



Rizzetta & Company

# **Feed Mill Community Development District**

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## **Board of Supervisors' Special Meeting December 17, 2025**

**District Office:  
2806 N. Fifth Street  
Unit 403  
St. Augustine, FL 32084**

# **FEED MILL COMMUNITY DEVELOPMENT DISTRICT**

**1845 Town Center Blvd, Suite 105, Fleming Island, FL 32003**

<b>Board of Supervisors</b>	Daniel McCormick Jeremy Hampson Gerald Agresti Clay Crevasse Liam O'Reilly	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Lesley Gallagher	Rizzetta & Company, Inc.
<b>District Manager</b>	Melissa Dobbins	Rizzetta & Company, Inc.
<b>District Counsel</b>	Katie Buchanan	Kutak Rock, LLP
<b>District Engineer</b>	Daniel Welch	England-Thims & Miller

**All cellular phones must be placed on mute while in the meeting room.**

The Audience Comments portion will be held at the beginning of the meeting. During this portion of the agenda, audience members may make comments on matters that concern the District (CDD) and will be limited to a total of three (3) minutes to make their comments.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (239) 936-0913. 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), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop 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 the appeal is to be based.

# FEED MILL COMMUNITY DEVELOPMENT DISTRICT

District Office · St. Augustine, Florida · (904) 436-6270  
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

Board of Supervisors  
**Feed Mill Community  
Development District**

**December 10, 2025**

## **FINAL AGENDA**

Dear Board Members:

The **special** meeting of the Board of Supervisors of the Feed Mill Community Development District will be held on **December 17, 2025 at 9:00 a.m.** at 1845 Town Center Blvd., Suite 105 Fleming Island, Florida 32003.

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ADMINISTRATION**
  - A.) Consideration of the Minutes of the Board of Supervisors' Meeting  
Held October 22, 2025..... Tab 1
  - B.) Ratification of the Operation and Maintenance Expenditures for  
October 2025..... Tab 2
- 4. Staff Reports**
  - A.) District Counsel
  - B.) District Engineer
  - C.) District Manager
- 5. Business Items**
  - A.) Consideration of Contract Amendment - 4B – *(Under Separate Cover)*
  - B.) Consideration of Phase 4A Vallencourt Change Order – *(Under Separate Cover)*
  - C.) Consideration of Proposals In Response to RFP for Property & Amenity  
Management Services..... Tab 3
  - D.) Ratification of Agreement for Dissemination Services  
– Rizzetta & Company..... Tab 4
- 6. Supervisor Requests**
- 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 904-436-6270.

Very truly yours,  
*Lesley Gallagher*  
District Manager

## **Tab 1**

MINUTES OF MEETING

*Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that 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.*

FEED MILL  
COMMUNITY DEVELOPMENT DISTRICT

The meeting of the Board of Supervisors of Feed Mill Community Development District was held on **October 22, 2025 at 9:00 a.m.** at 1845 Town Center Blvd, Suite 105, Fleming Island, FL 32003.

Present and constituting a quorum:

Daniel McCormick	<b>Board Member, Chairman</b>
Gerald Agresti	<b>Board Member, Assistant Secretary</b>
Clayton Crevasse	<b>Board Member, Assistant Secretary</b>
Liam O'Reilly	<b>Board Member, Assistant Secretary</b>

Also present were:

Lesley Gallagher	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Katie Buchanan	<b>District Counsel, Kutak Rock LLP (via speakerphone)</b>
Reid McDaniel	<b>England-Thims &amp; Miller (via speakerphone)</b>

FIRST ORDER OF BUSINESS

CALL TO ORDER

Ms. Gallagher called the meeting to order at 9:02 a.m.

SECOND ORDER OF BUSINESS

AUDIENCE COMMENTS

There were no audience members present.

THIRD ORDER OF BUSINESS

CONSIDERATION OF THE MINUTES OF THE  
BOARD OF SUPERVISORS' REGULAR  
MEETING HELD SEPTEMBER 24, 2025

On a motion by Mr. McCormick, seconded by Mr. Agresti, with all in favor, the Board approved minutes of the Board of Supervisors' regular meeting held September 24, 2025, for Feed Mill Community Development District.
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**FOURTH ORDER OF BUSINESS**

**RATIFICATION OF THE OPERATION AND  
MAINTENANCE EXPENDITURES FOR  
AUGUST AND SEPTEMBER 2025**

On a motion by Mr. McCormick, seconded by Mr. Agresti, with all in favor, the Board ratified operation and maintenance expenditures for August 2025 in the amount of \$5,453.45, and September 2025 in the amount of \$12,881.74 for Feed Mill Community Development District.

**FIFTH ORDER OF BUSINESS**

**STAFF REPORTS**

**A. District Counsel**

Ms. Buchanan did not have a specific report but was available for any questions. Mr. McCormick provided an update that the CCUA reimbursement had been approved in an amount just over \$624,000.00.

On a motion by Mr. McCormick, seconded by Mr. Agresti, with all in favor, the Board authorized the district to provide payment to the developer upon receipt from Clay County Utility Authority per interlocal agreement for Feed Mill Community Development District.

**B. District Engineer**

Mr. McDaniel provided a brief update on phase 1 Cathedral Oak Parkway and phase 2. Mr. McDaniel noted that 1A and 4A construction was going well. The formal notice to proceed for phase 2 was also noted as October 17<sup>th</sup> as the formal start date.

**C. District Manager**

**1. Update on Goals and Objectives**

Ms. Gallagher reviewed for the board that as part of HB 7013 requirements, the board adopted goals and objectives at their meeting held August 28, 2024 for Fiscal Year 2024/25. The report for these goals and objectives is required to be posted on the CDD website by December 1, 2025. The board accepted the report provided (Exhibit A) to be posted on the website by the required deadline and made no changes to the goals or objectives for Fiscal Year 2025/26.

**SIXTH ORDER OF BUSINESS**

**CONSIDERATION OF CCUA COMPLETION  
DOCUMENTS, PHASE 1**

On a motion by Mr. McCormick, seconded by Mr. Agresti, with all in favor, the Board approved the Clay County Utility Authority completion documents, Phase 1 in substantial form, for Feed Mill Community Development District.

**SEVENTH ORDER OF BUSINESS**

**SUPERVISOR REQUESTS**

No Supervisor requests

**EIGHTH ORDER OF BUSINESS**

**ADJOURNMENT**

On a motion by Mr. Agresti, seconded by Mr. McCormick, with all in favor, the Board adjourned meeting at 9:12 a.m., for Feed Mill Community Development District.

131  
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134  
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137  
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Secretary/Assistant Secretary

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Chairman/Vice Chairman



# **Exhibit A**

## **FEED MILL COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2024-2025 ANNUAL GOALS & OBJECTIVES REPORT**

The Feed Mill CDD Board of Supervisors Goals and Objectives report for fiscal year 2024-2025 were adopted in accordance with the legislation of HB 7013 to maintain statutory compliance and pursuing efficient operational practices. The report discloses successful results for the Feed Mill Community Development District.

### **Financial Goals and Objectives:**

☒ Successful ☐ Unsuccessful

**Financial Transparency – commit to regular reporting the financial status of the district.**

**Measurement:** Financial statements circulated to the board monthly.

### **Board Meeting Goals and Objectives:**

☒ Successful ☐ Unsuccessful

**Productive Meetings – commit to conducting an orderly and efficient meeting.**

**Measurement:** Circulated and posted agendas in advance for all public meetings held and completing minutes reflecting adequate opportunities for both public comments and supervisor requests, if applicable.

### **Administrative Goals and Objectives:**

☒ Successful ☐ Unsuccessful

**Website Maintenance – ensure that the website is always up-to-date and in compliance.**

**Measurement:** The District's website is in compliance per Chapter 189.069 F.S., quarterly ADA audits are also completed as required.

### **Operational Goals and Objectives:**

☒ Successful ☐ Unsuccessful

**Promote efficient communication.**

**Measurement:** Accurate meeting minutes, prompt communication to and from District Staff and Board Members. Weekly meetings held with Chairman and District Counsel.

## **Tab 2**

# Feed Mill Community Development District

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District Office · St. Augustine, Florida · (904) 436-6270  
Mailing Address · 3434 Colwell Avenue, Suite 200 · Tampa, Florida 33614

## **Operations and Maintenance Expenditures October 2025 For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from October 1, 2025 through October 31, 2025. This does not include expenditures previously approved by the Board.

The total items being presented:     **\$22,430.90**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

# Feed Mill Community Development District

## Paid Operation & Maintenance Expenditures

October 1, 2025 Through October 31, 2025

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount	
Clayton Crevasse, Jr.	300033	CC092425	Board of Supervisors Meeting 09/24/25	\$	200.00
Daniel Edwin McCormick	300034	DM092425	Board of Supervisors Meeting 09/24/25	\$	200.00
Daniel Edwin McCormick	300041	DM102225	Board of Supervisors Meeting 10/22/25	\$	200.00
Egis Insurance Advisors, LLC	300035	29370	Policy #1001251129 10/01/25-10/01/26	\$	5,300.00
England, Thims & Miller, Inc.	300036	221674	Engineering Services 08/25	\$	2,215.00
England, Thims & Miller, Inc.	300036	222382	Engineering Services 09/25	\$	841.25
Florida Department of Commerce	300042	93810 ACH	Special District Fee FY25-26	\$	175.00
Kutak Rock, LLP	300037	3626410	Legal Services 06/25	\$	1,748.15
Kutak Rock, LLP	300037	3627263	Legal Services 07/25	\$	3,001.50
Rizzetta & Company, Inc.	300039	INV0000102300	District Management Services 09/25	\$	3,300.00
Rizzetta & Company, Inc.	300040	INV0000103620	District Management Services 10/25	\$	4,100.00
VGlobal Tech	300038	7840	ADA Website Maintenance 10/25	\$	1,050.00

**Feed Mill Community Development District**

Paid Operation & Maintenance Expenditures

October 1, 2025 Through October 31, 2025

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
VGlobal Tech	300038	7842	Quarterly ADA Website Audit 10/25	\$ 100.00
Total				\$ 22,430.90

## **Tab 3**

***FEED MILL COMMUNITY  
DEVELOPMENT DISTRICT***

**REQUEST FOR PROPOSALS  
FOR  
PROPERTY AND AMENITY MANAGEMENT SERVICES**

October 31, 2025



## **TABLE OF CONTENTS**

1. General Information for Proposers
2. General Description of District Facilities to be Managed
  - A. General Overview
  - B. Future CDDs
  - C. Homeowners Association
3. Scope of Property and Amenity Management Services Needed
  - A. Standard On-Going Services
  - B. Management
  - C. Personnel
  - D. Responsibilities
  - E. Additional Services
  - F. Litigation Support Services
  - G. Organization Chart
4. Proposal Forms
  - A. Pricing

**1. GENERAL INFORMATION FOR PROPOSERS**

**FEED MILL COMMUNITY DEVELOPMENT DISTRICT REQUEST FOR PROPOSALS FOR PROPERTY AND AMENITY MANAGEMENT SERVICES**

The Feed Mill Community Development District (the “District”) is seeking proposals from qualified firms interested in providing property and amenity management services for the District’s facilities (the “Services”). These services are considered contractual services under Florida law and are not required to be competitively bid. In order to submit a proposal, each Proposer must be authorized to do business in Florida, hold all required state and federal licenses in good standing, and otherwise meet any applicable requirements set forth by the District.

All proposals should include the following information, among other things described herein:

- A. A proposal including a description of the Proposer’s corporate structure, key staff members, and experience.
- B. At least three references from other highly amenitized master planned projects of similar size and scope. If possible, please include a reference from a similar project located in northeast Florida, preferably St. Johns, Duval, and Clay counties. The Proposer should include information relating to the work it conducted for each reference as well as a name, address, and phone number of a contact person(s).
- C. Complete pricing showing the total cost of providing the Service(s), broken down as set forth on the following price proposal form. For any subcontractor being proposed, the total amount proposed to be paid by the District for these Services shall be segregated between the actual funds being paid to the subcontractor and the mark up being charged by Proposer. Three years of pricing SHALL be included by the Proposer. Proposers may submit proposals for one or more of the Services. Any discounts to be provided should the District choose the Proposer for more than one of the Services shall be identified.

**Firms desiring to provide a proposal should submit a copy of the proposal no later than \_\_\_\_\_, 2025 at 3:00 p.m. (EST) to Katie Buchanan at [Katie.Buchanan@kutakrock.com](mailto:Katie.Buchanan@kutakrock.com).**

Price will be one factor used in determining the proposal that is in the best interest of the District, but the District explicitly reserves the right to make such award to a proposal other than the lowest price proposal or to make no award at all. The District has the right to reject any and all proposals and waive any technical errors, informalities, or irregularities if it determines in its discretion, it is in the best interest of the District to do so. The District, in its sole and absolute discretion, may make an award to one or more proposers or make no award at all.

Nothing herein shall be construed as or constitute a waiver of District’s limitations on liability contained in Section 768.28, *Florida Statutes*, or other statute or law.

Any and all questions relative to this project shall be directed in writing by e-mail only to Katie Buchanan at Katie.Buchanan@kutakrock.com.

## **2. GENERAL DESCRIPTION OF DISTRICT FACILITIES TO BE MANAGED**

### **A. GENERAL OVERVIEW**

The Feed Mill Community Development District currently consists of approximately 1,035.55 acres of land containing 2,100 +/- units located entirely within Clay County, Florida. Construction of amenity and recreation facilities will commence in 2026. It is anticipated that the District will include various recreational improvements, including multiple amenity centers (both public and private) with swimming pools, playgrounds, and sports courts. There will also be on-site farms at each amenity which will include agricultural elements such as vegetable fields, barn facility, community gardens, and orchards, as well as an event barn and retail farm store. It is anticipated that the District will include both market-rate sub-communities and at least one active adult sub-community with associated private amenities. See Exhibit A for summary of potential facilities.

The District seeks to establish a relationship with a property management company to (i) serve as property manager during the operation of the facilities, while continuing to advise the District on staffing and operational needs as the facilities grow. (ii) Serve in an advisory capacity during the construction and furnishing of the facilities and the establishment of operating procedures and protocols prior to the opening of the facilities. (iii) Serve in an advisory capacity in establishing the proper structure and relationship between the district(s) and HOA for seamless cohesive operations and budgeting structure(s) between the two. (iv) Serve in an advisory capacity to establish the preliminary operating budgets and personnel structures for both the district(s) and HOA(s). (v) Serve in an advisory capacity to establish the appropriate staffing levels and structures for the district and HOA operations.

### **B. FUTURE CDDS**

It is expected that the project will be expanded to 2,300 +/- acres include two or three additional districts with additional amenities and a total of 4,500 +/- units. The goal is that all districts would share access to the amenity, recreation facilities and common areas through interlocal agreements for a unified community, and the amenity and recreation facilities would be operated by the same management company.

### **C. HOMEOWNERS ASSOCIATION**

It is anticipated that the project will have a “Master” homeowners association governing the entire community and associated public amenities, and a sub-association dedicated to governing the active adult sub-community and associated private amenities. For convenience and efficiency, it is the District’s goal to contract with a management team that is able to provide property management services to the CDD and traditional association management services to the HOA(s). The District anticipates two potential structures for this work as follows:

<b>OPTION 1: CDD &amp; HOA HAVE SEPARATE CONTRACTS</b>	<b>OPTION 2: HOA MANAGES ALL – SINGLE CONTRACT BETWEEN CDD &amp; HOA</b>
<ul style="list-style-type: none"> <li>• CDD would contract with management company for property management</li> <li>• HOA would contract with same or affiliated management company for association management</li> </ul>	<ul style="list-style-type: none"> <li>• CDD contracts with HOA for property management</li> <li>• HOA contracts with management company for association management and property management</li> </ul>

The District is open to exploring alternative structures, but strongly prefers a consolidated management structure (Option #2) and limited points of contact.

### **3. SCOPE OF PROPERTY AND AMENITY MANAGEMENT SERVICES NEEDED**

- A. **STANDARD ON-GOING SERVICES:** These services will be provided on a recurring basis and are commonly referred to as the basic services necessary for the normal and routine functioning of the District.
- B. **MANAGEMENT:**
  1. Provide professional management and oversight to perform the services outlined in this RFP.
  2. Upon request, attend meetings in person or via phone to provide any updates or address concerns.
  3. Be available to any board member for open and direct communications regarding any questions they may have.
  4. Managing the recruiting, hiring, training, oversight, and evaluation of personnel.
  5. Perform periodic/quarterly performance assessments of district staff, vendors, etc.
  6. Proactively mitigate and manage risk and impact of management and staff turnover.
- C. **PERSONNEL:** The Consultant shall provide the services of Clubhouse personnel that will be assigned to the District. It is expected that initially the District may utilize only a small number of these positions but would likely expand to include other positions as the facilities and community grow. General descriptions of these positions are provided below:
  1. **General Manager:** Shall be employed as a full time, hourly position to oversee and supervise the district's recreational property and amenity facilities. They are the onsite representative of the Consultant. The General Manager shall have the responsibilities of overseeing all personnel along

with outside maintenance services, managing resident relations, coordinating with other outside entities as needed, and interacting with the District's Board of Supervisors and District Manager.

2. Lifestyle Director: Shall be employed as a full or part time, hourly position responsible for developing, organizing, promoting, and managing activities and events for the community.
3. General Maintenance: Shall be employed as full time and part-time, hourly positions to maintain the general maintenance, preventative maintenance, and field operation duties of the District's common area property and amenities.<sup>1</sup>
4. Farm Director: Shall be employed as a full time, hourly position to manage agricultural production at the district's various farm areas, including but not limited to vegetable fields, barn facility, community gardens, orchards and vineyards. The Farm Director shall have the responsibilities of managing a farm store, coordinating seasonal produce distribution to residents, and collaborating with the Lifestyle Director to plan, promote and manage community activities.
5. Clubhouse Attendant: Shall be employed as a part time, hourly position to assist the General Manager in day-to-day operations.
6. Seasonal Pool Attendants: Shall be employed as seasonal part-time, hourly position to oversee the pool area. Pool Attendants shall also be responsible for performing cleaning duties, including such tasks as emptying trash receptacles, straightening deck furniture, restroom, and pool area cleanliness, and immediately reporting any conditions or practices that are unsafe.

D. RESPONSIBILITIES: The onsite management personnel will be responsible for the following services, a detailed description of these services is provided below:

1. General Manager
  - a. Responsible for day-to-day operations, adhering to District budget, and assist in managing vendor contracts relating to the clubhouse and community assets, development of standard operation policies and procedures.
  - b. Provide the best possible customer service to the residents and guests to maintain a safe and comfortable environment.
  - c. Work with assigned contractors to ensure quality service is provided to the community.
  - d. Oversee personnel staff and workplace operations to maintain and improve effectiveness and efficiency.
  - e. Full knowledge/awareness of all rules and regulations of the amenities.
  - f. Ensure an immaculate overall appearance of the Clubhouse and amenities.

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<sup>1</sup> Note that the District will separately contract for landscape maintenance and pond maintenance services, which are not included within the scope of this RFP.

- g. Inspect District property and common areas and report any problems to the appropriate vendor.
- h. Attend and participate in District Board of Supervisor Meetings.
- i. Issue and activate access cards for residents and update security system as needed and manage any app-based access system.
- j. Process access card purchase requests. Maintain log of all transactions and submit a monthly report to the Finance Team.
- k. Handle all resident requests, inquiries, and complaints.
- l. Make regular updates to database and website.
- m. Inform residents of general information, meetings, and community updates. Oversee and prepare monthly community newsletter.
- n. Manage the quality of the District's activities and amenities to ensure and maintain the appropriate level of services provided by the District.
- o. Display flexibility in handling after-hours emergency calls.
- p. Responsible for enforcing the District Policies and Rules.
- q. Complete private event rental forms, security deposits, and check-in/out documents.
- r. Prepare any incident or accident reports and forward to the District Manager.
- s. Submit a weekly report to the District Manager.
- t. Submit a weekly Operations Manager report to the District Manager and District Board of Supervisors. The report shall include but not be limited to:
  - i. Maintenance actions.
  - ii. Administrative actions.
  - iii. Incidents and issues.
  - iv. Resident Payment Log.
  - v. Recommendations.
- u. Purchase (via Consultant supplied debit card) supplies, consumables, and other items as approved by the District, and timely review and monthly submission of invoices.
- v. Document, organize, and manage warranties, regular maintenance, and inspections for the facilities as needed (fire inspections, pest control, mechanical systems, security alarms.).
- w. Prepare and obtain quotes for services when directed by the District Manager or Board.
- x. Responsible in maintaining high standards of appearance, cleanliness, and condition of District property.
- y. Oversee and assist Lifestyle Director with creation and implementation of community events and activities.
- z. Direct purchasing, receiving, storage, issuing and control of maintenance products, supplies, and equipment.
- aa. The General Manager will also be responsible for staffing the private event rentals if staff is required. The General Manager or any other staff member who is brought in to staff a rental that operates

beyond normal operating hours will be compensated at their normal hourly rate for each event worked. This cost is to be taken out of the rental fee for the event. This cost is not part of the normal operating budget for staffing.

- bb. Clean and sanitize Clubhouse and amenities, as needed.
- cc. Any other duties assigned by Amenities Manager.

2. Lifestyle Director

- a. Developing and coordinating special events, programs, and recreational activities in the community including family events, seasonal and holiday events, small and large group events, charitable and fundraising events.
- b. Responsible for all event advertising and related resident communication. Materials and content must be reviewed and approved by the General Manager.
- c. Provide monthly event financial summaries to General Manager.
- d. Troubleshoot and smooth issues relating to the successful execution of events.
- e. Manage and adhere to budgeted line items associated with events.
- f. Facilitating communication with residents including timely e-blasts as needed, community calendar, and event signs.
- g. Purchase and display of seasonal, event, and activity decorations.
- h. Purchase (via Consultant supplied debit card) supplies, consumables, and other items for events as approved by the District, and timely review and monthly submission of invoices.
- i. Lifestyle Director will report to and discuss purchases and schedule of events with the General Manager.
- j. Assist General Manager with creation of community newsletter and other event emails to community.
- k. Assist with the general daily operations, management, and organization of all activities.
- l. Assist as required with District Board of Supervisors and District Management requests.
- m. Assist in coordinating the rental of recreational rooms for private parties and activities, collection of deposits and rentals and accurate accounting.

3. General Maintenance

- a. Provide the best possible customer service to the residents and guests to maintain a safe and comfortable environment.
- b. Work with assigned contractors to ensure quality service is provided to the community.
- c. Inspect District common areas and report any problems to the General Manager.
- d. Prepare any incident or accident reports and forward to the General Manager.

- e. Display flexibility in handling after-hours emergency calls.
- f. Swimming Pool Deck: Blow off pool deck, arrange furniture, empty, and clean all receptacles, and adjust umbrellas.
- g. Picnic Areas and Parks: Empty waste receptacles and pick up debris.
- h. Main Entrance: pick up debris.
- i. Tennis, Basketball and Play Courts: Pick up any litter and empty waste receptacles.
- j. Replace light bulbs.
- k. Control cobwebs around the Clubhouse.
- l. Check conditions of roads, sidewalks, and curbs. Report any issues to General Manager.
- m. Parking Lot: Pick up litter, blow off debris.
- n. Cleaning the outdoor furniture.
- o. Touch up paint interior and exterior.
- p. Check playground equipment, empty receptacles, and pick up debris.
- q. Perform minor repairs to the entrance/exit gates.
- r. Check and assess street signs, monuments, and informational signs. Report any issues to General Manager.
- s. Perform minor repairs to equipment and facilities as needed.
- t. Process and manage work orders and update General Manager with project status and completion.
- u. Direct purchasing, receiving, storage, issuing and control of maintenance products, supplies, and equipment.
- v. Clean and sanitize Clubhouse and amenities, as needed.
- w. Any other duties assigned by General Manager.

4. Farm Director

- a. Manage farm crew and all aspects of vegetable, fruit and herb production, including but not limited to seeding, planting, pest, disease and fertility management, field cultivation, irrigation, installation and repairs, harvesting and post harvest handling, record keeping, upholding product, food safety standards, etc.
- b. Manage year-round farm share program, with the bulk of the season happening October to June.
- c. Maintain farm infrastructure, equipment and landscape with support from contracted vendors, including the cleanliness and orderliness of the store, barn and its surroundings.
- d. Weave the farm into residents' lifestyles by leading workshops and presentations, providing tours of the Farm's retail store and growing areas, and hosting unique farm related events.
- e. Provide friendly customer service in person, email, and by phone
- f. Manage and adhere to budgeted line items associated with farm production and events.
- g. Purchase farm supplies and other items approved by the District, and provide timely review and monthly submission of invoices.



- h. Report to and discuss purchases and schedule of events with General Manager.
  - i. Assist General Manager and Lifestyle Director with contributions to the community newsletter and other event emails to the community
  - j. Assist as required with District Board of Supervisors and District Management Requests.
  - k. Any other duties assigned by General Manager.
5. Clubhouse Attendant
- a. Assist General Manager in the day-to-day operations.
  - b. Interaction with residents and guests on a day-to-day basis.
  - c. Ensure an immaculate overall appearance of the amenities.
  - d. Assist in managing the private events calendar for the clubhouse.
  - e. Complete private event rental forms, security deposits and check in/out documents.
  - f. Issue access cards, room rentals, and document sales in log.
  - g. Full knowledge/awareness of all rules and regulations of the amenities. Including but not limited to operational hours, age restrictions and food/ drink restrictions, and guest policies.
  - h. Enforce the rules and regulations of the facility.
  - i. Provide the best possible customer service to the residents and guests to maintain a safe and comfortable environment.
  - j. Document all complaints, injuries, and maintenance issues and forward to General Manager.
  - k. Assist in the assessing the condition of District property resulting from neglect, vandalism, depreciation, and report to General Manager.
  - l. Assist in notifying residents of upcoming events, meetings, and general information.
  - m. Assist in working with assigned contractors to ensure quality service is provided to the community.
  - n. Clean and sanitize Clubhouse and amenities, as needed.
  - o. Any other duties assigned by General Manager.
6. Seasonal Pool Attendants
- a. Ensure a presentable overall appearance of the pool area.
  - b. Check Resident access cards.
  - c. Monitor the guest and visitor policies.
  - d. Full knowledge/awareness of all rules and regulations of the amenities. Including but not limited to operational hours, age restrictions and food / drink restrictions.
  - e. Enforce the rules and regulations of the facility.
  - f. Interaction with residents and guests on a day-to-day basis.
  - g. Provide the best possible customer service to the residents and guests to maintain a safe and comfortable environment.

- h. Prepare any incident or accident reports and forward them appropriately.
- i. Empty trash receptacles.
- j. Straighten chairs on pool deck.
- k. Report all vandalism or damaged property to Manager immediately.
- l. Contact the Manager with any maintenance issues.
- m. Ensure restrooms and the pool deck are clean at all times.
- n. Clean and sanitize Clubhouse and amenities, as needed.
- o. Any other duties assigned by General Manager.

If the pool area or Clubhouse is closed for a period of time, on any given day (including, but not limited to, during severe weather events, hurricane preparedness, etc.), Contractor shall not bill for, nor be due payment for, any hours which are not staffed.

E. **ADDITIONAL SERVICES:** In addition to the Property and Amenity Management Services described above, the District may, from time to time, require additional services from the Consultant. Any services not specifically provided for in the scope of services above, as well as any changes in the scope requested by the District, will be considered additional services. Such additional services may include but are not limited to attendance at additional meetings, District presentations and vendor responses.

- 1. Ensure always reachable and available hours to the community residents with quick acknowledgement or turnaround.
- 2. Provide robust communication strategy, channels, forms, etc. for residents to reach Club House Manager.
- 3. Provide feedback and suggestions for community lifestyle improvements based on daily interactions, experience, and observations while on the job.
- 4. Implement and utilize effective workflow management tools for prioritization and tracking on-site staff projects, tasks, and activities.

If any additional services are required or requested, the Consultant will provide a detailed description of these services and fees for such services to the District for approval prior to beginning any additional services.

F. **LITIGATION SUPPORT SERVICES:** Prepare documentation in response to litigation requests and provide necessary expert testimony in connection with litigation involving District issues.

If any litigation support services are required or requested, the Consultant will provide a detailed description of these services and fees for such services to the District for approval prior to beginning any additional services.

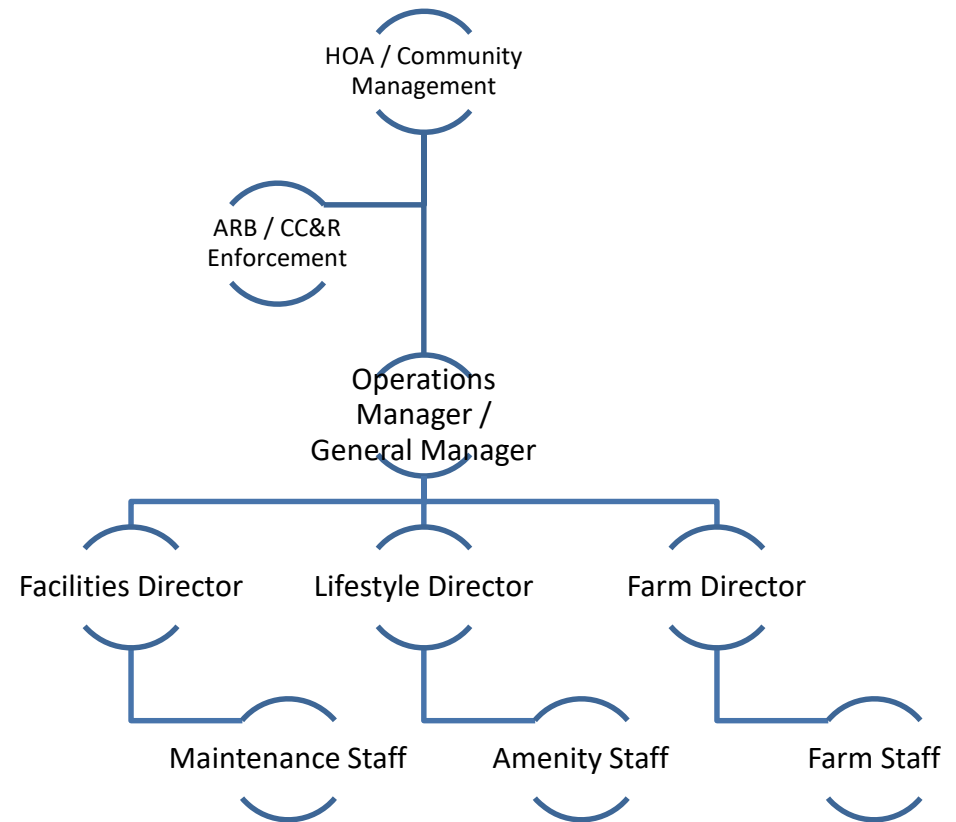
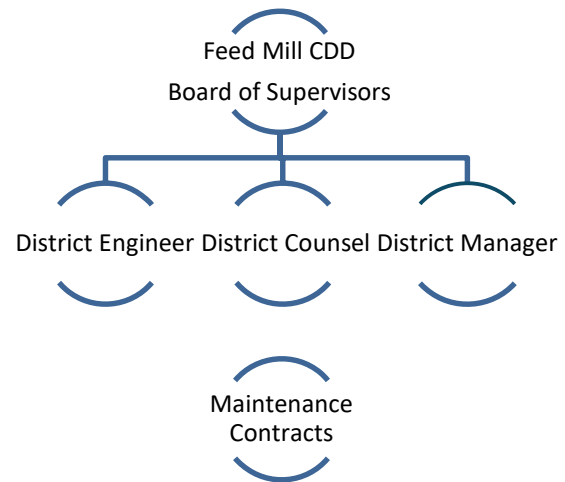
G. **HOMEOWNERS ASSOCIATION SERVICES:**

- 1. Association Management
  - a. Provide the services of a Licensed Community Association Manager, administrative staff, and accounting personnel.

- b. Assist the Association in locating and contracting with licensed, insured, and available vendors, taking full advantage of knowledge and relationships developed through industry experience.
  - c. Assist in securing competitive bids on services and products for the Association.
  - d. Assist with monitoring the performance of vendors.
  - e. Maintain documentation that vendors are properly licensed and insured
  - f. Perform onsite visits at a rate of two (2) times per month.
  - g. Follow-up on complaints of violations or maintenance issues received from Association members or the Board.
  - h. Issue enforcement notices and take other appropriate action necessary to resolve violations in accordance with the Association documents and/or instructions of the Board
  - i. Process architectural applications for committee review, and issue follow-up member correspondence.
  - j. Provide monthly enforcement and architectural reporting to the Board.
  - k. Assist with securing insurances for the Association.
  - l. Reporting and filing of insurance claims on behalf of the Association.
  - m. Maintain current roster of all Association members, their mailing addresses, and parcel identifications.
  - n. Provide prompt response to members questions and concerns.
  - o. Provide 24-hour call-in service for emergencies
2. Assessments
- a. Maintain assessment rolls including coordination of closing information with title companies, attorneys, or lenders.
  - b. Coordination of the preparation and distribution of assessment coupon books, if any, to each Association member.
  - c. Collection and deposit of member assessments into Association bank accounts.
  - d. Preparation and processing of past due notices and intent to lien notices in accordance with the policies of the Association
3. Accounting
- a. Preparation of monthly financial statements
  - b. Preparation and approval of disbursements in accordance with the terms of approved vendor contracts or as authorized by the budget or Board
  - c. Preparation of supporting financial reports including balance sheet, statement of revenues and expenses, detailed general ledger, and cash receipts and disbursements registers
  - d. Maintain and update detailed accounts receivable reports including aging reports.
  - e. Maintenance of Association bank accounts.
  - f. Preparation of monthly bank reconciliation.
  - g. Preparation of annual Association operating budget for Board review
4. Tax and Associated Reporting Requirements
- a. Preparation of IRS Form 1099 for vendor payments

- b. Provide documentation to the Association's CPA for of the preparation and filing of federal tax returns
  - c. Provide documentation to the Association's CPA for the preparation and filing of state tax returns
  - d. Preparation and filing of Annual Corporate Report required by the Florida Department of State
  - e. Coordination and provision of documentation for financial audits, compilations or review by Association's CPA if required by statute or requested by the Board
- 5. Association Governance
  - a. Prepare monthly management report
  - b. Community Association Manager shall attend:
    - 1) Annual meeting
    - 2) Up to four (4) Board meetings
  - c. Preparation of meeting agendas, meeting packages, and minutes
  - d. Prepare and distribute meeting notices when applicable
  - e. Facilitate communications between the members of the Association and the Board
  - f. Provide assistance and guidance to Association Board members and committee members
- 6. Maintenance of Association Records
  - a. Act as custodian of official records and files of the Association including but not limited to:
    - 1) Minutes of Board of Directors, special and annual meetings
    - 2) Meeting attendance records
    - 3) Accounting records including cash receipt and disbursement records
    - 4) Federal and state tax returns and other tax related records
    - 5) Annual corporate filings
    - 6) Insurance records
  - b. Provide members access to official records in custody of Agent as required by applicable law
- 7. Community Communication Management
  - a. Provide an Association web-portal and maintain and communicate up-to-date Association information.

H. ORGANIZATION CHART:



#### 4.A. PRICING

##### Proposed Fee for Property and Amenity Management and Staffing

(for hourly rates, indicate if the price is proposed to change in years 2 or 3)

This must include all proposed costs of:

	Year 1	Year 2	Year 3
FT General Manager			
FT Clubhouse Assistant Manager/Events Coordinator			
PT Facility Attendant			
PT Facility Attendant			
FT Maintenance Supervisor			
FT Grounds / Housekeeping			
PT Maintenance Attendant			
<b>Total Fixed Labor</b>	\$ -	\$ -	\$ -
<b>Pool Monitors (Seasonal)</b>			
<b>Total Variable labor</b>	\$ -	\$ -	\$ -
<b>Total Labor</b>	\$ -	\$ -	\$ -
<b>Management Fee</b>	\$ -	\$ -	\$ -
<b>Total District Investment</b>	\$ -	\$ -	\$ -

**NOTE: IF THE PROPOSER DESIRES TO PROPOSE AN ALTERNATE APPROACH TO OPERATING AND MAINTAINING THE DISTRICT'S AMENITY FACILITIES, THE PROPOSER IS STRONGLY ENCOURAGED TO SUBMIT BOTH A PROPOSAL RESPONSIVE TO THE STRUCTURE OUTLINED HEREIN AND A SEPARATE, ALTERNATIVE PROPOSAL.**



# EXHIBIT A



SARATOGA SPRINGS

FREEHOLD COMMUNITIES

January 6, 2024

Master Site Plan - Amenity Master Plan Exhibit

SCALE: 1" = 400' 0"

ETM  
ENVIRONMENTAL  
TECHNOLOGIES  
MANAGEMENT

elm  
LANDSCAPE ARCHITECTS  
P.C.  
1000 W. 10th St.  
Tulsa, Oklahoma 74103







## **Tab 4**

## DISSEMINATION AGREEMENT

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September 24, 2025

District Manager  
Feed Mill Community Development District  
3434 Colwell Avenue  
Suite 200  
Tampa, FL 33614

Dear Sir or Madam:

Rizzetta & Company ("Rizzetta" or the "Dissemination Agent") hereby enters into this Dissemination Agreement with the Feed Mill Community Development District (the "District") to act as the District's Dissemination Agent. The duties of the Dissemination Agent are set forth in the Continuing Disclosure Agreement dated September 29, 2025 for the Capital Improvement Revenue Bonds, Series 2025 (Parcel 1 – Assessment Area One) (the "Continuing Disclosure Agreement"). The purpose of this Agreement is to facilitate the District's compliance with the Securities and Exchange Commission's Rule 15c2-12(b)(5) (the "Rule") related to continuing disclosure. In performing its duties as Dissemination Agent, Rizzetta is acting as an independent contractor for the purpose of facilitating the District's Rules obligations and is not an agent of the District. Capitalized terms not otherwise defined herein shall have the meanings assigned to them in the Continuing Disclosure Agreement.

1. **Duties:** The Dissemination Agent shall have only such duties as are specifically set forth in the Continuing Disclosure Agreement. Both the District and Rizzetta understand that the scope of services under this Agreement and the Continuing Disclosure Agreement(s) will change as and when the District is the only remaining Obligated Person (as defined in the Continuing Disclosure Agreement) and Rizzetta will promptly notify the District upon such occurrence.
2. **Fees:** Rizzetta will be responsible for all out-of-pocket expenses. The annual fee for Rizzetta's service under this agreement is \$5,000 for the Series 2025 Bonds [and will be \$1,000 per year for each additional bond issuance of the District, subject to these disclosure requirements].
3. **Third Party Assistance:** Rizzetta reserves the right to engage a third party for the purpose of assisting Rizzetta in carrying out the services outlined in this Agreement.
4. **Termination:** Both the District and Rizzetta will have the right to terminate this Agreement upon sixty (60) days prior written notice.
5. **Representations of District:** The District represents and warrants that it will not withhold any information necessary for Rizzetta to carry out its duties under this Agreement and that it will supply all information requested by Rizzetta. The District further acknowledges and agrees that the information to be collected and disseminated by the Dissemination Agent will be produced by the District and the Developer. The Dissemination Agent's duties are those

of collection, collation, and dissemination, and not of authorship or creation. Consequently, the Dissemination Agent shall have no responsibility for the content of the information disseminated by it, except to the extent that such information was/is authored, created, or maintained by Rizzetta (to specifically exclude any information authored or produced by the Developer and/or any other third party) while under contract to provide District Management Services to the District. Compliance with all securities law liabilities, including compliance with the Rule, will remain the obligation of the District and the Developer.

6. **Indemnification:** To the extent permitted by law, the District will indemnify Rizzetta for any action or actions brought by Owners, as defined in the Continuing Disclosure Agreement, as a result of the failure of the District to meet any requirement of this Agreement or the Continuing Disclosure Agreement, except for any action(s) arising from Rizzetta's negligence or willful misconduct. To the extent permitted by law, Rizzetta will indemnify the District for any action or actions brought by Owners as a result of Rizzetta's gross negligence or willful misconduct, as determined by a court of competent jurisdiction.
7. **Waiver of Jury Trial:** EACH OF THE DISTRICT AND RIZZETTA KNOWINGLY WAIVE ANY RIGHT TO TRIAL BY JURY.
8. **Agreement Governed by Florida Law:** The terms and conditions of this Agreement shall be governed by the laws of the State of Florida.

This Agreement shall be effective upon the District's acceptance hereof.

Very truly yours,  
Rizzetta & Company, Inc.

\_\_\_\_\_  
By: William J. Rizzetta  
President

Approved and Accepted:

Feed Mill  
Community Development District

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**COMPLIANCE WITH PUBLIC RECORDS LAWS:**

Consultant understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and, accordingly, Consultant agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, Florida Statutes. Consultant acknowledges that the designated public records custodian for the District is Rizzetta & Company, Inc. ("Public Records Custodian"). Among other requirements and to the extent applicable by law, the Consultant shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if the Consultant does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in Consultant's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by the Consultant, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

**IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (813) 514-0400, OR BY EMAIL AT [INFO@RIZZETTA.COM](mailto:INFO@RIZZETTA.COM), OR BY REGULAR MAIL AT 3434 COLWELL AVENUE, SUITE 200, TAMPA, FLORIDA 33614.**

**MUNICIPAL ADVISOR DISCLAIMER:**

Rizzetta & Company, Inc., does not represent the District as a Municipal Advisor or Securities Broker nor is Rizzetta & Company, Inc., registered to provide such services as described in Section 15B of the Securities and Exchange Act of 1934, as amended. Similarly, Rizzetta & Company, Inc., does not provide the District with financial advisory services or offer investment advice in any form.

Human Trafficking Affidavit  
Section 787.06(13), Florida Statutes

I, the undersigned, am an officer or representative of Rizzetta & Company, Incorporated and attest that Rizzetta & Company, Incorporated does not use coercion for labor or services as defined in Section 787.06, Florida Statutes. Under penalty of perjury, I hereby declare and affirm that the above stated facts are true and correct.

**FURTHER AFFIANT SAYETH NOT.**

**Rizzetta & Company, Incorporated, a**  
Florida Corporation

By: \_\_\_\_\_  
Name: William J. Rizzetta  
Title: President