

***RENAISSANCE  
COMMUNITY DEVELOPMENT DISTRICT***

***Agenda Package***

***Regular Board Meeting***

***Monday  
February 11, 2019***

***11:30 a.m.***

***The Club at Renaissance  
12801 Renaissance Way  
Fort Myers, Florida***

***Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval or adoption.***

# RENAISSANCE COMMUNITY DEVELOPMENT DISTRICT AGENDA

<b>District Board of Supervisors</b>	John Gnagey John Bartz Doug Dickey Glen Hammer Richard Platt	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Paul Cusmano	DPFG
<b>District Counsel</b>	Thomas B. Hart	Knott, Ebelini, Hart
<b>District Engineer</b>	Mark McCleary	Community Engineering Svcs.

**All cellular phones and pagers must be turned off during the meeting.**

## **The District Agenda is comprised of six different sections:**

The first section which is called **Audience Questions and Comments**. 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 MANAGER OUTSIDE THE CONTEXT OF THIS MEETING. The second section is called **Administrative Matters** and contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The third section is 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. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. During the Public Hearing portion of the agenda item, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion and vote. Agendas can be reviewed by contacting the Manager's office at (813) 374-9105 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The fourth section is called **Staff Reports**. This section allows the District Manager and Maintenance Supervisor to update the Board of Supervisors on any pending issues that are being researched for Board action. The fifth section which is called **Audience Comments on Other Items** provides members of the Audience the opportunity to comment on matters of concern to them that were not addressed during the meeting. The same guidelines used during the first audience comment section will apply here as well. The final section is called **Supervisor Requests**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs.

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) 374-9105, 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.

## RENAISSANCE COMMUNITY DEVELOPMENT DISTRICT

Date of Meeting: Monday, February 11, 2019  
Time: 11:30 a.m.  
Location: The Club at Renaissance  
12801 Renaissance Way  
Fort Myers, Fl.  
Conference Call No: 515-603-4904  
Code: 434537#

### Business Meeting Agenda

### Exhibits

#### I. Roll Call

#### II. Audience Comments

#### III. Consent Agenda

- |    |   |   |
|----|---|---|
| A. | Approval of the Minutes of the November 12, 2018 Meeting            | 1 |
| B. | Acceptance of the November, December & January Financial Statements | 2 |
|    | ➤ October 2018  |   |
|    | ➤ November 2018   |   |
|    | ➤ December 2018   |   |

#### IV. Business Matters

- |    |   |   |
|----|---|---|
| A. | Consideration of Calvin, Giordano & Associates, Inc. Landscape Proposal and RFI | 3 |
| B. | Consideration of Quote for New Supervisor Email Addresses                       | 4 |

#### V. Staff Reports

- |    |  |   |
|----|--|---|
| A. | District Manager                       |   |
|    | ➤ Discussion of Pond/Aerator           | 5 |
|    | ➤ Review of RFP's for District Manager | 6 |
| B. | District Attorney                      |   |
| C. | District Engineer                      |   |

#### VI. Public Comments

**VII. Supervisor Requests**

**IV. Adjournment**

## **EXHIBIT 1.**

**EXHIBIT 2.**

# **Renaissance Community Development District**

Financial Statements  
(Unaudited)

Period Ending

October 31, 2018

**RENAISSANCE CDD**  
**COMBINED BALANCE SHEET**  
**October 31, 2018**

	<b>GENERAL FUND</b>	<b>SERIES 2012 FUND</b>	<b>TOTAL</b>
<b>ASSETS:</b>			
CASH	\$ 53,098	\$ -	\$ 53,098
MMK ACCOUNT	529,005	-	529,005
DEPOSIT-UTILITY	291	-	291
ADVANCED DEPOSITS	299	-	299
INVESTMENTS:			
REVENUE FUND	-	306,975	306,975
RESERVE FUND	-	166,324	166,324
INTEREST FUND	-	6	6
ASSESSMENTS RECEIVABLE	262,516	554,979	817,495
DUE FROM OTHER FUNDS	-	437	437
<b>TOTAL ASSETS</b>	<b>\$ 845,209</b>	<b>\$ 1,028,720</b>	<b>\$ 1,873,929</b>

**LIABILITIES & FUND BALANCE**

**LIABILITIES:**

ACCOUNTS PAYABLE	\$ 14,854	\$ -	\$ 14,854
DEFERRED REVENUE (On Roll)	262,516	554,979	817,495
DUE TO OTHER FUNDS	437	-	437

**FUND BALANCES:**

NONSPENDABLE - PREPAID AND DEPOSITS	590	-	590
RESTRICTED FOR DEBT SERVICE	-	465,572	465,572
ASSIGNED: ONE QUARTER OPERATING CAPITAL	106,087	-	106,087
ASSIGNED: RENEWAL & REPLACEMENT - FY 2014	107,309	-	107,309
ASSIGNED: RENEWAL & REPLACEMENT - FY 2015	10,680	-	10,680
ASSIGNED: RENEWAL & REPLACEMENT - FY 2016	10,680	-	10,680
ASSIGNED: RENEWAL & REPLACEMENT - FY 2017	10,920	-	10,920
ASSIGNED: RENEWAL & REPLACEMENT - FY 2018	11,138	-	11,138
ASSIGNED: RENEWAL & REPLACEMENT - FY 2019	12,029	-	12,029
ASSIGNED: FUTURE DEBT SERVICE PAYMENT	150,000	-	150,000
UNASSIGNED:	147,968	8,169	156,138
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 845,209</b>	<b>\$ 1,028,720</b>	<b>\$ 1,873,929</b>



**RENAISSANCE CDD**  
**GENERAL FUND**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**  
**For the Period Starting October 1, 2018 Ending October 31, 2018**

	<b>FY2019 ADOPTED BUDGET</b>	<b>BUDGET YEAR-TO-DATE</b>	<b>ACTUAL YEAR-TO-DATE</b>	<b>VARIANCE FAVORABLE (UNFAVORABLE)</b>
<b>REVENUE</b>				
SPECIAL ASSESSMENTS - ON-ROLL (Net)	\$ 274,347	\$ -	\$ -	\$ -
INTEREST	-	-	180	180
UNASSIGNED FUND BAL-PERIMETER BERM LANDSCAPE IMPROVE.	150,000	-	-	-
ASSESSMENT DISCOUNT (4%)	-	-	-	180
<b>TOTAL REVENUE</b>	<b>424,347</b>	<b>-</b>	<b>180</b>	<b>360</b>
<b>EXPENDITURES</b>				
<b>ADMINISTRATIVE:</b>				
MANAGEMENT CONSULTING SERVICES	48,825	4,069	8,138	(4,069)
GENERAL ADMINISTRATIVE	3,600	300	600	(300)
MISCELLANEOUS	500	42	-	42
AUDITING	4,300	-	-	-
ASSESSMENT ADMINISTRATION	13,388	13,388	13,388	-
COUNTY-ASSESSMENT COLLECTION FEES	552	-	-	-
LEGAL ADVERTISEMENTS	1,500	125	-	125
REGULATORY AND PERMIT FEES	175	175	175	-
ENGINEERING SERVICES	3,500	292	-	292
LEGAL SERVICES	12,000	1,000	1,000	-
WEBSITE DEVELOPMENT AND MONTHLY MAINT.	960	80	80	-
ADMINISTRATIVE CONTINGENCY	1,000	83	-	83
<b>TOTAL ADMINISTRATION</b>	<b>90,300</b>	<b>19,553</b>	<b>23,381</b>	<b>(3,827)</b>
<b>INSURANCE:</b>				
INSURANCE (GENERAL LIABILITY AND D.O.)	7,159	7,159	7,706	(547)
<b>TOTAL INSURANCE</b>	<b>7,159</b>	<b>7,159</b>	<b>7,706</b>	<b>(547)</b>
<b>DEBT SERVICE ADMINISTRATION:</b>				
ARBITRAGE REPORTING	500	-	-	-
DISSEMINATION AGENT	5,000	5,000	5,000	-
TRUSTEE FEES	4,149	4,149	4,148	1
TRUST FUND ACCOUNTING	3,675	306	613	(306)
<b>TOTAL DEBT SERVICE ADMINISTRATION</b>	<b>13,324</b>	<b>9,455</b>	<b>9,761</b>	<b>(306)</b>
<b>FIELD OPERATIONS:</b>				
ELECTRICITY-UTILITY	16,500	1,375	431	944
WATER QUALITY & WETLAND MONITORING	12,000	1,000	1,000	-
LANDSCAPE - LAKE AND FLOW WAY MAINTENANCE	39,228	3,269	3,269	-
LAKE AERATION & WELL MAINTENANCE	5,000	417	-	417
FOUNTAIN REPAIRS & MAINTENANCE	10,000	833	3,110	(2,277)
WETLAND MAINTENANCE	15,700	1,308	-	1,308
LANDSCAPE-PERIMETER BERM MOWING	36,000	3,000	3,000	-
MULCH	6,000	500	-	500
PERIMETER BERM LANDSCAPE IMPROVEMENTS	150,000	-	-	-
ENTRY AND WALLS MAINTENANCE	-	-	-	-
FIELD CONTINGENCY (FENCE IN FY 2016 )	11,107	926	-	926
<b>TOTAL FIELD OPERATIONS</b>	<b>301,535</b>	<b>12,628</b>	<b>10,810</b>	<b>1,818</b>
<b>INCREASE IN RENEWAL &amp; REPLACEMENT</b>	<b>12,029</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>424,347</b>	<b>48,796</b>	<b>51,657</b>	<b>(2,862)</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>-</b>	<b>(48,796)</b>	<b>(51,478)</b>	<b>(2,502)</b>
FUND BALANCE - BEGINNING	638,644	638,644	618,879	618,879
INCREASE IN CAPITAL RESERVES	12,029	-	-	-
LESS FUND BALANCE FORWARD - PERIMTER BERM LANDSCAPE	(150,000)	-	-	-
<b>FUND BALANCE - ENDING</b>	<b>\$ 500,673</b>	<b>\$ 589,848</b>	<b>\$ 567,401</b>	<b>\$ 616,377</b>

**RENAISSANCE CDD**  
**DS SERIES 2012**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**  
**For the Period Starting October 1, 2018 Ending October 31, 2018**

	<b>ADOPTED BUDGET</b>	<b>BUDGET YEAR-TO-DATE</b>	<b>ACTUAL YEAR-TO-DATE</b>	<b>VARIANCE FAVORABLE (UNFAVORABLE)</b>
<b>REVENUE</b>				
SPECIAL ASSESSMENTS - ON-ROLL (Net)	\$ 603,209	\$ -	\$ - a)	\$ -
SPECIAL ASSESSMENTS - ON-ROLL Excess Fees	-	-	150	150
FUND BALANCE FORWARD	-	-	-	-
INTEREST REVENUE	-	-	600	600
FUND BALANCE FORWARD (Revenue Acct)	-	-	-	-
MISCELLANEOUS REVENUE	(24,128)	-	-	-
<b>TOTAL REVENUE</b>	<b>579,081</b>	<b>-</b>	<b>750</b>	<b>750</b>
<b>EXPENDITURES</b>				
INTEREST EXPENSE	299,287	-	-	-
PRINCIPAL RETIREMENT May 1, 2019	250,000	-	-	-
PREPAYMENT	24,128	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>573,415</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>5,666</b>	<b>-</b>	<b>750</b>	<b>750</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
BOND PROCEEDS	-	-	-	-
BOND REDEMPTION	-	-	-	-
TRANSFER-IN	-	-	-	-
TRANSFER-OUT	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>5,666</b>	<b>-</b>	<b>750</b>	<b>750</b>
FUND BALANCE - BEGINNING	-	-	472,991	472,991
<b>FUND BALANCE - ENDING</b>	<b>\$ 5,666</b>	<b>\$ -</b>	<b>\$ 473,741</b>	<b>\$ 473,741</b>

a) Assessment budget reported at gross, year-to-date budget adjusted to net and actual collections reported at net pending the receipt of County's discount and collection fees information.

**RENAISSANCE**  
**Community Development District**  
**Bank Reconciliation -GF Operating Accounts**  
**October 31, 2018**

	CenterState Bank
	Acct
Balance Per Bank Statement	<u>\$ 65,291.00</u>
Less: Outstanding Checks - GF & PR	(12,193.29)
<b><i>Adjusted Bank Balance</i></b>	<b><u><u>\$ 53,097.71</u></u></b>
Beginning Bank Balance Per Books	\$ 8,384.66
Cash Receipts	100,012.67
Cash Disbursements	(55,299.62)
<b><i>Balance Per Books</i></b>	<b><u><u>\$ 53,097.71</u></u></b>

**RENAISSANCE CDD  
FY2019  
CHECK REGISTER**

Date	Num	Name	Memo	Debit	Credit	BU Balance
<b>EOM Balance</b>				<b>8.03</b>	<b>35,808.62</b>	<b>8,384.66</b>
10/01/2018	2390	DPFG MANAGEMENT & CONSULTING, LLC	CDD Mgmt - October		4,675.00	3,709.66
10/09/2018		Center State Bank	Transfer to Operating	50,000.00		53,709.66
10/09/2018	2391	ESTATE LANDSCAPING & LAWN MANAGEMENT	Remova Debris & Fence Cleanup		10,251.77	43,457.89
10/09/2018	2392	COMMUNITY ENGINEERING SERVICES, INC	Water Monitoring - October		1,000.00	42,457.89
10/09/2018	2393	FLORIDA FOUNTAIN & EQUIPMENT, LLC	Pressure Wash Fountains		1,500.00	40,957.89
10/09/2018	2395	THE CLUB AT RENAISSANCE	Landscape Maint - August		3,000.00	37,957.89
10/09/2018	2396	Solitude Lake Management	Lake & Pond Maint - October		3,269.00	34,688.89
10/09/2018	2397	Venturesin.com, Inc	Web Site Hosting - October		80.00	34,608.89
10/11/2018	10112018	Renaissance CDD GF.	Transfer to Operating	50,000.00		84,608.89
10/12/2018	2398	DPFG MANAGEMENT & CONSULTING, LLC	Dissemination Svs, Special Assessment - FY 2019		18,388.00	66,220.89
10/18/2018	2399	FLORIDA DEPT OF ECONOMIC OPPORTUNIT	Annual Filing FY 2019		175.00	66,045.89
10/18/2018	2400	KNOTT EBELINI HART	Legal Svcs - October		1,000.00	65,045.89
10/18/2018	2402	THE CLUB AT RENAISSANCE	Landscape Maint - September		3,000.00	62,045.89
10/22/2018	2403	FLORIDA FOUNTAIN & EQUIPMENT, LLC	50% Deposit on Lake Aeration		3,109.84	58,936.05
10/23/2018	FL10001	FLORIDA POWER & LIGHT	9/12-10/11 - 12531 Renaissance Way Aerator		11.65	58,924.40
10/23/2018	ACHFL10002	FLORIDA POWER & LIGHT	9/12-10/11 - 12551 Renaissance Way Aerator		25.73	58,898.67
10/23/2018	ACHFL10003	FLORIDA POWER & LIGHT	9/12-10/11 - 12621 Renaissance Way Aerator		11.65	58,887.02
10/23/2018	ACHFL1004	FLORIDA POWER & LIGHT	9/12-10/11 - 12650 Palomino Ln Aerator		11.65	58,875.37
10/23/2018	ACHFL10005	FLORIDA POWER & LIGHT	9/12-10/11 - 12751 Renaissance Way Aerator		11.65	58,863.72
10/23/2018	ACHFL10006	FLORIDA POWER & LIGHT	9/12-10/11 - 12981 Renaissance Way Aerator		81.46	58,782.26
10/23/2018	ACHFL10007	FLORIDA POWER & LIGHT	9/12-10/11 - 12990 Renaissance Way Pump		11.65	58,770.61
10/23/2018	AACHFL10008	FLORIDA POWER & LIGHT	9/12-10/11 - 9402 Penzance Blvd Pump		41.91	58,728.70
10/23/2018	ACHFL10009	FLORIDA POWER & LIGHT	9/12-10/11 - 9540 Via Lago Way Fntn 4		296.96	58,431.74
10/23/2018	ACHFL10010	FLORIDA POWER & LIGHT	9/12-10/11 - 9551 Via Lago Way Lk Fntn		242.44	58,189.30
10/23/2018	ACHFL10011	FLORIDA POWER & LIGHT	9/12-10/11 - 9613 Via Lago Way Irr		153.38	58,035.92
10/23/2018	ACHFL10012	FLORIDA POWER & LIGHT	9/12-10/11 - 9637 Via Lago Way Irr		275.88	57,760.04
10/31/2018	2414	DPFG MANAGEMENT & CONSULTING, LLC	CDD Mgmt - November		4,675.00	53,085.04
10/31/2018		Center State Bank	Interest	12.67		53,097.71
<b>EOM Balance</b>				<b>100,012.67</b>	<b>55,299.62</b>	<b>53,097.71</b>

# **Renaissance Community Development District**

Financial Statements  
(Unaudited)

Period Ending

November 30, 2018

**RENAISSANCE CDD**  
**COMBINED BALANCE SHEET**  
**November 30, 2018**

	<b>GENERAL FUND</b>	<b>SERIES 2012 FUND</b>	<b>TOTAL</b>
<b>ASSETS:</b>			
CASH	\$ 44,216	\$ -	\$ 44,216
MMK ACCOUNT	744,064	-	744,064
DEPOSIT-UTILITY	291	-	291
ADVANCED DEPOSITS	299	-	299
INVESTMENTS:			
REVENUE FUND	-	154,971	154,971
RESERVE FUND	-	166,324	166,324
INTEREST FUND	-	-	-
ASSESSMENTS RECEIVABLE	193,506	409,086	602,592
DUE FROM OTHER FUNDS	-	146,330	146,330
<b>TOTAL ASSETS</b>	<b>\$ 982,376</b>	<b>\$ 876,710</b>	<b>\$ 1,859,086</b>
<b>LIABILITIES &amp; FUND BALANCE</b>			
<b>LIABILITIES:</b>			
ACCOUNTS PAYABLE	\$ 19,852	\$ -	\$ 19,852
DEFERRED REVENUE (On Roll)	193,506	409,086	602,592
DUE TO OTHER FUNDS	146,330	-	146,330
<b>FUND BALANCES:</b>			
NONSPENDABLE - PREPAID AND DEPOSITS	590	-	590
RESTRICTED FOR DEBT SERVICE	-	465,572	465,572
ASSIGNED: ONE QUARTER OPERATING CAPITAL	106,087	-	106,087
ASSIGNED: RENEWAL & REPLACEMENT - FY 2014	107,309	-	107,309
ASSIGNED: RENEWAL & REPLACEMENT - FY 2015	10,680	-	10,680
ASSIGNED: RENEWAL & REPLACEMENT - FY 2016	10,680	-	10,680
ASSIGNED: RENEWAL & REPLACEMENT - FY 2017	10,920	-	10,920
ASSIGNED: RENEWAL & REPLACEMENT - FY 2018	11,138	-	11,138
ASSIGNED: RENEWAL & REPLACEMENT - FY 2019	12,029	-	12,029
ASSIGNED: FUTURE DEBT SERVICE PAYMENT	150,000	-	150,000
UNASSIGNED:	203,255	2,053	205,308
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 982,376</b>	<b>\$ 876,710</b>	<b>\$ 1,859,086</b>

**RENAISSANCE CDD**  
**GENERAL FUND**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**  
**For the Period Starting October 1, 2018 Ending November 30, 2018**

	FY2019 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUE</b>				
SPECIAL ASSESSMENTS - ON-ROLL (Net)	\$ 274,347	\$ 27,435	\$ 69,010	\$ 41,576
INTEREST	-	-	348	348
UNASSIGNED FUND BAL-PERIMETER BERM LANDSCAPE IMPROVE.	150,000	-	-	-
ASSESSMENT DISCOUNT (4%)	-	-	-	41,924
<b>TOTAL REVENUE</b>	<b>424,347</b>	<b>27,435</b>	<b>69,359</b>	<b>83,848</b>
<b>EXPENDITURES</b>				
<b>ADMINISTRATIVE:</b>				
MANAGEMENT CONSULTING SERVICES	48,825	8,138	8,138	-
GENERAL ADMINISTRATIVE	3,600	600	600	-
MISCELLANEOUS	500	83	-	83
AUDITING	4,300	-	-	-
ASSESSMENT ADMINISTRATION	13,388	13,388	13,388	-
COUNTY-ASSESSMENT COLLECTION FEES	552	552	389	163
LEGAL ADVERTISEMENTS	1,500	250	234	16
REGULATORY AND PERMIT FEES	175	175	175	-
ENGINEERING SERVICES	3,500	583	-	583
LEGAL SERVICES	12,000	2,000	2,000	-
WEBSITE DEVELOPMENT AND MONTHLY MAINT.	960	160	160	-
ADMINISTRATIVE CONTINGENCY	1,000	167	-	167
<b>TOTAL ADMINISTRATION</b>	<b>90,300</b>	<b>26,096</b>	<b>25,084</b>	<b>1,012</b>
<b>INSURANCE:</b>				
INSURANCE (GENERAL LIABILITY AND D.O.)	7,159	7,159	7,706	(547)
<b>TOTAL INSURANCE</b>	<b>7,159</b>	<b>7,159</b>	<b>7,706</b>	<b>(547)</b>
<b>DEBT SERVICE ADMINISTRATION:</b>				
ARBITRAGE REPORTING	500	-	-	-
DISSEMINATION AGENT	5,000	5,000	5,000	-
TRUSTEE FEES	4,149	4,149	4,148	1
TRUST FUND ACCOUNTING	3,675	613	613	-
<b>TOTAL DEBT SERVICE ADMINISTRATION</b>	<b>13,324</b>	<b>9,762</b>	<b>9,761</b>	<b>1</b>
<b>FIELD OPERATIONS:</b>				
ELECTRICITY-UTILITY	16,500	2,750	1,619	1,131
WATER QUALITY & WETLAND MONITORING	12,000	2,000	2,000	-
LANDSCAPE - LAKE AND FLOW WAY MAINTENANCE	39,228	6,538	6,538	-
LAKE AERATION & WELL MAINTENANCE	5,000	5,000	6,220	(1,220)
FOUNTAIN REPAIRS & MAINTENANCE	10,000	1,667	621	1,045
WETLAND MAINTENANCE	15,700	2,617	-	2,617
LANDSCAPE-PERIMETER BERM MOWING	36,000	6,000	6,000	-
MULCH	6,000	1,000	-	1,000
PERIMETER BERM LANDSCAPE IMPROVEMENTS	150,000	-	-	-
ENTRY AND WALLS MAINTENANCE	-	-	-	-
FIELD CONTINGENCY (FENCE IN FY 2016 )	11,107	1,851	-	1,851
<b>TOTAL FIELD OPERATIONS</b>	<b>301,535</b>	<b>29,422</b>	<b>22,998</b>	<b>6,424</b>
<b>INCREASE IN RENEWAL &amp; REPLACEMENT</b>	<b>12,029</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>424,347</b>	<b>72,439</b>	<b>65,549</b>	<b>6,890</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>-</b>	<b>(45,004)</b>	<b>3,810</b>	<b>90,738</b>
FUND BALANCE - BEGINNING	638,644	638,644	618,879	618,879
INCREASE IN CAPITAL RESERVES	12,029	-	-	-
LESS FUND BALANCE FORWARD - PERIMTER BERM LANDSCAPE	(150,000)	-	-	-
<b>FUND BALANCE - ENDING</b>	<b>\$ 500,673</b>	<b>\$ 593,640</b>	<b>\$ 622,689</b>	<b>\$ 709,617</b>

**RENAISSANCE CDD**  
**DS SERIES 2012**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**  
**For the Period Starting October 1, 2018 Ending November 30, 2018**

	<b>ADOPTED BUDGET</b>	<b>BUDGET YEAR-TO-DATE</b>	<b>ACTUAL YEAR-TO-DATE</b>	<b>VARIANCE FAVORABLE (UNFAVORABLE)</b>
<b>REVENUE</b>				
SPECIAL ASSESSMENTS - ON-ROLL (Net)	\$ 603,209	\$ 55,495	\$ 145,893 a)	\$ 90,398
SPECIAL ASSESSMENTS - ON-ROLL Excess Fees	-	-	150	150
FUND BALANCE FORWARD	-	-	-	-
INTEREST REVENUE	-	-	1,297	1,297
FUND BALANCE FORWARD (Revenue Acct)	-	-	-	-
MISCELLANEOUS REVENUE	(24,128)	-	-	-
<b>TOTAL REVENUE</b>	<b>579,081</b>	<b>55,495</b>	<b>147,339</b>	<b>91,844</b>
<b>EXPENDITURES</b>				
INTEREST EXPENSE	299,287	-	152,706	(152,706)
PRINCIPAL RETIREMENT May 1, 2019	250,000	-	-	-
PREPAYMENT	24,128	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>573,415</b>	<b>-</b>	<b>152,706</b>	<b>(152,706)</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>5,666</b>	<b>55,495</b>	<b>(5,367)</b>	<b>(60,862)</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
BOND PROCEEDS	-	-	-	-
BOND REDEMPTION	-	-	-	-
TRANSFER-IN	-	-	-	-
TRANSFER-OUT	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>5,666</b>	<b>55,495</b>	<b>(5,367)</b>	<b>(60,862)</b>
FUND BALANCE - BEGINNING	-	-	472,991	472,991
<b>FUND BALANCE - ENDING</b>	<b>\$ 5,666</b>	<b>\$ 55,495</b>	<b>\$ 467,625</b>	<b>\$ 412,129</b>

a) Assessment budget reported at gross, year-to-date budget adjusted to net and actual collections reported at net pending the receipt of County's discount and collection fees information.



**RENAISSANCE**  
**Community Development District**  
**Bank Reconciliation -GF Operating Accounts**  
**November 30, 2018**

	CenterState Bank
	Acct
Balance Per Bank Statement	<u>\$ 51,734.57</u>
Less: Outstanding Checks - GF & PR	(7,518.29)
<b><i>Adjusted Bank Balance</i></b>	<b><u><u>\$ 44,216.28</u></u></b>
Beginning Bank Balance Per Books	\$ 53,097.71
Cash Receipts	12.35
Cash Disbursements	(8,893.78)
<b><i>Balance Per Books</i></b>	<b><u><u>\$ 44,216.28</u></u></b>

**RENAISSANCE CDD  
FY2019  
CHECK REGISTER**

Date	Num	Name	Memo	Debit	Credit	BU Balance
<b>EOM Balance</b>				<b>8.03</b>	<b>35,808.62</b>	<b>8,384.66</b>
10/01/2018	2390	DPFG MANAGEMENT & CONSULTING, LLC	CDD Mgmt - October		4,675.00	3,709.66
10/09/2018		Center State Bank	Transfer to Operating	50,000.00		53,709.66
10/09/2018	2391	ESTATE LANDSCAPING & LAWN MANAGEMENT	Remova Debris & Fence Cleanup		10,251.77	43,457.89
10/09/2018	2392	COMMUNITY ENGINEERING SERVICES, INC	Water Monitoring - October		1,000.00	42,457.89
10/09/2018	2393	FLORIDA FOUNTAIN & EQUIPMENT, LLC	Pressure Wash Fountains		1,500.00	40,957.89
10/09/2018	2395	THE CLUB AT RENAISSANCE	Landscape Maint - August		3,000.00	37,957.89
10/09/2018	2396	Solitude Lake Management	Lake & Pond Maint - October		3,269.00	34,688.89
10/09/2018	2397	Venturesin.com, Inc	Web Site Hosting - October		80.00	34,608.89
10/11/2018	10112018	Renaissance CDD GF.	Transfer to Operating	50,000.00		84,608.89
10/12/2018	2398	DPFG MANAGEMENT & CONSULTING, LLC	Dissemination Svs, Special Assessment - FY 2019		18,388.00	66,220.89
10/18/2018	2399	FLORIDA DEPT OF ECONOMIC OPPORTUNIT	Annual Filing FY 2019		175.00	66,045.89
10/18/2018	2400	KNOTT EBELINI HART	Legal Svcs - October		1,000.00	65,045.89
10/18/2018	2402	THE CLUB AT RENAISSANCE	Landscape Maint - September		3,000.00	62,045.89
10/22/2018	2403	FLORIDA FOUNTAIN & EQUIPMENT, LLC	50% Deposit on Lake Aeration		3,109.84	58,936.05
10/23/2018	FL10001	FLORIDA POWER & LIGHT	9/12-10/11 - 12531 Renaissance Way Aerator		11.65	58,924.40
10/23/2018	ACHFL10002	FLORIDA POWER & LIGHT	9/12-10/11 - 12551 Renaissance Way Aerator		25.73	58,898.67
10/23/2018	ACHFL10003	FLORIDA POWER & LIGHT	9/12-10/11 - 12621 Renaissance Way Aerator		11.65	58,887.02
10/23/2018	ACHFL1004	FLORIDA POWER & LIGHT	9/12-10/11 - 12650 Palomino Ln Aerator		11.65	58,875.37
10/23/2018	ACHFL10005	FLORIDA POWER & LIGHT	9/12-10/11 - 12751 Renaissance Way Aerator		11.65	58,863.72
10/23/2018	ACHFL10006	FLORIDA POWER & LIGHT	9/12-10/11 - 12981 Renaissance Way Aerator		81.46	58,782.26
10/23/2018	ACHFL10007	FLORIDA POWER & LIGHT	9/12-10/11 - 12990 Renaissance Way Pump		11.65	58,770.61
10/23/2018	AACHFL10008	FLORIDA POWER & LIGHT	9/12-10/11 - 9402 Penzance Blvd Pump		41.91	58,728.70
10/23/2018	ACHFL10009	FLORIDA POWER & LIGHT	9/12-10/11 - 9540 Via Lago Way Fntn 4		296.96	58,431.74
10/23/2018	ACHFL10010	FLORIDA POWER & LIGHT	9/12-10/11 - 9551 Via Lago Way Lk Fntn		242.44	58,189.30
10/23/2018	ACHFL10011	FLORIDA POWER & LIGHT	9/12-10/11 - 9613 Via Lago Way Irr		153.38	58,035.92
10/23/2018	ACHFL10012	FLORIDA POWER & LIGHT	9/12-10/11 - 9637 Via Lago Way Irr		275.88	57,760.04
10/31/2018	2414	DPFG MANAGEMENT & CONSULTING, LLC	CDD Mgmt - November		4,675.00	53,085.04
10/31/2018		Center State Bank	Interest	12.67		53,097.71
<b>EOM Balance</b>				<b>100,012.67</b>	<b>55,299.62</b>	<b>53,097.71</b>
11/20/2018	2404	EGIS INSURANCE & RISK ADVISTORS, LLC	Insurance - FY 2019		7,706.00	45,391.71
11/30/2018	ACH113018-1	FLORIDA POWER & LIGHT	10/11-11/09 - 12531 Renaissance Way Aerator		11.66	45,380.05
11/30/2018	ACH113018-2	FLORIDA POWER & LIGHT	10/11-11/09 - 12551 Renaissance Way Aerator		15.35	45,364.70
11/30/2018	ACH113018-3	FLORIDA POWER & LIGHT	10/11-11/9 - 12621 Renaissance Way Aerator		11.66	45,353.04
11/30/2018	ACH113018-4	FLORIDA POWER & LIGHT	10/11-11/9 - 12650 Palomino Ln Aerator		11.66	45,341.38
11/30/2018	ACH113018-5	FLORIDA POWER & LIGHT	10/11-11/9 - 12751 Renaissance Way Aerator		11.66	45,329.72
11/30/2018	ACH113018-6	FLORIDA POWER & LIGHT	10/11-11/9 - 12981 Renaissance Way Aerator		91.77	45,237.95
11/30/2018	ACH113018-7	FLORIDA POWER & LIGHT	10/11-11/9 - 12990 Renaissance Way Pump		11.66	45,226.29
11/30/2018	ACH113018-8	FLORIDA POWER & LIGHT	10/11-11/9 - 9402 Penzance Blvd Pump		43.15	45,183.14
11/30/2018	ACH1130-8	FLORIDA POWER & LIGHT	10/11-11/9 - 9540 Via Lago Way Fntn 4		303.77	44,879.37
11/30/2018	ACH113018-9	FLORIDA POWER & LIGHT	10/11-11/9 - 9551 Via Lago Way Lk Fntn		247.45	44,631.92
11/30/2018	ACH113018	FLORIDA POWER & LIGHT	10/11-11/9 - 9613 Via Lago Way Irr		155.09	44,476.83
11/30/2018	ACH113018.	FLORIDA POWER & LIGHT	10/11-11/9 - 9637 Via Lago Way Irr		272.90	44,203.93
11/30/2018		Center State Bank	Interest	12.35		44,216.28
<b>EOM Balance</b>				<b>12.35</b>	<b>8,893.78</b>	<b>44,216.28</b>

# **Renaissance Community Development District**

Financial Statements  
(Unaudited)

Period Ending

December 31, 2018

**RENAISSANCE CDD**  
**COMBINED BALANCE SHEET**  
**December 31, 2018**

	<b>GENERAL FUND</b>	<b>SERIES 2012 FUND</b>	<b>TOTAL</b>
<b>ASSETS:</b>			
CASH	\$ 8,395	\$ -	\$ 8,395
MMK ACCOUNT	1,188,238	-	1,188,238
DEPOSIT-UTILITY	291	-	291
ADVANCED DEPOSITS	299	-	299
INVESTMENTS:			
REVENUE FUND	-	155,437	155,437
RESERVE FUND	-	166,324	166,324
INTEREST FUND	-	-	-
ASSESSMENTS RECEIVABLE	50,966	107,746	158,711
DUE FROM OTHER FUNDS	-	447,670	447,670
PREPAID ITEMS	4,675	-	4,675
<b>TOTAL ASSETS</b>	<b>\$ 1,252,864</b>	<b>\$ 877,177</b>	<b>\$ 2,130,040</b>

**LIABILITIES & FUND BALANCE**

**LIABILITIES:**

ACCOUNTS PAYABLE	\$ 3,080	\$ -	\$ 3,080
DEFERRED REVENUE (On Roll)	50,966	107,746	158,711
DUE TO OTHER FUNDS	447,670	-	447,670

**FUND BALANCES:**

NONSPENDABLE - PREPAID AND DEPOSITS	590	-	590
RESTRICTED FOR DEBT SERVICE	-	465,572	465,572
ASSIGNED: ONE QUARTER OPERATING CAPITAL	106,087	-	106,087
ASSIGNED: RENEWAL & REPLACEMENT - FY 2014	107,309	-	107,309
ASSIGNED: RENEWAL & REPLACEMENT - FY 2015	10,680	-	10,680
ASSIGNED: RENEWAL & REPLACEMENT - FY 2016	10,680	-	10,680
ASSIGNED: RENEWAL & REPLACEMENT - FY 2017	10,920	-	10,920
ASSIGNED: RENEWAL & REPLACEMENT - FY 2018	11,138	-	11,138
ASSIGNED: RENEWAL & REPLACEMENT - FY 2019	12,029	-	12,029
ASSIGNED: FUTURE DEBT SERVICE PAYMENT	150,000	-	150,000
UNASSIGNED:	331,715	303,859	635,574
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 1,252,864</b>	<b>\$ 877,177</b>	<b>\$ 2,130,040</b>

**RENAISSANCE CDD**  
**GENERAL FUND**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**  
**For the Period Starting October 1, 2018 Ending December 31, 2018**

	FY2019 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUE</b>				
SPECIAL ASSESSMENTS - ON-ROLL (Net)	\$ 274,347	\$ 164,608	\$ 211,550	\$ 46,942
INTEREST	-	-	650	650
UNASSIGNED FUND BAL-PERIMETER BERM LANDSCAPE IMPROVE.	150,000	-	-	-
ASSESSMENT DISCOUNT (4%)	-	-	-	47,592
<b>TOTAL REVENUE</b>	<b>424,347</b>	<b>164,608</b>	<b>212,200</b>	<b>95,183</b>
<b>EXPENDITURES</b>				
<b>ADMINISTRATIVE:</b>				
MANAGEMENT CONSULTING SERVICES	48,825	12,206	12,206	-
GENERAL ADMINISTRATIVE	3,600	900	900	-
MISCELLANEOUS	500	125	-	125
AUDITING	4,300	-	-	-
ASSESSMENT ADMINISTRATION	13,388	13,388	13,388	-
COUNTY-ASSESSMENT COLLECTION FEES	552	552	389	163
LEGAL ADVERTISEMENTS	1,500	375	234	141
REGULATORY AND PERMIT FEES	175	175	175	-
ENGINEERING SERVICES	3,500	875	-	875
LEGAL SERVICES	12,000	3,000	3,000	-
WEBSITE DEVELOPMENT AND MONTHLY MAINT.	960	240	240	-
ADMINISTRATIVE CONTINGENCY	1,000	250	-	250
<b>TOTAL ADMINISTRATION</b>	<b>90,300</b>	<b>32,086</b>	<b>30,533</b>	<b>1,554</b>
<b>INSURANCE:</b>				
INSURANCE (GENERAL LIABILITY AND D.O.)	7,159	7,159	7,706	(547)
<b>TOTAL INSURANCE</b>	<b>7,159</b>	<b>7,159</b>	<b>7,706</b>	<b>(547)</b>
<b>DEBT SERVICE ADMINISTRATION:</b>				
ARBITRAGE REPORTING	500	-	-	-
DISSEMINATION AGENT	5,000	5,000	5,000	-
TRUSTEE FEES	4,149	4,149	4,148	1
TRUST FUND ACCOUNTING	3,675	919	919	-
<b>TOTAL DEBT SERVICE ADMINISTRATION</b>	<b>13,324</b>	<b>10,068</b>	<b>10,067</b>	<b>1</b>
<b>FIELD OPERATIONS:</b>				
ELECTRICITY-UTILITY	16,500	4,125	2,977	1,148
WATER QUALITY & WETLAND MONITORING	12,000	3,000	3,000	-
LANDSCAPE - LAKE AND FLOW WAY MAINTENANCE	39,228	9,807	9,807	-
LAKE AERATION & WELL MAINTENANCE	5,000	5,000	6,220	(1,220)
FOUNTAIN REPAIRS & MAINTENANCE	10,000	2,500	621	1,879
WETLAND MAINTENANCE	15,700	3,925	-	3,925
LANDSCAPE-PERIMETER BERM MOWING	36,000	9,000	9,000	-
MULCH	6,000	1,500	-	1,500
PERIMETER BERM LANDSCAPE IMPROVEMENTS	150,000	-	-	-
ENTRY AND WALLS MAINTENANCE	-	-	-	-
FIELD CONTINGENCY (FENCE IN FY 2016 )	11,107	2,777	-	2,777
<b>TOTAL FIELD OPERATIONS</b>	<b>301,535</b>	<b>41,634</b>	<b>31,625</b>	<b>10,009</b>
<b>INCREASE IN RENEWAL &amp; REPLACEMENT</b>	<b>12,029</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>424,347</b>	<b>90,947</b>	<b>79,931</b>	<b>11,016</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>-</b>	<b>73,662</b>	<b>132,269</b>	<b>106,199</b>
FUND BALANCE - BEGINNING	638,644	638,644	618,879	618,879
INCREASE IN CAPITAL RESERVES	12,029	-	-	-
LESS FUND BALANCE FORWARD - PERIMTER BERM LANDSCAPE	(150,000)	-	-	-
<b>FUND BALANCE - ENDING</b>	<b>\$ 500,673</b>	<b>\$ 712,306</b>	<b>\$ 751,148</b>	<b>\$ 725,078</b>

**RENAISSANCE CDD**  
**DS SERIES 2012**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**  
**For the Period Starting October 1, 2018 Ending December 31, 2018**

	<b>ADOPTED BUDGET</b>	<b>BUDGET YEAR-TO-DATE</b>	<b>ACTUAL YEAR-TO-DATE</b>	<b>VARIANCE FAVORABLE (UNFAVORABLE)</b>
<b>REVENUE</b>				
SPECIAL ASSESSMENTS - ON-ROLL (Net)	\$ 603,209	\$ 332,972	\$ 447,233 a)	\$ 114,262
SPECIAL ASSESSMENTS - ON-ROLL Excess Fees	-	-	150	150
FUND BALANCE FORWARD	-	-	-	-
INTEREST REVENUE	-	-	1,763	1,763
FUND BALANCE FORWARD (Revenue Acct)	-	-	-	-
MISCELLANEOUS REVENUE	(24,128)	-	-	-
<b>TOTAL REVENUE</b>	<b>579,081</b>	<b>332,972</b>	<b>449,146</b>	<b>116,174</b>
<b>EXPENDITURES</b>				
INTEREST EXPENSE	299,287	-	152,706	(152,706)
PRINCIPAL RETIREMENT May 1, 2019	250,000	-	-	-
PREPAYMENT	24,128	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>573,415</b>	<b>-</b>	<b>152,706</b>	<b>(152,706)</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>5,666</b>	<b>332,972</b>	<b>296,439</b>	<b>(36,532)</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
BOND PROCEEDS	-	-	-	-
BOND REDEMPTION	-	-	-	-
TRANSFER-IN	-	-	-	-
TRANSFER-OUT	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>5,666</b>	<b>332,972</b>	<b>296,439</b>	<b>(36,532)</b>
FUND BALANCE - BEGINNING	-	-	472,991	472,991
<b>FUND BALANCE - ENDING</b>	<b>\$ 5,666</b>	<b>\$ 332,972</b>	<b>\$ 769,431</b>	<b>\$ 436,459</b>

a) Assessment budget reported at gross, year-to-date budget adjusted to net and actual collections reported at net pending the receipt of County's discount and collection fees information.

**RENAISSANCE**  
**Community Development District**  
**Bank Reconciliation -GF Operating Accounts**  
**December 31, 2018**

	CenterState Bank
	Acct
Balance Per Bank Statement	<u>\$ 20,587.90</u>
Less: Outstanding Checks - GF & PR	(12,193.29)
<b><i>Adjusted Bank Balance</i></b>	<b><u><u>\$ 8,394.61</u></u></b>
Beginning Bank Balance Per Books	\$ 44,216.28
Cash Receipts	7.40
Cash Disbursements	(35,829.07)
<b><i>Balance Per Books</i></b>	<b><u><u>\$ 8,394.61</u></u></b>

**RENAISSANCE CDD  
FY2019  
CHECK REGISTER**

Date	Num	Name	Memo	Debit	Credit	BU Balance
<b>EOM Balance</b>				<b>8.03</b>	<b>35,808.62</b>	<b>8,384.66</b>
10/01/2018	2390	DPFG MANAGEMENT & CONSULTING, LLC	CDD Mgmt - October		4,675.00	3,709.66
10/09/2018		Center State Bank	Transfer to Operating	50,000.00		53,709.66
10/09/2018	2391	ESTATE LANDSCAPING & LAWN MANAGEMENT	Remova Debris & Fence Cleanup		10,251.77	43,457.89
10/09/2018	2392	COMMUNITY ENGINEERING SERVICES, INC	Water Monitoring - October		1,000.00	42,457.89
10/09/2018	2393	FLORIDA FOUNTAIN & EQUIPMENT, LLC	Pressure Wash Fountains		1,500.00	40,957.89
10/09/2018	2395	THE CLUB AT RENAISSANCE	Landscape Maint - August		3,000.00	37,957.89
10/09/2018	2396	Solitude Lake Management	Lake & Pond Maint - October		3,269.00	34,688.89
10/09/2018	2397	Venturesin.com, Inc	Web Site Hosting - October		80.00	34,608.89
10/11/2018	10112018	Renaissance CDD GF.	Transfer to Operating	50,000.00		84,608.89
10/12/2018	2398	DPFG MANAGEMENT & CONSULTING, LLC	Dissemination Svs, Special Assessment - FY 2019		18,388.00	66,220.89
10/18/2018	2399	FLORIDA DEPT OF ECONOMIC OPPORTUNIT	Annual Filing FY 2019		175.00	66,045.89
10/18/2018	2400	KNOTT EBELINI HART	Legal Svcs - October		1,000.00	65,045.89
10/18/2018	2402	THE CLUB AT RENAISSANCE	Landscape Maint - September		3,000.00	62,045.89
10/22/2018	2403	FLORIDA FOUNTAIN & EQUIPMENT, LLC	50% Deposit on Lake Aeration		3,109.84	58,936.05
10/23/2018	FL10001	FLORIDA POWER & LIGHT	9/12-10/11 - 12531 Renaissance Way Aerator		11.65	58,924.40
10/23/2018	ACHFL10002	FLORIDA POWER & LIGHT	9/12-10/11 - 12551 Renaissance Way Aerator		25.73	58,898.67
10/23/2018	ACHFL10003	FLORIDA POWER & LIGHT	9/12-10/11 - 12621 Renaissance Way Aerator		11.65	58,887.02
10/23/2018	ACHFL1004	FLORIDA POWER & LIGHT	9/12-10/11 - 12650 Palomino Ln Aerator		11.65	58,875.37
10/23/2018	ACHFL10005	FLORIDA POWER & LIGHT	9/12-10/11 - 12751 Renaissance Way Aerator		11.65	58,863.72
10/23/2018	ACHFL10006	FLORIDA POWER & LIGHT	9/12-10/11 - 12981 Renaissance Way Aerator		81.46	58,782.26
10/23/2018	ACHFL10007	FLORIDA POWER & LIGHT	9/12-10/11 - 12990 Renaissance Way Pump		11.65	58,770.61
10/23/2018	AACHFL10008	FLORIDA POWER & LIGHT	9/12-10/11 - 9402 Penzance Blvd Pump		41.91	58,728.70
10/23/2018	ACHFL10009	FLORIDA POWER & LIGHT	9/12-10/11 - 9540 Via Lago Way Fntn 4		296.96	58,431.74
10/23/2018	ACHFL10010	FLORIDA POWER & LIGHT	9/12-10/11 - 9551 Via Lago Way Lk Fntn		242.44	58,189.30
10/23/2018	ACHFL10011	FLORIDA POWER & LIGHT	9/12-10/11 - 9613 Via Lago Way Irr		153.38	58,035.92
10/23/2018	ACHFL10012	FLORIDA POWER & LIGHT	9/12-10/11 - 9637 Via Lago Way Irr		275.88	57,760.04
10/31/2018	2414	DPFG MANAGEMENT & CONSULTING, LLC	CDD Mgmt - November		4,675.00	53,085.04
10/31/2018		Center State Bank	Interest	12.67		53,097.71
<b>EOM Balance</b>				<b>100,012.67</b>	<b>55,299.62</b>	<b>53,097.71</b>
11/20/2018	2404	EGIS INSURANCE & RISK ADVISTORS, LLC	Insurance - FY 2019		7,706.00	45,391.71
11/30/2018	ACH113018-1	FLORIDA POWER & LIGHT	10/11-11/09 - 12531 Renaissance Way Aerator		11.66	45,380.05
11/30/2018	ACH113018-2	FLORIDA POWER & LIGHT	10/11-11/09 - 12551 Renaissance Way Aerator		15.35	45,364.70
11/30/2018	ACH113018-3	FLORIDA POWER & LIGHT	10/11-11/9 - 12621 Renaissance Way Aerator		11.66	45,353.04
11/30/2018	ACH113018-4	FLORIDA POWER & LIGHT	10/11-11/9 - 12650 Palomino Ln Aerator		11.66	45,341.38
11/30/2018	ACH113018-5	FLORIDA POWER & LIGHT	10/11-11/9 - 12751 Renaissance Way Aerator		11.66	45,329.72
11/30/2018	ACH113018-6	FLORIDA POWER & LIGHT	10/11-11/9 - 12981 Renaissance Way Aerator		91.77	45,237.95
11/30/2018	ACH113018-7	FLORIDA POWER & LIGHT	10/11-11/9 - 12990 Renaissance Way Pump		11.66	45,226.29
11/30/2018	ACH113018-8	FLORIDA POWER & LIGHT	10/11-11/9 - 9402 Penzance Blvd Pump		43.15	45,183.14
11/30/2018	ACH1130-8	FLORIDA POWER & LIGHT	10/11-11/9 - 9540 Via Lago Way Fntn 4		303.77	44,879.37
11/30/2018	ACH113018-9	FLORIDA POWER & LIGHT	10/11-11/9 - 9551 Via Lago Way Lk Fntn		247.45	44,631.92
11/30/2018	ACH113018	FLORIDA POWER & LIGHT	10/11-11/9 - 9613 Via Lago Way Irr		155.09	44,476.83
11/30/2018	ACH113018.	FLORIDA POWER & LIGHT	10/11-11/9 - 9637 Via Lago Way Irr		272.90	44,203.93
11/30/2018		Center State Bank	Interest	12.35		44,216.28
<b>EOM Balance</b>				<b>12.35</b>	<b>8,893.78</b>	<b>44,216.28</b>
12/04/2018	2405	DPFG MANAGEMENT & CONSULTING, LLC	CDD Mgmt - December		4,675.00	39,541.28
12/07/2018	2406	COMMUNITY ENGINEERING SERVICES, INC	Water Monitoring - November		1,000.00	38,541.28
12/07/2018	2407	FLORIDA FOUNTAIN & EQUIPMENT, LLC	Service Call Fntns 11/16, 50% Final Pmt for Aeration		3,731.22	34,810.06
12/07/2018	2408	KNOTT EBELINI HART	Legal Svcs - November		1,000.00	33,810.06
12/07/2018	2409	LEE COUNTY PROPERTY APPRAISER	Non Ad Valorem		389.00	33,421.06
12/07/2018	2410	Solitude Lake Management	Lake & Pond Maint - Nov - Dec		6,538.00	26,883.06
12/07/2018	2411	THE CLUB AT RENAISSANCE	Landscape Maint - October		3,000.00	23,883.06
12/07/2018	2412	US BANK	Trustee Fees		4,148.38	19,734.68
12/07/2018	2413	Venturesin.com, Inc	Web Site Hosting - November		80.00	19,654.68
12/13/2018	2415	COMMUNITY ENGINEERING SERVICES, INC	Water Monitoring - December		1,000.00	18,654.68
12/13/2018	2416	KNOTT EBELINI HART	Legal Svcs - December		1,000.00	17,654.68
12/13/2018	2417	THE CLUB AT RENAISSANCE	Landscape Maint - November		3,000.00	14,654.68
12/20/2018	2418	THE NEWS- PRESS MEDIA GROUP	Legal Ad		234.47	14,420.21
12/27/2018	ACH010218.1	FLORIDA POWER & LIGHT	11/09-12/11 - 12531 Renaissance Way Aerator		11.66	14,408.55
12/27/2018	ACH010219.2	FLORIDA POWER & LIGHT	11/09-12/11 - 12551 Renaissance Way Aerator		12.16	14,396.39
12/27/2018	ACH010219.3	FLORIDA POWER & LIGHT	11/09-12/11 - 12621 Renaissance Way Aerator		23.41	14,372.98
12/27/2018	ACH010219.4	FLORIDA POWER & LIGHT	11/09-12/11 - 12650 Palomino Ln Aerator		11.66	14,361.32
12/27/2018	ACH010219.5	FLORIDA POWER & LIGHT	11/09-12/11 - 12751 Renaissance Way Aerator		11.66	14,349.66



**RENAISSANCE CDD  
FY2019  
CHECK REGISTER**

Date	Num	Name	Memo	Debit	Credit	BU Balance
12/27/2018	ACH010219.6	FLORIDA POWER & LIGHT	11/09-12/11 - 12981 Renaissance Way Aerator		126.25	14,223.41
12/27/2018	ACH010219.7	FLORIDA POWER & LIGHT	11/09-12/11 - 12990 Renaissance Way Pump		11.66	14,211.75
12/27/2018	ACH010219.8	FLORIDA POWER & LIGHT	11/09-12/11 - 9402 Penzance Blvd Pump		55.70	14,156.05
12/27/2018	ACH010219.9	FLORIDA POWER & LIGHT	11/09-12/11 - 9540 Via Lago Way Fntn 4		336.62	13,819.43
12/27/2018	ACH01219.10	FLORIDA POWER & LIGHT	11/09-12/11 - 9551 Via Lago Way Lk Fntn		273.10	13,546.33
12/27/2018	ACH01219.11	FLORIDA POWER & LIGHT	11/09-12/11 - 9613 Via Lago Way Irr		170.12	13,376.21
12/27/2018	ACH01219.12	FLORIDA POWER & LIGHT	11/09-12/11 - 9637 Via Lago Way Irr		314.00	13,062.21
12/28/2018	2419	DPFG MANAGEMENT & CONSULTING, LLC	CDD Mgmt - January		4,675.00	8,387.21
12/31/2018			Interest	7.40		8,394.61
<b>EOM Balance</b>				<b>7.40</b>	<b>35,829.07</b>	<b>8,394.61</b>

**EXHIBIT 3.**



Calvin, Giordano & Associates, Inc.  
EXCEPTIONAL SOLUTIONS™

Building Code Services  
Civil Engineering / Roadway  
& Highway Design  
Coastal Engineering  
Code Compliance  
Construction Engineering &  
Inspection (CEI)  
Construction Services  
Data Technologies &  
Development  
Electrical Engineering  
Engineering  
Environmental Services  
Facilities Management  
Geographic Information  
Systems (GIS)  
Governmental Services  
Landscape Architecture  
Planning  
Project Management  
Redevelopment  
& Urban Design  
Surveying & Mapping  
Traffic Engineering  
Transportation Planning  
Water / Utilities Engineering  
Website Development

1800 Eller Drive  
Suite 600  
Fort Lauderdale, FL  
33316  
954.921.7781 phone  
954.921.8807 fax

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

September 12, 2018

Mr. Paul Cusmano

District Manager/Owner Representative

D.P.F.G. - Development Planning & Financing Group, Inc.

15310 Amberly Drive, Suite 175

Tampa, FL 33647

**RE: Renaissance C.D.D. - Landscape Renovation Master Plan**  
CGA Proposal No. 18-1284

Dear Mr. Cusmano,

We are pleased to submit this proposal for Professional Services on the above referenced project located in the City of Fort Myers.

The CGA Landscape Architecture Department shall prepare a report with photographs of the existing condition of the perimeter berms and landscaping around the community. Based on this assessment, CGA will prepare a summary report with recommendations and plans for the landscape renovations, including in-fill planting, tree trimming, and tree removals. A cost estimate and phasing plan for the proposed improvements will also be prepared. Please see the detailed scope of services to be provided below.

**I. Professional Landscape Architecture Services**

- A. Site visit to inventory the existing conditions of the trees and landscaping around the perimeter of the community.
- B. Prepare a report summarizing the assessment of the condition of the existing trees and landscaping around the perimeters. This report shall include photographs of the existing conditions.
- C. Prepare a tree preservation plan indicating which existing trees and palms are to remain, to be removed, or to be relocated. This plan shall also include recommendations on the pruning and maintenance needs of the trees and palms to remain within the perimeter buffers.

- D. Prepare a report with recommendations and planting plans for the proposed enhancements to the landscaping around the perimeter of the community. This report shall include some "before and after" renderings to illustrate the proposed landscape improvements and planting designs.
- E. Prepare a detailed cost estimate for the proposed landscape improvements for budgeting purposes.
- F. Prepare a phasing plan to spread the cost of the project over several years, and to prioritize the areas of greatest need.
- G. Attend one (1) review meeting with a small group or committee of residents, or make one (1) presentation to the Board of Directors to explain the plan.
- H. Review the comments from the residents or Board of Directors, and then prepare any necessary revisions to the plans to address those comments.
- I. Prepare the final report and planting plans for the proposed landscape enhancements and submit them to the Board of Directors for their final approval.
- J. Assist with the bidding process and the selection of the Contractor for the Phase One scope of work only.
- K. Conduct up to four (4) site visits to inspect the landscaping during construction. This shall include one final inspection at the end of the project and the preparation on one punch list of final items to be completed by the Contractor.

#### **BASIS OF PROPOSAL**

- Any opinion of the construction cost prepared by Calvin, Giordano & Associates, Inc. represents its judgment as a design professional and is supplied for the general guidance of the CLIENT since Calvin, Giordano & Associates, Inc. has no control over the cost of labor and material, or over competitive bidding or market conditions. Calvin, Giordano & Associates, Inc. does not guarantee the accuracy of such opinions as compared to contractor bids or actual cost to the CLIENT.
- Any outside engineering services, studies, or laboratory testing not specifically mentioned in the Scope of Services will be the responsibility of the CLIENT. All municipal, permit, and agency fees as well as Title Certificates will be paid by the CLIENT.



- Basic services outlined within this proposal shall be considered complete when the project plans are submitted to the regulatory agencies for Certification.
- Calvin, Giordano & Associates, Inc. is performing the consultant services set forth in this Agreement strictly as a professional consultant to CLIENT. Nothing contained in this Agreement shall create any contractual relationship between Calvin, Giordano & Associates, Inc. and any contractor or subcontractor performing construction activities on the project, or any of CLIENT's other professional consultants.
- Calvin, Giordano & Associates, Inc. shall not be responsible for the contractor's schedules or failure to carry out the construction in accordance with the construction documents. Calvin, Giordano & Associates, Inc. shall not have control over or charge of acts or omissions of the contractor, subcontractors, or their agents or employees, or of any other persons performing portions of the construction.
- Calvin, Giordano & Associates, Inc. will require that all consultants carry proper insurance, including professional liability insurance, if appropriate.
- Permit construction certification will include one partial and one final inspection.

#### **ADDITIONAL FEES**

The following services are NOT included in this proposal and will be considered Additional Services, which will be addressed in a separate contractual agreement. The services include but are not limited to:

- Architectural, structural (i.e., retaining walls, bridges, docks), mechanical (i.e., fire pumps), fire protection, geotechnical and testing, environmental assessment, power, gas, telephone, cable television, site lighting services.
- Calculations for needed fire flow for site demands, based on building type use and size, if required.
- Calculations of off-site flood stages.
- Construction quality control inspections.
- Off-site engineering and negotiations for off-site easements, if required (other than as specified in the Scope of Services).
- Permit application or negotiation with permitting authorities other than those specifically listed herein.
- Preparation of construction contract documents, other than drawings and technical specifications (e.g., bid schedule, project manual);
- Professional land surveying not included in the scope of services (i.e., buried utility investigation, easement research, condominium documents, project stake-out and as-built drawings).

- Professional services required due to conditions different from those itemized under the Scope of Services or due to events beyond the control of Calvin, Giordano & Associates, Inc.
- Professional services required, due to changes in the site plan initiated by the CLIENT, their representatives or other consultants (e.g., architects, landscape architects, etc.) after either design or preparation of the construction drawings has commenced.
- Re-review of rejected shop drawings.
- Review and approval of Contractor pay requests.
- Review of Data supplied by the CLIENT (i.e. GIS data sets, databases, aerial images, etc.) required for integration into this project.
- Review of shop drawings for contractor or Client selected alternatives, materials, products, etc.
- Special shop drawing annotation and modification to expedite shop drawing approval process.
- Updated boundary survey, site evaluation or closing assistance work, unless specified above.

#### **REIMBURSABLE EXPENSES**

Calvin, Giordano & Associates, Inc. and its consultants will be reimbursed for the printing of drawings and specifications, deliveries, Federal Express services, required travel time and travel expenses, long distance telephone calls, fax transmittals, postage, fees paid for securing approval of authorities having jurisdiction over the project, renderings, models and mock-ups required by CLIENT, as required. Reimbursable expenses and sub-consultant invoices will be billed directly to the CLIENT at a multiplier of 1.25.

#### **MEETING ATTENDANCE**

Due to the difficulties of predicting the number or duration of meetings, no meetings other than those listed above, are included in the Schedule of Fees shown below. Preparation for and meeting attendance, as necessary, will be provided on a time and materials basis and will be billed at the standard hourly rates in accordance with the attached Hourly Rate Schedule.

#### **SCHEDULE OF FEES**

Calvin, Giordano & Associates, Inc. will perform the Scope of Services for a lump sum fee as shown in the proposed Schedule of Fees:

<b>PROPOSED SCHEDULE OF FEES</b>		
<b>I</b>	<b>Professional Landscape Architecture Services</b>	<b>\$25,020.00</b>
	Other Landscape Architecture Work Activity	
	Site visit to inventory the existing trees and landscaping.	\$2,040.00
	Prepare report summarizing assessment of existing conditions.	\$2,880.00
	Prepare Tree Removal, Relocation and Pruning Plans.	\$2,040.00
	Prepare landscape restoration plans and report.	\$8,040.00
	Prepare a phasing plan.	\$1,020.00
	Prepare a budget level cost estimate.	\$1,020.00
	Attend one review meeting or presentation to the board of directors.	\$1,020.00
	Prepare revisions to the plans to address any comments from the board of directors.	\$2,040.00
	Prepare the final copies of the landscape renovation plans and report for distribution.	\$2,040.00
	Assist with the bidding process and selection of a contractor (for Phase One only).	\$780.00
	Site visits and inspections during the installation of the landscaping (up to four visits).	\$2,100.00
<b>II</b>	<b>Meetings not included in I thru I</b>	<b>Hourly</b>
<b>TOTAL Lump Sum (Plus Hourly Services)</b>		<b>\$25,020.00</b>

### TERMS OF THE AGREEMENT

- Calvin, Giordano & Associates, Inc. and the CLIENT agree by their signatures on this document that each party will not hire or attempt to hire any staff from the other party while under contract together.



- Calvin, Giordano & Associates, Inc. is preparing and providing drawings, plans, specifications and other documents as outlined in the scope of services for this Agreement for use in the construction of this project, based upon design and construction criteria prepared and provided by others, including but not limited to the CLIENT and CLIENT's consultants. Calvin, Giordano & Associates, Inc. is not responsible for any errors and omissions in the aforesaid design and construction criteria provided by others.
- CLIENT agrees to indemnify, hold harmless and, at Calvin, Giordano & Associates, Inc.'s option, defend or pay for an attorney selected by Calvin, Giordano & Associates, Inc., to defend Calvin, Giordano & Associates, Inc., its officers, agents, servants, and employees against any and all claims, losses, liabilities, and expenditures of any kind, including attorney fees, any appellate attorney costs, court costs, and expenses, caused by, arising from, or related to any acts, omissions or negligence of CLIENT or its consultants.
- CLIENT agrees to limit Calvin, Giordano, & Associates, Inc.'s liability for any and all claims that CLIENT may assert on its own behalf or on behalf of another, including but not limited to claims for breach of contract or breach of warranty, to the amount of fees paid to Calvin, Giordano & Associates, Inc., pursuant to this Agreement.
- Drawings, specifications, and other documents and electronic data furnished by Calvin, Giordano & Associates, Inc. in connection with this project are instruments of service. All original instruments of service shall be retained by Calvin, Giordano & Associates, Inc. and will remain their property, with all common law, statutory and other reserved rights, including copyright, in those instruments. This information provided in the instruments of service is proprietary and will not be shared with others without prior written consent. The CLIENT may request reproducible copies, and all original documents upon payment of all outstanding invoices, and expenses.
- In the event of termination in accordance with this Agreement or termination not the fault of Calvin, Giordano & Associates, Inc., Calvin, Giordano & Associates, Inc. shall be compensated for services properly performed prior to receipt of notice of termination, together with Reimbursable Expenses then due.
- Invoices for work accomplished to date will be submitted monthly and are payable within thirty (30) days. The CLIENT will pay invoices upon receipt and understands interest charges of 1.5% per month will be applied to any unpaid balance past thirty (30) days. Calvin, Giordano & Associates, Inc. may elect to stop work until payment is received. If work is stopped for thirty (30) days or more, Calvin, Giordano & Associates, Inc. may request compensation for start-up costs when work resumes.



- PURSUANT TO SECTION 558.0035, FLORIDA STATUTES, AN INDIVIDUAL EMPLOYEE OR AGENT OF CALVIN, GIORDANO & ASSOCIATES, INC. MAY NOT BE HELD INDIVIDUALLY LIABLE IN NEGLIGENCE FOR ANY CLAIMS, DAMAGES, LOSSES, OR DISPUTES ARISING OUT OF OR SUBJECT TO THE CONTRACT.
- The CLIENT or their representative shall be available to meet with Calvin, Giordano & Associates, Inc. and provide decisions in a timely manner throughout the course of the project. The CLIENT will provide all plans and other pertinent information, which are necessary for Calvin, Giordano & Associates, Inc. to provide complete professional services as outlined in this contract.
- The terms of Agreement shall be valid for the Client's acceptance for a period of thirty (30) days from the date of execution by Calvin, Giordano & Associates, Inc. after which time this contract offer becomes null and void if not accepted formally (evidenced by receipt of an executed copy of this document). All rates and fees quoted in this document shall be effective for a period of six (6) months, after which time they may be renegotiated with the CLIENT.
- This Agreement may be terminated by either party upon not less than seven (7) days written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination. Failure of CLIENT to make payments to Calvin, Giordano & Associates, Inc., in accordance with this Agreement, shall be considered substantial nonperformance and cause for termination.

#### **MISCELLANEOUS PROVISIONS**

- CLIENT and Calvin, Giordano & Associates, Inc., respectively, bind themselves, their partners, successors, assigns, and legal representatives to the other party to this Agreement and to the partners, successors, assigns, and legal representatives of such other party with respect to all covenants of this Agreement. Neither CLIENT nor Calvin, Giordano & Associates, Inc. shall assign this Agreement without written consent of the other.
- This Agreement represents the entire and integrated agreement between the CLIENT and Calvin, Giordano & Associates, Inc. and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Calvin, Giordano & Associates, Inc. and the CLIENT.
- Unless otherwise provided, this Agreement shall be governed by the law of the place where the project is located.

#### **TERMINATION OF THE AGREEMENT**

- This Agreement may be terminated by either party upon not less than seven (7) days written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination. Failure of CLIENT to make payments to Calvin, Giordano & Associates, Inc., in accordance with this Agreement, shall be considered substantial nonperformance and cause for termination.
- In the event of termination in accordance with this Agreement or termination not the fault of Calvin, Giordano & Associates, Inc., Calvin, Giordano & Associates, Inc. shall be compensated for services properly performed prior to receipt of notice of termination, together with Reimbursable Expenses then due.

We appreciate the opportunity to submit this proposal. Calvin, Giordano & Associates, Inc. is prepared with the necessary manpower to proceed with the proposed scope of services upon receipt of the executed authorization. Our personnel are committed to completing the project in a timely manner. Please indicate your acceptance of this proposal by signing below and returning one executed copy of the contract to this office. We look forward to working with you in making this project a success.

Sincerely,

**CALVIN, GIORDANO & ASSOCIATES, INC.**



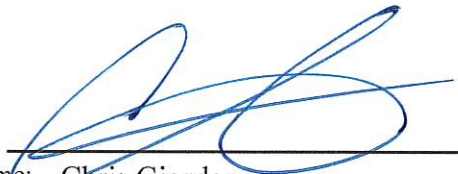
Chris Giordano  
Vice President

Cost of these services are \$25,020.00 plus hourly as noted in fee breakdown.

**ACCEPTANCE OF CONTRACT**

---

**CALVIN, GIORDANO & ASSOCIATES, INC.**

By:  \_\_\_\_\_ Date: 9/12/18  
Name: Chris Giordano  
Title: Vice President

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: Mr. Paul Cusmano  
Title: District Manager/Owner Representative





Calvin, Giordano & Associates, Inc.  
EXCEPTIONAL SOLUTIONS™



## Landscape Architecture



### Collaboration Promotes Success – Award after Award

Since 1996, Calvin, Giordano & Associates, Inc. (CGA) has been providing award-winning landscape architectural design services. Our staff is comprised of a well-integrated team of innovative designers, site planners and LEED accredited professionals who are complemented by specialists providing myriad perspectives into all aspects of project development. CGA's comprehensive design services are integrated within a multidisciplinary environment, built upon decades of successfully built projects. With a thorough understanding of the needs and challenges of each client, we combine the knowledge, expertise, and talents of our locally based teams to chart new standards of service.

### Seamless Process, Exceptional Results

We take special care to evaluate all conditions affecting the customization of an approach in the development of each project. We consult with in-house technical experts to ensure that all functional components of our design solutions can be implemented. Our sensitivity to issues and conditions affecting our projects ensures seamless connections with adjoining contexts. We have vast experience coordinating with other design consultants, such as architects and structural and electrical engineers, assuring an integration of all components.

### Landscape Architectural Services

Our broad array of project experience includes:

- Historic Landscape Preservation
- Landscape and Site Planning
- Hardscape Design
- Graphic Design and Presentation

- Recreational Facilities Design
- Digital Design Services and 3-D Visual Modeling
- Municipal Landscape Code Development
- Municipal Review and Inspection Services
- Site Feasibility Studies
- Site Analysis Evaluations
- Habitat Restoration
- Arborist and Tree Mitigation Services
- Design and Development of Landscape Planting Plans
- Landscape Installation Inspection Services
- Wetland Monitoring and Reporting Services

### Landscape Urbanism Services

- Town Center and Lifestyle Center Master Plans
- Transit-Oriented Development Master Plans
- Greenways and Trails Network Designs
- Streetscapes and Main Streets
- Recreational Network Designs
- Wayfinding Systems and Signage Designs
- Urban Forestry Strategies
- Design Guidelines
- Community Development Master Plans
- Neighborhood Improvement Master Plans
- System-Wide Open Space Master Plans
- Sustainable Stormwater Management Strategies
- Regional Tree and Beautification Master Plans
- Land Stewardship Master Plans
- Public Outreach and Community Charrette Services



## Exceptional Solutions

1800 Eller Drive · Suite 600  
Fort Lauderdale, Florida  
33316

954.921.7781

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

We provide **exceptional solutions** to help our clients achieve success.

**RENAISSANCE COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS FOR LANDSCAPE  
MAINTENANCE SERVICES**

---

The Renaissance Community Development District (the “District”) hereby requests proposals to provide Landscape Design Services, as more specifically set forth in Exhibit “A” attached here to. The Exhibit “A” is full description of the RFP, Project is located at: 12801 Renaissance Way, Fort Meyers, Fl.

**Exhibit A**

**Renaissance CDD RFP for Landscape Architectural Services**

Renaissance CDD is looking for an establish Landscape Architectural Company with the following experience.

They must:

- 1- Be established for 5 years and be Licensed Design Firm
- 2- Services Provided
  - a. Site Design
  - b. Landscape and Irrigation Design
  - c. Plant and tree layout
  - d. Infill Design
  - e. Maintenance establishment
  - f. Project Management
- 3- Permitting Services if needed
- 4- Meeting with Board members/committee on design
- 5- Prelim and final drawings with presentation.

**Scope of Project:**

Renaissance CDD is looking for a firm to design infill and upgrade current landscape which surrounds the development. Design includes the greenways along the perimeter roads. Most of the existing landscape has matured or been removed over time due to damage and storm activate. Irrigation system is in need of re-design and repair. Certain areas need an up-grade to existing conditions to give it a fresh new look. Detailed attention to all entrances and site views incorporating hardscape and landscape.

The District has the right to reject any and all proposals, make modifications to the work, and waive any minor informalities and irregularities in proposals as it deems appropriate, if it determines in its discretion that it is in the best interest of the District to do so.

Ranking of proposals will be made on the basis of qualifications of the firms and will be made in accordance with the Evaluation Criteria set forth in the Exhibit for Proposals; however, please note that proposals received from firms failing to meet the following minimum qualifications/requirements will not be considered or evaluated: (1) in house Licensed Landscape Architect. The District will award the contract to the proposal that the District determines, in its sole discretion, will serve the best interests of the District. The Board of Supervisors of the District, in its sole discretion, reserves the right to reject any and all proposals and to waive any informality concerning proposals whenever such rejection or waiver is in the best interest of the District.

Any and all questions relative to this project shall be directed in writing via email to paul.cusmano@dpfg.com. The deadline for submitting questions relative to this project is 11:00 a.m., January 11th

Firms desiring to provide services for this project must submit 7 hard copies of the Proposal Bid Forms no later than 11:00 a.m. January 16th, 2018 at the office of the District Manager, DPFG Management & Consulting, LLC, 250 International Parkway, Lake Mary, Florida 32746, and an electronic version of the proposal no later than 11:00 a.m. on the same date via email to Paul Cusmano, paulcusmano@dpfg.com. Any proposal not completed as specified or missing the required proposal documents as provided in the Bid Package may be disqualified.

Paul Cusmano  
District Manager  
(813) 418-7473 Ext. 4305

January 4, 2019

19-00028L

**EXHIBIT 4.**

## Janet Johns

---

**From:** Dwayne Anderson <danderson@venturesin.com>  
**Sent:** Thursday, November 29, 2018 1:48 PM  
**To:** Janet Johns  
**Subject:** RE: Email Accounts

I do. There are already some districts that have email. It's \$5.00 per mailbox per month. The mailboxes are invoiced monthly alongside the application hosting as a separate line item.

If you decide to go ahead, I suggest using the seat number as the mailbox name, i.e. [seat1@thecdd.org](mailto:seat1@thecdd.org).

Let me know...

**Dwayne Anderson**  
Consultant  
VenturesIn.com, Inc.  
9560 W Linebaugh Ave  
Tampa FL 33626  
Ph. (813) 999-4499 | Mbl. (813) 205-0054  
[danderson@venturesin.com](mailto:danderson@venturesin.com) | <http://www.venturesin.com>

---

**From:** Janet Johns [mailto:[janet.johns@dpfg.com](mailto:janet.johns@dpfg.com)]  
**Sent:** Thursday, November 29, 2018 1:41 PM  
**To:** Dwayne Anderson <danderson@venturesin.com>  
**Subject:** Email Accounts

Do you offer email accounts? We need to get some of our new supervisors an email account for CDD work.

Janet



**Janet Johns**  
Associate  
15310 Amberly Drive  
Suite 175  
Tampa, FL 33647  
813-418-7473 X-102  
[janet.johns@dpfg.com](mailto:janet.johns@dpfg.com)

**EXHIBIT 5.**



● Compressors  
● Diffusers





**EXHIBIT 6.**

**Renaissance Community Development District  
Request for Proposals for District Management Services**

**I. GENERAL INFORMATION**

The Board of Supervisors ("**Board**") of the Renaissance Community Development District ("**District**"), a community development district ("**CDD**") established in accordance with Chapter 190, Florida Statutes, is seeking proposals for the provision of district management services ("**Proposals**"). All proposers should be experienced in the professional management of CDDs in the State of Florida, and hold any applicable licenses or certifications. Any proposer that is a corporation or other business entity must be registered with the Florida Department of State, Division of Corporations, authorized to do business in the State of Florida, and currently in good standing.

**II. SCOPE OF SERVICES**

Please see the Scope of Services that is attached hereto as **Exhibit "A"**

**III. SUBMITTAL REQUIREMENTS**

Each Proposal in response to this Request for Proposals shall include the following information:

**1. Cover letter or letter of transmittal**

**2. Company Information**

- a. Name of company (including any "Doing Business As" names)
- b. Headquarters/parent company locations
- c. History of the company
- d. Internet web site address (if any)
- e. Details of entity business structure (corporation, partnership, LLC)
- f. Date founded
- g. Organization chart of company
- h. Office locations and total number of employees at each
- i. Local address and telephone number
- j. List of any outstanding litigation that would threaten the viability of the firm or the performance of district management services
- k. Proof of applicable insurance
- l. Indication of how long it would take to implement service after authorized to commence
- m. A listing of all CDDs managed by your company in Lee County.

### **3. Qualifications**

- a. An explanation of why the proposer is the best qualified to perform the contract and demonstrate its qualifications including an item-by-item disclosure outlining how the proposer meets or exceeds the requirements of the Scope of Services Exhibit A which is part of this RFP.
- b. A business plan and/or management system for this contract using methodologies that have been successfully employed in the context of CDD management.
- c. A detailed description of the methodology to be used by it to accomplish the tasks described in the Scope of Services with separate and specific reference to each subsection.
- d. A description of any specific experience and qualifications in CDD management and any specific experience it has in each of the subsections listed in the Scope of Services. Proposers shall also indicate which management services will be performed directly and which, if any, will be sub-contracted.

### **4. Staffing**

- a. The District places significant value on consistency in a management team. Proposers should explain the extent to which the individuals handling management services for the District will remain constant.
- b. The composition of the staff team the proposer will dedicate to this assignment including:
  - i. The names of the employees who will be responsible for this contract
  - ii. Their function in the company, title, professional designation, number of years' service with the Proposer, and specific services for which each will have primary responsibility
  - iii. Detailed resumes for the specific individuals designated to work for the District, specifying educational and work experiences deemed relevant to the type of work to be undertaken.
- c. The name of the person designated as the "District Manager" who will be responsible for attending all meetings (including workshops and public hearings) and the coordination of work efforts of the other individuals. Information to be provided regarding the District Manager is to include:
  - i. Length of career in providing CDD management services
  - ii. Professional designations
  - iii. Number and size of CDDs managed in the last three years.
- d. Indicate the anticipated volume of work to be performed directly and to be subcontracted. Where any subcontractor shall be utilized in a particular discipline describe, if known, the subcontractor's qualifications in detail.
- e. Discuss how often you intend to be on-site to perform the duties of the District Manager, including but not limited to, supervision of staff, oversight of vendors,

and reviewing community assets and infrastructure to able to provide suggestions for improvements.

## **5. References**

All proposers must submit a list of at least three (3) references documenting its experience in all aspects of CDD management services provided over the last three years, or currently in process. Information must include the name of the CDD or other entity, the name of a contact person, the entity's address, the entity's email address, and a phone number where a contact person may be reached.

## **6. Cost of Services**

All proposers must submit a cost proposal for services provided in the Scope of Services. Cost proposals should be written so that they may be incorporated, as modified during contract negotiations, as an attachment to a contract with the proposer. All lump sum prices must be inclusive of all direct and non-direct costs as well as all overhead, fees and profit.

## **7. Each cost proposal must include the following:**

- a. An annual "Management Fee" to be paid in equal monthly installments, to be charged for each year of the contract as well as in any renewal periods. This must be a fixed dollar amount and not a percentage based on expenses. For the purposes of this contract, the "Management Fee" shall include the cost of all services provided in the Scope of Services, as well as Proposer's overhead and administrative costs attributable to the contract.
- b. A detailed listing of any other expenses or fees to be paid directly to the proposer (excluding those additional services provided below). These expenses shall be based on the actual costs incurred with no mark-up allowed. Unless otherwise agreed to by the District, reimbursement for these items will be limited to the amount contained in the proposer's proposal. Any expenses not specifically included will not be eligible for reimbursement and must be absorbed by the Management Fee.
- c. A fee proposal and detailed explanation for supplemental work that may be performed in addition to the tasks outlined in the Scope of Services. The fee proposal must clearly identify what types of services will be separately billed to the District, as opposed to those that are included in the Management Fee. These fees may be expressed as a "cost plus" amount.

#### **IV. PROPOSAL EVALUATION CRITERIA AND AWARD**

##### **1. Each Proposal will be evaluated using the following criteria:**

- a. Completeness of the Proposal and responsiveness to each element contained in the Scope of Services.
- b. The ability of the proposer to provide the required services and adequacy of the services to be provided.
- c. The ability of the proposer to ensure consistency in the personnel providing services to the District.
- d. Past performance of the proposer in other CDD Management engagements.
- e. Willingness to meet time and budget requirements.
- f. Geographic location of the proposer in relation to the District.
- g. Recent, current, and anticipated workloads.
- h. Volume of work previously awarded to the proposer.
- i. Reasonableness of cost for the total effort. It may also serve as the basis for subsequent negotiations of price, if necessary. Cost proposals must be complete, accurate and well documented. Any cost conditions or contingencies must be clearly stated. All lump sum prices must be inclusive of all direct and non-direct costs as well as overhead, fees and profit.

##### **2. Method of Selection**

- a. Each Proposal will be initially evaluated for conformance and qualitative compliance with the selection criteria in order to determine which Proposals are responsive and responsible. Proposers that are unable to demonstrate to the satisfaction of the District that they have the requisite expertise and experience to complete the scope of services within necessary time frames will not be considered responsive and responsible.
- b. The Board of Supervisors will evaluate the Proposals based on the above-referenced criteria. The Board of Supervisors will then proceed to negotiate a fair and reasonably priced contract with the most responsive and responsible proposer or, if necessary, the remaining responsive and responsible proposers. The Board of Supervisors may approve or reject the proposed contract, as appropriate.

#### **V. SCHEDULE:**

_____	2019	Due date for sealed copies of Proposals to District's counsel
_____	2019	Due date for electronic copy of Proposals to District's counsel
_____	2019	Electronic copies to DPFG
Undetermined		Interviews may be conducted upon future notification

## VI. SUBMITTAL OF PROPOSALS

Interested persons and firms should submit the original hard copy and six hard copies of their Proposal containing the information and materials described in the District's Request for Proposals to the District's counsel listed below. Submittals should be sealed and will be accepted via U.S. Mail or hand delivery, and must be received no later than **2:00 p.m.**, \_\_\_\_\_, \_\_\_\_\_, **2019**

Thomas Hart  
Knott-Ebelini-Hart  
1625 Hendry St.  
Suite 301  
Fort Meyers, Fl. 33901  
Tampa, Florida 33606

An electronic submittal of the Proposal must be received by the District's counsel, whose email [thart@knott-law.com](mailto:thart@knott-law.com) no later than 2:00 p.m. \_\_\_\_\_, **2019**.

Additional information is available from the District's counsel at the address listed above or the District's website at [www.renaissancecdd.org](http://www.renaissancecdd.org)

Or District Manager Paul Cusmano C/O DPFG. [paul.cusmano@dpfg.com](mailto:paul.cusmano@dpfg.com) Contact:813-418-7473  
Ext. 4305, Cell 317-509-4976

NOTE: PROPOSERS WILL NOT BE REIMBURSED FOR ANY COST ASSOCIATED WITH PREPARATION OF PROPOSALS SUBMITTED IN RESPONSE TO THIS REQUEST FOR PROPOSALS. ALL PROPOSALS WILL BE CONSIDERED PUBLIC RECORDS.

Thank you for your interest in the Renaissance Community Development District.

***Scope of Services  
for District Management Services for  
Renaissance Community Development District***

**I. MEETINGS, HEARINGS, WORKSHOPS, ETC.**

The District Manager will organize, conduct, and provide minutes for all meetings of the District. This includes, but is not limited to, scheduling meetings, providing agenda packages and meeting materials in the form requested by the Board of Supervisors, and publishing Board meeting, public hearing notices, and landowner election notices pursuant to Florida law.

The District Manager will consult with the Board of Supervisors and its designated representatives, and when necessary, organize such meetings, discussions, project site visits, workshops, and hearings as may pertain to the administration and accomplishment of the various projects and services provided by the District.

**II. RECORDS**

The District Manager will maintain “Record of Proceedings” for the District within the boundaries of the local government in which the District is located and include meeting minutes, agreements, resolutions and other records required by law or contract and provide access to such records as necessary for proper District function or compliance with Florida’s public records laws.

**III. DISTRICT OPERATIONS**

The District Manager will act as the primary point of contact for District-related matters.

The District Manager will consult with and advise the District on matters related to the operation and maintenance of the District’s public infrastructure and oversee the operation and maintenance of that infrastructure.

The District Manager will make recommendations and assist in matters relating to solicitation, approval, rejection, amendment, renewal, and cancellation of contracts for services to the District. In advance of expiration of contracts, the Manager will advise the Board as to need for renewal or additional procurement activities and implement same.

The District Manager will recommend and advise the Board, in consultation with the District Engineer of the appropriate amount and type of insurance and be responsible for procuring all necessary insurance.

The District Manager will ensure compliance with all statutes affecting the District by performing the following tasks (and such other tasks required by law but not specifically identified herein):



File name and location of the Registered Agent and Office location annually with Department of Economic Opportunity and the County.

Provide legal description and boundary map as provided by District Engineer to the Supervisor of Elections.

Provide the regular meeting schedule of the Board to County.

File all required financial reports to the Department of Revenue, Auditor General, the County, and other governmental agencies with jurisdiction in compliance with Florida law.

File request letter to the Supervisor of Election of the County for number of registered voters as of April 15, each year. Report annually the number of registered voters in the District by June 1, of each year.

Prepare and file annual public depositor report.

#### **IV. ACCOUNTING AND REPORTING**

The Accounting Manager will implement an integrated management reporting system compliant with Generally Accepted Accounting Principles (GAAP) for government and fund accounting which will allow the District to represent fairly and with full disclosure the financial position of the District. The District's accounting activities will be overseen by a degreed accountant.

The Accounting Manager will prepare reports as appropriate under applicable law, accounting standards, and bond trust indenture requirements. The Manager will track the District's general fund and bond fund activities and provide monthly and annual financial statements (including budget to actual summary).

The Accounting Manager will administer the processing, review and approval, and timely payment of all invoices and purchase orders.

The District Manager will oversee District's capital and general fund accounts.

The Accounting Manager will recommend and implement investment policies and procedures pursuant to State law, and provide Cash Management services to obtain maximum earnings for District operations through investment of surplus funds to the State Board of Administration.

#### **V. AUDITS**

The Accounting Manager will provide audit support to auditors for the required Annual Audit, and will ensure completion and submission of audit and Annual Financial Statements to the

County, Auditor General, and other appropriate government entities in compliance with Florida law.

## **VI. BUDGETING**

The District Manager will prepare and provide for a proposed budget for Board approval and submission to County in compliance with state law. The District Manager will prepare final budget and backup material for and present the budget at all budget meetings, hearings and workshops. The Manager will ensure that all budget meetings, hearings, and workshops are properly noticed.

The District Manager will administer the adopted budget and prepare budget amendments on an ongoing basis as necessary.

## **VII. CAPITAL PROGRAM ADMINISTRATION**

The District Manager will maintain proper capital fund and project fund accounting procedures and records.

The District Manager will coordinate with District staff to provide for appropriate bid and or proposal/qualification processes for Capital Project Construction.

The District Manager will oversee and implement bond issue related compliance, i.e., coordination of annual arbitrage report, transmittal of annual audit and budget to the trustee, transmittal of annual audit to bond holders and underwriters, annual/quarterly disclosure reporting, etc.

## **VIII. ASSESSMENTS & REVENUE COLLECTION**

The Accounting Manager will develop and administer the annual assessment roll for the District. This includes administering the tax roll for the District for assessments collected by the County and administering assessments for Off Tax Roll parcels/lots.

The Accounting Manager will provide payoff information and pre-payment amounts as requested by property owners, and collect prepayment of assessments as necessary.

The Accounting Manager will monitor development of the District and perform Assessment True-up Analysis when appropriate.

The Accounting Manager will issue estoppel letters as needed for property transfers.

The Accounting Manager will maintain the District's Lien Book, in which is recorded the details of any District debt and the related debt service assessments. The Lien Book will account for all District debt and show the allocation of debt principal to assessed properties within the District.

## **IX. ADDITIONAL SERVICES**

Maintenance and management of the District's website and email for the Board of Supervisors.

Any additional services that your firm provides.