

QUARRY COMMUNITY DEVELOPMENT DISTRICT

PROPOSED SCOPE OF SERVICES FOR DISTRICT MANAGEMENT COMPANY

District Management Services

As and if directed by the Board of the Quarry Community Development District (“Quarry CDD”), the Quarry CDD Management Company (“CDD Manager”) shall perform the duties required expressly in Florida Statute 190.007(1), to have charge and exercise for the Quarry CDD the supervision of the works of the Quarry CDD, be responsible for preserving and maintaining any improvement or facility constructed or erected pursuant to the provisions of this Act, maintaining and operating the equipment owned by the Quarry CDD, and for performing such other duties as may be and has been prescribed by the Quarry CDD, and to hire or otherwise employ and terminate the employment of such other persons including, without limitation, professional, supervisory and clerical employees, as may be necessary and authorized by the Quarry CDD.

Specifically, the duties shall include but not be limited to the following:

- Attend at least twelve Quarry CDD meetings annually, and provide the Quarry CDD with meaningful dialogue on the issues before the Quarry CDD for action
- Prepare the Quarry CDD annual budget
- Implement the Quarry CDD budget directives
- Review specifications to meet the Quarry CDD insurance requirements
- Provide all required annual disclosure information to the Collier Count local government
- Insure compliance with Florida Statutes as it relates to financial reporting requirements for the Quarry CDD, and State and Federal tax and financial forms
- Manage all Quarry CDD meetings, including the pre-meeting setup, document distribution, sound system check, video recording, attendance sheet presentation and collection, rules of order enforcement, agenda tracking and implementation, and post-meeting closure
- Provide the Oath of Office and Notary Public services for all newly elected Supervisors of the Quarry CDD
- Provide coordination and information for Land Owners Election Process

- Receive phone calls and Emails from Quarry residents, and follow up on any issues. If services are required, the CDD Manager shall inform the Quarry CDD of the issue and required services, and the CDD Manager shall supervise the vendors contracted to resolve the issue. For issues that are unrelated to activities and services provided by vendors, the CDD Manager shall provide responses and follow up.
- Assist the Quarry CDD with the determination of services and levels of service required as a part of the Quarry CDD budget preparation process
- Maintain the Quarry CDD's website in accordance with Florida and Federal law, including ensuring that all required information and documents are timely posted on the website

Recording Services

The CDD Manager shall perform all required Recording Secretary functions which shall include but not be limited to the following:

- Prepare, distribute, and electronically archive Quarry CDD meeting agendas and coordinate the receipt of materials so that the Quarry CDD can make informed policy decisions
- Prepare and advertise all notices of meetings in an authorized newspaper of circulation in Collier County
- Record, videotape, and transcribe meeting minutes for all Quarry CDD meetings, including regular meetings, special meetings, workshops, committee meetings, and public hearings, and electronically archive the same
- Acquire and Maintain the Quarry CDD Seal
- Maintain the Quarry CDD's public records and coordinate responses to public record requests

Financial Accounting Services

The CDD Manager shall perform all required financial accounting functions for the Quarry CDD, which shall include but not be limited to the following:

- Prepare a budget that achieves the objectives of the Quarry CDD in coordination with the Quarry CDD Engineer of Record and Legal Counsel
- Submit a preliminary budget to the Quarry CDD in accordance with Chapter 190, Florida Statutes

- Modify the preliminary budget for consideration by the Quarry CDD at a Quarry CDD advertised public hearing
- Prepare, with the input of Legal Counsel, budget and assessment resolutions as required by Chapter 190, Florida Statutes
- Establish and advertise budget public hearings and associated dates
- Establish Quarry CDD workshop and committee meeting dates as required
- Prepare, with the input of Legal Counsel, budget resolutions approving all Quarry CDD budgets and authorizations
- Attend Quarry CDD workshops, public hearings, and CDD committee meetings as required, and be available to answer questions by the Quarry CDD and the public
- Prepare and coordinate applications for the Quarry CDD Federal ID Number and Tax Exemption Certificate
- Establish the Government Fund Accounting System in accordance with the Uniform Accounting System prescribed by the Department of Banking and Finance for Government Accounting, Generally Accepted Accounting Principles (GAAP), and Government Accounting Standards Board (GASB)
- Prepare all required investment policies and procedures pursuant to Chapter 218, Florida Statutes
- Prepare an Annual Financial Report for Units of Local Government and distribute the Report to the Florida State Comptroller
- Prepare the Public Depositor's Report and distribute the Report to the Florida State Treasurer
- Coordinate and distribute the Quarry CDD Annual Public Facilities Report to appropriate agencies
- Administer the Quarry CDD purchase order system and the periodic payment of invoices
- Coordinate the collection of applicable taxes and miscellaneous receivables
- Prepare bid specifications for the purchase of services and commodities pursuant to Florida Statutes

- Prepare all required schedules for year-end audit and coordinate the audit effort and vendor
- Provide accounts payable and accounts receivable services for the Quarry CDD

Special Assessment Services

The CDD Manager shall perform all required special assessment billing functions for the Quarry CDD, which shall include but not be limited to the following:

- Prepare, with the input of Legal Counsel, Assessment Resolutions levying the assessments on the properties in the Quarry CDD and prepare the assessment rolls
- Prepare and maintain a property database by using information obtained by local Property Appraisers secured roll
- Review and compare information received from the Collier County Property Appraiser to prior years' rolls to ensure that the Quarry CDD rolls are in compliance with the law, and that the CDD Manager has obtained all the pertinent information to prepare accurate assessments
- Periodically update the Quarry CDD property owners database for all activity such as transfer of title, payment of annual assessment, and prepayment of principal
- Act as the primary contact to answer property owner questions regarding special assessments, tax bills, etc., and provide pay-off information upon request to the property owner
- Upon adoption of the Budget and Assessments, transmit the required information to the Collier County Office of the Property Appraiser and Tax Collector to ensure correct application of assessments and receipt of Quarry CDD funds
- Act as primary contact to answer property owner questions regarding capital assessments

Field Management Services

Field Management Services shall be provided to manage and maintain all Quarry CDD owned assets that include but are not limited to: storm water systems, ponds, wetlands, preserves, and similar Quarry CDD assets. The CDD Manager field responsibilities shall include the identification of problems that can be addressed by the Quarry CDD budget, or that shall require special funding.

The services shall include but not be limited to the following:

- Perform general inspections for all lakes and ponds each year, and report on the same
- Check for invasive plants along all lake banks and other designated areas once each year, and report on the same
- Inspect all lake water dissolved oxygen and PH levels once every six months, and report on the same
- Visually identify and inspect all storm water drainage structures once per year
- Prepare an annual improvement plan to identify maintenance and capital needs and their estimated costs, and publish the same to the Quarry CDD
- Follow up on identified concerns such as wildlife issues and exotic plant intrusion, and report on the same in a monthly report
- Perform Quarry CDD customer services: respond to any community complaints or requests for service from residents and Supervisors, and document the same in a monthly report
- Oversee/coordinate any complaint responses to Quarry resident concerns, and document the same in a monthly report
- Perform all vendor and contractor management, inspection, and monitoring for all services, work, or purchases, and document the same in a monthly report when required
- Research, identify, and recommend vendors and contractors for all required services, work, or purchases based on Florida Statutes, and report on the same when required
- Prepare, with the input of Legal Counsel, bid packages for all required services, work, or purchases, analyze and compare the same, and prepare a recommendation for purchases based on Florida Statutes when required
- Attend vendor or contractor meetings for all required services, work, or purchases, and report on the same when required
- Assist the Quarry CDD Engineer of Record with the project management of Quarry CDD capital, maintenance, or major maintenance projects or work, including scheduling, budgeting, cost tracking, estimate reconciliation, pre-construction activities, post-construction activities and inspections, and project closeout activities when required