

**PARKWAY CENTER
COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
CONTINUED MEETING
DECEMBER 18, 2019**

**PARKWAY CENTER
COMMUNITY DEVELOPMENT DISTRICT
AGENDA**

WEDNESDAY, DECEMBER 18, 2019

6:30 p.m.

Rivercrest CDD Clubhouse

Located at 11560 Ramble Creek Drive, Riverview, FL 33569.

District Board of Supervisors	Chairman Vice Chairman Supervisor Supervisor Supervisor	Daniel Fleary, Jr Lawrence T. Hollis Suzanne DeCopain JoAnn Ward Koko Miller
District Manager	Meritus	Gene Roberts
District Attorney	Burr Forman	Scott Steady
District Engineer	Stantec, Inc.	Tonja Stewart

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

The meeting will begin at **6:30 p.m.** with the third section is called **Vendor/Staff Reports**. This section allows the District Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action and vendors presentation of information from any potential or current contractor of the District. The fourth section is called **Business Items**. The business items section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. The fifth section is called **Supervisor Requests**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet the District's needs. The final section is called **Audience Questions, Comments and Discussion Forum**. This portion of the agenda is where individuals may comment on matters that concern the District. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT ADMINSTRATOR OUTSIDE THE CONTEXT OF THIS MEETING.

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

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 873-7300, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1, who can aid you in contacting the District Office.

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

Parkway Center Community Development District

Dear Board Members:

The Continued Meeting of the Board of Supervisors of the Parkway Center Community Development District will be held on **Thursday, December 18, 2019 at 6:30 p.m.** at Rivercrest CDD Clubhouse at 11560 Ramble Creek Drive, Riverview, FL 33569. Included below is the agenda:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE QUESTIONS AND COMMENT ON AGENDA ITEMS**
- 3. VENDOR/STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
- 4. BUSINESS ITEMS**
 - A. Consideration of Resolution 2020-02; Amending FY 2019 Budget Tab 01
 - B. Discussion on RFP for Amenity Center Construction Services Tab 02
 - i. Windward Building Group*
 - C. Discussion on Streaming Project Proposals Tab 03
- 5. SUPERVISOR REQUESTS**
- 6. AUDIENCE QUESTION, COMMENTS AND DISCUSSION FORUM**
- 7. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 873-7300.

Sincerely,
Gene Roberts
District Manager

RESOLUTION 2020-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PARKWAY CENTER COMMUNITY DEVELOPMENT DISTRICT AMENDING THE GENERAL FUND BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2018, AND ENDING SEPTEMBER 30, 2019; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Parkway Center Community Development District (the “**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within unincorporated Hillsborough County, Florida;

WHEREAS, pursuant to Section 189.016, Florida Statutes the Board desires to reallocate funds budgeted to reflect re-appropriated revenues and expenses approved during Fiscal Year 2018/2019.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD:

1. **Amending the General Fund Budget for Fiscal Year 2018/2019.** The General Fund Budget for Fiscal Year 2018/2019 is hereby amended as shown in **Exhibit A** attached hereto. The District Manager shall post the amended budget on the District’s official website within 5 days after adoption and ensure it remains on the website for at least 2 years.
2. **Effective Date.** This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 18th DAY OF December, 2020.

Attest:

**Parkway Center Community
Development District**

Name: _____
Assistant Secretary

Name
Chairman/Vice Chairman

Exhibit A: Amended General Fund Budget for Fiscal Year 2018/2019

2019



PARKWAY CENTER

COMMUNITY DEVELOPMENT DISTRICT



FISCAL YEAR 2019
YEAR-END AMENDED ANNUAL BUDGET

NOVEMBER 30, 2019

PARKWAY CENTER

COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2019 YEAR-END AMENDED ANNUAL BUDGET

TABLE OF CONTENTS

<u>SECTION</u>	<u>DESCRIPTION</u>	<u>PAGE</u>
I.	BUDGET INTRODUCTION	1
II.	FISCAL YEAR 2018 BUDGET ANALYSIS.....	2
III.	AMENDED OPERATING BUDGET	3
IV.	GENERAL FUND 001 DESCRIPTIONS.....	4
V.	DEBT SERVICE FUND	7
VI.	SCHEDULE OF ANNUAL ASSESSMENTS	10

NOVEMBER 30, 2019



PARKWAY CENTER

COMMUNITY DEVELOPMENT DISTRICT

BUDGET INTRODUCTION

Background Information

The Parkway Center Community Development District is a local special purpose government authorized by Chapter 190, Florida Statutes, as amended. The Community Development District (CDD) is an alternative method for planning, financing, acquiring, operating and maintaining community-wide infrastructure in master planned communities. The CDD also is a mechanism that provides a “solution” to the State’s needs for delivery of capital infrastructure to service projected growth without overburdening other governments and their taxpayers. CDDs represent a major advancement in Florida’s effort to manage its growth effectively and efficiently. This allows the community to set a higher standard for construction along with providing a long-term solution to the operation and maintenance of community facilities.

The following report represents the District budget for Fiscal Year 2019, which begins on October 1, 2018. The District budget is organized by fund to segregate financial resources and ensure that the segregated resources are used for their intended purpose, and the District has established the following funds.

<u>Fund Number</u>	<u>Fund Name</u>	<u>Services Provided</u>
001	General Fund	Operations and Maintenance of Community Facilities Financed by Non-Ad Valorem Assessments
200	Debt Service Fund	Collection of Special Assessments for Debt Service on the Series 2004 Capital Improvement Revenue Bonds
300	Debt Service Fund	Collection of Special Assessments for Debt Service on the Series 2008 Capital Improvement Revenue Refunding Bonds

Facilities of the District

The District’s existing facilities include storm-water management (lake and water control structures), wetland preserve areas, street lighting, landscaping, entry signage, entry features, irrigation distribution facilities, recreational center, parks, pool facility, tennis courts and other related public improvements.

Maintenance of the Facilities

In order to maintain the facilities, the District conducts hearings to adopt an operating budget each year. This budget includes a detailed description of the maintenance program along with an estimate of the cost of the program. The funding of the maintenance budget is levied as a non-ad valorem assessment on your property by the District Board of Supervisors.

PARKWAY CENTER

COMMUNITY DEVELOPMENT DISTRICT

	Fiscal Year 2018 Final Operating Budget	Current Period Actuals 10/1/17 - 3/31/18	Projected Revenues & Expenditures 4/1/18 to 9/30/18	Total Actuals and Projections Through 9/30/18	Over/(Under) Budget Through 9/30/18
REVENUES					
SPECIAL ASSESSMENTS					
Operations & Maintenance Assmts-Tax Roll	540,847.00	542,804.31	8,636.55	551,440.86	10,593.86
TOTAL SPECIAL ASSESSMENTS	540,847.00	542,804.31	8,636.55	551,440.86	10,593.86
INTEREST EARNINGS					
Interest Earnings	50.00	155.22	0.00	155.22	105.22
TOTAL INTEREST EARNINGS	50.00	155.22	0.00	155.22	105.22
CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES					
Developer Contributions	0.00	25,000.00	0.00	25,000.00	25,000.00
TOTAL CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES	0.00	25,000.00	0.00	25,000.00	25,000.00
OTHER MISCELLANEOUS REVENUES					
Undesignated Reserves	23,679.84	0.00	62,065.71	62,065.71	38,385.87
TOTAL OTHER MISCELLANEOUS REVENUES	23,679.84	0.00	62,065.71	62,065.71	38,385.87
TOTAL REVENUES	\$564,576.84	\$567,959.53	\$70,702.26	\$638,661.79	\$74,084.95
EXPENDITURES					
LEGISLATIVE					
Supervisor Fees	10,000.00	4,800.00	5,200.00	10,000.00	0.00
TOTAL LEGISLATIVE	10,000.00	4,800.00	5,200.00	10,000.00	0.00
FINANCIAL & ADMINISTRATIVE					
District Manager	28,840.00	14,419.98	14,420.02	28,840.00	0.00
Recording Secretary	5,543.00	2,771.52	2,771.48	5,543.00	0.00
District Engineer	6,000.00	8,840.04	5,000.00	13,840.04	7,840.04
Disclosure Report	1,000.00	1,000.00	0.00	1,000.00	0.00
Trustees Fees	7,000.00	4,150.43	4,349.57	8,500.00	1,500.00
Auditing Services	5,000.00	569.00	7,331.00	7,900.00	2,900.00
Arbitrage Rebate Calculation	1,300.00	650.00	650.00	1,300.00	0.00
Financial Services	26,677.00	16,838.48	9,838.52	26,677.00	0.00
Postage, Phone, Faxes, Copies	600.00	848.46	300.00	1,148.46	548.46
Digital Meeting Media	500.00	0.00	500.00	500.00	0.00
Public Officials Insurance	2,500.00	1,803.05	0.00	1,803.05	(696.95)
Legal Advertising	550.00	696.50	500.00	1,196.50	646.50
Bank Fees	186.00	28.26	157.74	186.00	0.00
Dues, Licenses & Fees	200.00	15,349.48	0.00	15,349.48	15,149.48
Miscellaneous Fees	500.00	0.00	0.00	0.00	(500.00)
Investment Reporting Fees	2,000.00	1,099.98	900.02	2,000.00	0.00
Office Supplies	200.00	0.00	0.00	0.00	(200.00)
Technology Services	4,000.00	1,308.00	692.00	2,000.00	(2,000.00)
Website Administration	1,000.00	0.00	1,000.00	1,000.00	0.00
TOTAL FINANCIAL & ADMINISTRATIVE	93,596.00	70,373.18	48,410.35	118,783.53	25,187.53
LEGAL COUNSEL					
District Counsel	10,000.00	11,889.00	4,111.00	16,000.00	6,000.00
TOTAL LEGAL COUNSEL	10,000.00	11,889.00	4,111.00	16,000.00	6,000.00
ELECTRIC UTILITY SERVICES					
Electric Utility Services - Other	11,000.00	0.00	11,000.00	11,000.00	0.00
Street Lighting	80,000.00	54,704.11	43,704.11	98,408.22	18,408.22
TOTAL ELECTRIC UTILITY SERVICES	91,000.00	54,704.11	54,704.11	109,408.22	18,408.22
OTHER PHYSICAL ENVIRONMENT					
Property & Casualty Insurance	12,400.00	10,753.24	0.00	10,753.24	(1,646.76)
Entry & Walls Maintenance	5,500.00	0.00	2,000.00	2,000.00	(3,500.00)
Landscape Maintenance - Contract	215,833.84	98,370.00	98,370.00	196,740.00	(19,093.84)
Field Manager	27,707.00	13,853.58	13,853.42	27,707.00	0.00
Irrigation Maintenance	10,000.00	5,627.16	4,372.84	10,000.00	0.00
Plant Replacement Program	10,500.00	9,383.75	2,000.00	11,383.75	883.75
Waterway Management Program-Contract	14,040.00	11,378.00	3,000.00	14,378.00	338.00
Waterway Management Program - Other	5,000.00	3,013.05	2,000.00	5,013.05	13.05
Waterway Management Program - Erosion Control	5,000.00	0.00	2,000.00	2,000.00	(3,000.00)
Waterway Mgt. Program-Aquatic Plantings	4,000.00	0.00	2,000.00	2,000.00	(2,000.00)
Capital Improvements	10,000.00	63,267.96	0.00	63,267.96	53,267.96
TOTAL OTHER PHYSICAL ENVIRONMENT	319,980.84	215,646.74	129,596.26	345,243.00	25,262.16
ROAD & STREET FACILITIES					
Street/Decorative Light Maintenance	1,000.00	10,623.06	0.00	10,623.06	9,623.06
Pavement & Signage Repairs	4,500.00	0.00	2,000.00	2,000.00	(2,500.00)
Holiday Lighting	5,000.00	5,160.00	0.00	5,160.00	160.00
TOTAL ROAD & STREET FACILITIES	10,500.00	15,783.06	2,000.00	17,783.06	7,283.06
PARKS & RECREATION					
Miscellaneous Maintenance	5,000.00	756.98	1,300.00	2,056.98	(2,943.02)
Security Patrol	24,000.00	9,443.50	9,443.50	18,887.00	(5,113.00)
Special Events	500.00	0.00	500.00	500.00	0.00
TOTAL PARKS & RECREATION	29,500.00	10,200.48	11,243.50	21,443.98	(8,056.02)
RESERVES					
Capital Asset Reserves	0.00	0.00	0.00	0.00	0.00
TOTAL RESERVES	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	\$564,576.84	\$383,396.57	\$255,265.22	\$638,661.79	\$74,084.95
EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES	\$0.00	\$184,562.96	(\$184,562.96)	\$0.00	\$0.00

FISCAL YEAR 2018 BUDGET ANALYSIS

PARKWAY CENTER

COMMUNITY DEVELOPMENT DISTRICT

	Fiscal Year 2018 Final Operating Budget	Fiscal Year 2019 Final Operating Budget	Increase / (Decrease) from FY 2018 to FY 2019	Fiscal Year 2019 Year End Actual Operating Budget	Increase / (Decrease) from FY 2018 to FY 2019	Increase / (Decrease) from Final FY 2019 to Actual FY 2019
REVENUES						
SPECIAL ASSESSMENTS						
Operations & Maintenance Assmts-Tax Roll	540,847.00	540,847.00	0.00	558,413.00	17,566.00	17,566.00
TOTAL SPECIAL ASSESSMENTS	540,847.00	540,847.00	0.00	558,413.00	17,566.00	17,566.00
INTEREST EARNINGS						
Interest Earnings	50.00	50.00	0.00	18.00	(32.00)	(32.00)
TOTAL INTEREST EARNINGS	50.00	50.00	0.00	18.00	(32.00)	(32.00)
CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES						
Developer Contributions	0.00	0.00	0.00	36,800.00	36,800.00	36,800.00
TOTAL CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES	0.00	0.00	0.00	36,800.00	36,800.00	36,800.00
OTHER MISCELLANEOUS REVENUES						
Miscellaneous	0.00	0.00	0.00	894.00	894.00	894.00
Undesignated Reserves	23,679.84	9,211.84	(14,468.00)	45,551.00	21,871.16	36,339.16
TOTAL OTHER MISCELLANEOUS REVENUES	23,679.84	9,211.84	(14,468.00)	46,445.00	22,765.16	37,233.16
TOTAL REVENUES	\$564,576.84	\$550,108.84	(\$14,468.00)	\$641,676.00	\$77,999.16	\$91,567.16
EXPENDITURES						
LEGISLATIVE						
Supervisor Fees	10,000.00	10,000.00	0.00	10,600.00	600.00	600.00
TOTAL LEGISLATIVE	10,000.00	10,000.00	0.00	10,600.00	600.00	600.00
FINANCIAL & ADMINISTRATIVE						
District Manager	28,840.00	28,840.00	0.00	28,840.00	0.00	0.00
Recording Secretary	5,543.00	4,000.00	(1,543.00)	5,543.00	0.00	1,543.00
District Engineer	6,000.00	6,000.00	0.00	4,563.00	(1,437.00)	(1,437.00)
Disclosure Report	1,000.00	1,000.00	0.00	6,000.00	5,000.00	5,000.00
Trustees Fees	7,000.00	8,500.00	1,500.00	7,798.00	798.00	(702.00)
Accounting Services	0.00	28,677.00	28,677.00	28,877.00	28,877.00	200.00
Auditing Services	5,000.00	7,900.00	2,900.00	8,615.00	3,615.00	715.00
Arbitrage Rebate Calculation	1,300.00	1,300.00	0.00	650.00	(650.00)	(650.00)
Financial Services	26,677.00	0.00	(26,677.00)	0.00	(26,677.00)	0.00
Postage, Phone, Faxes, Copies	600.00	600.00	0.00	3,155.00	2,555.00	2,555.00
Digital Meeting Media	500.00	0.00	(500.00)	0.00	(500.00)	0.00
Public Officials Insurance	2,500.00	3,025.00	525.00	3,463.00	963.00	438.00
Legal Advertising	550.00	1,100.00	550.00	5,471.00	4,921.00	4,371.00
Bank Fees	186.00	186.00	0.00	713.00	527.00	527.00
Dues, Licenses & Fees	200.00	200.00	0.00	6,948.00	6,748.00	6,748.00
Miscellaneous Fees	500.00	500.00	0.00	1,000.00	500.00	500.00
Investment Reporting Fees	2,000.00	0.00	(2,000.00)	0.00	(2,000.00)	0.00
Office Supplies	200.00	200.00	0.00	101.00	(99.00)	(99.00)
Technology Services	4,000.00	2,000.00	(2,000.00)	3,207.00	(793.00)	1,207.00
Website Administration	1,000.00	1,000.00	0.00	5,650.00	4,650.00	4,650.00
Interest Payments	0.00	0.00	0.00	840.00	840.00	840.00
TOTAL FINANCIAL & ADMINISTRATIVE	93,596.00	95,028.00	1,432.00	121,434.00	27,838.00	26,406.00
LEGAL COUNSEL						
District Counsel	10,000.00	15,000.00	5,000.00	12,196.00	2,196.00	(2,804.00)
TOTAL LEGAL COUNSEL	10,000.00	15,000.00	5,000.00	12,196.00	2,196.00	(2,804.00)
ELECTRIC UTILITY SERVICES						
Electric Utility Services - Other	11,000.00	0.00	(11,000.00)	0.00	(11,000.00)	0.00
Street Lighting	80,000.00	91,000.00	11,000.00	104,441.00	24,441.00	13,441.00
TOTAL ELECTRIC UTILITY SERVICES	91,000.00	91,000.00	0.00	104,441.00	13,441.00	13,441.00
OTHER PHYSICAL ENVIRONMENT						
Property & Casualty Insurance	12,400.00	11,000.00	(1,400.00)	7,290.00	(5,110.00)	(3,710.00)
Entry & Walls Maintenance	5,500.00	2,000.00	(3,500.00)	5,386.00	(114.00)	3,386.00
Landscape Maintenance - Contract	215,833.84	215,833.84	0.00	215,006.00	(827.84)	(827.84)
Field Manager	27,707.00	27,707.00	0.00	27,707.00	0.00	0.00
Irrigation Maintenance	10,000.00	2,000.00	(8,000.00)	19,369.00	9,369.00	17,369.00
Plant Replacement Program	10,500.00	10,500.00	0.00	12,684.00	2,184.00	2,184.00
Waterway Management Program-Contract	14,040.00	14,040.00	0.00	16,863.00	2,823.00	2,823.00
Waterway Management Program - Other	5,000.00	5,000.00	0.00	36,104.00	31,104.00	31,104.00
Waterway Management Program - Erosion Control	5,000.00	3,000.00	(2,000.00)	7,250.00	2,250.00	4,250.00
Waterway Mgt. Program-Aquatic Plantings	4,000.00	2,000.00	(2,000.00)	0.00	(4,000.00)	(2,000.00)
Capital Improvements	10,000.00	10,000.00	0.00	3,454.00	(6,546.00)	(6,546.00)
TOTAL OTHER PHYSICAL ENVIRONMENT	319,980.84	303,080.84	(16,900.00)	351,113.00	31,132.16	48,032.16
ROAD & STREET FACILITIES						
Street/Decorative Light Maintenance	1,000.00	1,000.00	0.00	455.00	(545.00)	(545.00)
Pavement & Signage Repairs	4,500.00	2,500.00	(2,000.00)	550.00	(3,950.00)	(1,950.00)
Holiday Lighting	5,000.00	5,000.00	0.00	10,395.00	5,395.00	5,395.00
TOTAL ROAD & STREET FACILITIES	10,500.00	8,500.00	(2,000.00)	11,400.00	900.00	2,900.00
PARKS & RECREATION						
Miscellaneous Maintenance	5,000.00	3,000.00	(2,000.00)	2,835.00	(2,165.00)	(165.00)
Security Patrol	24,000.00	24,000.00	0.00	27,618.00	3,618.00	3,618.00
Special Events	500.00	500.00	0.00	0.00	(500.00)	(500.00)
TOTAL PARKS & RECREATION	29,500.00	27,500.00	(2,000.00)	30,453.00	953.00	2,953.00
OTHER FINANCING SOURCES						
Interfund Transfer	0.00	0.00	0.00	39.00	39.00	39.00
TOTAL OTHER FINANCING SOURCES	0.00	0.00	0.00	39.00	39.00	39.00
RESERVES						
Capital Asset Reserves	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RESERVES	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	\$564,576.84	\$550,108.84	(\$14,468.00)	\$641,676.00	\$77,999.16	\$91,567.16
EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES	\$0.00	\$0.00	(\$0.00)	\$0.00	\$0.00	\$0.00

FISCAL YEAR 2019
YEAR-END AMENDED ANNUAL BUDGET

PARKWAY CENTER

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND 001

Legislative

Supervisor's Fees

The amount paid to each Supervisor for the time devoted to the District business and monthly meetings. The amount permitted is \$200.00 per meeting for each member of the Board.

Financial & Administrative

District Manager

The District retains the services of a consulting manager, who is responsible for the daily administration of the District's business, including any and all financial work related to the Bond Funds and Operating Funds of the District, and preparation of the minutes of the Board of Supervisors. In addition, the District Manager prepares the Annual Budget(s), implements all policies of the Board of Supervisors, and attends all meetings of the Board of Supervisors.

Recording Secretary

As part of the consulting managers contract, the District retains a Recording Secretary to prepare and record the minutes of the official district records of proceeding.

District Engineer

Requirements for legal services are estimated annual expenditures on as needed basis and also cover such items as attendance at scheduled meetings of the Board of Supervisor's, contract preparation and review, etc.

Disclosure Report

This is required of the District as part of the bond indentures.

Trustees Fees

This is required of the District as part of the bond indentures.

Auditing Services

The District is required to annually undertake an independent examination of its books, records and accounting procedures. This audit is conducted pursuant to State Law and the Rules of the Auditor General.

Arbitrage Rebate Calculation

This is required of the District as part of the bond indentures.

Financial Services

As part of the consulting managers contract, the District retains Financial Services to process invoices, tax-roll preparation and record the District's transactions in compliance with governmental accounting standards.

Travel Per Diem

This applies at the current rate of mileage reimbursement for official District business.

Postage, Phone, Fax, Copies

Cost of materials and service to produce agendas and conduct day-to-day business of the District.

Rentals & Leases

This is required of the District to store its official records.

Public Officials Insurance

The District carries Public Officials Liability in the amount of \$1,000,000.

PARKWAY CENTER

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND 001

Legal Advertising

This is required to conduct the official business of the District in accordance with the Sunshine Law and other advertisement requirements as indicated by the Florida Statutes.

Bank Fees

The District operates a checking account for expenditures and receipts.

Dues, Licenses & Fees

The District is required to file with the County and State each year.

Miscellaneous Fees

To provide for unbudgeted administrative expenses.

Investment Reporting Fees

This is to provide an investment report to the District on a quarterly basis.

Office Supplies

Cost of daily supplies required by the District to facilitate operations.

Technology Services

This is to upgrade and keep current the operating components to comply with new governmental accounting standards along with basic website maintenance.

Website Administration

This is for maintenance and administration of the District's official website.

Capital Outlay

This is to purchase new equipment as required.

Legal Counsel

District Counsel

Requirements for legal services are estimated annual expenditures on an as needed basis and also cover such items as attendance at scheduled meetings of the Board of Supervisor's, contract preparation and review, etc.

Electric Utility Services

Electric Utility Services

This item is for street lights, pool, recreation facility and other common element electricity needs.

Water-Sewer Combination Services

Water Utility Services

This item is for service to satisfy common element water needs.

Other Physical Environment

Field Manager

As an anticipated addendum to the consulting managers contract, the District will retain the services of a Field Manager. The Field Manager is responsible for the day-to-day field operations. These responsibilities include, but are not limited to, preparing and bidding of services and commodities, contract administration, hiring and maintaining qualified personnel, preparation of and implementation of operating schedules and policies, insuring compliance with all operating permits, prepare and implement field operating budgets, provide information/education to public regarding District programs. The fee for this service is reviewed annually.

PARKWAY CENTER

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND 001

Property & Casualty Insurance

The District carries \$1,000,000 in general liability and also has sovereign immunity.

Entry & Walls Maintenance

This item is for maintaining the main entry feature and other common area walls.

Landscape Maintenance - Contract

The District contracts with a professional landscape firm to provide service through a public bid process. This fee does not include replacement material or irrigation repairs.

Landscape Maintenance - Other

Landscape fees that do not fall within the scope of services covered under the landscape contract.

Miscellaneous Maintenance

To provide for unbudgeted repairs and maintenance.

Irrigation Maintenance

Repairs necessary for everyday operation of the irrigation system to ensure its effectiveness.

Plant Replacement Program

This item is for landscape items that may need to be replaced during the year.

Waterway Mgt Program - Contract

This item is for the contract that maintains the multiple waterways that compose the District's waterway management system and aids in controlling nuisance vegetation that may otherwise restrict the flow of water.

Waterway Mgt Program - Other

This category is for the unforeseen items that are not under contract to maintain the multiple waterways in the District.

Waterway Mgt Program - Erosion Control

This category is for the erosion issues that are not under contract that may occur along the banks of the multiple waterways in the District.

Capital Improvements

This item provides for capital improvements relating to the District's physical environment.

Road & Street Facilities

Decorative Light Maintenance

This item provides for maintenance and repairs of the street lights and decorative lighting throughout the District.

Pavement and Signage Repairs

This item provides for maintenance and repairs of the signage throughout the District.

Street Sweeping

This item provides for cleaning of the District roadways.

Parks & Recreation

Security Patrol

This item is for the contractual service of the Sheriff's office or a private vendor to provide random patrols of the District assets and the community as a whole.

Capital Improvements

This item provides for capital improvements relating to the District's parks and recreational areas.

FISCAL YEAR 2019
YEAR-END AMENDED ANNUAL BUDGET

PARKWAY CENTER

COMMUNITY DEVELOPMENT DISTRICT

DEBT SERVICE FUND

SERIES 2004A

REVENUES

CDD Debt Service Assessments	\$	435,031
TOTAL REVENUES	\$	435,031

EXPENDITURES

Series 2004A May Bond Principal Payment	\$	150,000
Series 2004A May Bond Interest Payment	\$	144,813
Series 2004A November Bond Interest Payment	\$	140,219
TOTAL EXPENDITURES	\$	435,031
EXCESS OF REVENUES OVER EXPENDITURES	\$	-

ANALYSIS OF BONDS OUTSTANDING

Bonds Outstanding - Period Ending 11/1/2018	\$	4,630,000
Principal Payment Applied Toward Series 2004A Bonds	\$	150,000
Bonds Outstanding - Period Ending 11/1/2019	\$	4,480,000

PARKWAY CENTER

COMMUNITY DEVELOPMENT DISTRICT

DEBT SERVICE FUND

SERIES 2004B

REVENUES

CDD Debt Service Assessments	\$	49,000
TOTAL REVENUES	\$	49,000

EXPENDITURES

Series 2004B May Bond Principal Payment	\$	-
Series 2004B May Bond Interest Payment	\$	24,500
Series 2004B November Bond Interest Payment	\$	24,500
TOTAL EXPENDITURES	\$	49,000
EXCESS OF REVENUES OVER EXPENDITURES	\$	-

ANALYSIS OF BONDS OUTSTANDING

Bonds Outstanding - Period Ending 11/1/2018	\$	700,000
Principal Payment Applied Toward Series 2004B Bonds	\$	-
Bonds Outstanding - Period Ending 11/1/2019	\$	700,000

PARKWAY CENTER

COMMUNITY DEVELOPMENT DISTRICT

DEBT SERVICE FUND

SERIES 2008

REVENUES

CDD Debt Service Assessments	\$	172,928
TOTAL REVENUES	\$	172,928

EXPENDITURES

Series 2008 May Bond Principal Payment	\$	95,000
Series 2008 May Bond Interest Payment	\$	40,113
Series 2008 November Bond Interest Payment	\$	37,814
TOTAL EXPENDITURES	\$	172,928
EXCESS OF REVENUES OVER EXPENDITURES	\$	-

ANALYSIS OF BONDS OUTSTANDING

Bonds Outstanding - Period Ending 11/1/2018	\$	1,635,000
Principal Payment Applied Toward Series 2008 Bonds	\$	95,000
Bonds Outstanding - Period Ending 11/1/2019	\$	1,540,000

PARKWAY CENTER

COMMUNITY DEVELOPMENT DISTRICT

SCHEDULE OF ANNUAL ASSESSMENTS⁽¹⁾

			Fiscal Year 2018			Fiscal Year 2019			
Lot Size	ERU Value	Unit Count ⁽³⁾	Debt Service Per Unit	O&M Per Unit	Fiscal Year 2018 Total Assessment	Debt Service Per Unit	O&M Per Unit	Fiscal Year 2019 Total Assessment	Inc/(Dec) in Annual CDD Fees Per Unit ⁽²⁾
Phase 1 - Series 2008									
SF 40'	1.00	199	\$325.00	\$318.98	\$643.98	\$325.00	\$318.98	\$643.98	\$0.00
SF 50'	1.25	217	\$406.00	\$398.72	\$804.72	\$406.00	\$398.72	\$804.72	\$0.00
SF 65'	1.50	73	\$487.00	\$478.47	\$965.47	\$487.00	\$478.47	\$965.47	\$0.00
Phase 2 - Series 2004									
Townhome	0.75	604	\$324.00	\$239.23	\$563.23	\$324.00	\$239.23	\$563.23	\$0.00
SF 50'	1.25	532	\$541.00	\$398.72	\$939.72	\$541.00	\$398.72	\$939.72	\$0.00
SF 60'	1.50	96	\$649.00	\$478.47	\$1,127.47	\$649.00	\$478.47	\$1,127.47	\$0.00

Notations:

⁽¹⁾ Annual assessments are adjusted for the County collection costs and statutory early payment discounts.

⁽²⁾ An increase in assessments creates a positive figure; conversely, a decrease in assessments creates a negative figure.

⁽³⁾ Phase 1: Additional 50' lot platted and merged with HOA tract

FISCAL YEAR 2019
YEAR-END AMENDED ANNUAL BUDGET



**Proposal and Qualifications for Construction Services
for**

**Parkway Center Community Development
District
Amenity Center Project**

Monday, November 11, 2019





944 4TH STREET NORTH, SUITE 700
ST. PETERSBURG, FL 33701

TEL/FAX – (727) 314-8220

WEB- WWW.WINDWARDBUILDING.COM

November 11, 2019

To: Parkway Center Community Development District

Re: Parkway Amenity Center - Proposal and Qualifications for Construction Services

To Whom It May Concern,

Windward Building Group is pleased to submit our proposal and qualifications for construction services for the Parkway Center Community Development District Amenity Center project.

Windward Building Group specializes in amenity center and hardscape construction having successfully completed many projects for prestigious clients, including various Community Development Districts. Our proven qualifications will ensure a positive outcome for this very important project.

Thank you for this opportunity and we look forward to providing the construction services for the Parkway Center Community Development District Amenity Center project.

Sincerely,

A handwritten signature in blue ink, appearing to read "Trevor K. Sas", is positioned above the typed name.

Trevor K. Sas, President
Windward Building Group



944 4TH STREET NORTH, SUITE 700
ST. PETERSBURG, FL 33701

TEL/FAX – (727) 314-8220

WEB- WWW.WINDWARDBUILDING.COM

Table of Contents

1. Contractor Qualifications

- Minimum Contractor Qualifications Form
- Contractor Qualification Statement
- Current Projects – Exhibit A

2. Organization Qualifications & Experience

- Corporate Officers
- Supervisory Personnel – Exhibits B, C & D
- Company Owned Major Equipment
- Status of Contracts on Hand – Exhibit E
- Completed Projects – Last 3 Years – Exhibit F
- Affidavit for Corporation

3. Statement on Public Entity Crimes

- Sworn Statement on Public Entity Crimes

4. Affidavit of Non-Collusion

5. Acknowledgement of Receipt of Documents & Proposal Signature Form

6. Addenda Acknowledgement Form

7. Proposal – Bid Form

- Proposal
- Bid Breakdown
- Schedule

**Parkway Center Community Development District
Minimum Contractor Qualifications
For Construction Services (Project)**

Contractor: Windward Building Group, Inc. Contact: Trevor Sas

Address: 944 4th Street North, Suite 700, St. Petersburg, FL 33701

Phone: (727) 314-8220 Fax: (727) 314-8220 Email: tsas@windwardbuilding.com

Typical Work Description: Construction Services for the Parkway Center Community Development District will include the construction of an Amenity Center, which includes a 4,287 sq. ft. building under roof, a swimming pool, basketball court, tennis court/pickle ball, playgrounds and various related improvements, fixtures and furnishings all as outlined in the Plans and Specifications.

Owner: Parkway Center Community Development District

Minimum Qualifications: Applicants for prequalification to bid/propose on the Parkway Center Community Development District project shall have the following minimum qualifications:

- (1) Proposer contracted and completed at least three (3) projects of similar size and scope as sought herein, in the last 2 years within Pasco, Pinellas, and Hillsborough Counties.
- (2) Proposer is authorized to do business in the State of Florida.
- (3) Proposer is registered with Hillsborough County and is a licensed contractor in the State of Florida.

Certification: I hereby certify that the applicant meets or exceeds the minimum qualifications identified above. I *further acknowledge* that despite meeting the minimum qualifications above, the Parkway Center Community Development District has the right to deny, suspend or revoke a prospective bidder's/proposer's qualification for bidding/proposing on the Parkway Center Amenity Center Project based upon the Determination of Qualified Prospective Bidder/Proposer information contained herein.


Name

President

11/11/19

Title

Date

**PARKWAY CENTER COMMUNITY DEVELOPMENT DISTRICT
CONTRACTOR QUALIFICATION/STATEMENT**

DATE SUBMITTED: November 11, 2019

1. Applicant Windward Building Group, Inc. / ☐ A Partnership
[Company Name] / ☒ A Corporation
/ ☐ A Subsidiary Corporation
/ ☐ A Limited Liability Company
2. Parent Company Name Windward Building Group, Inc.
3. Parent Company Address:
Street Address N/A
P.O. Box (if any) _____
City _____ State _____ Zip Code _____
Telephone _____ Fax no. _____
1st Contact Name _____ Title _____
2nd Contact Name _____ Title _____
4. Applicant Company Address (if different):
Street Address 944 4th Street North, Suite 700
P. O. Box (if any) _____
City St. Petersburg State FL Zip Code 33701
Telephone (727) 314-8220 Fax no. (727) 314-8220
1st Contact Name Trevor Sas Title President
2nd Contact Name Jennifer Sas Title Vice President
5. List the location of the office from which the applicant would perform work for the Parkway Center Community Development District.
Street Address 944 4th Street North, Suite 700
City St. Petersburg State FL Zip Code 33701
Telephone (727) 314-8220 Fax no. (727) 314-8220
1st Contact Name Trevor Sas Title President

6. Is the applicant incorporated in the State of Florida? yes (X) no ()

6.1 If yes, provide the following:

- Is the Company in good standing with the Florida Department of State, Division of Corporations? yes (X) no ()

If no, please explain _____

- Date incorporated 10/26/15 Charter No. P15000087717

6.2 If no, provide the following:

- The State with whom the applicant company is incorporated?
- Is the company in good standing with the State? yes () no ()

If no, please explain _____

- Date incorporated _____ Charter No. _____
- Is the applicant company authorized to do business in the State of Florida? yes () no ()

7. Is the applicant company a registered or licensed contractor with the State of Florida? yes (X) no ()

7.1 If yes, provide the following:

- Type of registration (i.e. certified general contractor, certified electrical contractor, etc.)

Certified Building Contractor

- License No. CBC1251637 Expiration Date 8/31/2020
- Qualifying individual Trevor Sas Title President
- List company(s) currently qualified under this license Windward Building Group, Inc.

7.2 Is the applicant company a registered or licensed Contractor with Hillsborough County?
yes (X) no ()

13. What is the construction experience of the proposed superintendent and project manager?

INDIVIDUAL'S NAME	PRESENT POSITION OR OFFICE	MAGNITUDE AND TYPE OF WORK	YEARS OF CONSTRUCTION EXPERIENCE	YEARS WITH FIRM	IN WHAT CAPACITY?
Trevor Sas	President	Commercial	17	4	President
Jim Chain	Project Manager	Commercial	36	2	Project Manager
James Kidd	Superintendent	Commercial	19	2	Superintendent

14. Have you ever failed to complete any work awarded to you? Yes _____ No X If so, where and why? _____

15. Has any officer or partner of your organization ever been an officer, partner, or owner of some other organization that has failed to complete a construction contract? Yes _____ No X If so, state name of individual, other organization and reason therefor. _____

16. List any and all litigation to which the organization has been a party in the last five (5) years. _____
R.S. Construction of Southwest Florida, LLC d/b/a Ray Smith Excavating vs. Windward Building Group, Inc.
Filed on 8/1/18 and dismissed on 10/4/18 - Dismissed Pursuant to Settlement - Before Hearing

17. Has the organization or any of its affiliates ever been either disqualified or denied prequalification status by a governmental entity? No If so, discuss the circumstances surrounding such denial or disqualification as well as the date thereof. _____

18. Within the past five (5) years, has the organization failed to complete a project within the scheduled contract time? No If so, discuss the circumstances surrounding such failure to complete a project on time as well as the date thereof. _____

19. List all projects currently under contract, with a remaining contract amount of over \$100,000.00 (excluding retainage) and with an expected remaining contract duration in excess of 120 days (to substantial completion).

See Exhibit A Attached

20. List the project or projects that meet the minimum criteria that the Proposer has constructed and completed at least three (3) projects of similar size and scope herein, in the last two (2) years within Pasco, Pinellas and Hillsborough Counties.

Miller Creek Amenity, Lennar Homes, Hillsborough County, \$2,118,518

Starkey Ranch Cunningham Park Amenity, WSTR, Pasco County, \$1,362,182

Tower Dairy Amenity, Lennar Homes, Hillsborough County, \$2,020,821

21. List two (2) references for construction project recently undertaken by the Proposer.

Parker Hiron, Lennar Homes, Director of Land Development, 813-574-5658, parker.hiron@lennar.com

Mark Evans, Neal Communities, VP of Land, 813-328-1078, mevans@nealcommunities.com

EXHIBIT A

CURRENT PROJECTS- EXCESS \$100K & 120 DAYS		
Project Name/Location	Contract Amount	Classification of Work Performed
Grand Palm Clubhouse Renovation, Venice	\$ 535,587	Clubhouse Reno
Mirada Amenity, Wesley Chapel	\$ 6,196,135	Amenity
South Shore Amenity, Ruskin	\$ 2,098,800	Amenity
Stonebridge Amenity, Zephyrhills	\$ 711,000	Amenity
Venice Woodlands Amenity, Venice	\$ 1,223,800	Amenity
Vicenza Amenity, Venice	\$ 1,565,263	Amenity
Willow Bend Amenity, Parrish	\$ 416,890	Amenity
Willow Square Amenity, Odessa	\$ 547,639	Amenity

CORPORATE OFFICERS

Company Name Windward Building Group, Inc.

Date November 11, 2019

Provide the following information for Officers of the applicant company and parent company, if any.

NAME FOR APPLICANT COMPANY	POSITION OR TITLE	CORPORATE RESPONSIBILITIES	INDIVIDUAL'S RESIDENCE CITY, STATE
Trevor Sas	President	Estimating, Contracts, Management	St. Petersburg, FL
Jennifer Sas	Vice President	Payables, Receivables, Insurance, Human Resources	St. Petersburg, FL
FOR PARENT COMPANY (if applicable)			

SUPERVISORY PERSONNEL

Company Name Windward Building Group, Inc.

Date November 11, 2019

What is the experience of the key management and supervisory personnel of the applicant company for both administration as well as operations? (Attach resumes of key personnel here)
See Attached Resumes (Exhibits B, C & D)

INDIVIDUAL'S NAME	PRESENT TITLE	DESCRIPTION OF DIRECT JOB RESPONSIBILITIES	YEARS OF EXPERIENCE IN PRESENT POSITION	TOTAL YEARS OF RELATED EXPERIENCE
Trevor Sas	President	Estimating, Contracts, Management	4	17
Jennifer Sas	Vice President	Payables, Receivables, Insurance, Human Resources	4	5
Jim Chain	Project Manager	Management of Superintendents, Scheduling, Quality Assurance	2	36

EXHIBIT B

TREVOR K. SAS

Accomplished Senior-Level Professional with demonstrated expertise in the areas of operation, finance, and staff management within the residential, commercial, and industrial development and construction sectors. High-integrity, energetic leader known for ability to envision and create successful outcomes in complex situations. Proven areas of expertise include:

- Team Building & Leadership
- Critical Path Project Management
- Contract Negotiation
- Planning & Scheduling
- Budget Analysis
- Strategy, Vision, & Mission Planning
- Vendors & Materials Management
- Profitability & Cost Review

EMPLOYMENT HISTORY

Windward Building Group, St. Petersburg, Florida

2015- Present

President (2015- Present)

- Oversees operations and management responsibilities for over 40 projects per year
- Estimates potential projects and negotiates contracts with clients
- Assures contract language and terms are within acceptable parameters of the company
- Maintains clear communications and positive relations with clients throughout the project
- Interviews, hires, and trains employees to comply with company policies and procedures
- Evaluates performance of employees; rewarding and disciplining employees

CRS Building Corporation, St. Petersburg, Florida

2002- 2015

Vice President (2002- 2015)

- Manages complete overall building process from conception, through bidding to completion.
- Works closely with accounting staff to maximize company cash flow
- Facilitates company growth by working with budgets to maximize profit margins
- Estimates potential projects and negotiates contracts with clients
- Proves to be results-driven in terms of schedule and quality
- Sustains positive working relationships with vendors to meet service and financial objectives

EDUCATION

Bachelor of Business Administration ▪ Finance ▪ Mercer University, Macon, Georgia
Four Year Varsity Letter Winner, Baseball

1998-2002

CERTIFICATIONS

State of Florida Certified Building Contractor, CBC1251637

2004- Present

State of Georgia General Contractor, GCCO003659

2012-Present

LEED Accredited Professional

2008- Present



RICK SCOTT, GOVERNOR

JONATHAN ZACHEM, SECRETARY



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
CONSTRUCTION INDUSTRY LICENSING BOARD

THE BUILDING CONTRACTOR HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

SAS, TREVOR KYLE

WINDWARD BUILDING GROUP, INC.
944 4TH ST. N. #700
ST. PETERSBURG FL 33701

LICENSE NUMBER: CBC1251637

EXPIRATION DATE: AUGUST 31, 2020

Always verify licenses online at MyFloridaLicense.com



Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



GREEN BUILDING CERTIFICATION INSTITUTE

HEREBY CERTIFIES THAT

Trevor Sas

HAS ACHIEVED THE DESIGNATION OF

LEED® ACCREDITED PROFESSIONAL

BY DEMONSTRATING THE KNOWLEDGE OF GREEN BUILDING PRACTICE
REQUIRED FOR SUCCESSFUL IMPLEMENTATION OF THE LEADERSHIP IN ENERGY
AND ENVIRONMENTAL DESIGN (LEED®) GREEN BUILDING RATING SYSTEM™.



Chairman

November 7, 2008

Date Issued

S. Richard Fedrizzi, President and CEO

EXHIBIT C

Jennifer L. Sas

Experience:

Windward Building Group, Inc. – St. Petersburg, Florida 2015-Present

Vice President

- Coordinate and manage the Accounts Payable process, including lien releases, reconciling and submitting payment to subcontractors and vendors
- Manage the Accounts Receivable process, including generating lien packages to send to clients and verifying them for accuracy
- Manage the hiring process including interviewing, new employment packages and performance reviews
- Ensure that employees meet company deadlines and adhere to company protocol

CRS Building Corporation – St. Petersburg, Florida 2008-2009

Office Manager

- Coordinated the bidding process to obtain bids from vendors and subcontractors
- Acted as the liaison between onsite superintendents and the office
- Wrote Contracts, Change Orders and Purchase Orders to award work to vendors and subcontractors
- Trained new employees in compliance with company protocol

Invitation Consultants, Inc. - Tampa, Florida 2005-2008

Director of Operations and Account Executive

- Edited orders and proofs for errors, worked with vendors to correct
- Wrote weekly articles and blogs regarding a variety of topics for publication on website
- Managed customer service staff, including interviews, performance reviews and training
- Worked directly with key business accounts, acting as the point of contact
- Worked as the liaison between customers and vendors on a daily basis
- Independently developed press releases and local media contacts
- Assisted customers with the ordering process, researched customer issues

Michigan Attorney General's Office - Lansing, Michigan 2003-2004

Assistant to Communication Director

- Participated in editing and revising informational publications
- Prepared press kits, press releases, media alerts, queries, and created databases
- Researched market to enhance media coverage
- Presented detailed written reports summarizing market research findings

C.A.R.E. (Capital Area Response Effort) - Lansing, Michigan 2002-2003

Public Relations Coordinator

- Coordinated monthly newsletter detailing issues pertinent to C.A.R.E.
- Redesigned organizational brochure to increase awareness and yield volunteers
- Drafted press releases for local media
- Formulated a media kit for organizational use
- Provided direct assistance to victims of domestic violence

Education:

Michigan State University- East Lansing, Michigan Graduated 2004

Bachelor of Arts in Communication

EXHIBIT D

James Chain
813-464-4425

jchain@windwardbuilding.com

Summary

I have many years of experience in the building industry. Many of those years I was a carpenter, superintendent and the owner of a construction company. I have the experience necessary to schedule and coordinate the different trades in a timely manner, and an eye for quality and detail. I have the dedication your company needs to meet deadlines, and have quality work completed. I am experienced in both construction and renovation. I have good computer skills.

Current

June 2017-Current- Windward Building Group, Inc. – Project Manager. Completed over two dozen projects to date ranging from \$100k- \$5M+ each in value.

Previous Work History

Feb. 2016-June 2017- Oden Hardy Construction- superintendent commercial construction. Nearing completion of a 4-million-dollar Self Storage Facility.

March 2015 –Feb. 2016 -Gerardi Construction Completed a 14-million-dollar Cobb Cinebistro, consisting of 7 movie theatres, a bar and restaurant.

March 2013-February 2015-ECS, worked for an engineering consulting firm performing commercial construction inspections and testing such as concrete testing, footing, rebar, masonry slab levelness inspections, soil bearing and compaction testing.

August 2012- February 2013 Smith Design/Build Corp Inc.-Superintendent, I completed a 3.5 million-dollar 12 patient room dental office (Creative Smiles) in Murfreesboro, TN.

May 2010-August 2012 Jim Chain Home Maintenance- Remodeling and Home repair work.

March 2008-April 2010 Wise Construction- Superintendent Commercial Construction- I was a traveling superintendent responsible for taking projects thru planning and permitting. I was also in charge of job bids, material take offs, ordering material, scheduling, and daily supervision of project.

August 2006-August 2007- Mid Cumberland Builders-Murfreesboro, TN-Senior Builder-managed three superintendents building homes from \$150,000.00 to \$900,000.00.

2005-2006 Lead Builder Beazer Homes-I managed 70 homes at Dupree Lakes subdivision in Land O Lakes, FL. I am skilled in Build Pro Job Management.

2002-2005 Gerardi Construction, Inc. Superintendent. I managed projects in commercial construction consisting of retail, restaurants, office buildings and multi-family housing, including new and renovation.

2000-2002 Construction Manager Grant Homes, Inc. I managed 2 subdivisions of single family homes, Heron Point at Sable Ridge in Land O Lakes, FL and The Lakes of Northwood in Wesley Chapel, FL.

Education

Graduate Lower Merion High School, Ardmore, PA
Graduate of Carpenters Apprenticeship School, Philadelphia, PA
Osha 30 hour construction safety
Osha 40 hour Hazwoper training
ACI Concrete testing certified
ICC Soils Special Inspector

References

Mike McCollough-Project Manager Oden Hardy Construction 941-713-6051
John Orlando-VP Construction Oden Hardy Construction 941-713-6476
Doug Lawrence-Vice President Smith Design/Build 615-896-4750

COMPANY OWNED MAJOR EQUIPMENT
(Attach additional sheets if necessary)

Company Name Windward Building Group, Inc.

Date November 11, 2019[illegible]

SEE ATTACHED SPREADSHEET PROVIDED (EXHIBIT E)

STATUS OF CONTRACTS ON HAND
(Attach additional sheets if necessary)

Company Name Windward Building Group, Inc.

Date November 11, 2019

Furnish requested information about all of applicant's active contracts whether as prime or subcontracts; whether in progress or awarded but not yet started; and regardless of with whom contracted. All amounts to be shown to nearest \$1,000. Contractor may consolidate and list as a single item all contracts which individually do not exceed 3% of total active contracts and in total do not exceed 20% of the active total contracts.

				Applicant's Uncompleted Amount as of this Date		Completion		
Owner, Location and Description of Project	Current Contract Amount as Prime	Current Contract Amount as Subcontractor	Current Amount Sublet to Others	As Prime Contractor	As Subcontractor	Original Contract Date	Approved Revised Date	Current Estimate Date
See Exhibit E attached	\$	\$	\$	\$	\$			
	\$	\$	\$	\$	\$			
	\$	\$	\$	\$	\$			
	\$	\$	\$	\$	\$			
	\$	\$	\$	\$	\$			
	\$	\$	\$	\$	\$			
	\$	\$	\$	\$	\$			
	\$	\$	\$	\$	\$			
	\$	\$	\$	\$	\$			
	\$	\$	\$	\$	\$			
	\$	\$	\$	\$	\$			
	\$	\$	\$	\$	\$			
	\$	\$	\$	\$	\$			
	\$	\$	\$	\$	\$			
Subtotal Uncompleted Work				\$	\$			
Total Uncompleted Work on Hand				\$				

EXHIBIT E

STATUS OF CONTRACTS ON HAND								
Owner, Location, Description	Current Contract Amount as Prime	Current Amount Sublet to Others	Uncompleted Amount		Completion Date			
			As Prime Contractor	As Subcontractor	Original Contract Date	Approved Revised Date	Current Estimate Date	
Brightwaters 1515 LLC, St. Petersburg, Brightwaters Residence	\$ 1,500,000		\$ 1,500,000		Dec 2020	Dec 2020	Dec 2020	
Carolina 1915 LLC, St. Petersburg, Carolina Residence	\$ 1,300,000		\$ 1,300,000		Dec 2020	Dec 2020	Dec 2020	
JES Properties, Parrish, Willow Bend Amenity	\$ 416,890		\$ 416,890		Jul 2020	Jul 2020	Jul 2020	
Lennar Homes, Wimauma, Forest Brooke Amenity	\$ 4,353,744		\$ 304,762		Nov 2019	Dec 2020	Dec 2020	
Lennar Homes, Ruskin, Millier Creek Hardscape	\$ 451,897		\$ 31,633		Dec 2019	Dec 2019	Dec 2019	
Lennar Homes, Wesley Chapel, Mirada Amenity	\$ 6,196,135		\$ 6,196,135		Jan 2021	Jan 2021	Jan 2021	
Lennar Homes, Ruskin, South Shore Amenity	\$ 2,098,800		\$ 1,721,016		Apr 2020	Apr 2020	Apr 2020	
Lennar Homes, Odessa, Willow Square Amenity	\$ 547,639		\$ 547,639		Jun 2020	Jun 2020	Jun 2020	
Lennar Homes, Odessa, Willow Square Hardscape	\$ 108,630		\$ 108,630		Apr 2020	Apr 2020	Apr 2020	
Lerner Real Estate Advisors, Zephyrhills, Stonebridge Amenity	\$ 711,000		\$ 675,450		Apr 2020	Apr 2020	Apr 2020	
Mattamy Homes, Riverview, Boyette Park Phase 2 Hardscape	\$ 199,110		\$ 195,128		Jan 2020	Jan 2020	Jan 2020	
Mattamy Homes, Land O Lakes, Long Lake Ranch Hardscape	\$ 141,995		\$ 113,596		Feb 2020	Feb 2020	Feb 2020	
Meritage Homes, Venice, Venice Woodlands Amenity	\$ 1,223,800		\$ 1,223,800		May 2020	May 2020	May 2020	
Meritage Homes, Venice, Venice Woodlands Hardscape	\$ 169,120		\$ 160,664		Jan 2020	Jan 2020	Jan 2020	
Neal Communities, Venice, Aria Amenity	\$ 1,671,019		\$ 150,392		Nov 2019	Dec 2019	Dec 2019	
Neal Communities, Venice, Aria Hardscape	\$ 1,180,925		\$ 70,856		Nov 2019	Dec 2019	Dec 2019	
Neal Communities, Venice, Grand Palm Clubhouse Reno	\$ 629,540		\$ 478,450		Mar 2020	Mar 2020	Mar 2020	
Neal Communities, Venice, Vicenza Amenity	\$ 1,565,263		\$ 1,377,431		Mar 2020	Mar 2020	Mar 2020	
Neal Communities, Venice, Vicenza Hardscape	\$ 548,150		\$ 115,112		Jan 2020	Jan 2020	Jan 2020	

SEE ATTACHED SPREADSHEET PROVIDED (EXHIBIT F)

PROJECTS APPLICANT COMPANY COMPLETED IN THE LAST THREE YEARS

Company Name Windward Building Group, Inc.

Date November 11, 2019

List all projects completed in the last two years for which the contract value individually exceeded 3% of the applicant's annual total work completed for the year the project was started. Include in the list projects that were started earlier than two years but were completed within the last three years.

Project Name/Location	Final Contract Amount	Prime or Sub ¹	Classification Of Work Performed	Year Started/ Completed	Owner Name/Location ²	Name & Phone Number of Owner's Representative on This Project ³
See Exhibit F attached						

¹ "Prime or Sub" should indicate whether applicant performed the work as a prime contractor or as a subcontractor.

² "Owner Name/Location" should indicate the Owner of the project if the applicant performed the work as a prime contractor or the general contractor if the applicant performed the work as a subcontractor.

³ "Name & Phone Number of Owner's Representative on this Project" should list a reference from the business entity listed in the previous column familiar with applicant's contract performance.

EXHIBIT F

PROJECTS COMPLETED IN THE LAST 3 YEARS						
Project Name/Location	Final Contract Amount	Prime or Sub	Classification of Work Performed	Year Started/Completed	Owner Name/Location	Name & Phone Number of Owner's Rep on Project
Avea Pointe Amenity & Hardscape, Lutz	\$ 1,096,658	Prime	Amenity/Entry	2019/2019	Mattamy Homes, Riverview	Tom Griggs, 813-476-5220
Bayside Terrace Amenity & Hardscape, Oldsmar	\$ 1,499,220	Prime	Amenity/Entry	2018/2019	Mattamy Homes, Riverview	Tom Griggs, 813-476-5220
Bearss Landing Amenity & Hardscape, Lutz	\$ 780,505	Prime	Amenity/Entry	2018/2019	Meritage Homes, Tampa	Garth Noble, 813-310-6597
Birchwood Amenity, Lutz	\$ 881,146	Prime	Amenity	2017/2017	Pulte Homes, Riverview	Rob Barber, 813-760-6180
Boca Royale Amenity, Englewood	\$ 1,025,876	Prime	Amenity	2017/2017	Neal Communities, Sarasota	Mark Evans, 941-713-3780
Boyette Park Amenity & Hardscape, Riverview	\$ 1,734,283	Prime	Amenity/Entry	2018/2019	Mattamy Homes, Riverview	Tom Griggs, 813-476-5220
Canoe Creek Amenity & Hardscape, Parrish	\$ 2,929,152	Prime	Amenity/Entry	2018/2019	Neal Communities, Sarasota	Mark Evans, 941-713-3780
Carlton Lakes Amenity Hardscape, Riverview	\$ 2,762,468	Prime	Amenity/Entry	2017/2018	Eisenhower Properties, Tampa	Ryan Motko, 813-610-1718
Cascades Amenity, Brooksville	\$ 831,300	Prime	Amenity	2019/2019	LandBuilder, Tampa	Devon Rushnell, 813-781-7219
Grand Palm Amenity Hardscape, Venice	\$ 3,055,496	Prime	Amenity/Entry	2017/2019	Neal Communities, Sarasota	Mark Evans, 941-713-3780
Lakeshore Amenity & Hardscape, Tampa	\$ 744,736	Prime	Amenity/Entry	2017/2017	Mattamy Homes, Riverview	Tom Griggs, 813-476-5220
Lakeview at Citrus Park Hardscape, Odessa	\$ 607,378	Prime	Entry	2018/2018	Mattamy Homes, Riverview	Tom Griggs, 813-476-5220
Mariposa Amenity, Riverview	\$ 887,845	Prime	Amenity	2016/2017	Meritage Homes, Tampa	Garth Noble, 813-310-6597
Miller Creek Amenity, Ruskin	\$ 2,118,518	Prime	Amenity	2018/2019	Lennar Homes, Tampa	Parker Hiron, 813-574-5658
Rego Palms Amenity & Hardscape, Tampa	\$ 617,001	Prime	Amenity	2018/2018	Pulte Homes, Riverview	Rob Barber, 813-760-6180
Renaissance Amenity & Hardscape, North Port	\$ 3,353,957	Prime	Amenity/Entry	2017/2018	Mattamy Homes, Riverview	Mac McCraw, 813-390-0627
Savanna Amenity, Bradenton	\$ 1,003,876	Prime	Amenity	2018/2019	Meritage Homes, Tampa	Garth Noble, 813-310-6597
South Fork Amenity & Hardscape, Riverview	\$ 1,573,608	Prime	Amenity/Entry	2017/2018	Eisenhower Properties, Tampa	Ryan Motko, 813-610-1718
Starkey Ranch Cunningham Park Amenity, Odessa	\$ 1,362,182	Prime	Amenity	2017/2018	WSTR, Odessa	Matt Call, 813-785-7959
Starkey Ranch Homestead Park Amenity, Odessa	\$ 833,174	Prime	Amenity	2017/2018	WSTR, Odessa	Matt Call, 813-785-7959
Sunrise Amenity & Hardscape, Sarasota	\$ 4,036,536	Prime	Amenity	2018/2019	Mattamy Homes, Riverview	Mac McCraw, 813-390-0627
Tower Dairy Amenity & Hardscape, Tampa	\$ 2,220,091	Prime	Amenity	2018/2019	Lennar Homes, Tampa	Parker Hiron, 813-574-5658
Wesbridge Amenity & Hardscape, Wesley Chapel	\$ 1,520,514	Prime	Amenity/Entry	2018/2019	Pulte Homes, Riverview	Rob Barber, 813-760-6180
	\$ 37,475,520					

AFFIDAVIT FOR CORPORATION

State of Florida

SS: EIN: 47-5416364

County of Pinellas

Trevor Sas
(title) President
of the Windward Building Group, Inc.

(a corporation described herein) being duly sworn, deposes and says that the statements and answers to the questions in the foregoing concerning experience are correct and true as of the date of this affidavit; and, that he/she understands that intentional inclusion of false, deceptive or fraudulent statements in this application constitutes fraud; and, that the District considers such action on the part of the applicant to constitute good cause for denial, suspension or revocation of a certificate of qualification for bidding/proposing on Parkway Center Community Development District projects.



(Officer must also sign here)

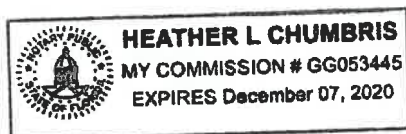
SEAL

CORPORATE

Sworn to before me this 11 day of November, 2019


Notary Public/Expiration Date: December 7, 2020

(SEAL)



**SWORN STATEMENT UNDER SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER
AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to Parkway Center Community Development District for
Prequalification

of Construction Contractors.
2. This sworn statement is submitted by Windward Building Group, Inc.
[Print Name of Entity Submitting Sworn Statement]
whose business address is 944 4th Street North, Suite 700, St. Petersburg, FL 33701
and (if applicable) its Federal Employer Identification Number (FEIN) is 47-5416364

(If the entity has no FEIN, include the Social Security Number of the individual signing this
sworn statement: _____.)
3. My name is Trevor Sas and my relationship to the

entity named above is President.
3. I understand that a "public entity crime" as defined in Paragraph 287.133(l)(g), Florida Statutes, means a
violation of any state or federal law by a person with respect to and directly related to the transaction of
business with any public entity or with an agency or political subdivision of any other state or with the
United States, including, but not limited to, any bid/proposal or contract for goods or services to be
provided to any public entity or an agency or political subdivision of any other state or of the United States
and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material
misrepresentation.
5. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(l)(b), Florida Statutes, means
a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any
federal or state trial court of record relating to charges brought by indictment or information after July 1,
1989, as a result of jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(l)(a), Florida Statutes, means:
 1. A predecessor or successor of a person convicted of a public entity crime; or,
 2. An entity under the control of any natural person who is active in the management of the entity
and who has been convicted of a public entity crime. The term "affiliate" includes those officers,
directors, executives, partners, shareholders, employees, members, and agents who are active in
the management of an affiliate. The ownership by one person of shares constituting a controlling
interest in another person, or a pooling of equipment or income among persons when not for fair
market value under an arm's length agreement, shall be a prima facie case that one person controls
another person. A person who knowingly enters into a joint venture with a person who has been
convicted of a public entity crime in Florida during the preceding 36 months shall be considered
an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person -or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids/proposes or applies to bid/propose on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

X Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity, have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity or an affiliate of the entity, has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (please indicate which additional statement applies):

_____ There has been a proceeding concerning the conviction before an Administrative Law Judge of the State of Florida, Division of Administrative Hearings. The final order entered by the Administrative Law Judge did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

_____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before an Administrative Law Judge of the State of Florida, Division of Administrative Hearings. The final order entered by the Administrative Law Judge determined that it was in the public interest remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

_____ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Florida Department of Management Services.)


Date: November 11, 2019

STATE OF Florida
COUNTY OF Pinellas

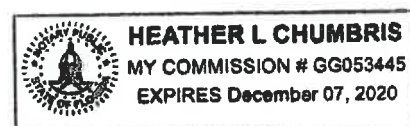
PERSONALLY APPEARED BEFORE ME, the undersigned authority, _____

Trevor Sas who, after first being sworn by me, affixed his/her signature in the
(name of individual signing)

space provided above on this 11th day of November, 2019.


NOTARY PUBLIC

My commission expires: December 7, 2020



**PARKWAY CENTER COMMUNITY DEVELOPMENT DISTRICT
AFFIDAVIT OF NON-COLLUSION**

STATE OF FLORIDA

COUNTY OF Pinellas

I, Trevor Sas, do hereby certify that I have not, either directly or indirectly, participated in collusion or proposal rigging. Affiant is a officer (officer or principal) in the firm of Windward Building Group, Inc., and authorized to make this affidavit on behalf of the same. I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this affidavit and that the punishment for knowingly making a false statement includes fines and/or imprisonment.

Dated this 11th day of November, 2019.



Signature by authorized representative of Proposer

STATE OF FLORIDA

COUNTY OF Pinellas

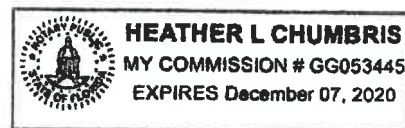
Sworn to (or affirmed) and subscribed before me this 11th day of November, 2019, by Trevor Sas, of the Windward Building Group, Inc. who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.



Signature of Notary Public taking acknowledgement

My Commission Expires: December 7, 2020

(SEAL)



PARKWAY CENTER COMMUNITY DEVELOPMENT DISTRICT











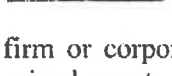
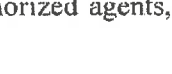
ACKNOWLEDGEMENT OF RECEIPT OF DOCUMENTS AND PROPOSAL SIGNATURE FORM

This Proposal for construction services has been submitted on this 11th day of November, 2019, by Windward Building Group, Inc. [company] whose business address is 944 4th Street North, Suite 700, St. Petersburg, FL 33701, telephone number is (727) 314-8220, fax number is (727) 314-8220, and e-mail address is tsas@windwardbuilding.com.

The undersigned acknowledges, by the below execution of this Proposal, that all information provided herein has been provided in full and that such information is truthful and accurate. Proposer agrees through submission of this Proposal to honor all pricing information one hundred and twenty (120) days from the date of the Proposal opening, and if awarded the contract on the basis of this Proposal, to enter into and execute the services contract in substantially the form included in the Proposal Documents.

Proposer understands that inclusion of false, deceptive or fraudulent statement on this Proposal constitutes fraud; and, that the Parkway Center Community Development District (the "District") considers such action on the part of the Proposer to constitute good cause for denial, suspension or revocation of a proposal for work for the District.

Furthermore, the undersigned acknowledges receipt of the following documents, the provisions of which have been included in this Request for Proposal.

- | | |
|--|---|
| 1. Request for Proposal (2 pages) |  (Initial) |
| 2. Instructions to Proposer (4 pages) |  (Initial) |
| 3. Minimum Contractor Qualification (1 page) |  (Initial) |
| 4. Proposer's Organization, Qualifications and Experience (13 pages) |  (Initial) |
| 5. Sworn Statement on Public Entity Crimes (2 pages) |  (Initial) |
| 6. Non-Collusion Statement (1 page) |  (Initial) |
| 7. This Acknowledgement of Receipt of Documents (2 pages) |  (Initial) |
| 8. Addenda Acknowledgement (1 page) |  (Initial) |
| 9. Evaluation Criteria (2 pages) |  (Initial) |
| 10. Form of Agreement Between District and Contractor |  (Initial) |
| 11. Proposal – Bid Form (5 pages) |  (Initial) |
| 12. Drawings and Specifications |  (Initial) |

The undersigned hereby authorize(s) and request(s) any person, firm or corporation to furnish any pertinent information requested by the District, or their authorized agents, deemed

necessary to verify the statements made in this proposal or attachments hereto, or regarding the ability, standing and general reputation of the Proposer.

Windward Building Group, Inc.
Name of Organization

By: 

This 11th day of November, 2019

By: Trevor Sas - President
Name and Title of Person Signing

(Apply Corporate Seal if filing as a Corporation)

State of Incorporation: Florida

State of Florida)

)

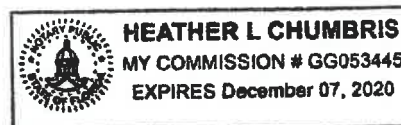
County of Pinellas)

The foregoing instrument was acknowledged before me this 11th day of November, 2019, by Trevor Sas, of the Windward Building Group, Inc., who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.


Signature of Notary taking acknowledgement

My Commission Expires: December 7, 2020

(SEAL)



PARKWAY CENTER COMMUNITY DEVELOPMENT DISTRICT

ADDENDA ACKNOWLEDGEMENT FORM

Proposer acknowledges receipt of the following addenda:

Addendum No. 1 dated October 30, 2019

Addendum No. _____ dated _____

Addendum No. _____ dated _____

Addendum No. _____ dated _____

Addendum No. _____ dated _____

Proposer: Windward Building Group, Inc. Date: November 11, 2019

Address: 944 4th Street North, Suite 700 By: 

St. Petersburg, FL 33701 Date: November 11, 2019

Trevor Sas - President

Type Name and Title

Florida Construction Industry Board License No.: CBC1251637

Proposal

PARKWAY CENTER COMMUNITY DEVELOPMENT DISTRICT

Amenity Center Project
Hillsborough, County, Florida

To: Parkway Center Community Development District

From: Windward Building Group, Inc.

In response to your request for Proposals, the undersigned hereby submits our Proposal for construction of the certain improvements identified above to the Parkway Center Community Development District. This Proposal has been prepared and submitted subject to the conditions and requirements set forth by the Project Manual including, but not limited to the Contract Documents, Plans and Specifications and all Addenda. All of the aforementioned documents, so far as they relate to this Proposal, are made a part thereof. The undersigned (Contractor) herewith proposes to perform the work stipulated for the lump sum, set forth herein and unit prices given by the itemized Summary of Costs, consisting of the Bid Sheet, that is attached hereto and a part hereof. **The Contractor does not place any qualifications or conditions upon its Proposal.**

The undersigned Proposer has examined the entire Project Manual including, but not limited to the Contract Documents, Plans and Specifications and all Addenda, and is acquainted with and fully understands the extent and character of the Work covered by this Proposal and the specified requirements for the Work. Further, the Proposer has examined the work site and is fully informed as to the conditions at this site.

The undersigned Proposer states that this Proposal is made in conformity with the Contract Documents, and agrees that in case of any discrepancy or differences between any condition of his or her Proposal and those of the Contract Documents, the provisions of the latter shall prevail.

The undersigned acknowledges, by execution of this Proposal, that all information provided herein has been provided in full and that such information is truthful and accurate. Proposer agrees through submission of this Proposal to honor all pricing information one hundred twenty (120) days from the date of the Proposal opening, and if awarded a contract on the basis of this Proposal, or a portion thereof, to enter into and execute the form of agreement in substantially the form included in the Project Manual. Further the Contractor warrants the pricing provided in the Proposal shall remain valid and binding for the term of the agreement and not subject to escalation, including for gasoline, labor or material price increases.

The undersigned acknowledges that the District reserves the right to reject any and all proposals, make modifications to the work, award the contract in whole or part with or without cause, provide for the delivery of the project in phases, and waive minor or technical irregularities in any Proposal, as it deems appropriate, if it determines in its discretion that it is in the District's best interest to do so.



Authorized Agent for Proposer



944 4TH STREET NORTH, SUITE 700
ST. PETERSBURG, FL 33701

TEL/FAX – (727) 314-8220

WEB- WWW.WINDWARDBUILDING.COM

November 11, 2019

Mr. Gene Roberts
Parkway Center Community Development District
2005 Pam Am Circle, Suite 300
Tampa, FL 33607

RE: Parkway Amenity Proposal

Dear Gene,

Thank you for the opportunity to provide you with a proposal for the Amenity Work at the above mentioned location. We propose to do this work for the Sum of Two Million Seven Hundred Forty Thousand Five Hundred Ninety and No/100 Dollars (\$2,740,590.00).

Scope of Work

Site Work

1. Field Engineering & Asbuilts
2. Material Testing
3. Site Work: Erosion Control, Clearing, Grading, Import/Export, Water, Sewer, Storm, Asphalt, Curbs, Sidewalks.
4. Fine Grading
5. Roof leaders at clubhouse downspouts

Clubhouse

1. Soil treatment
2. Concrete reinforcement
3. Foundations
4. Slab on grade
5. Concrete pump
6. Grout/cell fill
7. Scaffolding
8. Concrete unit masonry
9. Stone: exterior (J&N Stone)
10. Cast Stone: column trim
11. Foam: beams, truss tails
12. Steel: supports for countertops
13. Rough carpentry
14. Wood roof trusses
15. Exterior finish carpentry: hardie siding, soffit, and ceilings
16. Interior finish carpentry: base, window sills, trim, & crown molding (see allowances)
17. Cabinets: stained grade
18. Countertops: granite level 2
19. Waterproofing
20. Insulation: rigid insulation on CMU exterior walls & batts in ceilings
21. Roofing: metal
22. Roof Spires (see allowances)
23. Gutters: aluminum with downspouts
24. Doors, Frames, Hardware
25. Windows
26. Storefront
27. Mirrors: vanities
28. Stucco
29. Drywall

Proposal (Continued): Parkway Amenity
November 11, 2019

30. Ceramic floor & wall tile (see allowances)
31. Painting
32. Toilet Accessories
33. Toilet Partitions: Phenolic
34. Signage: restroom signs
35. Fire Extinguishers
36. Knox Box
37. Attic Access
38. Access Controls: Virtual Guard system- Envera
39. Appliances (see allowances)
40. Plumbing
41. HVAC
42. Condenser Slabs
43. Electrical
44. Light fixtures & ceiling fans
45. Televisions: (2) 60"
46. Cable & Data
47. Audio (see allowances)
48. Fire Alarm

Amenity Area

1. Swimming pool (4,330 SF)
2. Spa (44 SF)
3. Gas heaters (3- pool, 1-spa)
4. ADA Lifts (1-pool, 1-spa)
5. Brick Pavers (9,826 SF pool deck on 4" crushed concrete, trench drain)
6. Pool Fencing: 6' high aluminum 3-rail (746 LF) single aluminum walk gates (5 EA), & double aluminum walk gates (1 EA)
7. Perimeter Fencing: (468 LF) 6' high PVC
8. Playground (see allowances)
9. Dumpster Enclosure (see allowances)
10. Splash Pad Pavilion (see allowances)
11. Site Furnishings (see allowances)
12. Shade Structures: Tuuci Equinox Cabanas 10' Square (EQC10.0SQ) including inground mount (5 EA)
13. Fire Pits: Paloform Bento 42 Outdoor Fire Pit with 18" circular burner, crushed glass (black), and all weather cover. Timer, emergency switch, and connection to propane system. (2 EA)
14. Pool shower (see allowances)
15. Pool furniture (see allowances)
16. Site Lighting (2-A, 3-B)
17. Propane: 1,000 gallon propane tanks (2 EA), connect to pool and spa heaters and fire pits. Fill up prior to turnover.

Inclusions

1. Payment & Performance Bonds
2. Builders Risk Insurance
3. Jobsite Trailer
4. Storage Container
5. Supervision
6. Daily Clean Up
7. Dumpsters
8. Temporary Toilet
9. Final Clean Up
10. Electrical Service Lateral, 100' max to power source from service location
11. Textured drywall finish on walls and ceilings
12. Gravel at pool equipment area
13. (1) Mobilization figured for all work listed above

Proposal (Continued): Parkway Amenity
November 11, 2019

Allowances

1. Site Furnishings	\$10,850/LS Materials
2. Splash Pad Pavilion	\$25,000/LS
3. Wood Base/Shoe Mold	\$1.90/LF Materials
4. Crown Molding	\$1.90/LF Materials
5. Door/Window Trim	\$1.10/LF Materials
6. Window Sills	\$1.35/LF Materials
7. Roof Spires (Qty 6)	\$651/LS Materials
8. Floor Tile	\$4.35/SF Materials
9. Wall Tile	\$4.35/SF Materials
10. Base Tile	\$7.05/SF Materials
11. Backsplash Tile	\$11.00/SF Materials
12. Appliances	\$3,689/LS Materials
13. Pool Furniture	\$48,825/LS Materials
14. Dumpster Enclosure	\$12,000/LS
15. Playground	\$80,000/LS
16. Pool Shower	\$2,170/LS Materials
17. Televisions (Qty 2)	\$3,600/LS
18. Audio System	\$8,000/LS

Exclusions

1. Plan Review, Impact Fees, and Permit Fees
2. Landscaping
3. Irrigation
4. Window treatments
5. Interior furniture
6. Fitness Equipment
7. Fire Sprinklers

Windward Building Group looks forward to working with you on this project. Should you have any questions, please do not hesitate to contact me.

Sincerely,
Windward Building Group



Trevor K. Sas, President

	A	B
1	PARKWAY CENTER AMENITY BID BREAKDOWN	
2		
3		
4		
5	DESCRIPTION	COST
6		
7	GENERAL REQUIREMENTS	
8	Permit Fees	Owner
9	Field Engineering/Layout & Asbuilts	22,000
10	Material Testing	11,000
11	Payment/Performance Bond	33,558
12	Builders Risk Insurance	17,354
13	Supervision/PTI & Travel	56,300
14	Field Office/Storage Container	5,105
15	Temporary Water/Power/Phone/Toilets	5,338
16	Small Tools/Rental Equipment/Misc Items	3,631
17	Daily Clean Up	1,800
18	Dumpspters	6,510
19	Final Clean Up	2,880
20		-
21	SITE WORK	-
22	Site Work (Erosion, Clearing, Grading, Water, Sewer, Storm, Asphalt, Curb, Sidewalks)	572,000
23	Erosion Control Maintenance	In Site Work
24	Fine Grading	6,270
25	Subdrainage	11,000
26	Landscaping	Owner
27	Irrigation & Sleeving	Owner
28	Site Furnishings Materials (Allowance)	10,850
29	Site Furnishings Labor	6,585
30	Fire Pits	12,392
31	Cabanas	94,683
32	Splash Pad Pavilion (Allowance)	25,000
33	Perimeter Fencing	12,870
34	Soil Treatment	550
35		-
36	CONCRETE	-
37	Concrete Reinforcement	11,267
38	Foundations/ Slab on Grade	29,534
39	Concrete Pump	1,760
40	Grout/Cell Fill	13,102
41		-
42	MASONRY	-
43	Concrete Unit Masonry	53,012
44	Stone	5,696
45	Cast Stone	3,162

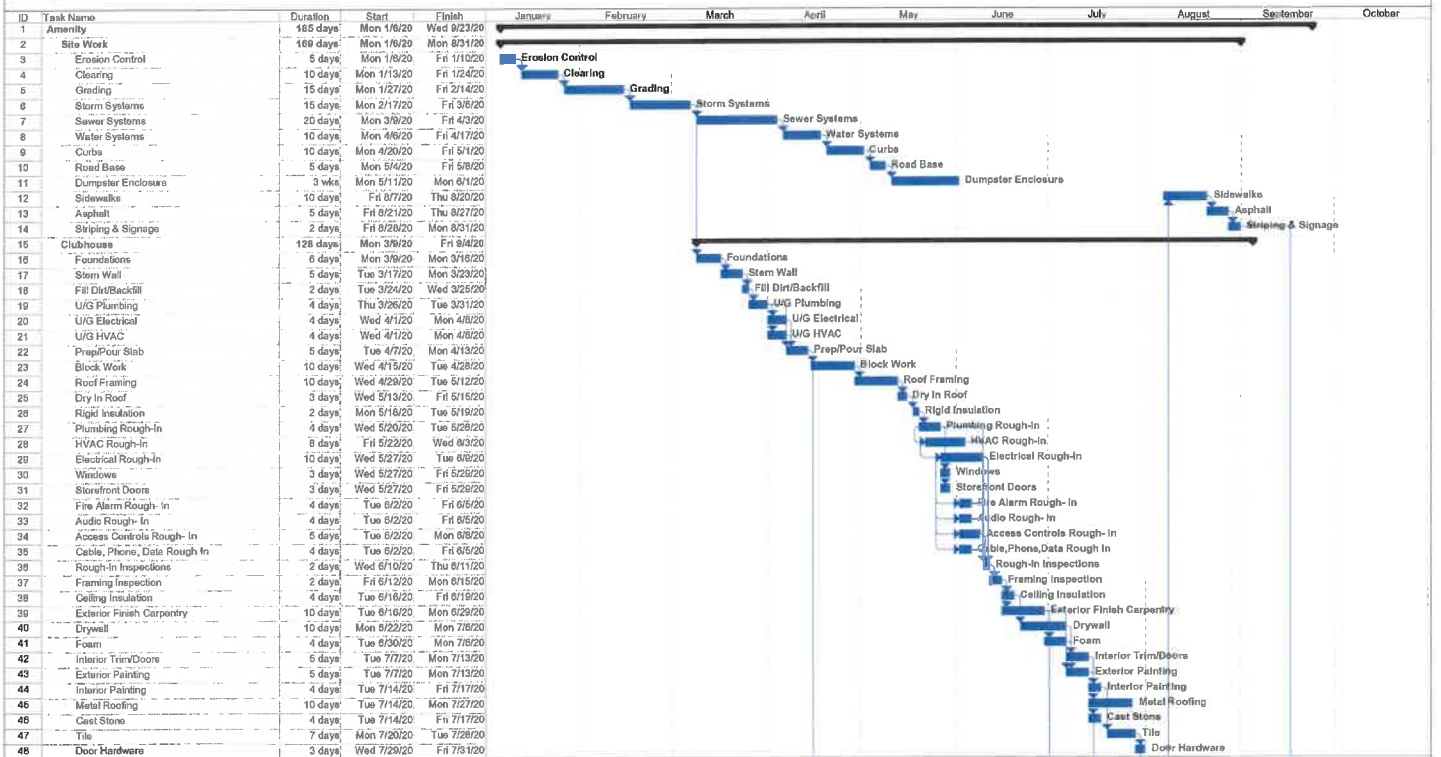
	A	B
46	Foam	10,645
47		-
48	METALS	-
49	Steel Supports for Countertops	2,771
50		
51	WOODS & PLASTICS	
52	Rough Carpentry	53,519
53	Roof Trusses	10,974
54	Exterior Finish Carpentry	79,310
55	Interior Finish Carpentry	11,533
56	Cabinets	17,710
57	Countertops	7,513
58		-
59	THERMAL & MOISTURE	-
60	Joint Sealants	1,100
61	Waterproofing	1,100
62	Insulation	5,173
63	Roofing- Metal	54,780
64	Roof Spires Materials (Allowance)	651
65	Roof Spires Labor	In Roofing
66	Gutters & Downspouts	4,400
67		-
68	DOORS & WINDOWS	-
69	Doors, Frames, Hardware	12,330
70	Storefront	26,345
71	Windows	16,674
72	Seal Block Openings	1,258
73	Mirrors	2,200
74		-
75	FINISHES	-
76	Gypsum Board Systems	19,073
77	Ceramic Tile	57,943
78	Painting	20,826
79		-
80	SPECIALTIES	-
81	Toilet Accessories & Partitions	18,513
82	Signage	220
83	Fire Extinguishers & Cabinets	In Access & Part
84	Knox Box	827
85	Attic Stairs	1,212
86		-
87	EQUIPMENT	-
88	Access Controls	64,869
89	Appliances (Allowance)	3,689
90		-
91	FURNISHINGS	-

	A	B
92	Pool Furniture Materials (Allowance)	48,825
93	Pool Furniture Labor	5,183
94		-
95	SPECIAL CONSTRUCTION	-
96	Swimming Pool & Spa	576,642
97	Pool Deck Pavers	81,066
98	Trench Drain	6,600
99	Pool Fencing	26,007
100	Dumpster Enclosure (Allowance)	12,000
101	Playground (Allowance)	80,000
102		-
103	CONVEYING SYSTEMS	-
104	MECHANICAL	-
105	Plumbing	41,800
106	Pool Shower Material (Allowance)	2,170
107	HVAC	40,604
108	A/C Condensor Slabs	1,650
109	Propane	5,561
110		-
111	ELECTRICAL SYSTEMS	-
112	Electrical & Site Lighting	74,628
113	Light Fixtures & Ceiling Fans	39,055
114	Pool Electrical In Electrical	
115	Pool Bonding In Electrical	
116	Service Lateral to Transformer In Electrical	
117	Cable & Data	8,245
118	Fire Alarm	9,324
119	Audio Systems (Allowance)	8,000
120	Conduits for Access Controls In Electrical	
121		
122		
123	Subtotal	\$ 2,609,727
124	Profit & Overhead	\$ 130,862
125	GRAND TOTAL	\$ 2,740,590



Parkway Amenity Riverview, Florida

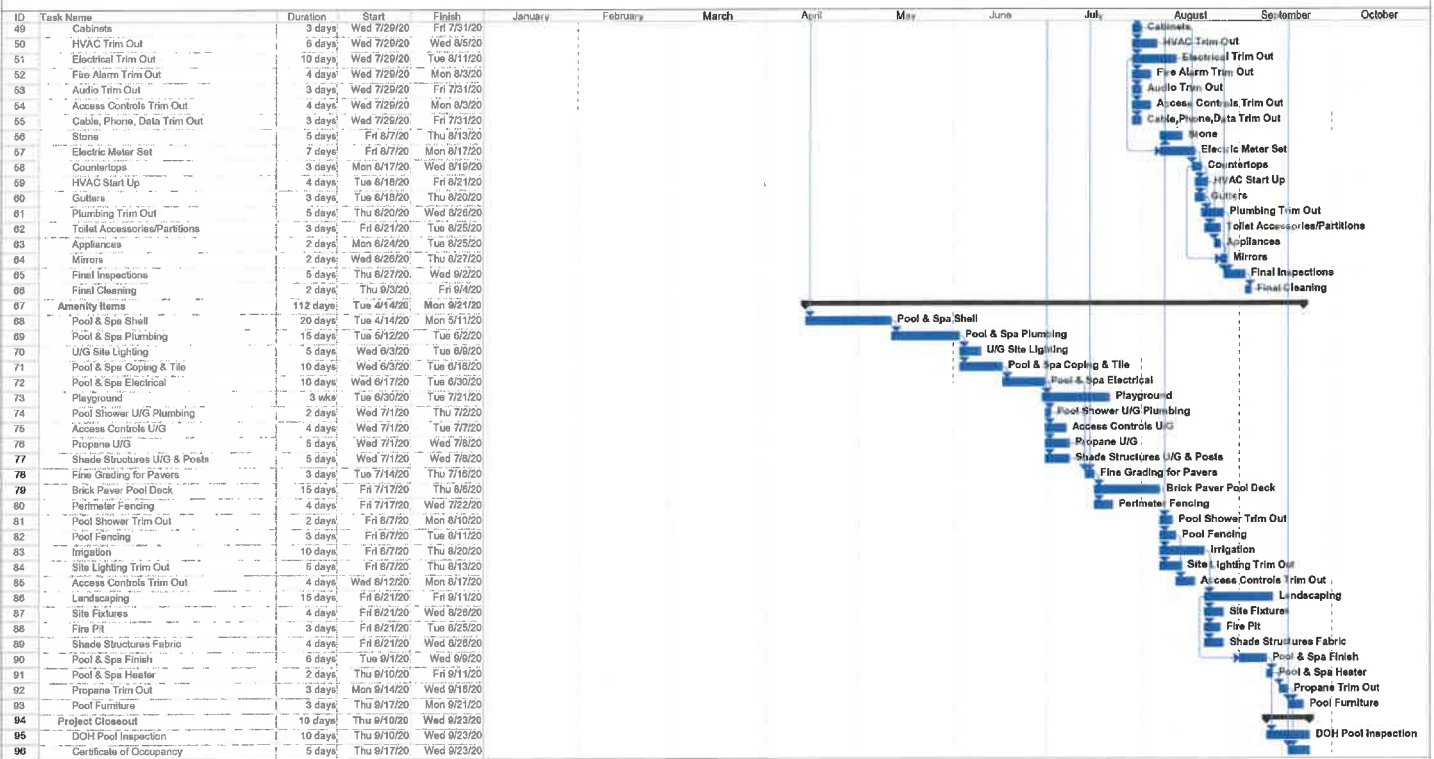
Start: Mon 1/6/20
Finish: Wed 9/23/20





Parkway Amenity Riverview, Florida

Start: Mon 1/6/20
Finish: Wed 9/23/20





WINDWARD
BUILDING GROUP

944 4TH STREET NORTH, SUITE 700, ST. PETERSBURG, FL 33701 - (727) 314-8220
WWW.WINDWARDBUILDING.COM



PROPOSAL PREPARED FOR

Meritus - Parkway Center

12/3/2019



PROPOSAL

12/03/19

CUSTOMER INFORMATION			
Meritus - Parkway Center Gene Roberts 813.440.7096 gene.roberts@merituscorp.com Streaming Project			
PRICE QUOTE			
DESCRIPTION	QTY	RATE	TOTAL
Dell Latitude 5500	1		\$ 5,733.33
i7 Processor, 16GB RAM, 512 SSD			
Logitech BRIO USB Camera	1		
Samson USB Boundry Omni Directional Microphone	1		
Install and configure hardware on site at board meeting location. Setup streaming service with customer provided payment method. Imbed streaming player on myoakcreekcommunity.net website. Test stream and train end user on using streaming application.			
Sub-Total			\$ 5,733.33
Sales Tax		8.50%	\$ 487.33
Total			\$ 6,220.66
Price includes sales tax, if applicable. Price includes one year parts warranty and a 30-day labor warranty. Additional labor warranty is available for purchase. Ask your sales representative for more information.			
PAYMENT OPTIONS			
CASH CONTRACT 50% Deposit with contract. Remaining balance due on day of installation. We accept cash, check & all major credit cards. Use of a credit card may constitute in a processing fee.			
FINANCE CONTRACT MHD Communications offers 36 month, 48 month and 60 month options for financing. If you are interested in financing your project, please request financing options.			
ACCEPTANCE OF CONTRACT			
The undersigned hereby agrees to purchase the above equipment in accordance with the terms and conditions stated. Until accepted and signed by an officer of seller at its principal office, this agreement shall not become effective and shall not constitute a binding contract. Pricing included on this proposal is valid for thirty days from initial presentation. Unless otherwise stated, this quote does not include surge protection which can help to protect customers from losses due to lightning and other "Acts of God". If you would like a quote for these services, please make a request to your sales representative.			

SIGNATURE

DATE

5808 Breckenridge Pkwy Ste G Tampa, FL 33610 Phone: 813.948.0202 Fax: 813.319.2680

www.MHDcommunications.com