2,000.00
Entry Sparta/Repair and Replace - Other					
<b>Total Entry Sparta/Repair and Replace</b>	2,588.91	0.00	3,857.27	10,000.00	10,000.00
Mulch	0.00	0.00	3,300.00	3,300.00	3,300.00
Mulch Buffer	0.00	0.00	1,505.92	5,500.00	5,500.00
Spray/Fertilizer	0.00	1,000.00	499.90	4,000.00	4,000.00
Tree Trimming	2,730.00	2,000.00	2,730.00	2,000.00	2,000.00
<b>Total Entrance/Sparta/Maintenance</b>	5,318.91	3,000.00	11,893.09	24,800.00	24,800.00

**Highland Lakes Reserve POA, Inc**  
**Profit & Loss Budget Performance**

09/15/20

Cash Basis

August 2020

	Aug 20	Budget	Jan - Aug 20	YTD Budget	Annual Bud...
Fence Line Vegetation	0.00	0.00	0.00	1,050.00	1,400.00
Landscaping/Irrigation	0.00	250.00	2,034.62	2,000.00	3,000.00
Pond Maintenance	0.00	3,500.00	8,159.48	14,000.00	17,500.00
Repairs Common Area	0.00	833.00	2,536.99	6,668.00	10,000.00
<b>Total Repairs and Maintenance</b>	<b>14,013.91</b>	<b>14,668.00</b>	<b>70,256.23</b>	<b>108,498.00</b>	<b>133,020.00</b>
Supplies	147.00		147.00		
Telephone Expense	0.00	292.00	1,238.84	2,332.00	3,500.00
Utilities	481.18	425.00	4,527.73	3,400.00	5,100.00
<b>Total Expense</b>	<b>17,987.54</b>	<b>16,096.50</b>	<b>89,744.16</b>	<b>127,342.00</b>	<b>157,578.00</b>
<b>Net Ordinary Income</b>	<b>-15,857.54</b>	<b>-16,096.50</b>	<b>157,890.64</b>	<b>240,908.00</b>	<b>210,672.00</b>
<b>Other Income/Expense</b>					
Other Expense					
<b>CAPITAL IMPROVEMENTS</b>					
Erosion Repair	0.00	0.00	0.00	7,625.00	7,625.00
Fence Replacement	24,000.00	0.00	24,000.00	24,000.00	24,000.00
Internet Installation	0.00	0.00	0.00	70,000.00	70,000.00
Preserve Controlled Burn	0.00	0.00	10,150.00	16,800.00	16,800.00
<b>Total CAPITAL IMPROVEMENTS</b>	<b>24,000.00</b>	<b>0.00</b>	<b>34,150.00</b>	<b>118,425.00</b>	<b>118,425.00</b>
Reserve - Capital Appropriation	0.00	0.00	0.00	92,247.00	92,247.00
<b>Total Other Expense</b>	<b>24,000.00</b>	<b>0.00</b>	<b>34,150.00</b>	<b>210,672.00</b>	<b>210,672.00</b>
<b>Net Other Income</b>	<b>-24,000.00</b>	<b>0.00</b>	<b>-34,150.00</b>	<b>-210,672.00</b>	<b>-210,672.00</b>
<b>Net Income</b>	<b>-39,857.54</b>	<b>-16,096.50</b>	<b>123,740.64</b>	<b>30,236.00</b>	<b>0.00</b>

Highland Lakes Reserve POA, Inc  
Customer Balance Summary  
All Transactions

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	Sep 15, 20
011-Todd, Jason	225.00
012-Hugo Cifuentes & Gloria Guerra	-54.80
014-WS, LLC	225.00
015-Cody, William and Dena	175.00
017-Johnson, Kenneth	125.00
018- Brown, Cardiff and Kathy	-75.00
020- Eveleth, Josh and Linda	125.00
021-Webster, Myllion and Linda	125.00
023-Kirouac, Scott	125.00
024-Abderrahim McHatet	-375.00
025-Green, Paul and Hortense	225.00
026-Cintron, Norberto and Mercy	225.00
027-Paul, Norma D	225.00
029-Hylton, Leonie	225.00
030-Houchin, Stephen and Pathy	225.00
031 - Farnin, Bradford	225.00
033-Wang, Vivian and Tao, Yong X	175.00
034-Pester, Blake	225.00
035-Vargas, Hermes O and Sandi K	225.00
036-Trinidad-Torres, Eric	225.00
038-Boring, Linda W	150.00
039- Edwards, Walter	325.00
040-Renfro, Jim	225.00
041-Ramphal, Prakash	225.00
042-Glauber, Charles and Umbelina	225.00
043-Milicevic, Michael	225.00
045-Elder, John and Laura	225.00
046-Collier, Keith	225.00
047-Collier, Keith	225.00
048-Nunez, Miguel J	275.00
049-Leslie Bravo	275.00
051-Kennedy, Lori	225.00
052-Sepulveda, Gerardo H	225.00
053-Campbell, Craig	275.00
054-Johnson, David and Janet	275.00
055-Lange, Robert and Martha	225.00
060-Naidu, Rajgopaul and Angela	225.00
061-Mescall, James T and Andrea M	225.00
063-Sabio, Dorothy	225.00
066-WS, LLC	225.00
073-Montenero, Chris	150.00
074-Graziani, Herman	430.00
076-Chai-Chang, Ronnie	325.00
077-Chai-Chang, Ronnie	325.00
079-Ruddle Von T Trust	375.00
080-Lee, Winston et al	225.00
081-Pester	275.00
082-Mancini, Corrado	274.68
083-King Sr, Thomas R	225.00
084-Meredith, Bill and Darla	225.00
085-Bharath, Chandra	275.00
086-Stone, Philip E and Ines	275.00
087-Florida Land Partners, LLC	190.00
089-Lee, Alfonso	275.00
091-King Sr, Thomas R	225.00
092-Castro, Jesus	225.00
093-Algarian-Rodriguez	225.00
094-Davis, Compton and Patricia	175.00
095-Davis, Compton and Patricia	175.00
100-Adair Ryan and Jamie Rodgers	225.00
101-Leuenberger, Paul and Louann	225.00
103-Rodriguez, Rigoberto	225.00
106-Zaher, Zoher and Gloria	225.00
108-Pierre-Antonie, Michel	225.00
110 Retterer, Jeffrey & Catherine	225.00

**Highland Lakes Reserve POA, Inc**  
**Customer Balance Summary**  
**All Transactions**

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	Sep 15, 20
111-Rodríguez, Rigoberto	225.00
112- Hoffner, Kyle & Katie	225.00
113-Day, Judy and Johnson, Faith	225.00
115-Donovan, Philip G and Susan M	225.00
116-Salem, Sam	175.00
117-Wynn, Thomas	175.00
118-WS, LLC	175.00
119-Hosrom, Michael	175.00
120-Groves, Don E and Virginia E	175.00
121-WS, LLC	175.00
122-Slobodow, Michael and Debra	175.00
123- Gould, Joseph & Dena	100.00
124-Owen, Ronald and Nancy	175.00
126-Aiber, Patrick and Susan	175.00
128-Herndon, Patrick F	175.00
129- Chuy, Fidel	175.00
132-Matlin, Brian and Luz	175.00
133-WS, LLC	175.00
135-Revell, Jared	175.00
136-SAMEMM	175.00
137-Siracuse, Joan E	175.00
138-Hoover, Sandra Baker	175.00
139-Progeny Corp	175.00
142-Haley, John L and Suzanne	175.00
143-WS, LLC	175.00
145-WS, LLC	175.00
147-Yolanda Janna Revocable Living	175.00
148 - Garvey/Rosin, Cole & Michaela	175.00
149-Staller, Jack and Lois	175.00
150-Nguyen, Joe and Tammy H	175.00
151-Moffatt, Timothy J	-420.00
152-Hamilton, Richard D and Jane E	175.00
155-Cavagnaro, Dennis	175.00
157-Schmid, Elaine	175.00
158-Davis, Compton and Patricia	175.00
159-Progeny Corp	175.00
160-Gavin, Lawrence R and Merita G	175.00
163-Vazquez, Federico & Kristian	225.00
164-Petz, Maurice and Linda	275.00
166-Minnick, Cleveland & Edeltraud	275.00
<b>TOTAL</b>	<b>20,544.88</b>



# Proposal

Date	Estimate #
3/9/2020	3586

Billing Address
Highland Lakes Reserve c/o Just Rentals 811 HWY 27 S Sebring, FL 33870

Service Address

Description	Rate
QUARTERLY HORTICULTURE SERVICE ( INVOICED QUARTERLY AT TIME OF SERVICE)  LANDSCAPE TREATMENT: Apply Pelletized Dolomitic Limestone 4 times per year (March, June, Sept & Dec.) for approximately 3 years.  _____ INITIAL ACCEPTANCE	1,165.00
QUARTERLY HORTICULTURE SERVICE ( INVOICED QUARTERLY AT TIME OF SERVICE)  LANDSCAPE TREATMENT: Apply Chelated Micro Mix Liquid Micronutrient 4 times per year (March, June, Sept & Dec.) for approximately 2 years  _____ INITIAL ACCEPTANCE	293.00
QUARTERLY HORTICULTURE SERVICE ( INVOICED QUARTERLY AT TIME OF SERVICE)  TURF TREATMENT: Apply Pelletized Dolomitic Limestone 4 times per year until rates come up.  _____ INITIAL ACCEPTANCE	2,400.00

Phone #	Fax #	E-mail
8634537300	Fax 863-452-6700	info@edgewoodfl.com



# Proposal

Date	Estimate #
3/9/2020	3586

Billing Address
Highland Lakes Reserve c/o Just Rentals 811 HWY 27 S Sebring, FL 33870

Service Address

Description	Rate
<p>Any alteration or deviation from quoted specifications involving extra cost will be executed only upon written orders and will become an additional charge over and above quoted price.</p> <p>This is a one year price agreement. This agreement can be cancelled at any time with a 30 day written notice. Agreement will automatically renew annually. If there is a price increase the customer will be notified in writing 30 days prior to renewal date.</p> <p>----- CUSTOMER SIGNATURE</p> <p>-----/-----/----- DATE</p> <p>Cheryl A. Carter</p> <p>----- CONTRACTOR REPRESENTATIVE</p> <p>3 9 2020 -----/-----/----- DATE</p>	

Please visit our website to see our variety of services: [edgewoodlandscape.info](http://edgewoodlandscape.info) Like and Follow! IG: [edgewood\\_landscape](#) FB: Edgewood Landscape

Phone #	Fax #	E-mail
8634537300	Fax 863-452-6700	<a href="mailto:info@edgewoodfl.com">info@edgewoodfl.com</a>



Jillian Febres &lt;camprofessionals@gmail.com&gt;

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## Contractors Check List

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**Lazaro Martinez** <listwithlaz@gmail.com>

Mon, Sep 14, 2020 at 4:44 PM

To: Jillian Febres &lt;camprofessionals@gmail.com&gt;

Cc: Bill Lanzisera &lt;spoiler409@gmail.com&gt;, Dusty Johnson &lt;dohojo05@gmail.com&gt;, Kevin and Teresa Bock &lt;kevin@ktbock.com&gt;, Linda Boring &lt;linda@lindaboring.net&gt;, "Robert L. II Finnie" &lt;co2lord@gmail.com&gt;

Here are a few that may be helpful.

1. Not parking vehicles on property owners' lots that have been developed.
2. Looking out for water lines when parking on the sides of roads.
3. The safety, loss or damage on job sites are not responsibility of Highland Lakes Reserve association
4. All vendor codes to be disabled on Sparta entrance (This already may the case) I figured I would mention anyways

### **BERKSHIRE HATHAWAY HomeServices | Florida Properties Group**

**Lazaro Martinez**  
**Broker Associate**1 Hammock Falls Cir  
Sebring FL 33872

Office: 863-304-8795

Cell: 863-458-0532

[listwithlaz@gmail.com](mailto:listwithlaz@gmail.com)<http://lmartinez.bhhsfloridaproperties.com>**BERKSHIRE  
HATHAWAY**  
HomeServicesFlorida Properties  
Group

[Quoted text hidden]

- 1: Block gate codes of vendors on Sunday.
- 2: Porta john on site prior to start of construction.
- 3: Dumpster on site prior to placement of trusses and framing.
- 4: Jobsite must be kept clean and free of blowing trash.
- 5: Any road damage due to construction will be the responsibility of the contractor.
- 6: At no time should the roads be cut into without ARC approval.
- 7: Contractors are responsible for all and any actions of subcontractors & vendors.
- 8: The amenities of HLR are off limits to all contractors, subs & vendors.

no working on Sundays.

Place to sign

Repercussion

Notice



*sent to Cheryl's email. 9/15 @ 3:50 PM*

# Proposal

Date	Estimate #
3/9/2020	3586

Billing Address
Highland Lakes Reserve c/o Just Rentals 811 HWY 27 S Sebring, FL 33870

Service Address

Description	Rate
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Phone #	Fax #	E-mail
8634537300	Fax 863-452-6700	info@edgewoodfl.com



# Proposal

Date	Estimate #
3/9/2020	3586

Billing Address
Highland Lakes Reserve c/o Just Rentals 811 HWY 27 S Sebring, FL 33870

Service Address

Description	Rate
<p>Any alteration or deviation from quoted specifications involving extra cost will be executed only upon written orders and will become an additional charge over and above quoted price.</p> <p>This is a one year price agreement. This agreement can be cancelled at any time with a 30 day written notice. Agreement will automatically renew annually. If there is a price increase the customer will be notified in writing 30 days prior to renewal date.</p> <p><i>[Handwritten Signature]</i> ----- CUSTOMER SIGNATURE</p> <p><i>9.15.20</i> ----- DATE</p> <p>Cheryl A. Carter ----- CONTRACTOR REPRESENTATIVE</p> <p>3 9 2020 ----- DATE</p>	

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8634537300	Fax 863-452-6700	<a href="mailto:info@edgewoodfl.com">info@edgewoodfl.com</a>