FIDDLER'S CREEK

COMMUNITY DEVELOPMENT DISTRICT #1

REGULAR MEETING AGENDA

OCTOBER 24, 2018

Fiddler's Creek Community Development District #1

OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W●Boca Raton, Florida 33431
Phone: (561) 571-0010●Fax: (561) 571-0013●Toll-free: (877) 276-0889

October 17, 2018

ATTENDEES:
Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

Board of Supervisors
Fiddler's Creek Community Development District #1

Dear Board Members:

The Board of Supervisors of the Fiddler's Creek Community Development District #1 will hold a Regular Meeting on October 24, 2018 at 8:00 a.m., at the Fiddler's Creek Club and Spa, 3470 Club Center Boulevard, Naples, Florida 34114. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments: Non-Agenda Items *(3 minutes per speaker)*
3. Special Counsel Update
4. Developer's Report
5. Engineer's Report: *Hole Montes, Inc.*
6. Consideration of Revised Post Orders
   - Broken Irrigation Response List
   - Property Management Company Contact List
7. Consideration of AV Tech ISN Gate Keeper 5-Year Customer Service Agreement
8. Continued Discussion/Update: Hurricane Irma Recovery
9. Acceptance of Unaudited Financial Statements as of September 30, 2018
10. Consideration of September 26, 2018 Regular Meeting Minutes
11. Action Items
12. Staff Reports
    A. District Counsel: *Woodward, Pires and Lombardo, P.A.*
       - Update: Cherry Oaks/Oyster Harbor Canal Bank Dedications

B. District Manager: *Wrathell, Hunt and Associates, LLC*

i. NEXT MEETING DATE: November 14, 2018 at 8:00 A.M.

C. Operations Manager: *Wrathell, Hunt and Associates, LLC*

i. Discussion: Tree Pruning Specifications

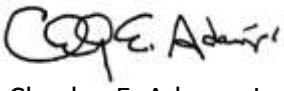
13. Supervisors' Requests

14. Public Comments

15. Adjournment

Should you have any questions, please do not hesitate to contact me directly at 239-464-7114.

Sincerely,



Chesley E. Adams, Jr.
District Manager

FIDDLER'S CREEK
COMMUNITY DEVELOPMENT DISTRICT #1

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FIDDLER'S CREEK
COMMUNITY DEVELOPMENT DISTRICT

POST ORDERS

ADOPTED 04/25/2007

Last Revised 09/27/2018

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Introduction/Mission Statement

These *Post Orders* apply to Safety personnel regardless of rank, position, shift, post or work assignment. These rules must be followed to ensure that residents, visitors and employees of Fiddler's Creek receive the highest quality of safety services. Safety personnel are responsible to protect grounds, buildings and property from destruction by fire, theft or the malicious or thoughtless acts of others.

Safety personnel must read, understand, adhere to, and perform their duties to these standards at all times. Through a careful reading of this document, you will become acquainted with your site-specific duties and responsibilities. All other forms of direction must be consistent with written policy and procedures contained within these *Post Orders* and separate *Training Standards* (aka Standard Operating Procedures (SOPs)). The *Training Standards* contain detailed information on how to perform the tasks generally outlined in these *Post Orders*.

Furthermore, all Safety personnel must be courteous, patient and respectful to all persons whom you encounter in your areas of responsibility.

Remember that:

COURTESY = EARNS RESPECT

KNOWLEDGE = GETS RESULTS

PATIENCE = RECEIVES COOPERATION

SERVICE = INCREASES GOOD WILL

The application of all above will ensure the job is done to the highest standards.
Finally, alertness, safety consciousness and a willingness to cooperate fully, serve the best interests of all residents, visitors and employees of Fiddler's Creek.

Code of Ethical Conduct

All Safety personnel shall:

1. Comply with the contract between the Fiddler's Creek Community Development Districts (CDDs) and Fiddler's Creek Foundation.
2. Not reveal any confidential matters confided to them and any sensitive information that may be relevant to incidents encountered while on the job.
3. Always act with decorum and do not permit personal feelings, prejudices and friendships to influence the performance of their official functions.
4. Carry out assigned duties to the best of their abilities to safeguard life and property. Full effort must be continually made in the performance of their duties.
5. Diligently familiarize themselves with the rules and regulations and be eager to learn new regulations when they are adopted.
6. Always be courteous, respectful and give great customer service.
    a. This is best accomplished by beginning with an appropriate greeting. For example, "*Good Morning, Welcome to Fiddler's Creek*"
7. Always report for duty in proper uniform with a neat appearance.
8. Always carry their D-license and driver's license.
9. Not engage in any unnecessary conversation with anybody except during the performance of their duties.
10. Not drink alcohol while at work and not to impairment immediately before duty. Intoxication at work is cause for immediate termination.
11. Do not take any non-prescribed, controlled substance, drug or narcotic medication that could impair your judgement. Ensure any controlled substance, drug or prescribed narcotics will not affect your work. Refer to the Fiddler's Creek Drug Free Workplace Standard Operating Procedure for more information.
12. Not smoke in gate houses or company vehicles. Smoking is allowed in designated areas only.
13. Immediately notify the police in case of any sign of crime, disorder, violence, or any serious threat to life or property.
14. Be aware of the CDD rules and regulations regarding the CDD roads.
15. Not falsify forms, records or reports, including time cards, or applications.
16. Not act in an insubordinate way by refusing to follow the directions of a supervisor, or engage in disrespectful conduct with any person.
17. Not be in possession of unauthorized firearms, explosive materials, knives or other weapons while on site.
18. Not sleep while on the job.
19. Know how to operate all types of fire extinguishers.
20. Take all required training including CPR/ First Aid/ Bloodborne Pathogens, Certified Gated Community Specialist and any other relevant training, as directed.

Site Information

Main Gate
8250 Fiddler's Creek Parkway
Naples, FL 34114
239-732-7726 or 7789

North Gate
4560 Championship Drive
Naples, FL 34114
239-774-0677

East Gate
3054 Sandpiper Drive

Club and Spa
3470 Club Center Blvd.
Naples, FL 34114
239-732-7332

Golf Maintenance
3115 Arboretum Drive
Naples, FL 34114
239-732-1400

Golf Cart Barn
3478 Club Center Blvd

Naples, FL 34114
239-719-0250

Naples, FL 34114
239-778-8263 / 239-732-8253

Corporate Office
8156 Fiddler's Creek Parkway
Naples, FL 34114
239-732-9400

Sales and Information Center
8152 Fiddler's Creek Parkway
Naples, FL 34114
239-732-9300

Hours of Operation:

Main Gate (Fiddler's Creek Parkway) – 24 hours / 7 days a week, including holidays.

North Gate (Championship Drive) - Monday through Saturday / 0600 to 1800, including holidays.

East Gate (Sandpiper Drive) - Monday through Saturday / 0600 to 1800, including holidays.

Road Patrol - 24 hours / 7 days a week, including holidays.

Staffing Information / Position Descriptions

Safety Department Management

- Director of Safety, Health and Environment (DOSHE)
- Safety Captain
- Safety Lieutenant

Road Patrol Officers

- 24/7 coverage
- Patrol all streets
- Respond to calls for assistance or investigation
- Conduct inspections and building checks

Safety (Gate) Officers

- Access vehicles at all gates
- Dispatch Road Patrols

Key Personnel

Marie Puckett
Director of Safety, Health and Environment
8152 Fiddler's Creek Parkway
Office-239-530-2804
Cell–239-315-9143
Fax–239-732-9311

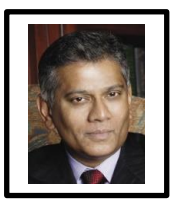
Douglas Duprey
Safety Captain
8152 Fiddlers Creek Parkway
Office–239-778-8257
Cell–239-253-4503

Shane Willis
Safety Lieutenant
8152 Fiddlers Creek Parkway
Office–239-732-9300
Cell–239-235-9202

Faces to Know

Ron Albeit
General Manager
8152 Fiddler's Creek Parkway
Office–239-732-9300
Cell–239-253-3331

Anthony DiNardo
President



Aubrey Ferrao
President and CEO of Gulf Bay Companies

NOTE: Cell numbers are not to be given to anyone unless specifically authorized by your immediate supervisor.

The contact information list for Landscaping and Property Management Companies are separate documents. Consult these documents for the most current information.

Contact Numbers

CONTACT	SERVICE TYPE	NUMBER
ABUSE REGISTRY		800-342-8152
ADT	EAST GATE ALARM	1-800-428-7124
AV-TECH	GATE REPAIRS (after Dec 1, 2018)	398-5075 or 450-1009
CDD MANAGER (Cleo Adams)		498-9020 OFFICE
CENTURY LINK	PHONE SERVICE	611
CODE ENFORCEMENT		252-2440
COLLIER SHERIFF NON-EMERGENCY		252-9300
COLLIER WATER		252-6245
COMCAST	CABLE SERVICE	793-3577
DOMESTIC ANIMAL SERVICES		272-PETS
EAST NAPLES FIRE		774-7111
FIDDLER'S GOLF COURSE		530-2818
FLA DCF		1-800-96-ABUSE
FLORIDA HIGHWAY PATROL		455-3133
FPL		262-1322
FWC	FLORIDA WILDLIFE	888-404-3922
JACKSON TOTAL SERVICE	PLUMBER	643-0923
KEY TO COOL	AC REPAIRS	272-5324
MARCO URGENT CARE		394-8234
PHYSICIANS REGIONAL	HOSPITAL	354-6000
ROOKERY	GOLF	389-6600
SOUTH FLA WATER		597-1505
TECO GAS	GAS	877-832-6747
TEM	GATE REPAIRS (until Dec 1, 2018)	1-800-777-8912 X1927
WESTCOAST INSULATION	DOOR REPAIRS	334-2338

Alarms and Area Numbers

BURGLAR (INTRUSION) ALARM CODES			
AREA	**CODE**	**AREA**	**CODE**
CART BARN	0007	GOLF MAINTENANCE	0007
CAXAMBAS	0007	HR	0007
CLUB AND SPA	0007	NORTH GATE	0007
CORPORATE	0007	PRO SHOP	0007
MULBERRY GATES	0007	PUMPHOUSE-ARBORETUM	1234
EAST GATE	0007	SALES	0007
GATOR GRILLE	0007	TERMINATION GATE	1234

BURGLAR (INTRUSION) ALARM PASSWORDS			
AREA	**PASSWORD**	**AREA**	**PASSWORD**
CART BARN	AVIAMAR	GOLF MAINTENANCE	AVIAMAR
CAXAMBAS	AVIAMAR	HR	AVIAMAR
CLUB AND SPA	AVIAMAR	NORTH GATE	NORTH
CORPORATE	AVIAMAR	SALES	AVIAMAR
EAST GATE	AVIAMAR	TERMINATION GATE	AVIAMAR

GATE PHONE NUMBERS			
AREA	**NUMBER**	**AREA**	**NUMBER**
NORTH GATE	774-0677	EAST CALL BOX OUT	417-2576
EAST GATE	719-0250	ROAD PATROL	595-1136
NORTH CALL BOX IN	774-0677	CAPTAIN DUPREY	253-4503
NORTH CALL BOX OUT	774-2274	DOSHE PUCKETT	315-9143
EAST CALL BOX IN	417-9420	LIEUTENANT WILLIS	235-9202

General Information

Speed Limit and Use of Streets

Posted roadway speeds apply to all vehicles and must be strictly observed by all residents, guests and employees. This includes all Safety personnel. Traffic regulations require strict observance of all signs and markings. Watch out for walkers, joggers, skaters and bicyclists. Use extreme caution when passing golf cart crossings. Lead by example. Obey all signs and come to complete stops.

Use of Vehicle Flashers

The emergency light bar mounted on safety vehicles is considered an extension of the vehicle emergency flashers. Use of these lights DOES NOT entitle Safety personnel to exceed speed limits, ignore traffic control devices, or otherwise violate traffic laws (depending upon the nature of the emergency.) Use of these lights will be restricted to responding to calls for assistance and other similar emergencies, or for safety reasons that would normally entail the use of the vehicle emergency flashers.

Construction and Maintenance Work

No construction or maintenance work (except for emergency repair work) is to commence prior to 0630. New construction work must terminate no later than 1900. This is a Collier County ordinance and it relates to the noise these activities generate.

No work is permitted on Sundays and observed holidays without written approval. If approved, no work may commence before 0800 and must terminate by 1700. These time restrictions do NOT include lawn or pool care, or such similar vendors who are brought into Fiddler's Creek by residents.

Emergency Notification Procedures

Fiddler's Creek looks to Safety personnel for a quick response to, and accurate reporting of, any emergency that may occur. A response to an emergency will always have priority over daily operational safety tasks. An emergency does not give Safety personnel the right to break any posted speed limits to respond.

Safety personnel are expected to take whatever lawful action is reasonably feasible and within their authority to alleviate the emergency and protect persons and property to the greatest extent possible. It is expected that Safety personnel call 911 if there is a need for the Collier County Sheriff's Office (CCSO) or emergency medical services (EMS).

NOTE: Never let an ill or injured resident or employee influence your decision to call 911. It is better to be cautious and call for EMS than to not call and have a negative outcome.

For a serious emergency Safety personnel must contact the Safety Lieutenant or Safety Captain immediately after calling for EMS. If they are not available, contact the Director of Safety, Health and Environment. If the Director of Safety, Health and Environment is not available, contact the General Manager.

Safety personnel must ensure that incident reports are completed and include all relevant information and any pictures of the scene, including damage. All reports will be sent via an electronic report to the Safety Department managers (DOSHE; /Safety Captain and Safety Lieutenant). The Safety Department managers will forward, as appropriate, to others for their assistance or notification. All incident reports will be sent using the most current electronic method.

REMEMBER: it is imperative that composure is always maintained. The Safety personnel's life and/or the lives of others may very well depend upon the ability to perform as required while under the pressure of an emergency.

General Public

The General Public has access to the CDD public roads within Fiddler's Creek at all times. When a member of the General Public arrives at the gate and requests access without identifying the address they are headed to, the individual(s) will be requested to produce photo identification. If identification is not produced, request the individual(s) name(s) and then put the information along with the vehicle's tag (s) into the Gatekeeper system under "Safety Department". Issue a Visitor Pass and ask the individual to put the pass on their vehicle dashboard and advise the individual that he/she must use the Visitor Pass at pedestal readers for unrestricted access. These readers are located at the interior access lane closest to the gatehouses.

Also provide members of the General Public with a map, prepared by the CDD, depicting all CDD-owned roads and advise them that these are the only roads that they are permitted to use. The Club & Spa property and villages are private property and if a member of the General Public is witnessed in these areas, they may be asked to exit Fiddler's Creek. Notify Road Patrol officers that there is a member of the General Public on site that is not allowed on "private property" and to follow this person to ensure they do not enter a private area. If they do stray into a private area, the CCSO should be notified of this person.

Procedures

What follows is an outline of selected procedures with which all Safety personnel must be familiar. While Safety personnel may be involved in the implementation of some of these procedures, they are not to be confused with public law. While a failure to comply with any of the following procedures may be a breach of established policy, such a violation is not necessarily a criminal offence. Consult the *Training Standards* for more detail.

Safety personnel must always contact their supervisor (Safety Captain or Safety Lieutenant) for clarification whenever there are any doubts about the extent of the authority to act. How you respond to a situation has a dramatic effect upon what course of action would be considered legally appropriate under a given set of circumstances.

Alarm Procedure

In the event of an alarm at one of the Fiddler's Creek buildings, the Main Gate will be contacted by a monitoring company. Road Patrol Officers will promptly respond and check the area that has the alarm to ensure it is secure. Any findings out of the ordinary will result in contacting the Main Gate officer to contact the CCSO. Road Patrol Officers will maintain a safe observation distance and wait for the CCSO deputy to arrive. This will be followed by completing an incident report with all findings and photographs, if appropriate.

Access Procedures

Below is the list of access devices by gate:

Main Gate Entrance Lanes (2 lanes)

1. Guest Lane: Safety Officer 24/7 who can use the computer system to print a pass and/or scan a pass with the handheld barcode scanner.
2. Resident Lane: Opens with the use of a transmitter available 24/7.

Main Gate Exit Lanes (2 lanes)

1. Guest Lane: Paper or electronic barcode reader at which the exiting guest scans their pass 24/7.
2. Resident Lane: Opens with the use of a transmitter available 24/7.

Championship Gate Entrance Lane (one lane)

1. Paper or electronic barcode reader at which the entering guest scans their pass 24/7.
2. Employee barcode reader that automatically reads barcode as they approach 24/7.
3. Safety Officer Monday to Saturday 0600 to 1800 who can use the computer system to print a pass and/or scan a pass with the handheld barcode scanner.
4. Resident uses transmitter 24/7.

Championship Gate Exit Lane (one lane)

1. Paper or electronic barcode reader at which the exiting guest scans their pass 24/7.
2. Employee barcode reader that automatically reads barcode as they approach 24/7.
3. Resident uses transmitter 24/7.

Sandpiper Gate Entrance Lanes (2 lanes)

1. Guest Lane:
    a. Paper or electronic barcode reader at which the guest scans their pass 24/7.
    b. Safety Officer Monday to Saturday 0600 to 1800 who can use the computer system to print a pass and/or scan a pass with the handheld barcode scanner.
2. Resident Lane: Opens with the use of a transmitter available 24/7.

Sandpiper Gate Exit Lanes (2 lanes)

1. Guest Lane:
    a. Paper or electronic barcode reader at which the exiting guest scans their pass 24/7.
2. Resident Lane: Opens with the use of a transmitter available 24/7.

Fiddler's Creek Staff, Rookery Staff and Rookery Members

- ***Fiddler's Creek Management Staff*** are issued a gate transmitter and will have unrestricted access through the designated lane at all gates.
- ***Rookery and Fiddler's Creek Non-Management Staff*** will be issued a barcode by the Safety Department. The barcode will be affixed to the rear window on the driver's side. This will be applied by the Safety Officer. The Safety Officer will record all information including name, department, and vehicle information. The barcode will be read by the scanner at the Championship Gate only.
- ***Rookery Members*** are issued gate transmitters from Rookery Management. The Rookery purchases transmitters through Fiddler's Creek and as new members join the Rookery, their Management Staff will inform Fiddler's Creek Security the gate transmitter device code that was issued.

Resident Guest

- Pre-Authorized:
  Issue the Resident Guest a visitor pass, request the resident guest put the pass on their vehicle dashboard and advise the resident guest they must use the visitor pass at the scanner to exit and for future entry until the visitor pass expires.
- Not Pre-Authorized:

Make a courtesy call to the resident for all guests not on the guest list PRIOR to the guest gaining access to Fiddler's Creek.

- **If the resident answers the call and wants to admit the guest:** access will be granted to the resident's address in the same manner as a Pre-Authorized guest (see above).
- **If the resident does not answer the call and the guest insists on entering the property anyway:** the guest will be granted access to the community as a member of the General Public (see above and bolded text below).
- **If the resident answers the call and does not want to admit the guest:** the resident will be told that the guest can receive access to the community as a member of the General Public. The resident will be told about this access and Road Patrol will be called to follow this guest. (see bolded text below).

If a member of the General Public who previously was issued a Safety Department visitor pass, is witnessed on private property, Road Patrol will follow the individual and speak to them if they wander off the public roads. The Collier County Sheriff's Office (CCSO) may be notified and the CCSO may be requested to issue a trespass warning, per the request of authorized personnel.

Realtors/Open Houses – Registered

It is the resident owner's responsibility to register their residence as being "for sale" with the Safety Department using the form "*REGISTRATION OF RESIDENCE FOR SALE*", which can be obtained on the Fiddler's Creek members' website at www.fiddlerscreekmembers.com, from the Club & Spa Activities Desk, or at the Fiddler's Creek Main Gate. It will then be the listing realtor's responsibility to register all open houses with the Safety Department. This is done using the form *"REGISTRATION OF OPEN HOUSE*" which must be emailed back to the Safety Department, or dropped by the Main Gate.

All visitors requesting access to a registered "for sale" residence or "open house" will be given access in the same manner as Resident Guest Pre-Authorized.

Realtors/Open House, Non-Registered

A resident will be given a courtesy call for all non-registered visitors requesting access, PRIOR to the visitor gaining access to Fiddler's Creek. If they have not registered their residence for sale or open house, they will be instructed to do so.

- If the resident does not answer the call, the visitor will be granted access to Fiddler's Creek as a member of the General Public.

Realtors/Open House, Other

If a visitor arrives to see an open house and can provide the Safety Officer with a newspaper advertisement, a MLS listing or flyer showing the residence is for sale, they will be granted access to the address from the publication. They will be given access as a Resident Guest Pre-Authorized.

If visitor requests access to Fiddler's Creek with no documentation and wants to "look at houses", the Safety Officer will ask them for an address(es) they wish to visit and verify the residence(s) are listed for sale. If the Safety Officer cannot verify that a residence is for sale, the Safety Officer will then offer access to Fiddler's Creek as a member of the General Public and instruct accordingly.

- The Safety Officer will also offer the option to visit the Information Center where the visitor may receive additional assistance.

Deliveries and Utility Companies

- Marked package delivery vehicles with properly addressed packages, such as UPS, FedEx, Airborne Express, etc. will be granted access after the vehicle license plate tag number is recorded.

- Public utility company employees in utility company vehicles will be granted access after the vehicle license plate tag number is recorded.
    - For individuals representing public utility companies in unmarked vehicles, the Gate Officer will request identification. The ID will be recorded along with the license plate tag number of the vehicle.

Government Vehicles

All government vehicles (for example, EMS, Fire, Police (emergency or non-emergency), School Buses and US Postal Service) must be granted access without any information being required. The Collier County Fire Department and the CCSO have universal gate transmitters that will open the gate arms for them. They are not required to stop and/or tell Safety Officers where they are going. The Road Patrol Officer will be alerted that these vehicles are on site and will then investigate where they went and why. An incident report will be written.

Process Servers

Bona fide process servers acting in their official capacity will be granted access only after showing their credentials and court documents. The Safety Officer will ask the process server if the individual to be served may be called as a matter of courtesy. If the process server specifically indicates that the individual is not to be notified, no call is to be made. The process server will receive a visitor pass as a Resident Guest Pre Authorized.

- The Safety Officer will prepare an incident report using the type titled "Process Server" and include all gathered information such as destination, name, badge number, etc.

Small Commercial Vehicles and Equipment

Small Commercial Vehicles are described as vans, pickup trucks and/or passenger vehicles being used in the commission of business such as pool servicing, landscaping, plumbing, electrical, home improvement, etc. to existing residences. They may have trailers. They will be given access as a Resident Guest Pre-Authorized if they are on the guest list of the residence.

Construction and Large Commercial Vehicles and Equipment

Large Commercial Vehicles are defined as box trucks and tractor trailers delivering furniture, cars, household items and/or construction materials to existing residences, or those under construction. It also includes large daily service vehicles for landscaping, pool services, and food and beverage deliveries to the Club & Spa and Rookery Golf Course.

Construction Vehicles are defined as any vehicle or motorized equipment normally associated with new construction (home in the process of being built). These vehicles include, but are not limited to, tractors, dump trucks, dumpster delivery vehicles, cement trucks, asphalt trucks, tractor trailers including low boys, flatbed trucks, glass trucks, boom trucks, bucket trucks (cherry pickers), front-end loaders, bulldozers, backhoes, bobcats, caterpillars, tractors and other similar vehicles and motorized equipment.

Vehicles described as Construction Vehicles or Large Commercial Vehicles will be allowed access in the following manner and **only** at the Sandpiper Drive Gate:

- Each vehicle will receive a visitor pass if they are on the list for the builder or for Fiddler's Creek. They will then be asked to place the visitor pass on the vehicle dashboard. They will be advised in the use of the pass and that exit is through the Sandpiper Drive Gate only. They will be given a map on their first visit and instructed they must exit Fiddler's Creek by 1900.
- There is no construction allowed on Sundays.
- There is no access to Fiddler's Creek before 0600. Construction may not commence until 0630.
- Main Gate and North Gate (Championship Drive) - Construction Vehicles or Large Commercial Vehicles that arrive at the Main Gate or North Gate will be given instructions and a map to the Sandpiper Drive Gate.

- The only exception to the above is the CDD's landscape contractors, who will be allowed to enter and exit at all gates.

Transmitter or Pass Access Problems - Protocols

- Resident states gate transmitter will not open the gate:
  - Verify the identifiers from their residents' access list (i.e. pin number, member number, home phone etc.) to grant them access. Request that, at their convenience, they stop at the Main Gate for a Safety Officer to verify the facility code and/or remote number is in the gate software system, and to test the gate transmitter.
- Pre-Authorized guest states their visitor pass will not open gate-inbound after hours:
  - Utilizing the cameras, verify that the guest is using the pass correctly (barcode facing correctly).
  - Verify that visitor pass is valid. Check the resident's access list. If the guest is listed, log the guest in as if at the Main Gate and offer directions if necessary. Grant access to the guest using the current remote-control method.
  - If the guest does not appear on the access list, request that they drive to the Main Gate to gain access.
    - East Gate (Sandpiper Drive)- Instruct them to safely back up and go to 8250 Fiddler's Creek Parkway.
    - North Gate (Championship Drive)-Instruct them to go to 8250 Fiddler's Creek Parkway by passing behind the gate then allow exit through the second gate using the current remote-control method.
- Pre-Authorized guest states that their visitor pass will not open gate-outbound after hours:
  - Utilizing the cameras, verify that the guest is using the pass correctly (barcode facing correctly). If the visitor pass is being used correctly but will not work, allow the guest to exit using the current remote-control method.
- Guest Not Pre-authorized:
  - If a non-authorized guest arrives at the auxiliary gates, request that they drive to the Main Gate at 8250 Fiddler's Creek Parkway to obtain access.
    - Sandpiper Drive- Instruct them to safely back up and go to the Main Gate at 8250 Fiddler's Creek Parkway.
    - Championship Drive - Instruct them to go to the Main Gate at 8250 Fiddler's Creek Parkway by passing behind the gate then allow exit through the second gate using the current remote-control method.
- Visitor Passes that will not read:
  - After either allowing ingress or egress to a guest via the current remote-control method, print a visitor pass and direct the Road Patrol Officer to test both inbound and outbound readers. If either device fails to open, email the current gate repair service and the site Safety Captain and Safety Lieutenant, explaining the reason for the service call.

NOTE: if the failure is with the outbound reader, direct the Road Patrol Officer to put the gate arm in the up position until the service call is complete.

Gatehouses – General Procedures

The following procedures generally apply to all Safety Officers engaged in gatehouse operations at Fiddler's Creek.

- Become familiar with Fiddler's Creek so that you can give accurate directions.
- Incident reports must be completed in GuardTrax by the end of your shift and proofread for errors before sending.
- Call the Road Patrol Officer anytime an emergency vehicle enters Fiddler's Creek.
- Call the Road Patrol Officer to assist if a gate arm is broken and needs repair.

- Keep your gatehouse clean and orderly. When the trash receptacles are full, empty them and call the Road Patrol Officer for pick-up.
- Report all property damage with an incident report, using the GuardTrax system on the phone or on the website.
- Keep records of supplies and repairs that are needed at the gatehouse and email that information to the DOSHE, Safety Captain and Safety Lieutenant.
- Immediately report any 911 calls you make to the Road Patrol Officer, give them the address and the reason for the call.
- Do not accept any deliveries for residents. NO EXCEPTIONS!

Road Patrol – General Procedures

The following procedures generally apply to all Safety Officers engaged in Road Patrol duties at Fiddler's Creek:

- For your safety, and that of those you have been asked to protect, all Safety Officers assigned to Road Patrol must be alert, watchful and ready to respond at all times.
- Safety vehicles are to remain on site always except as required within the normal course of assigned duties or as directed by management. Safety vehicles are to be refuelled when tank is at one-quarter (¼) full. Follow the refueling procedure as directed in the *Training Standards*.
- Since your function is to be on patrol, you will not congregate with others or remain at a gatehouse for more than fifteen (15) minutes at a time unless there is a specific need to do so (meal breaks, etc.). These stops will be logged in GuardTrax on the Shift Activity Report.
- Safety Officers on Road Patrol are to report the following kinds of irregularities on an incident report, using GuardTrax. The following are examples:
    - Civil complaints or assists
    - Alarms
    - Medical emergencies
    - Employee injuries
    - Noise complaints
    - Unsecured model homes
    - Broken irrigation
    - Signs defaced, broken or missing
    - Streetlight outage
    - Damage to common area landscaping or private lawns
    - Damage to fences and walls
    - Storm damage related to common areas
    - Power outages
    - Keys left in golf carts or heavy machinery
    - Open gates
    - Unsecured buildings
    - Traffic violations
    - Parking violations
    - Garage door violations
    - Suspicious activity
    - Trespassing, including fishing
    - Unwelcome wildlife or other animal complaints
    - Lost or found items
    - Construction checks. At 1900 Road Patrol Officer will check all areas of construction to clear the area of workers.

- At 1930 Road Patrol Officer will run the contractor exception report. If any contractors appear to be in Fiddler's Creek after hours, the Road Patrol Officer will contact the builder's representative (see separate list of current builder contacts) to notify them and to seek an explanation. The daily exception report will be reviewed each morning by Safety Department management.

- The Road Patrol Officer will check for open garage doors soon after dark. A courtesy call will be given by the Main Gate Safety Officer to the owner of the residence.
- All Road Patrol Officers will operate their vehicles in a responsive and courteous manner, ensuring compliance with traffic laws and safety rules both on and off-road. Lead by example.

Hurricane Procedures

Safety Officers will be expected to play a critical role in the safety of person(s) and property during actual hurricane conditions or anticipated hurricane threat.

If a Tropical Storm Watch, Tropical Storm Warning, Hurricane Watch, or Hurricane Warning is issued, and potentially threatens the Southwest Florida area, the *Hurricane Preparedness and Response Plan* will be implemented at Fiddler's Creek. Refer to this document for more information. The basic plan follows this outline:

Pre-Storm Preparedness

- Safety personnel will assist at all gates to secure them from damage (putting up shutters, removing computer equipment, etc.)
- Safety department vehicles will be stored in a safe location.
- All gate arms will be taken off the gate controllers and stored inside the gatehouses.

Post-Storm Recovery

- Road Patrol will be the primary activity if the gatehouses do not have power.
- If gates do not have power, Gate Officers will only rotate as a Road Patrol Officer, if qualified.
- Once power is restored, gate arms will be put back on and the computers re-installed.

BROKEN IRRIGATION RESPONSE LIST

VILLAGE / AREA	LANDSCAPING COMPANY	CONTACT PERSON	NUMBER	EXTRA INFO		
AVIAMAR						
CALLISTA	Top Cut USA	Steven Pope	239-649-0653	Victor	239-887-5342	victortopcutusa@yahoo.com; TopCutUSA@yahoo.com
MARENGO	Dorias Landscaping	Mary Doria	239-455-1419 emergency only: 239-825-6578	mary@doriaslandscaping.com		
MILLBROOK	Dorias Landscaping	Mary Doria	239-455-1419 emergency only: 239-825-6578	mary@doriaslandscaping.com		
SONOMA	TruScapes	Israel Vega	239-994-3359	i.vega@truscapesindustries.com		
SERENA	Gulfscapes	Blake Grimes	239-913-7180	blake@gulfscapeslandscape.com		
CAMPANILE						
AMADOR	Dorias Landscaping	Mary Doria	239-455-1419 emergency only: 239-825-6578	mary@doriaslandscaping.com		
CHIASSO COURT	Dorias Landscaping	Mary Doria	239-455-1419 emergency only: 239-825-6578	mary@doriaslandscaping.com		
CHIASSO COVE	Dorias Landscaping	Mary Doria	239-455-1419 emergency only: 239-825-6578	mary@doriaslandscaping.com		
LAGOMAR	Juniper Landscaping	Francisco Hernandez	239-228-7442/ 239-980-7865	francisco@juniperlandscaping.com		
MENAGGIO	Top Cut	Steven Pope	239-649-0653	Victor	239-887-5342	victortopcutusa@yahoo.com; TopCutUSA@yahoo.com
NICOLO	Top Cut	Steven Pope	239-649-0654	Victor	239-887-5343	victortopcutusa@yahoo.com; TopCutUSA@yahoo.com
VADALA	Top Cut	Steven Pope	239-649-0655	Victor	239-887-5344	victortopcutusa@yahoo.com; TopCutUSA@yahoo.com
VENETA FOUNTIAN	Gulfscapes	Blake Grimes	239-913-7180	blake@gulfscapeslandscape.com		
FIDDLERSCREEK PK						
BELLAGIO	Top Cut USA	Steven Pope	239-649-0653	Victor	239-887-5342	victortopcutusa@yahoo.com; TopCutUSA@yahoo.com
BENT CREEK	Big Cypres	Tom Simmons	239-649-4547	bigcypresslandmx@comcast.net		
CASCADA	Juniper Landscaping	Francisco Hernandez	239-228-7442/ 239-980-7865	francisco@juniperlandscaping.com		
CRANBERRY CROSSING	Top Cut Usa	Steven Pope	239-649-0653	Victor	239-887-5342	victortopcutusa@yahoo.com; TopCutUSA@yahoo.com
ISLA DEL SOL	Top Cut USA	Steven Pope	239-649-0653	Victor	239-887-5342	victortopcutusa@yahoo.com; TopCutUSA@yahoo.com
MAHOGANY	Landcare	Kenny Flage	239-315-2547	kenny.flage@landcare.com		
MAJORCA	Top Cut USA	Steven Pope	239-649-0653	Victor	239-887-5342	victortopcutusa@yahoo.com; TopCutUSA@yahoo.com
MALLARDS	Rick's Maintenance	Rick Morales	239-280-9927	rick@ricksmaintenancepros.com		
MONTREUX	Juniper Landscaping	Francisco Hernandez	239-228-7442/ 239-980-7865	francisco@juniperlandscaping.com		
MULBERRY	Landcare	Kenny Flage	239-315-2547	kenny.flage@landcare.com		
MUSSORIE	Juniper Landscaping	Francisco Hernandez	239-228-7442/ 239-980-7865	francisco@juniperlandscaping.com		
PEPPER TREE	Landcare	Kenny Flage	239-315-2547	kenny.flage@landcare.com		
RUNAWAY BAY	Dorias Landscaping	Mary Doria	239-455-1419 emergency only: 239-825-6578	mary@doriaslandscaping.com		
WHISPER TRACE	Juniper Landscaping	Francisco Hernandez	239-228-7442/ 239-980-7865	francisco@juniperlandscaping.com		
CLUB CENTER						
CLUB AND SPA	Brightview	Jonathan Solomon & William Velez	239-494-0538 / 239-246-8592	jonathan.solomon@brightview.com; william.velez@brightview.com		
CLUB CENTER	Landcare	Kenny Flage	239-315-2547	kenny.flage@landcare.com		
MARSH COVE	Brightview	Jonathan Solomon & William Velez	239-494-0538 / 239-246-8592	jonathan.solomon@brightview.com; william.velez@brightview.com		
SAUVIGNON	Top Cut USA	Steven Pope	239-649-0653	Victor	239-887-5342	victortopcutusa@yahoo.com; TopCutUSA@yahoo.com
CHAMPIONSHIP						
CARDINAL COVE	Top Cut	Steven Pope	239-649-0653	Victor	239-887-5342	victortopcutusa@yahoo.com; TopCutUSA@yahoo.com
CHERRY OAKS	Gulfscapes	Blake Grimes	239-913-7180	blake@gulfscapeslandscape.com		
COTTON GREEN	Expert Lawn Care	Tomas Flores	239-494-2630	tomas@expertlawncare.net		
DEER CROSSING	Juniper Landscaping	Francisco Hernandez	239-228-7442/ 239-980-7865	francisco@juniperlandscaping.com		
HAWKS NEST	Rick's Maintenance	Rick Morales	239-280-9927	rick@ricksmaintenancepros.com		
SANDPIPER 1						
SANDPIPER DRIVE (FC PARKWAY TO CHERRY OAKS DR)	Landcare	Kenny Flage	239-315-2547	kenny.flage@landcare.com		
SANDPIPER 2						
SANDPIPER DRIVE (CHERRY OAKS TO US 41)	Gulfscapes	Blake Grimes	239-913-7180	blake@gulfscapeslandscape.com		
OYSTER HARBOR	Brightview	Jonathan Solomon & William Velez	239-494-0538 / 239-246-8592	jonathan.solomon@brightview.com; william.velez@brightview.com		
MUSEO						
LAGUNA	A & D Landscaping	Al Torres	239-253-1744	aubier_torres@yahoo.com		
VARENNA	A & D Landscaping	Al Torres	239-253-1744	aubier_torres@yahoo.com		

Village	Property Management Company	Last Name	First Name	email	phone	phone 2
Amador	American Property Mgmt. (239) 774-0105	Mills	Michael	millspad@yahoo.ca	239-571-2493	
	Orlando Miserendino	Greenberg	Howard	greenberghoward2@gmail.com	267-254-8781	
	orlando@americanpms.net	Lathrop	Alfredo	Alathrop61@comcast.net	215-519-7887	
Bellagio	American Property Mgmt. (239) 774-0105	Sanneman	Bruce	bnsanneman@hotmail.com	513-604-6157	
	Orlando Miserendino	Kofman	Charlie	ckof40@gmail.com	239-774-1480	239-272-3377
	orlando@americanpms.net	Verinder	Fred	fhverinder@aol.com	239-970-0815	
		Kaiser	Norbert	norbkaiser@aol.com	847-514-4200	
Bent Creek	Cardinal Mgmt. (239) 774-0723	Slater	Robert	rslater40@aol.com	239-793-6158	603-759-3765
	Stewart Carter (239) 825-2851	Tibbs	Charlie	ctibbs@tibbsteamrealty.com	251-942-4778	
	cmt@cmgflorida.com	Bechtel	Myron	Myron.bechtel@gmail.com	618-316-3585	
		Tipul	Kathryn	Kate.tipul@gmail.com	239-213-0799	216-346-9525
4/14/2018		Rendine	Robert	Bore1940@aol.com	401-954-0070	
Callista	Cardinal Mgmt. (239) 774-0723	Alvarez	Richard	richard@alvarezassociate.com	239-529-3792	416-998-4343
	Stewart Carter (239) 825-2851	Hoekstra	Linda	l.hoekstra@yahoo.com	269-372-1738	269-217-9913
4/14/2018	cmt@cmgflorida.com	Brindisi	Tom	tbrindisi@aol.com	239-530-3337	443-904-2558
Cardinal Cove	Cardinal Mgmt. (239) 774-0723	Combes	(John) Jack	jackcombes@comcast.net	239-530-0859	
	Stewart Carter (239) 825-2851	Nueman	Elliott	terel@rogers.com	239-330-7924	
	cmt@cmgflorida.com	Stavenas	Harald	staveh943@gmail.com	239-331-3181	239-537-4892
Cascada	Sandcastle Comm. Mgmt. (239) 596-7200	Turner	Charles	Cat201@comcast.net	239-530-2630	717-579-9239
	Kristin Mello	Doyle	Jeff	jeffdoyl@yahoo.com	508-517-1207	
	KristinM@SandcastleCM.com	Lowry	Steve	Slowry658@aol.com	224-234-7382	847-362-6134
		Peterson	Richard	rop841@aol.com	239-417-5067	239-919-0069
		Pennacchio	Joe	Jpenna14@yahoo.com	631-831-8015	

Cherry Oaks	Cambridge Property Mgmt. (239) 249-7000	Morissette	Robert	topstrawman@gmail.com	239-259-8617	
		Nepereny	David	buzzjuicemanusa.com	484-554-1228	
	rachelS@cambridgeswfl.com,	Albertelli	Lisa	laalbert@optonline.net	203-856-0425	
		Craycraft	Roger	rccdcray09@aol.com	239-970-0528	859-948-7025
4/14/2018		Geasling	Jay	jwg1975@outlook.com	716-310-6903	
Chiasso	Cardinal Mgmt. (239) 774-0723	Nuzzo	John	Jpnuzzo47@gmail.com	609-571-6086	239-417-4959
	Stewart Carter (239) 825-2851	Rothe	Jeff	Rothe.jeff@gmail.com		847-858-9495
	cmt@cmgflorida.com	Mauriello	Alfred	almaur2@gmail.com	484-459-4267	
		Ganim	Barbara	bganim9287@gmail.com		716-930-9304
4/14/2018		Grimwood	Neil	nsgrimwood@verizon.net		908-230-3387
Cotton Green	American Property Mgmt. (239) 774-0105	Pappagallo	Nat	npappagallo@msn.com	239-732-1893	917-991-1016
	Orlando Miserendino	Giovinazzo	Marty	martmon44@gmail.com	239-970-2410	718-710-3810
	orlando@americanpms.net	Poponea	Mike	Lpoponea@gmail.com	239-682-1500	
Cranberry Crossing	Cardinal Mgmt. (239) 774-0723	Siler	Robert	Rjs0293@yahoo.com	239-227-7337	
	Stewart Carter (239) 825-2851	Broshear	Jerry	jerrybroshear@gmail.com	513-383-4586	
	cmt@cmgflorida.com	Roberts	Samuel	ro_pe@comcast.net	610-637-5535	
		Camberis	George	George.camberis@lpl.com	925-736-9069	925-819-1533
4/14/2018		Fitzgibbons	Geoff	gtfitz7878@gmail.com	215-534-6137	
Deer Crossing	Cardinal Mgmt. (239) 774-0723	Mills	Robert	rsmillsjr@aol.com	239-417-8560	860-488-8227
	Stewart Carter (239) 825-2851	Moynihan	Margaret	mmoynihan@deloitteretired.com	203-246-1509	
	cmt@cmgflorida.com	Dawson	William	Bill.dawson.23@rogers.com	239-234-5309	647-300-4891
		Mcluckie	Joseph	JPSM@rogers.com	416-505-6488	416-425-7186
4/14/2018		Barnard	Bob	bobbarnard18@gmail.com	410-350-5886	
Hawk's Nest	Cardinal Mgmt. (239) 774-0723	Salvaggione	Chuck	crsalvggione@gmail.com	239-877-7510	
	Stewart Carter (239) 825-2851	Smith	Tim	Tsmith40@comcast.net	203-499-8110	
	cmt@cmgflorida.com	Hartigan	Barbara	Barbara.hartigan@yahoo.com	203-219-0255	203-451-9209
		Keely	David	dkeely1110@gmail.com	630-201-6279	
4/14/2018		Adamo	Frank	adamof@optonline.net	631-821-9088	516-459-5734

Isla Del Sol	Cardinal Mgmt. (239) 774-0723	Marcos	Frank	fmarcos58@gmail.com	201-768-2429	201-509-0397
	Stewart Carter (239) 825-2851	Portnof	Jon	nojjp@aol.com	239-530-4111	
	cmt@cmgflorida.com	Brousell	Gary	gbrousell@me.com	732-539-5600	
Lagomar	Cardinal Mgmt. (239) 774-0723	Barnhart	Murray	murraybarnhart@yahoo.com	239-775-6431	
	Stewart Carter (239) 825-2851	Owen	Richard	Richowen3@gmail.com	631-903-4311	
4/14/2018	cmt@cmgflorida.com	Conforti	Nicholas	Nrc1139931@aol.com	630-542-2278	
Laguna	Cardinal Mgmt. (239) 774-0723	Campbell	John	jfc1219@gmail.com	847-998-0986	847-254-7488
	Stewart Carter (239) 825-2851	Rose	Bob	Bobrosemn@gmail.com	612-940-4464	
	cmt@cmgflorida.com	Hardy	Jeff	johardy@bright.net	419-204-3550	
		Sacunas	Nancy	nancysacunas@comcast.net	717-215-8599	
4/19/2018		Welter	Bill	wjwelter1@gmail.com	630-386-3889	
Mahogany Bend	Cardinal Mgmt. (239) 774-0723	Weinberg	Frank	fweinberg@comcast.net	293-732-8478	309-258-7409
	Stewart Carter (239) 825-2851	Kassman	Allen	akassman@embarqmail.com	941-223-4793	239-739-3640
4/19/2018	cmt@cmgflorida.com					
Majorca	Cardinal Mgmt. (239) 774-0723	Reustle	Dennis	dennisreustle@aol.com	610-400-5925	610-400-5925
	Stewart Carter (239) 825-2851	Scoular	Robert	bscoular@gmail.com	440-241-2769	
4/19/2018	cmt@cmgflorida.com	Nadler	Richard	rmndmd@aol.com	609-468-6764	
Mallard's Landing	Sandcastle Comm. Mgmt. (239) 596-7200	Serbe	George	gserbe@gmail.com	732-614-1341	732-567-5538
	Kristin Mello	Johnston	Dick	rkjohns40@gmail.com	239-234-4251	414-750-1125
	KristinM@SandcastleCM.com	Merling	Myles	Tvlmyles@aol.com	732-861-8359	
		Macneill	Barbara	barbaramacneill@me.com	317-340-4610	317-289-8114
		Carswell	Peggy	pegret45@comcast.net	239-970-2075	617-512-4912
Marengo	Cardinal Mgmt. (239) 774-0723	Piacentini	Eugene	epiacentini13@aol.com	617-710-5455	
	Stewart Carter (239) 825-2851	Hill	Brian	Brianhill02928@gmail.com	248-921-5787	
	cmt@cmgflorida.com	Beigel	John	jbeigell@comcast.net	508-685-0405	

Marsh Cove	Melrose Management Partnership					
	Christine Eggleston (239) 425-2041					
4/14/2018	ceggleston@melrose.management					
Menaggio	Cardinal Mgmt. (239) 774-0723	Spinelli	Tony	tonyspinelli@comcast.net	972-672-1562	972-740-3103
	Stewart Carter (239) 825-2851	Gondek	Gary	Pandgnaples@aol.com	239-774-5436	239-537-9515
	cmt@cmgflorida.com	Fried	Robert	robertafried@aol.com	973-632-6222	
		Chamberlin	Carol	carolchamberlin@gmail.com	859-533-6258	
4/14/2018		Johnson	Peter	johnsonnana@aol.com	908-725-0135	
Millbrook	Cardinal Mgmt. (239) 774-0723	Powell	James	wjamespowell@yahho.com		
	Stewart Carter (239) 825-2851	Dubov	Spencer	sfdubov@aol.com	239-692-9560	
	cmt@cmgflorida.com	Smith	Mark	Mark.smith725@gmail.com	218-348-4253	
		Messina	Donna	donna3118@comcast.net	978-580-1603	
4/19/2018		Kirks	(Robert)Steve	skmba@aol.com	217-341-6282	
Montreux	Cardinal Mgmt. (239) 774-0723	Varianides	George	info@pbeinc.com	845-800-1601	845-800-1602
	Stewart Carter (239) 825-2851	Noto	Al	Noto.usr@gmail.com	551-206-1649	
	cmt@cmgflorida.com	Lundquist	James	jtlundquist@verizon.net	973-458-0906	239-919-8985
		Michaels	Nancy	nancy@gclearning.com	239-643-2979	239-595-7872
4/19/2018		Fritz	Jesse	jessemfritz@comcast.net	239-417-2889	239-293-0101
Mulberry Row	Cardinal Mgmt. (239) 774-0723	Robertson	Eileen	Robertson.els@comcast.net	239-775-6254	
	Stewart Carter (239) 825-2851	Yates	Dave	dyates3@comcast.net	239-775-8163	239-293-1775
	cmt@cmgflorida.com	Henry	Jan	jan_henry@me.com	239-775-8029	
		Burns	Kay	kburns25sp@aol.com	239-877-2852	917-697-2664
		Cornell	JP	cdcornell@icloud.com	239-775-4968	609-494-6460
Mussorie	Cardinal Mgmt. (239) 774-0723	Burdett	Anthony	Tburdett@tayolormorrison.com		
	Stewart Carter (239) 825-2851	Longenecker	Cammie	n/a		
	cmt@cmgflorida.com	Long	Chris	n/a		
4/14/2018		Miller	Andrew	n/a		

Oyster Harbor	Cardinal Mgmt. (239) 774-0723	Parisi	Joe	parisij@fiddlerscreek.com	239-732-9400	
	Stewart Carter (239) 825-2851	Miller	Drew	amiller@taylormorrison.com		
	cmt@cmgflorida.com	Lord	Valerie	lordv@fiddlerscreek.com	239-732-9400	
Pepper Tree	Cardinal Mgmt. (239) 774-0723	Brougham	Phill	phillip.brougham@gmail.com	239-793-5347	239-793-5671
	Stewart Carter (239) 825-2851	Marc	Yale	yalemarc@gmail.com		781-249-3087
4/14/2018	cmt@cmgflorida.com	Gustawson	Judy	judygustawson@att.net	239-793-3141	
Runaway Bay	Cardinal Mgmt. (239) 774-0723	Marek	Anton	tonymar423@yahoo.com	908-930-5969	908-847-5906
	Stewart Carter (239) 825-2851	Dilorenzo	James	Djames664@gmail.com	603-490-1120	617-834-1165
4/14/2018	cmt@cmgflorida.com	Moorehead	Bruce	bwaylen@gmail.com	404-625-9659	239-259-8835
Sauvignon	Cardinal Mgmt. (239) 774-0723	Fortener	Randy	rfortener9@gmail.com	614-905-6720	614-889-2501
	Stewart Carter (239) 825-2851	Mayer	John	JohnFMayer1@gmail.com	330-701-5094	
5/1/2018	cmt@cmgflorida.com	Wenzke	Gerard	gwenzke@distinctstrategies.com	239-877-0168	
Serena	Cardinal Mgmt. (239) 774-0723	Koppele	Gary	gkoppele@icarisk.com	848-303-8158	201-788-3594
	Stewart Carter (239) 825-2851	Baker	Dale	Dale.baker@charter.net	804-339-7599	
	cmt@cmgflorida.com	Grogan	Stephen	Stg33@aol.com	516-987-0106	954-646-7516
		Kopito	Michael	michael.kopito@comcast.net	239-775-9445	954-646-7516
4/19/2018		Barnard	Tony	tonybarnard6@gmail.com	239-774-7991	303-521-4780
Sonoma	Tropical Isles Mgmt. (239) 939-2999	Seidman	Bernard	bernseid@comcast.net	239-248-5566	
	Don Roedding Cell 239-872-1264	Smith	Jim	eboogirl@aol.com	631-473-2685	631-219-1715
	droedding@tropicalisles.net	Ritchie	Brette	bretteritchie@gmail.com	416-723-8247	
Varenna	Cardinal Mgmt. (239) 774-0723	Rosaschi	Charles	Chazro123@aol.com	239-304-9978	516-581-1454
	Stewart Carter (239) 825-2851	O'Connor	Charles	coconnor@capriskpartners.com	978-790-2093	
	cmt@cmgflorida.com	Bray	Terry	Tbray46@gmail.com	215-208-6724	
		Bagyura	Stefan	Stefan.bagyura@gmail.com	239-331-6230	
6/23/2018		O'Rorke	Richard	Rororke60@comcast.net	201-981-8193	

Whisper Trace	American Property Mgmt. (239) 774-0105	Campbell	David	charlevixattorney@gmail.com	239-590-3758	239-300-4570
	Dianna Musse	Kuhnly	Mark	Mkuhnly27@msn.com	763-354-9343	
	support2@apms.com	Bilardo	Frank	frankbilardo@bilardocpallc.com	484-529-2622	
		Miller	Gordon	nlmsub@tds.net	608-535-7701	
		Nash	Patrick	Pnash1941@yahoo.com	816-916-5111	
		Mientus	Shari	Smpower911@gmail.com	773-750-9304	
5/23/2018		Tetta	Alfonso	ajtetta@hotmail.com	239-732-7340	516-446-3294

CDD 1		**Last Name**	**First Name**	**email**	**phone**	**phone 2**
	(239) 498-9020	Brougham	Phillip	Phillip.Brougham@fiddlerscreekcdd1.net	239-793-5671	239-269-5870
	www.fiddlerscreekcdd1.net	Badessa	Joseph	joseph.bedessa@fiddlerscreekcdd1.net		
	CDD Bonds & Tax Info call Alice Carlson					
	(239) 435-3988	Schmitt	Joseph	Joseph.Schmitt@fiddlerscreekcdd1.net	239-417-9147	
		Slater	Robert	Robert.Slater@fiddlerscreekcdd1.net	239-793-6158	603-759-3765
CDD 2		**Last Name**	**First Name**	**email**	**phone**	**phone 2**
	(239) 498-9020	Miller	Elliot	Elliot.Miller@fiddlerscreekcdd2.net	239-793-6854	203-685-9032
	www.fiddlerscreekcdd2.net	DiNardo	Victoria	Victoria.DiNardo@fiddlerscreekcdd2.net	239-793-6802	
	CDD Bonds & Tax Info call Alice Carlson	Klug	Bill	Bill.Klug@fiddlerscreekcdd2.net	239-774-1841	239-776-0149
	(239) 435-3988	Nuzzo	John	John.Nuzzo@fiddlerscreekcdd2.net	239-417-4959	609-571-6086
		Viegas	Linda	Linda.Viegas@fiddlerscreekcdd2.net	239-228-2416	617-347-4196
rev. 9/29/2018						

FIDDLER'S CREEK
COMMUNITY DEVELOPMENT DISTRICT #1

7

Customer Service Agreement– 5 Year

Effective Date: December 1, 2018 No. of Inspections: **4** Month of Inspections: January/April/July/October

Between: **Fiddlers Creek CDD ("Customer")**

And

MYAV-Tech, LLC ("AV-Tech"), Corporate Office, 821 5th Ave. S., Suite 105, Naples, Fl. 34102
Ph: 844-692-8832, Florida Electrical License #13007682

In consideration of the Customer's payment of the annual fee provided herein, AV-Tech agrees to provide the service listed below during an initial term of five (5) years, with for the equipment listed below. The annual fee for years 1 thru 5 will be $13,912.00 per year (billed annually, in advance).

1. SERVICE. Customer will receive priority service. * This includes preventative maintenance inspections as specified above. Our service response goal, as a local provider, is within 4 to 6 business hours. AV-Tech will provide parts AND labor per this Agreement.

**See attached Equipment List for equipment that is covered.*

Preventative maintenance inspections will be completed by the month scheduled or at the time of an emergency service call. Preventative maintenance reports will be provided to Customer upon inspection/service. When, in AV-Tech's opinion, equipment replacement is necessary because normal repair and parts replacement cannot keep the equipment in satisfactory operating condition or equipment is unrepairable, AV-Tech will submit a cost estimate for reconditioning and/or replacement. Such work, if authorized by the customer, will be in addition to the above-mentioned annual fee. If repair authorization is not granted, AV-Tech,LLC may refuse renewal of the Service Agreement on the unit-requiring repair. NO EXPRESSED OR IMPLIED WARRANTIES.

THE SOLE OBLIGATION OF AV-TECH UNDER THIS AGREEMENT IS TO INSPECT AND MAKE NECESSARY REPAIR OF THE COVERED EQUIPMENT, AND CUSTOMER HEREBY AGREES THAT THERE ARE NO WARRANTIES, EXPRESS OR IMPLIED, WHICH WOULD IMPOSE UPON AV-TECH ANY OTHER OBLIGATION OR LIABILITY. AV-TECH SHALL NOT BE RESPONSIBLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES. (Acts of god)

THE TERMS AND CONDITIONS BELOW ARE PART OF THIS AGREEMENT.

CANCELLATION. This agreement can be **cancelled after Year 1 with a 30-day prior written notice** with mutual cause for cancellation by either party.

2.

3. RENEWAL. This Agreement will not automatically renew. AV Tech will submit a new service agreement proposal prior to the expiration of the Term of this Agreement for consideration.

4. DEFAULT. AV-Tech may refuse to continue the services provided for herein if Customer does not pay the fees or charges due according to the terms of this Agreement.

5. EMERGENCY FIELD SERVICE DOES NOT INCLUDE:

a. Travel, or parts and labor charges, required as a result of accident, fire, storm, water, negligence, misuse, vandalism, power failure, current fluctuations, lighting surges, failure due to non-AV-Tech installation, parts, service attachments, or devices, or any cause external to the equipment not caused by AV-Tech.
b. Specification changes, program changes, resets, Daylight Savings Time Changes, power failures.
c. Service on weekends, holidays or times other than AV-Tech's normal business hours Monday through Friday 7:00 a.m. to 5:00 p.m. (unless otherwise agreed to in writing in this document).
   Schedule of Fees:
   Weekends $95/Hr
   Holidays $105/Hr
d. Coverage of loss of revenue or any financial claims due to equipment malfunction or down time.
e. Non-equipment items such as doorstrikes, door closures, concrete, electrical wiring, etc.

6. GENERAL. AV-Tech shall not be responsible for failure to render service due to strikes, fire, flood, and other causes beyond its control. This Agreement constitutes the entire contract between AV-Tech and Customer with respect to service of the equipment and no representation of statements not expressed herein shall be binding on AV-Tech.

Equipment Covered under the Customer Service Agreement is attached. Coverage includes loops, detectors, switches and/or accessories associated with the operation of the listed equipment only.

Agreed to and Accepted by:	Agreed to and Accepted By:
Customer (Print Name): _____	MY AV-TECH, LLC
Title: _____	By: Casie Williams, Owner/President
Signature: _____	Signature: _____
Date: _____	Date: _____

EQUIPMENT LIST

MODEL	DESCRIPTION	SERIAL #	LOCATION
MEGA ARM	Barrier Gate (MADCBB)	4995	Main Gate – Resident Entrance
MEGA ARM	Barrier Gate (MADCBB)	4999	Main Gate – Visitor Entrance
MEGA ARM	Barrier Gate (MADCBB)	4996	Main Gate – Visitor East Exit
MEGA ARM	Barrier Gate (MADCBB)	4997	Main Gate – Resident East Exit
MEGA ARM	Barrier Gate (MADCBB)	5002	Main Gate – Resident East 2nd Exit
MEGA ARM	Barrier Gate (MADCBB)	5001	Main Gate – Visitor East 2nd Exit
MEGA ARM	Barrier Gate (MADCBB)	7850	Main Gate – Resident Entrance (Primary)
MEGA ARM	Barrier Gate (MADCBB)	7851	Main Gate – Resident Entrance (Secondary)
MEGA ARM	Barrier Gate (MADCBB)	7852	Main Gate – Resident Exit (Primary)
MEGA ARM	Barrier Gate (MADCBB)	7853	Main Gate – Resident Exit (Secondary)
TMG010	Barrier Gate Tower	3216	Sandpiper – Visitor Exit
MEGA ARM	Barrier Gate (MADCBB)	4187	Sandpiper – Visitor Entrance
MEGA ARM	Barrier Gate (MADCBB)	5000	Championship – 1st Exit
MEGA ARM	Barrier Gate (MADCBB)	4998	Championship – Entrance
MEGA ARM	Barrier Gate (MADCBB)	5003	Championship – 2nd Exit
1819-080	Information Phone System	100181	Sandpiper – Visitor East Exit
1819-080	Information Phone System	100184	Sandpiper – Visitor Entrance
1819-080	Information Phone System	100021	Championship – Entrance
1819-080	Information Phone System	100023	Championship – Exit
FIXPASS	Fixed Pass Scanner (FS302-14)	013CZGP01526	Sandpiper – Entrance
FIXPASS	Fixed Pass Scanner (G13167571)	G15H39439	Sandpiper – East Guest Exit
FIXPASS	Fixed Pass Scanner (FS302-14)	3673400024	Main Gate – Visitor East 2nd Exit Lane
FIXPASS	Fixed Pass Scanner (FS302-14)	2673400023	Championship – Entrance
FIXPASS	Fixed Pass Scanner (FS302-14)	013B400722	Championship - Exit
Vista20P	Security System		Aviamar Pumphouse
Vista20P	Security System		Creative Lane Pump House
Vista20P	Security System		Mulberry East
Vista20P	Security System		Mulberry West

Vista20P	Security System		Fiddler’s Creek Pkwy Termination Point

*Includes loops, detectors, switches and/or accessories associated with the operation of the above listed equipment only.

*Repairs Prior to Customer Service Agreement being accepted:

Invoice

My AV-Tech, LLC
821 5th Ave South #105
Naples, FL 34102
1-844-692-8832

Date	Invoice #
11/01/2018	18137

BILL TO
Fiddlers Creek CDD
9220 Bonita Beach Road
Suite #214
Naples, FL 34135

SERVICE ADDRESS
Fiddlers Creek CDD
9220 Bonita Beach Road
Suite #214
Naples, FL 34135

Scope
FC CDD 5 Year Service Agreement

Quantity	Service Date	Description	Rate	Amount
1	12/01/2018	**Contract Draw:Contract Draw** Customer Service Agreement– 6 Months (December 1, 2018 - June 1, 2019)	6,956.00	6,956.00
***Invoice Due Prior to Start Date**			**Total**	6,956.00

Email	Website
Casie@MyAV-Tech.com	www.MyAV-Tech.com

FIDDLER'S CREEK
COMMUNITY DEVELOPMENT DISTRICT #1

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FIDDLER'S CREEK
COMMUNITY DEVELOPMENT DISTRICT #1
FINANCIAL STATEMENTS
UNAUDITED
SEPTEMBER 30, 2018

FIDDLER'S CREEK
COMMUNITY DEVELOPMENT DISTRICT #1
BALANCE SHEET
GOVERNMENTAL FUNDS
SEPTEMBER 30, 2018

	General 001	Debt Service Series 2013 Refunded 1999	Debt Service Series 2013 Refunded 2006	Debt Service Series 2014-1 Refunded 2002B	Series 2014-2A Refunded 2002A	Series 2014-2B Refunded 2002A	Debt Service Series 2014-3 Refunded 2005	Debt Service Series 2014-4 Refunded 2005	Capital Projects Series 2005	Total Governmental Funds
ASSETS										
Operating accounts										
SunTrust	$ 324,750	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 324,750
Assessment account-Iberia	300,382	-	-	-	-	-	-	-	-	300,382
Centennial Bank - MMA	76,866	-	-	-	-	-	-	-	-	76,866
Finemark - MMA	19,143	-	-	-	-	-	-	-	-	19,143
Investments										
Revenue	-	248,531	60,969	248,749	307	295,229	447	472	-	854,704
Reserve - series A	-	439,402	27	-	-	101,263	-	-	-	540,692
Prepayment	-	37,201	3	-	58	1,184,910	-	-	-	1,222,172
Prepayment - 2002B exchange	-	-		48,241	-	-	-	-	-	48,241
Due from other funds										
Debt service 2013 refund 2006	32,760	-	-	-	-	-	-	-	-	32,760
Capital project 2005	132,078	-	-	-	-	-	-	-	-	132,078
Due from Fiddler's Creek CDD #2	31,767	-	-	-	-	-	-	-	-	31,767
Deposits	5,125	-	-	-	-	-	-	-	-	5,125
Total Assets	$ 922,871	$ 725,134	$ 60,999	$ 296,990	$ 365	$ 1,581,402	$ 447	$ 472	$ -	$ 3,588,680
LIABILITIES & FUND BALANCES										
Liabilities:										
Accounts payable	$ 99,202	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 99,202
Due to other funds										
General fund 001	-	-	32,760	-	-	-	-	-	132,078	164,838
C&C tree svc retainage	4,942	-	-	-	-	-	-	-	-	4,942
Total liabilities	104,144	-	32,760	-	-	-	-	-	132,078	268,982
Fund balances:										
Restricted for										
Debt service	-	725,134	28,239	296,990	365	1,581,402	447	472	-	2,633,049
Capital projects	-	-	-	-	-	-	-	-	(132,078)	(132,078)
Unassigned	818,727	-	-	-	-	-	-	-	-	818,727
Total fund balances	818,727	725,134	28,239	296,990	365	1,581,402	447	472	(132,078)	3,319,698
Total liabilities and fund balance	$ 922,871	$ 725,134	$ 60,999	$ 296,990	$ 365	$ 1,581,402	$ 447	$ 472	$ -	$ 3,588,680

FIDDLER'S CREEK
COMMUNITY DEVELOPMENT DISTRICT #1
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND 001
FOR THE PERIOD ENDED SEPTEMBER 30, 2018

	Current Month	Year To Date	Budget	% of Budget
REVENUES				
Assessment levy	$ -	$ 2,958,371	$ 2,925,071	101%
Assessment levy: off-roll	37,505	450,059	450,059	100%
Interest	67	984	2,200	45%
Miscellaneous	1,116	11,417	15,000	76%
Settlements	-	13,182	-	N/A
Total revenues	38,688	3,434,013	3,392,330	101%
EXPENDITURES				
Administrative				
Supervisors	431	12,918	12,918	100%
Management	5,043	60,525	60,525	100%
Assessment roll preparation	-	25,490	25,490	100%
Accounting services	1,647	19,764	19,764	100%
Audit	-	7,450	15,400	48%
Legal	3,297	32,592	25,000	130%
Legal - litigation	63,596	138,178	35,000	395%
Engineering	7,763	44,040	30,000	147%
Telephone	59	706	706	100%
Postage	285	2,109	2,300	92%
Insurance	-	15,644	17,177	91%
Printing and binding	55	659	659	100%
Legal advertising	1,222	2,471	2,000	124%
Office supplies	70	783	750	104%
Annual district filing fee	-	175	175	100%
Trustee	-	7,000	15,500	45%
Arbitrage rebate calculation	-	500	4,000	13%
Contingencies	71	2,271	20,000	11%
ADA website complicance	-	199	-	N/A
Dissemination agent	986	11,828	11,828	100%
Total administrative	84,525	385,302	299,192	129%
Field management				
Field management services	2,187	26,237	26,237	100%
Total field management	2,187	26,237	26,237	100%
Water management maintenance				
Other contractual	31,642	290,436	377,810	77%
Fountains	9,893	66,170	60,000	110%
Total water management maintenance	41,535	356,606	437,810	81%
Street lighting				
Contractual services	5,051	45,848	15,000	306%
Electricity	6,208	39,379	38,000	104%
Holiday lighting program	-	14,900	15,000	99%
Miscellaneous	-	-	1,500	0%
Total street lighting	11,259	100,127	69,500	144%

FIDDLER'S CREEK
COMMUNITY DEVELOPMENT DISTRICT #1
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND 001
FOR THE PERIOD ENDED SEPTEMBER 30, 2018

	Current Month	Year To Date	Budget	% of Budget
Landscaping				
Other contractual - landscape maintenance	101,733	814,142	1,060,000	77%
Other contractual - flowers	-	11,380	42,000	27%
Improvements and renovations	22,360	115,209	145,000	79%
Contingencies	53,774	53,872	25,000	215%
Hurricane clean-up	44,076	534,470	-	N/A
Total landscaping	221,943	1,529,073	1,272,000	120%
Access control				
Contractual services	-	261,244	377,332	69%
Rentals and leases	-	12,392	33,789	37%
Fuel	829	8,265	7,231	114%
Repairs and maintenance - parts	-	-	4,172	0%
Repairs and maintenance - gatehouse	222	15,738	13,905	113%
Insurance	-	4,935	5,006	99%
Operating supplies	2,120	30,975	25,029	124%
Capital outlay-truck	-	16,270	-	N/A
Capital outlay	-	31,280	11,124	281%
Total access control	3,171	381,099	477,588	80%
Roadway				
Contractual services	-	3,916	5,000	78%
Roadway maintenance	95	53,318	110,000	48%
Capital outlay	-	-	462,910	0%
Total roadway	95	57,234	577,910	10%
Irrigation supply				
Electricity	58	356	750	47%
Repairs and maintenance	1,848	9,805	1,500	654%
Supply system	13,583	149,155	123,200	121%
Total irrigation supply	15,489	159,316	125,450	127%
Other fees & charges				
Property appraiser	-	41,569	45,704	91%
Tax collector	-	59,161	60,939	97%
Total other fees & charges	-	100,730	106,643	94%
Total expenditures	380,204	3,095,724	3,392,330	91%
Excess/(deficiency) of revenues over/(under) expenditures	(341,516)	338,289	-	
Fund balances - beginning	1,160,243	480,438	748,929	
Fund balances - ending	$ 818,727	$ 818,727	$ 748,929	

FIDDLER'S CREEK
COMMUNITY DEVELOPMENT DISTRICT #1
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2013 (REFUNDED SERIES 1999)
FOR THE PERIOD ENDED SEPTEMBER 30, 2018

	Current Month	Year To Date	Budget	% of Budget
REVENUES				
Assessment levy: on-roll net	$ -	$ 894,876	$ 886,729	101%
Assessment prepayments	7,397	48,041	-	N/A
Interest	951	9,146	-	N/A
Total revenues	8,348	952,063	886,729	107%
EXPENDITURES				
Debt service				
Principal	-	725,000	730,000	99%
Principal prepayment	-	40,000	-	N/A
Interest	-	123,900	124,400	100%
Total debt service	-	888,900	854,400	104%
Other fees & charges				
Property appraiser	-	12,601	13,855	91%
Tax collector	-	17,874	18,474	97%
Total other fees & charges	-	30,475	32,329	94%
Total expenditures	-	919,375	886,729	104%
Excess/(deficiency) of revenues over/(under) expenditures	8,348	32,688	-	
Fund balances - beginning	716,786	692,446	654,174	
Fund balances - ending	$ 725,134	$ 725,134	$ 654,174	

FIDDLER'S CREEK
COMMUNITY DEVELOPMENT DISTRICT #1
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2013 (REFUNDED SERIES 2006)
FOR THE PERIOD ENDED SEPTEMBER 30, 2018

	Current Month	Year To Date	Budget	% of Budget
REVENUES				
Assessment levy: on-roll - net	$ -	$ 441,236	$ 436,273	101%
Interest	72	1,969	-	N/A
Total revenues	72	443,205	436,273	102%
EXPENDITURES				
Debt service				
Principal	-	510,000	507,061	101%
Interest	-	18,488	18,488	100%
Total debt service	-	528,488	525,549	101%
Other fees & charges				
Property appraiser	-	6,200	6,817	91%
Tax collector	-	8,822	9,089	97%
Total other fees & charges	-	15,022	15,906	94%
Total expenditures	-	543,510	541,455	100%
Excess/(deficiency) of revenues over/(under) expenditures	72	(100,305)	(105,182)	
Fund balances - beginning	28,167	128,544	118,631	
Fund balances - ending	$ 28,239	$ 28,239	$ 13,449	

FIDDLER'S CREEK
COMMUNITY DEVELOPMENT DISTRICT #1
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2014-1 (REFUNDED SERIES 2002B)
FOR THE PERIOD ENDED SEPTEMBER 30, 2018

	Current Month	Year To Date	Budget	% of Budget
REVENUES				
Assessment levy: on-roll - net	$ -	$ 554,594	$ 548,352	101%
Assessment Prepayment	44,196	132,589	-	N/A
Interest	335	3,309	-	N/A
Total revenues	44,531	690,492	548,352	126%
EXPENDITURES				
Debt service				
Principal	-	190,000	190,000	100%
Principal prepayment	-	85,000	-	N/A
Interest	-	340,525	340,525	100%
Total debt service	-	615,525	530,525	116%
Other fees & charges				
Property appraiser	-	7,793	8,568	91%
Tax collector	-	11,090	11,424	97%
Total other fees & charges	-	18,883	19,992	94%
Total expenditures	-	634,408	550,517	115%
Excess/(deficiency) of revenues over/(under) expenditures	44,531	56,084	(2,165)	
Fund balances - beginning	252,459	240,906	229,034	
Fund balances - ending	$ 296,990	$ 296,990	$ 226,869	

FIDDLER'S CREEK
COMMUNITY DEVELOPMENT DISTRICT #1
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2014-2A (REFUNDED SERIES 2002A)
FOR THE PERIOD ENDED SEPTEMBER 30, 2018

	Current Month	Year To Date	Budget	% of Budget
REVENUES				
Assessment levy: off-roll	$ -	$ 363,844	$ 363,906	100%
Interest	1	362	-	N/A
Total revenues	1	364,206	363,906	100%
EXPENDITURES				
Debt service				
Principal	-	125,000	125,000	100%
Interest	-	238,906	238,906	100%
Total debt service	-	363,906	363,906	100%
Excess/(deficiency) of revenues over/(under) expenditures	1	300	-	
Fund balances - beginning	364	65	-	
Fund balances - ending	$ 365	$ 365	$ -	

FIDDLER'S CREEK
COMMUNITY DEVELOPMENT DISTRICT #1
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2014-2B (REFUNDED SERIES 2002A)
FOR THE PERIOD ENDED SEPTEMBER 30, 2018

	Current Month	Year To Date	Budget	% of Budget
REVENUES				
Assessment levy: on-roll	$ -	$ 675,282	$ 688,508	98%
Assessment levy: off-roll	-	-	79,450	0%
Assessment prepayments	144,800	1,225,779	-	N/A
Interest	1,858	7,801	-	N/A
Total revenues	146,658	1,908,862	767,958	249%
EXPENDITURES				
Debt service				
Principal	-	220,000	220,000	100%
Principal prepayment	-	540,000	-	N/A
Interest	-	442,234	459,250	96%
Total debt service	-	1,202,234	679,250	177%
Other fees & charges				
Property appraiser	-	9,785	10,758	91%
Tax collector	-	13,504	14,344	94%
Total other fees & charges	-	23,289	25,102	93%
Total expenditures	-	1,225,523	704,352	174%
Excess/(deficiency) of revenues over/(under) expenditures	146,658	683,339	63,606	
Net change in fund balances	146,658	683,339	63,606	
Fund balances - beginning	1,434,744	898,063	320,063	
Fund balances - ending	$ 1,581,402	$ 1,581,402	$ 383,669	

FIDDLER'S CREEK
COMMUNITY DEVELOPMENT DISTRICT #1
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2014-3 (REFUNDED SERIES 2005)
FOR THE PERIOD ENDED SEPTEMBER 30, 2018

	Current Month	Year To Date	Budget	% of Budget
REVENUES				
Assessment levy: off-roll	$ -	$ 589,930	$ 590,000	100%
Interest	1	481	-	N/A
Total revenues	1	590,411	590,000	100%
EXPENDITURES				
Debt service				
Principal	-	170,000	170,000	100%
Interest	-	420,000	420,000	100%
Total debt service	-	590,000	590,000	100%
Excess/(deficiency) of revenues over/(under) expenditures	1	411	-	
Fund balances - beginning	446	36	3	
Fund balances - ending	$ 447	$ 447	$ 3	

FIDDLER'S CREEK
COMMUNITY DEVELOPMENT DISTRICT #1
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2014-4 (REFUNDED SERIES 2005)
FOR THE PERIOD ENDED SEPTEMBER 30, 2018

	Current Month	Year To Date	Budget	% of Budget
REVENUES				
Assessment levy: off-roll	$ -	$ 623,626	$ 623,700	100%
Interest	-	508	-	N/A
Total revenues	-	624,134	623,700	100%
EXPENDITURES				
Debt service				
Principal	-	180,000	180,000	100%
Interest	-	443,700	443,700	100%
Total debt service	-	623,700	623,700	100%
Excess/(deficiency) of revenues over/(under) expenditures	-	434	-	
Fund balances - beginning	472	38	2,368	
Fund balances - ending	$ 472	$ 472	$ 2,368	

FIDDLER'S CREEK
COMMUNITY DEVELOPMENT DISTRICT #1
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
CAPITAL PROJECTS FUND SERIES 2005
FOR THE PERIOD ENDED SEPTEMBER 30, 2018

	Current Month	Year To Date
REVENUES	$ -	$ -
Total revenues	-	-
EXPENDITURES	-	-
Total expenditures	-	-
Excess/(deficiency) of revenues over/(under) expenditures	-	-
Fund balances - beginning	(132,078)	(132,078)
Fund balances - ending	$ (132,078)	$ (132,078)

FIDDLER'S CREEK
COMMUNITY DEVELOPMENT DISTRICT #1

10

DRAFT

MINUTES OF MEETING
FIDDLER'S CREEK COMMUNITY DEVELOPMENT DISTRICT #1

The Board of Supervisors of the Fiddler's Creek Community Development District #1 held a Regular Meeting on September 26, 2018 at 8:00 a.m., at the Fiddler's Creek Club and Spa, 3470 Club Center Boulevard, Naples, Florida 34114.

Present at the meeting were:

Phil Brougham	Chair
Joseph Badessa	Assistant Secretary
Robert Slater	Assistant Secretary

Also present were:

Chuck Adams	District Manager
Cleo Adams	Assistant Regional Manager
Jason Olson	Assistant Regional Manager
Tony Pires	District Counsel
Terry Cole	District Engineer
Carrie Robinson (via telephone)	Special Counsel
Valerie Lord	Counsel – The Foundation
Marie Puckett	Fiddler's Creek Security
Robert Dieckmann	Interim Project Manager – The Foundation
Shannon Benedetti	Resident
Jesse Fritz	Resident
Torben Christensen	Resident
Judy Tibbs	Resident
Gary Shira	Resident

FIRST ORDER OF BUSINESS **Call to Order/Roll Call**

Mrs. Adams called the meeting to order at 8:00 a.m. Supervisors Brougham, Badessa and Slater were present, in person. Supervisor Slater Schmitt was not present. One seat remained vacant.

SECOND ORDER OF BUSINESS **Public Comments: Non-Agenda Items *(3 minutes per speaker)***

Mr. Torben Christensen, a resident, noted that, lately, the patrol cars look muddy and dirty whereas before they were shiny and clean. Staff was asked to make sure that the patrol

cars are washed daily. Next, the palms and some of the bushes on Runaway Lane that were destroyed by Hurricane Irma and subsequently removed have not been replaced. As they often fail to trim the area, Mr. Christensen asked if the landscapers could be reminded that the portion of Runaway Lane from Fiddler's Creek Parkway, down to the monument, is part of the CDD. Mrs. Adams alerted LandCare about the issue. Mr. Brougham stated that the same would apply to the two CDD-owned entrances on Isla Del Sol. Mrs. Adams would remind LandCare of the entrances as well.

Mr. Brougham stated that Mr. Gary Shira, a resident, noted several bare spots along Fiddler's Creek Parkway, between the sidewalk and the main gate, and asked if that area would be replanted. Planting would commence on October 1 at the main gate and the bare spots would be filled in. Mr. Slater stated that several areas underneath the fence, from Whisper Trace up to Mulberry, have bare spots. Mr. Cole stated that the decision was to lower the portion of the fence near Mulberry Court; a contractor placed fill under it and he would inspect the area after the meeting. Mr. Brougham asked Mr. Adams to place a hold on the contractor's retainage.

Ms. Judy Tibbs, a resident, stated that the concrete fence post between Bent Creek and Peppertree is on the ground and should be discarded. Staff was asked to have the fence post removed.

THIRD ORDER OF BUSINESS Special Counsel Update

Ms. Robinson provided the following update:

- The depositions are well underway; a number of depositions have been taken to date.
- Mr. Adams, the CDD #1 representative, will conclude his depositions in early October.
- The deposition of Mr. Miller, as the CDD #2 representative, was recently concluded.
- The deposition of a U.S. Bank representative in Minnesota was set for this morning but was canceled due to travel issues and will be rescheduled.
- Numerous depositions are coming up at the end of this week and over the next several weeks.
- A hearing was set for October 29 on U.S. Bank's Motion to Bifurcate the cases; they asked the Court to sever the CDD #1 case from the CDD #2 case, for trial, reasoning that the issues are separate for the Districts and separating the trials would benefit judicial economy.

- Ms. Robinson plans to oppose U.S. Bank's motion.

Mr. Brougham asked if the cases were not initially joined together by a Court. Ms. Robinson confirmed that they were consolidated, at the beginning, and are still proceeding as consolidated cases. Mr. Brougham questioned why the first judge's decision to join the cases does not take precedence over the subsequent request to separate them. Ms. Robinson replied that every judge is entitled to review prior interlocutory orders of another judge and determine whether it is the same and, in this instance, the landscape of the cases has changed since that original decision. When the original ruling was made, CDD #1 was an intervener into the declaratory judgment action brought by U.S. Bank against CDD #2. U.S. Bank's position is that CDD #2 is no longer a party to that declaratory judgment action, by virtue of U.S. Bank's removal at truncate. Ms. Robinson noted that the cases are so similar that there is a risk of inconsistent results, based on the same language, if there are two different trials. In response to Mr. Slater's question regarding what would happen if U.S. Bank prevails on the motion, Ms. Robinson stated, because the cases are competing as one single, consolidated case, there is one judge and, if they are separated for trial, the cases should still both stay with that same judge. As to whether there is a legal requirement that one judge will preside over both cases, Ms. Robinson stated, there is no procedure stipulating that, when the cases are bifurcated, a new judge will be assigned; they will both be under the same judge and, although it is not beyond the realm of possibility, it is very unlikely. Ms. Robinson was asked to alert the Board to new developments.

Ms. Robinson left the meeting.

FOURTH ORDER OF BUSINESS Developer's Report

There being no Developer's Report, the next item followed.

Mr. Brougham asked if someone could validate that the PUD Amendment for the 41 parcel was approved by the Board of County Commissioners. Ms. Puckett replied affirmatively and confirmed that there are no new developments.

FIFTH ORDER OF BUSINESS Engineer's Report: *Hole Montes, Inc.*

Mr. Cole reported the following:

- The landscape restoration work is substantially complete; a punch list inspection of CDD #1 areas is scheduled for tomorrow.
- The sidewalk repairs were recently substantially completed.
- Collier Paving is too busy to do the sidewalk repairs. Mr. Cole will secure a proposal from another contractor.
- The Hawk's Nest fence installation is underway.
- The iron, double-rod Mulberry fence gate was located and will be installed.
- Regarding the gate's walking mechanism, plates must be installed to see if that is possible because it is a vinyl fence instead of concrete.

A Board Member questioned if the mechanism will match, in size and shape, with the new gates, since the material is different. Mr. Brougham asked Staff to review and determine if it will match.

- Streetlights, signage and tree removals were substantially complete.
- By the next meeting, all of CDD #1's restoration projects should be completed.

Mr. Brougham asked if the landscaping must be revamped at the CDD's expense after the Hawk's Nest fence is installed. Mr. Dieckmann stated the landscaping is still being worked through. Mr. Dieckmann was asked to determine the cost of landscaping and email the information to Mr. Brougham, who would initiate a discussion with Mr. Salvaggione, as to what Hawk's Nest would like to do. In response to a Board Member's question, Mr. Adams stated that the streetlight painting is part of routine maintenance. Mr. Cole stated that he is organizing the milling and repaving project, which will include striping. Mr. Brougham asked if the CDD could accommodate the Isla Del Sol Association if they pave the CDD #1-owned portion of the roadway, as part of their repaving project. Mr. Adams stated, if they are willing to pay, it is simply a transfer of those funds offsetting the costs to the CDD, which would be cleaner than entering into a license agreement and allowing them to pave the District's roadway. Mr. Brougham inquired about the crosswalk striping. Mr. Cole would check with Grady Minor Engineering to see what is reflected in their plans.

SIXTH ORDER OF BUSINESS **Official Recognition of The Foundation and Robert Dieckmann for their Recovery Efforts from Hurricane Irma**

- **Consideration of Resolution 2018-10, Expressing Appreciation for the Assistance and Support Rendered by the Fiddler's Creek Foundation, Inc., and Robert Dieckmann in the Aftermath of Hurricane Irma; and, in the Hurricane Irma Restoration Project**

Mr. Brougham presented Resolution 2018-10 and read the title.

On MOTION by Mr. Slater and seconded by Mr. Badessa, with all in favor, Resolution 2018-10, Expressing Appreciation for the Assistance and Support Rendered by the Fiddler's Creek Foundation, Inc., and Robert Dieckmann in the Aftermath of Hurricane Irma; and, in the Hurricane Irma Restoration Project, was adopted.

Mr. Brougham requested that Management have the recognition laminated, mounted and delivered to Mr. Dieckmann.

SEVENTH ORDER OF BUSINESS **Presentation/Consideration: Irrigation Design Group Proposal**

This item was deferred to the next meeting.

EIGHTH ORDER OF BUSINESS **Consideration of Revised Post Orders**

Mr. Brougham stated that the Revised Post Orders is an update, requested by the Board, because the original version was outdated; comments or corrections are welcomed. On Page 9, "CDD, Fiddler's Creek Staff and Rookery Staff" makes no mention that the rookery golf club purchased a large amount of clickers from the CDD and that rookery golf club members have clickers. Other noted errors include:

Page 5: "Faces to Know": Does not have the names of the personnel under them.

"TEM" is no longer responsible for "gate repairs"; and the new contractor's name should be added.

Mrs. Adams stated that the new company takes over on December 1.

In response to a question from Page 9, Ms. Puckett stated that the barcodes are placed on the rear driver's side window of vehicles.

Page 9: District Management Staff have passes instead of gate transmitters, as alluded to under "CDD, Fiddler's Creek Staff and Rookery Staff"

Page 13, last bullet: Change "checks" to "check"

Page 4, Item #10, "Code of Ethical Conduct": Change "intoxication" to "impairment" and add "any non-prescribed narcotic or controlled substances"

- On Page 8, "General Public", last sentence: Delete "suspicious"
- On Page 10, bolded paragraph, last sentence: Change "resident" to "authorized person or property owner"
- Page 15: Residents requested corrections on the "Broken Irrigation Response List"

Ms. Puckett would make the modifications.

Mr. Brougham thought that the CDD should seriously consider whether to continue using clickers, in light of all of the new technology currently available. He asked to revisit the clickers and the reconciliation project at a subsequent meeting before the Board considers other big investments.

NINTH ORDER OF BUSINESS **Consideration of AV Tech ISN Gate Keeper 5-year Customer Service Agreement**

Mrs. Adams stated that the Agreement is the same agreement as before. She asked Ms. Gillyard to email the revised agreement and listed the following revisions that were made:

- Taxes were removed from the final cost.
- The date was changed to the start date of December 1.
- The Agreement can be cancelled after one year with 30-day prior written notice.
- Implement an after-hours schedule on weekends and weekdays after 5:00 p.m.
- Management requested making payments instead of one; one on December 1 and the other payment six months later.

Mrs. Adams would circulate the revised Agreement to the Board as soon as possible. A Board Member noted that the cancellation clause changes the agreement from a 5-year to a 1-year agreement and he would prefer a mutual cause for cancellation. Mr. Adams would amend the language to reflect that. Mr. Brougham requested a change in the "Service" language in reference to preventative maintenance, on Page 1.

Change "or" to "and"

Mrs. Adams would make the change.

TENTH ORDER OF BUSINESS **Consideration of Iberia Bank Term Sheet for Renewal of Line of Credit, Which Matures on October 25, 2018**

Mr. Adams presented the Iberia Bank Term Sheet for Renewal of Line of Credit between Iberia Bank and the District and reviewed the terms of the Agreement.

On MOTION by Mr. Brougham and seconded by Mr. Badessa, with all in favor, the Iberia Bank Term Sheet for Renewal of Line of Credit, for $500,000, which matures on October 25, 2018, was approved.

ELEVENTH ORDER OF BUSINESS **Discussion/Consideration: Change December Meeting Date from December 5 to December 12**

- **Consideration of Resolution 2018-11, Amending the Annual Meeting Schedule for Fiscal Year 2018/2019**

Mr. Adams presented Resolution 2018-11. He stated that the primary change is with the December meeting. He requested the Board's approval to line it up with CDD #2's meeting, which was scheduled for December 12.

On MOTION by Mr. Slater and seconded by Mr. Badessa, with all in favor, Resolution 2018-11, Amending the Annual Meeting Schedule for Fiscal Year 2018/2019, was adopted.

TWELFTH ORDER OF BUSINESS **Continued Discussion/Update: Hurricane Irma Recovery**

Mr. Adams stated that the District's three projects are currently under peer review by several Federal Emergency Management Agency (FEMA) managers. This is one of the final stages before the funds are obligated and transitioned to the State for further scrutiny. Although there would be no add-ons, there could be some reductions.

THIRTEENTH ORDER OF BUSINESS **Acceptance of Unaudited Financial Statements as of August 31, 2018**

Mr. Adams presented the Unaudited Financial Statements as of August 31, 2018. A Board Member asked what the District owed to CDD #2 for $26,796. Mr. Adams stated it was a monthly cost-sharing for irrigation supply and access control; CDD #1 pays the bill and then bills CDD #2 and sometimes there is a discrepancy at month's end. In response to a question, Mr. Adams confirmed that the average expenditures are approximately $280,000 per month. In response to Mr. Brougham's question regarding time frame, Mr. Cole hoped to have proposals by the next meeting. Mr. Adams suggested going out to bid for the paving project after the holidays and executing it after Easter but before the rainy season.

FOURTEENTH ORDER OF BUSINESS **Consideration of August 22, 2018 Regular Meeting Minutes**

Mr. Brougham presented the August 22, 2018 Regular Meeting Minutes and asked for any additions, deletions or corrections. The following changes were made:

Line 13: Note that Mr. Slater's participation, via telephone, was only for the regular meeting and public hearing.

Lines 105, 106 and 107: Change to read "easement along the rear of those tracts a Fiddler's Creek Perpetual Easement (FCPE), both reserved to the original Developer as well as each of those lots having a 15' drainage easement in favor of CDD #1"

Line 107: Change "either" to "the LBE"

Line 160: Change "buildup" to "buildout"

Line176: Change "Mr. Pires" to "Mr. Cole"

Line 204: Change "followed up" to "follow up"

Line 242: Change "Mr. Mark Meyers" to "Mr. Mark Minor"

Line 262: Change "7:00 p.m." to "5:00 p.m."

Line 318: Mr. Adams to confirm if "$5,000" is accurate for contingencies

Lines 405 and 421: Change "Traffic cop" to "Traffic Hawk"

On MOTION by Mr. Slater and seconded by Mr. Badessa, with all in favor, the August 22, 2018 Regular Meeting Minutes, as amended, were approved.

FIFTEENTH ORDER OF BUSINESS Action Items

The following change was made, per Mr. Cole's request:

Items 19 and 23: Change "Mayorca" to "Majorca"

Mr. Adams confirmed that the District's adopted budget for "Professional admin contingencies" is $5,000, as presented. A Board member inquired about ownership of the access road near Montreaux. Mr. Adams stated that the area needs to be sodded; he would contact Chris Major about it.

Items 1, 2, 3, 4, 5, 6, 11, 13, 16, 18, 19, 20, 22, 23, 24, 25, 26, 28, 30, 31, 33, 35, 36, 38 through 44 remained ongoing.

Items 7, 8 ,9 ,10 ,12 ,14 ,15 ,17 ,21 ,29 ,32 ,34 ,37 were completed

- **Operations Manager: *Wrathell, Hunt and Associates, LLC***

This item, previously Item 16C, was presented out of order.

Mrs. Adams presented the September 28, 2018 Field Operations Report and highlighted the following:

- Planting projects are commencing on October 1, on Fiddler's Creek Parkway; 19 areas are identified and DRC approval was obtained.
- Staff received DRC approval to replant the flower beds along Championship Drive and for the planting along the buffer between Mulberry and Whisper Trace.

Mr. Brougham rejected placing a hold on the Mulberry and Whisper Trace plantings; they can start at the Mulberry end and plant all the way to where the fence will be raised or lowered to be filled.

- The next flower rotation will be in November and will consist of red and white sunpatiens.
- Tree pruning specifications are not available but will be uploaded on the webpage and provided to The Foundation as soon as they are received.
- Streetlights and signage are currently being repainted throughout the community.
- Staff is in the process of identifying all the faded street sign inserts for replacement.
- Mrs. Adams contacted Mr. Albeit and is awaiting the pressure cleaning schedule from The Foundation.

- The rust stains on the curb are caused by Tannin, an iron oxide that is drawn up through the pump stations and into the irrigation lines. Proposals were requested from SOLitude to aerate.

Regarding pressure washing, Mr. Brougham stated that it would be more effective if Mr. Albeit could appoint someone to assist District Staff with emergency mildew cleaning. If there is not an effective response, the Board may have another discussion to reconsider the contract with The Foundation.

SIXTEENTH ORDER OF BUSINESS Staff Reports

A. District Counsel: *Woodward, Pires and Lombardo, P.A.*

Mr. Pires stated that he appreciates the efforts of the Board and District Staff in composing a lengthy objection to the County Commission as to why the property owners want the County Commission voters to postpone it for a year. One Board Member wants an update in October. He would keep monitoring this. At the County Commission meeting, he was only allotted three minutes to make a case for all five of the Districts that he represents. Unfortunately, no County Staff members responded to the letter. Secondly, regarding the Cranberry Crossing issue of the vegetation behind the homes, a memorandum was distributed regarding the recommended course of conduct. The Staff recommendation is that the District maintains the Lake and canal but not the vegetation on it. Mr. Brougham stated that the District always maintained the waterway. The issue would be discussed further at the CDD #2 meeting. The PUD change was approved on May 22 and became effective May 24.

Mr. Brougham stated that there will be a meeting tomorrow at 9:30 a.m., at the County Library meeting room, regarding erecting affordable housing units in the area. The subcommittee will attempt to reach a consensus/recommendation to the Board of County Commissioners (BOCC) on how to develop or not develop the Bembridge PUD site and on Manatee Park. It is a public meeting and all speakers are welcome.

B. District Manager: *Wrathell, Hunt and Associates, LLC*

i. NEXT MEETING DATE: October 24, 2018 at 8:00 A.M.

The next meeting will be held on October 24, 2018.

C. Operations Manager: *Wrathell, Hunt and Associates, LLC*

This item was presented following the Fifteenth Order of Business.

SEVENTEENTH ORDER OF BUSINESS Supervisors' Requests

There being no Supervisors' requests, the next item followed.

EIGHTEENTH ORDER OF BUSINESS Public Comments

Mr. Christensen commended the Board and Staff on the redesign of the CDD's webpage.

NINETEENTH ORDER OF BUSINESS Adjournment

There being nothing further to discuss, the meeting adjourned at 9:20 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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359 _____ _____
360 Secretary/Assistant Secretary Chair/Vice Chair

FIDDLER'S CREEK
COMMUNITY DEVELOPMENT DISTRICT #1

11

ACTIVE ACTION ITEMS

For November 15, 2017 Meeting

Action Item status updates to be provided prior to or at the meeting.

	DATE ADDED	
1.	**12/11/13**	Per Mr. Brougham's direction, Mr. Cole, Mr. Pires and Ms. Crismond are responsible for providing Mr. Adams with a status update of their items, so Mr. Adams can update the "Action Items" list. **ONGOING**
2.	**12/11/13**	Going forward, Mr. Adams will ensure that information is disseminated to all Board Members, not just Mr. Brougham. **ONGOING**
3.	**11/19/14**	Per Mr. Brougham, Staff will communicate anything of major importance to residents, via The Foundation, such as tree removal to keep residents informed. **ONGOING**
4.	**06/24/15**	Per Mr. Brougham, Ms. Crismond will include an informational item in the Operations Report, if an "out-of-the-ordinary" project was completed. **ONGOING**
5.	**06/22/16**	District Engineer will schedule and perform a semi-annual sidewalk review for trip hazards, slip/fall, cleaning needs and structural integrity. **ONGOING**
6.	**10/05/16**	Mr. Albeit will remind the village boards to submit their whitefly treatment data. **ONGOING**
7.	**03/22/17**	Place conveyed parcels on Action Item List. **ONGOING**
8.	**03/22/17**	Mr. Adams will provide proposal for web based GIS map and give presentation at a future meeting. **ONGOING**
9.	**07/26/17**	Per Mr. Brougham's direction, Staff to verify whether on-site staff could control the irrigation systems, through the main computer and whether Wesco installed rain sensors on local controllers. **ONGOING**
10.	**07/26/17**	Per Mr. Brougham's direction, security to be reminded of their responsibility to report irrigation issues to the gatehouse. **ONGOING**
11.	**07/26/17**	Ms. Benedetti to ask Mr. Albeit to include the irrigation matter in the newsletter so residents know who to contact regarding irrigation issues and Mr. Brougham to request that an e-blast be sent to remind residents to call the gate to report sprinkler issues. **ONGOING**
12.	**07/26/17**	Mr. Cole to complete his update of the overall budget; including the status of projects and expenditures, versus the estimate. **ONGOING**
13.	**07/26/17**	A proposal to be obtained from Collier Paving for necessary road repairs. **ONGOING**

ACTIVE ACTION ITEMS

Action Item status updates to be provided prior to or at the meeting.

	DATE ADDED	
14.	**07/26/17**	Per Mr. Brougham, Safety Presentation by Mr. Albeit and Ms. Puckett to be included on the next agenda. **ONGOING**
15.	**07/26/17**	Mr. Adams to re-classify the new security vehicle expense from "Operating supplies" to "Rentals and leases". **ONGOING**
16.	**07/26/17**	Mr. Adams to find out and apprise the Board of how much the Developer would reimburse the District for legal costs related to the boundary amendments. **ONGOING**
17.	**07/26/17**	Mrs. Adams to obtain a more accurate estimate from the landscaper for the landscape renovation project. **ONGOING**
18.	**08/30/17**	Per Mr. Brougham, include discussion of a proposal process policy, possibly expanding the Manager's spending threshold for routine maintenance or contracting for on-call services, on the next agenda. **ONGOING**
19.	**08/30/17**	Staff to ensure that security documents and Post Orders are up-to-date and that the guards understand them. **ONGOING**
20.	**08/30/17**	Security to report road spills to Mr. Cole and Mrs. Adams. **ONGOING**
21.	**08/30/17**	Mr. Adams to obtain details of why "Repairs and maintenance" expenses were at 616% **ONGOING**
22.	**08/30/17**	Mr. Adams to obtain details about the expenses for clickers and the number of clickers disbursed. **ONGOING**
23.	**09/27/17**	Per Mr. Brougham's direction, for Mr. Pires and Mr. Adams, with direct input from Mr. DiNardo to provide a fully clarified and detailed report on The Foundation's proposed restoration plan. **ONGOING**
24.	**10/17/17**	Per Mr. Brougham, Mr. Adams to make a note that CDD debris was being put in Montreux since he was not aware of that. **ONGOING**
	10/17/17	At the October 25, 2017 meeting, the Board would discuss whether to proceed with that using funds previously budgeted for repaving or if repaving should be tabled and the funds utilized for another purpose. **ONGOING**
25.	**10/17/17**	Mr. Binkowski, of Waldrop, would prepare a Design Concept to be presented at the November meeting, followed by preparation of the Restoration Plan, to be presented at a future date, and then the work would be bid out. **ONGOING**

COMPLETED ACTION ITEMS

	DATE MOVED TO COMPLETED
1.	

FIDDLER'S CREEK
COMMUNITY DEVELOPMENT DISTRICT #1

12Bi

FIDDLER'S CREEK COMMUNITY DEVELOPMENT DISTRICT #1
NOTICE OF FISCAL YEAR 2019 MEETINGS

The Board of Supervisors ("Board") of the Fiddler's Creek Community Development District #1 ("District") will hold Regular Meetings for Fiscal Year 2019 on the fourth Wednesday of each month (unless otherwise indicated) at 8:00 a.m., at the Fiddler's Creek Club and Spa, 3470 Club Center Boulevard, Naples, Florida 34114, on the following dates:

October 24, 2018
November 14, 2018
December 12, 2018
January 23, 2019
February 27, 2019
March 27, 2019
April 24, 2019
May 22, 2019
June 26, 2019
July 24, 2019
August 28, 2019
September 25, 2019

The purpose of these meetings is for the Board to consider any business which may properly come before it. The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. The meetings may be continued to a date, time, and place to be specified on the record at the meeting. A copy of the agenda for these meetings may be obtained from Wrathell, Hunt & Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 or by calling (561) 571-0010.

There may be occasions when one or more Supervisors or staff will participate by telephone. Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (561) 571-0010 at least 48 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

A person who decides to appeal any decision made at the meeting with respect to any matter considered at the meeting is advised that 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 such appeal is to be based.

District Manager
Fiddler's Creek Community Development District #1

FIDDLER'S CREEK
COMMUNITY DEVELOPMENT DISTRICT #1

12Ci

Fiddler's Creek CDD 1 – Tree Pruning Specifications: 10/10/18

1. **Scope of Work**

Provide all labor, expertise, supervision, and equipment to perform maintenance tree pruning services within the Fiddler's Creek Community Development District 1 (CDD 1) boundary. Pruning services will be performed on trees located within roadway rights-of-way, medians, open spaces, perimeter boundary buffers, community buffers and vehicular circulation areas.

2. **Definitions**

2.1 Refer to ANSI A300 (Part 1) - 2017 Pruning, Section 10.

2.2 "Owner" shall mean Fiddler's Creek Community Development District 1 (CDD 1).

2.3 "Project Manager" shall mean appointed agent for the CDD 1 as listed below:

_____

_____

3. **Quality of Work and Objectives**

3.1 All pruning shall be directed, observed and/or performed by an International Society of Arboriculture (I.S.A.) or American Society of Consulting Arborist (A.S.C.A.) certified arborist with five years minimum experience in the State of Florida and south Florida area.

3.2 Maintenance Pruning (MP) to maintain or improve tree health, tree structure and accomplish the purpose for which the tree has been planted for.

3.3 Hazard Reduction Pruning (HRP) to mitigate the danger to a specific target and improve wind resistance.

4. **Standards**

4.1 Collier County Land Development Code specifically section 4.06.05 J (1) states that Vegetation required by this Code shall only be pruned to promote healthy, uniform, natural growth of the vegetation and shall be in accordance with the current Tree, Shrub, and Other Woody Plant Maintenance - Standard Practices (ANSI A300) of the National Arborist Association. Trees shall not be severely pruned to permanently maintain growth at a reduced height or spread. Severely pruned trees shall be replaced by the owner. A plant's growth habit shall be considered in advance of conflicts which might arise (i.e. views, signage, overhead power lines, lighting, circulation, sidewalks, buildings, and similar conflicts)

4.2 American National Standard ANSI A300 (Part 1) - 2017 Pruning Tree, Shrub and other Woody Plant Management- standard practices (Pruning).

4.3 American National Standard ANSI Z133.2017 for Arboricultural Operations - Safety Requirements.

4.4 ISA "Best Management Practices Tree Pruning" (Revised 2008) publication written by Edward F. Gilman and Sharon J, Lilly.

4.5 Applicable recommendations per the University of Florida IFAS Extension publication ENH1036 "Assessing Damage and Restoring Trees After a Hurricane" 07/2006 Urban

FINAL DRAFT

Forest Hurricane Recovery Program. By Edward F. Gilman, Mary L. Duryea, Eliana Kampf, Traci Jo Partin, Astrid Delgado, Carol J. Lehtola. http://edis.ifas.ufl.edu/EP291

4.6 Arborist shall exercise professional judgement in determining pruning amount based on species, size, age, condition, and site.

5. **Performance of Work**

5.1 Permits & Certifications: Contractor shall be required to secure any required State of Florida or Collier County permits needed to perform tree pruning work as indicated in these specifications.

5.2 Equipment: Contractor must own or have under contract agreement all equipment necessary to perform the services as listed in these specifications.

5.3 Safety: Contractor shall comply with all applicable codes, laws, ordinances, rules and regulation of any public entity having jurisdiction for the safety of persons or property or to protect them from damage, injury or lose. All Arboricultural work shall conform with the most current edition of ANSI Z133-2012 as required by Occupational Safety and Health Administration (OSHA). On-site safety meetings with the work crew prior to each service event shall be conducted prior to work beginning.

5.4 Utility Agencies: Contractor shall be responsible for contacting and coordinating with any Utility Agencies with regards to tree pruning services and adjacent overhead and/or underground utilities.

5.5 Supervision and Superintendents: Contractor shall plan, organize, supervise, schedule, monitor, direct and control the Work completely and efficiently, devoting such attention there to and applying such skills and expertise as may be necessary to perform the Work in accordance to the Contract Documents. The superintendent shall be employed by the Contractor and be the Contractor's representative at the Project site and shall have authority to act on behalf of Contractor.

5.5.1 Contractor shall always have a competent superintendent on the project whenever Contractor's crews, or work crews' other parties authorized by the Project Manager are engaged in any activity whatsoever associated with the Project.

5.5.2 Owner shall have the right to direct Contractor to remove and replace its Project superintendent, with or without cause.

5.5.3 Supervision shall be performed by an individual as defined in section 3, 3.1 of these specifications.

5.6 Observations / Inspections: Project Manager shall have unrestricted observation activities at its discretion to all services being performed. Project Manager will communicate to the contractor any work or services it determines not to be to specifications or industry standards for immediate correction at no additional expense to the Owner.

5.7 Maintenance of Traffic Control: for any work within roadway rights-of-way, roadway medians or adjacent to pedestrian and vehicular circulation areas shall provide and erect Traffic Control Devices as prescribed in the current edition of the ANSI Z133-2012 for Arboricultural Operations - Safety Requirements, Manual On Uniform Traffic Control Devices (MUTCD), Florida Department of Transportation's Design Standards 600 series indexes and Collier County's Maintenance of Traffic Policy #5807, where applicable and and incorporated herein by reference.

FINAL DRAFT

5.7.1 Tree pruning operations on two lane roadways shall always be limited to one side of the roadway so to maintain one open lane of traffic. On four lane roadways one lane of traffic in each direction shall always be maintained.

5.8 Daily Reports and Logs: Contractor shall submit with each on-site service a comprehensive report of the services being performed that day. A report form shall be developed by the Contractor and submitted to the Project manager for approval.

5.8.1 Report form shall minimally include arborist name & certification number, superintendent name, work crew size, equipment on-site, location of work, time on-site and off-site, general weather conditions, type of tree being pruned, type of pruning or service performed.

5.9 Clean Up: All service debris shall become the property of the contractor to dispose of in a proper and lawful manner off-site. All work site debris shall be removed daily and the site cleaned and repaired to a safe and preexisting condition. If debris is to be removed over a multiple day period, then all debris must be placed or stored off any pedestrian or vehicular circulation pavement and not placed on top of landscape plantings nor on turf areas for more than 48 hours.

5.10 Damages: Contractor is solely responsible, at no cost to the Owner for any damages caused by its employees, agents or subcontractors to any person, public or private property. Any repairs or compensation for damages shall be to the satisfaction of the injured party and the Owner.

5.11 Defective Work: Work not conforming to the requirements of the Contract Documents shall be deemed defective work. As directed by the Project Manager the contractor shall correct all defective work and if by the Project Manager the defective work is deemed to require replacement then contractor shall be responsible for all cost to the satisfaction of the Project Manager or Owner.

5.12 Inventory: As tree pruning services occur the contractor shall provide on report form the following for each tree pruned. Tree locations with GPS coordinates (e.g. Google Earth, Solocator programs), pruning map area number (e.g. open space area #, FCP row area #, perimeter buffer #) tree common and botanical name, closes or adjacent roadway name, median numbers, community names, or property address with front, sides or rear location stated.

5.12.1 Tree Location Areas: See attachment "Pruning Area Maps".
Perimeter Buffers
Open Space Areas
Roadway Rights-of-way (ROW)
Roadway Medians

6. Pruning Method Specifications and Procedures

6.1 Medium Age Trees (greater than 15' height or 12" in diameter, but less than 30" diameter Trunk) and Mature Trees (greater than 30' height or 30" in diameter trunk):

6.1.1 Crown Cleaning – Review 100% of the crown to remove dead, damaged or diseased limbs or branches.

6.1.2 Crown Thinning – Review 100% of the crown to selectively thin branches within the canopy to improve wind resistance and light filtration. Thinning shall occur along the entire length of the main trunk or leader and limbs. Removal of all branches along a limb or leader also known as lion tailing is not permitted.

a. Remove dead or broken limbs greater than one-inch diameter.
b. Remove or shorten crossing or touching limbs.
c. Remove or shorten one limb if they originate within twelve (12)

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inches of each other along the trunk.

d. It is not necessary to prune off limbs less than one-inch in diameter unless it is to shorten for clearance purposes.

6.1.3 Crown Raising – Review the lower 1/3 of the canopy for pruning to meet height or offset clearances. Use directional pruning where possible to direct growth to meet clearance requirements All foliage and branches shall maintain:

a. Ten (10) feet over pedestrian walkways or pathways.
b. Fifteen (15) feet over roadway travel and turn lanes.
c. Seven (7) foot radius around and above street or accent lighting.
d. Ten (10) feet above understory plantings and turf areas.
e. Ten (10) feet above any structures.

6.1.4 Crown Reduction – Review 100% of the crown to maintain desired height and spread requirements. Reduction pruning shall also be to correct storm damage, reduce weight at ends of limbs or to remove lion tailing of limbs and leaders. Reduction pruning shall occur on trees being utilized for buffering purposes. All foliage and branches shall maintain:

a. Ten (10) feet above and off any structures.
b. Seven (7) foot radius around and above street or accent lighting.

6.1.5 Crown Restoration – 100% of the affected areas up to 30% of the live foliage.

6.1.6 Crown Sprout Management – Review 100% of the previous pruning cuts.

a. Three (3) year after pruning cuts review sprout growth to remove one-third (1/3) of the sprouts, reduce by 50% 1/3, and the remaining 1/3 shall be left for future branches.
b. Select sprouts for future branches based upon good spacing and potential to develop into new branch leader.
c. Every two (2) years over a six (6) year period review sprout development and perform described procedures as listed above on an as needed basis.

6.1.7 Structural Pruning – 100% of the crown and trunk to address the following.

a. Maintain a dominant leader
b. Identify lowest branches in permanent crown
c. Shorten lower branches below permanent crown
d. Maintain Scaffold branches that are not opposite and properly spaced 18" to 36" apart.
e. Keep all branches less than half the diameter of the trunk by shortening.
f. Suppress or remove branches with included bark unions or weak branch unions
g. Prune trees to form one single trunk 30 feet or more into the crown.
h. Reduce competing branches so to direct growth into selected single trunk.
i. Remove or shorten competing upright branches back to lateral branches in the top half of the crown.
j. Remove lower shortened branches to meet growth restrictions.

6.1.8 Trees less than 12 inches in diameter should generally not be pruned except to improve structure, wind resistance, removal of dead, diseased or damaged branches.

6.1.9 Live branches less than 1.5 inches in diameter should not be removed.

6.1.10 Remove dead branches larger than 1.5 inches in diameter

6.1.11 Remove no live branches greater than 8 inches in diameter, unless authorized by Project Manager or damaged to a point that the branch is considered a potential hazard to people or structures.

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6.1.12 Weight on main scaffold limbs with included bark shall be reduced by approximately one-third by removing some secondary branches toward the ends of the limbs and/or by removing the end of the branch using a drop-crotch cut.

6.1.13 Remove or shorten parallel branches or branches within 12-inches of each other at the trunk and greater than one-inch in diameter.

6.2 Newly Planted or Young Tree Pruning (less than 15' height or 12" in diameter):

6.2.1 Prune to improve structure.

6.2.2 Subordinate upper canopy competing branches to develop one leader

6.2.3 Shorten or remove limbs with regards to future vertical clearances greater than 15' height over roadway travel lanes and horizontal clearances from utilities and/or structures.

6.2.4 Identify and prune to maintain Scaffold branches with proper spacing.

6.2.5 Prune trees to form one single trunk 30 feet or more into the crown.

6.2.6 Shorten all large lower branches to encourage single trunk growth.

6.2.7 Remove dead or broken limbs one-inch in diameter or larger

6.2.8 Canopy cross branching or touching limbs

6.3 Remove no more live foliage than necessary to obtain the pruning objectives and requirements of each tree. Generally, program pruning activities to be performed when the trees are actively growing.

6.4 Review trees annually for pruning activity needed to comply with specified height, spread, form and clearance requirements.

6.5 Flowering Canopy Trees: Prune only to maintain single leaders as possible, structural pruning to improve main branches, reduction cuts to improve overall crown and to lessen weight or to remove branches with included bark unions.

6.5.1 Spring flowering trees to be pruned in late spring after flowering (after mid-May).

6.5.2 Fall or Winter flowering trees to be pruned after flowering in early spring (March to mid-April).

7. **Palms**

7.1 Review 100% of the fronds to remove dead, damaged or loose leafs / fronds and seed stalks.

7.2 Only prune palms with self-releasing / pruning fronds to remove seed stalks or loose dead fronds that have not released.

7.3 Prune off only dead fronds that are above the clear trunk height or a horizontal level that would be consistent to a 9 o-clock or 3 o-clock reading.

7.4 Palms pruning shall occur during the month of August.

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