

Charles Cove Community Development District

12051 Corporate Boulevard, Orlando, FL 32817; 407-723-5900

The meeting of the Board of Supervisors for the Charles Cove Community Development District will be held **Wednesday, July 15, 2020 at 1:00 p.m. using telephonic conferencing due to the COVID-19 Executive Orders 20-52, 20-69, & 20-123.** The proposed agenda for this Board Meeting is found below.

Please use the following information to join the telephonic conferencing:

Phone: 1-844-621-3956 Participant Code: 796 580 192#

BOARD OF SUPERVISORS' MEETING AGENDA

Organizational Matters

- Roll Call to Confirm Quorum
- Public Comment Period
- 1. Swearing in Newly Appointed Board of Supervisor
- 2. Discussion regarding Executive Orders 20-52, 20-69, & 20-123
- 3. Consideration of the Minutes of the June 17, 2020 Board of Supervisors' Meeting

Business Matters

- 4. Consideration of Proposals for District Services
 - a) Maintenance Services Proposal from Resort Pool Services
 - b) Fountain Maintenance Services Proposal from Resort Pool Services
 - c) Restroom Cleaning Services Proposal from CSS
 - d) Pond Maintenance Services Proposal from Aquatic Weed Management
- 5. Ratification of Payment Authorization Nos. 1 – 8
- 6. Review of District Financial Statements

Other Business

- Staff Reports
 - District Counsel
 - District Engineer
 - District Manager
- Supervisor Requests and Audience Comments
- Adjournment



**Charles Cove
Community Development District**

Oath of Office

**CHARLES COVE
COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
OATH OF OFFICE**

I, Dallas Austin, A CITIZEN OF THE STATE OF FLORIDA AND OF THE UNITED STATES OF AMERICA, AND BEING EMPLOYED BY OR AN OFFICER OF CHARLES COVE COMMUNITY DEVELOPMENT DISTRICT AND A RECIPIENT OF PUBLIC FUNDS AS SUCH EMPLOYEE OR OFFICER, DO HEREBY SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THE STATE OF FLORIDA.


Board Supervisor

ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA
COUNTY OF ORANGE

The foregoing oath was administered before me this 17 day of June, 2020, by Dallas Austin, who personally appeared before me, and is personally known to me or has produced _____ as identification, and is the person described in and who took the aforementioned oath as a Member of the Board of Supervisors of Charles Cove Community Development District and acknowledged to and before me that he/she took said oath for the purposes therein expressed.

(NOTARY SEAL)



KARLA R. CUEVAS
NOTARY PUBLIC
STATE OF FLORIDA
Comm# GG198967
Expires 4/24/2022



Notary Public, State of Florida

Print Name: KARLA R. CUEVAS

Commission No.: GG198967 Expires: 4.24.2022

**Charles Cove
Community Development District**

**Executive Orders
20-52, 20-69, & 123**

STATE OF FLORIDA

OFFICE OF THE GOVERNOR

EXECUTIVE ORDER NUMBER 20-52

(Emergency Management - COVID-19 Public Health Emergency)

WHEREAS, Novel Coronavirus Disease 2019 (COVID-19) is a severe acute respiratory illness that can spread among humans through respiratory transmission and presents with symptoms similar to those of influenza; and

WHEREAS, in late 2019, a new and significant outbreak of COVID-19 emerged in China; and

WHEREAS, the World Health Organization previously declared COVID-19 a Public Health Emergency of International Concern; and

WHEREAS, in response to the recent COVID-19 outbreak in China, Iran, Italy, Japan and South Korea, the Centers for Disease Control and Prevention (“CDC”) has deemed it necessary to prohibit or restrict non-essential travel to or from those countries; and

WHEREAS, on March 1, 2020, I issued Executive Order number 20-51 directing the Florida Department of Health to issue a Public Health Emergency; and

WHEREAS, on March 1, 2020, the State Surgeon General and State Health Officer declared a Public Health Emergency exists in the State of Florida as a result of COVID-19; and

WHEREAS, on March 7, 2020, I directed the Director of the Division of Emergency Management to activate the State Emergency Operations Center to Level 2 to provide coordination and response to the COVID-19 emergency; and

WHEREAS, as of March 9, 2020, eight counties in Florida have positive cases for COVID-19, and COVID-19 poses a risk to the entire state of Florida; and

WHEREAS, the CDC currently recommends community preparedness and everyday prevention measures be taken by all individuals and families in the United States, including voluntary home isolation when individuals are sick with respiratory symptoms, covering coughs and sneezes with a tissue and disposal of the tissue immediately thereafter, washing hands often with soap and water for at least 20 seconds, using of alcohol-based hand sanitizers with 60%-95% alcohol if soap and water are not readily available and routinely cleaning frequently touched surfaces and objects to increase community resilience and readiness for responding to an outbreak; and

WHEREAS, the CDC currently recommends mitigation measures for communities experiencing an outbreak including staying at home when sick, keeping away from others who are sick, limiting face-to-face contact with others as much as possible, consulting with your healthcare provider if individuals or members of a household are at high risk for COVID-19 complications, wearing a facemask if advised to do so by a healthcare provider or by a public health official, staying home when a household member is sick with respiratory disease symptoms if instructed to do so by public health officials or a health care provider; and

WHEREAS, as Governor, I am responsible for meeting the dangers presented to this state and its people by this emergency.

NOW, THEREFORE, I, RON DESANTIS, as Governor of Florida, by virtue of the authority vested in me by Article IV, Section (1)(a) of the Florida Constitution, Chapter 252, Florida Statutes, and all other applicable laws, promulgate the following Executive Order to take immediate effect:

Section 1. Because of the foregoing conditions, I declare a state of emergency exists in the State of Florida.

Section 2. I designate the Director of the Division of Emergency Management (“Director”) as the State Coordinating Officer for the duration of this emergency and direct him to execute the State’s Comprehensive Emergency Management Plan and other response, recovery, and mitigation plans necessary to cope with the emergency. Additionally, I designate the State Health Officer and Surgeon General as a Deputy State Coordinating Officer and State Incident Commander.

Pursuant to section 252.36(1)(a), Florida Statutes, I delegate to the State Coordinating Officer the authority to exercise those powers delineated in sections 252.36(5)-(10), Florida Statutes, which he shall exercise as needed to meet this emergency, subject to the limitations of section 252.33, Florida Statutes. In exercising the powers delegated by this Order, the State Coordinating Officer shall confer with the Governor to the fullest extent practicable. The State Coordinating Officer shall also have the authority to:

A. Seek direct assistance and enter into agreements with any and all agencies of the United States Government as may be needed to meet the emergency.

B. Designate additional Deputy State Coordinating Officers, as necessary.

C. Suspend the effect of any statute, rule, or order that would in any way prevent, hinder, or delay any mitigation, response, or recovery action necessary to cope with this emergency.

D. Enter orders as may be needed to implement any of the foregoing powers; however, the requirements of sections 252.46 and 120.54(4), Florida Statutes, do not apply to any such orders issued by the State Coordinating Officer; however, no such order shall remain in effect beyond the expiration of this Executive Order, to include any extension.

Section 3. I order the Adjutant General to activate the Florida National Guard, as needed, to deal with this emergency.

Section 4. I find that the special duties and responsibilities resting upon some State, regional, and local agencies and other governmental bodies in responding to the emergency may require them to suspend the application of the statutes, rules, ordinances, and orders they administer. Therefore, I issue the following authorizations:

A. Pursuant to section 252.36(1)(a), Florida Statutes, the Executive Office of the Governor may suspend all statutes and rules affecting budgeting to the extent necessary to provide budget authority for state agencies to cope with this emergency. The requirements of sections 252.46 and 120.54(4), Florida Statutes, do not apply to any such suspension issued by the Executive Office of the Governor; however, no such suspension shall remain in effect beyond the expiration of this Executive Order, to include any extension.

B. Each State agency may suspend the provisions of any regulatory statute prescribing the procedures for conduct of state business or the orders or rules of that agency, if strict compliance with the provisions of any such statute, order, or rule would in any way prevent, hinder, or delay necessary action in coping with the emergency. This includes, but is not limited to, the authority to suspend any and all statutes, rules, ordinances, or orders which affect leasing, printing, purchasing, travel, and the condition of employment and the compensation of employees. For the purposes of this Executive Order, “necessary action in coping with the emergency” means any emergency mitigation, response, or recovery action: (1) prescribed in the State Comprehensive Emergency Management Plan (“CEMP”); or (2) ordered by the State Coordinating Officer. The requirements of sections 252.46 and 120.54, Florida Statutes, shall not apply to any such suspension issued by a State agency; however, no such suspension shall remain in effect beyond the expiration of this Executive Order, to include any extensions.

C. In accordance with section 465.0275, Florida Statutes, pharmacists may dispense up to a 30-day emergency prescription refill of maintenance medication to persons who reside in an area or county covered under this Executive Order and to emergency personnel who have been activated by their state and local agency but who do not reside in an area or county covered by this Executive Order.

D. In accordance with section 252.38, Florida Statutes, each political subdivision within the State of Florida may waive the procedures and formalities otherwise required of the political subdivision by law pertaining to:

1) Performance of public work and taking whatever prudent action is necessary to ensure the health, safety, and welfare of the community;

2) Entering into contracts; however, political subdivisions are cautioned against entering into time and materials contracts without ceiling as defined by 2 CFR 200.318(j) or cost plus percentage contracts as defined by 2 CFR 200.323(d);

3) Incurring obligations;

4) Employment of permanent and temporary workers;

5) Utilization of volunteer workers;

6) Rental of equipment;

7) Acquisition and distribution, with or without compensation, of supplies, materials, and facilities; and,

8) Appropriation and expenditure of public funds.

E. All State agencies responsible for the use of State buildings and facilities may close such buildings and facilities in those portions of the State affected by this emergency, to the extent necessary to meet this emergency. I direct each State agency to report the closure of any State

building or facility to the Secretary of the Department of Management Services. Under the authority contained in section 252.36, Florida Statutes, I direct each County to report the closure of any building or facility operated or maintained by the County or any political subdivision therein to the Secretary of the Department of Management Services. Furthermore, I direct the Secretary of the Department of Management Services to:

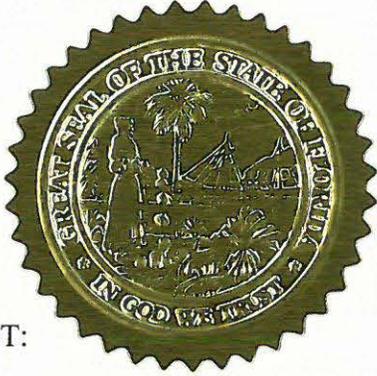
- 1) Maintain an accurate and up-to-date list of all such closures; and,
- 2) Provide that list daily to the State Coordinating Officer.

Section 5. I find that the demands placed upon the funds appropriated to the agencies of the State of Florida and to local agencies are unreasonably great and the funds currently available may be inadequate to pay the costs of coping with this emergency. In accordance with section 252.37(2), Florida Statutes, I direct that sufficient funds be made available, as needed, by transferring and expending moneys appropriated for other purposes, moneys from unappropriated surplus funds, or from the Budget Stabilization Fund.

Section 6. All State agencies entering emergency final orders or other final actions in response to this emergency shall advise the State Coordinating Officer contemporaneously or as soon as practicable.

Section 7. Medical professionals and workers, social workers, and counselors with good and valid professional licenses issued by states other than the State of Florida may render such services in Florida during this emergency for persons affected by this emergency with the condition that such services be rendered to such persons free of charge, and with the further condition that such services be rendered under the auspices of the American Red Cross or the Florida Department of Health.

Section 8. All activities taken by the Director of the Division of Emergency Management and the State Health Officer and Surgeon General with respect to this emergency before the issuance of this Executive Order are ratified. This Executive Order shall expire sixty days from this date unless extended.



ATTEST:

Laurel McKee
SECRETARY OF STATE

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed, at Tallahassee, this 9th day of March, 2020.

[Signature]

RON DESANTIS, GOVERNOR

FILED
2020 MAR -9 PM 5:52
DEPARTMENT OF STATE
TALLAHASSEE, FLORIDA

STATE OF FLORIDA

OFFICE OF THE GOVERNOR EXECUTIVE ORDER NUMBER 20-69

(Emergency Management – COVID-19 – Local Government Public Meetings)

WHEREAS, on March 1, 2020, I issued Executive Order 20-51 directing the Florida Department of Health to issue a Public Health Emergency as a result of COVID-19; and

WHEREAS, on March 1, 2020, the State Surgeon General and State Health Officer declared a Public Health Emergency exists in the State of Florida as a result of COVID-19; and

WHEREAS, on March 9, 2020, I issued Executive Order 20-52 declaring a state of emergency for the entire State of Florida as a result of COVID-19; and

WHEREAS, on March 16, 2020, President Donald J. Trump and the Centers for Disease Control and Prevention (“CDC”) issued the “15 Days to Slow the Spread” guidance advising individuals to adopt far-reaching social distancing measures, such as working from home and avoiding gatherings of more than 10 people; and

WHEREAS, on March 17, 2020, I wrote a letter to Attorney General Ashley Moody seeking an advisory opinion regarding concerns raised by local government bodies about their ability to hold meetings through teleconferencing and other technological means in order to protect the public and follow the CDC guidance regarding social distancing; and

WHEREAS, on March 19, 2020, Attorney General Ashley Moody delivered an opinion to me indicating that certain provisions of Florida law require a physical quorum be present for local government bodies to conduct official business, and that local government bodies may only conduct meetings by teleconferencing or other technological means if either a statute permits a quorum to be present by means other than in person, or that the in person requirement for constituting a quorum is lawfully suspended during the state of emergency; and

WHEREAS, it is necessary and appropriate to take action to ensure that COVID-19 remains controlled, and that residents and visitors in Florida remain safe and secure;

NOW, THEREFORE, I, RON DESANTIS, as Governor of Florida, by virtue of the authority vested in me by Article IV, Section (1)(a) of the Florida Constitution, Chapter 252, Florida Statutes, and all other applicable laws, promulgate the following Executive Order to take immediate effect:

Section 1. I hereby suspend any Florida Statute that requires a quorum to be present in person or requires a local government body to meet at a specific public place.

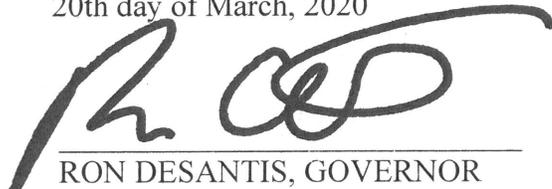
Section 2. Local government bodies may utilize communications media technology, such as telephonic and video conferencing, as provided in section 120.54(5)(b)2., Florida Statutes.

Section 3. This Executive Order does not waive any other requirement under the Florida Constitution and "Florida's Government in the Sunshine Laws," including Chapter 286, Florida Statutes.

Section 4. This Executive Order shall expire at the expiration of Executive Order 20-52, including any extension.



IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed, at Tallahassee, this 20th day of March, 2020



RON DESANTIS, GOVERNOR

ATTEST:



SECRETARY OF STATE

TALLAHASSEE, FLORIDA

2020 MAR 20 AM 9:38

FILED

STATE OF FLORIDA

OFFICE OF THE GOVERNOR

EXECUTIVE ORDER NUMBER 20-112

(Phase 1: Safe. Smart. Step-by-Step. Plan for Florida's Recovery)

WHEREAS, on March 9, 2020, I issued Executive Order 20-52 declaring a state of emergency for the entire State of Florida as a result of COVID-19; and

WHEREAS, on April 3, 2020, I issued Executive Order 20-91 and Executive Order 20-92 directing all persons in Florida to limit their movements and personal interactions outside of their home only to those necessary to obtain or provide essential services or conduct essential activities; and

WHEREAS, my administration has implemented a data-driven strategy devoted to high-volume testing and aggressive contact tracing, as well as strict screening protocols in long-term care facilities to protect vulnerable residents; and

WHEREAS, data collected by the Florida Department of Health indicates the State has achieved several critical benchmarks in flattening the curve, including a downward trajectory of hospital visits for influenza-like illness and COVID-19-like syndromic cases, a decrease in percent positive test results, and a significant increase in hospital capacity since March 1, 2020; and

WHEREAS, during the week of April 20, 2020, I convened the Task Force to Re-Open Florida to evaluate how to safely and strategically re-open the State; and

WHEREAS, the path to re-opening Florida must promote business operation and economic recovery while maintaining focus on core safety principles.

NOW, THEREFORE, I, RON DESANTIS, as Governor of Florida, by virtue of the authority vested in me by Article IV, Section (1)(a) of the Florida Constitution and Chapter 252, Florida Statutes, and all other applicable laws, promulgate the following Executive Order:

Section 1. Phase 1 Recovery

In concert with the efforts of President Donald J. Trump and the White House Coronavirus Task Force, and based on guidance provided by the White House and the Centers for Disease Control and Prevention (CDC), the Occupational Safety and Health Administration (OSHA), and the Florida Surgeon General and State Health Officer, Dr. Scott Rivkees, I hereby adopt the following in response to the recommendations in Phase 1 of the plan published by the Task Force to Re-Open Florida.

Section 2. Responsible Individual Activity

A. All persons in Florida shall continue to limit their personal interactions outside the home; however, as of the effective date of this order, persons in Florida may provide or obtain:

1. All services and activities currently allowed, *i.e.*, those described in Executive Order 20-91 and its attachments, which include activities detailed in Section 3 of Executive Order 20-91, the U.S. Department of Homeland Security in its Guidance on the Essential Critical Infrastructure Workforce and a list propounded by Miami-Dade County in multiple orders (as of April 1, 2020), as well as other services and activities approved by the State Coordinating Officer. Such services should continue to follow safety

guidelines issued by the CDC and OSHA. If necessary, employee screening or use of personal protective equipment should continue.

2. Additional services responsibly provided in accordance with Sections 3 and 4 of this order in counties other than Miami-Dade, Broward and Palm Beach. In Miami-Dade, Broward and Palm Beach counties, allowances for services and activities from Sections 3 and 4 of this order will be considered in consultation with local leadership.

B. Except as provided in Section 2(A)(1) of this order, senior citizens and individuals with a significant underlying medical condition (such as chronic lung disease, moderate-to-severe asthma, serious heart conditions, immunocompromised status, cancer, diabetes, severe obesity, renal failure and liver disease) are strongly encouraged to stay at home and take all measures to limit the risk of exposure to COVID-19.

C. For the duration of this order, all persons in Florida should:

1. Avoid congregating in large groups. Local jurisdictions shall ensure that groups of people greater than ten are not permitted to congregate in any public space that does not readily allow for appropriate physical distancing.
2. Avoid nonessential travel, including to U.S. states and cities outside of Florida with a significant presence of COVID-19.
3. Adhere to guidelines from the CDC regarding isolation for 14 days following travel on a cruise or from any international destination and any area with a significant presence of COVID-19.

D. This order extends Executive Order 20-80 (Airport Screening and Isolation) and Executive Order 20-82 (Isolation of Individuals Traveling to Florida), with exceptions for persons involved in military, emergency, health or infrastructure response or involved in commercial activity. This order extends Sections 1(C) and 1(D) of Executive Order 20-86 (Additional Requirements of Certain Individuals Traveling to Florida), which authorize the Department of Transportation, with assistance from the Florida Highway Patrol and county sheriffs, to continue to implement checkpoints on roadways as necessary.

Section 3. Businesses Restricted by Previous Executive Orders

Unless I direct otherwise, for the duration of this order, the following applies to businesses directly addressed by my previous Executive Orders:

- A. Bars, pubs and nightclubs that derive more than 50 percent of gross revenue from the sale of alcoholic beverages shall continue to suspend the sale of alcoholic beverages for on-premises consumption. This provision extends Executive Order 20-68, Section 1 as modified by Executive Order 20-71, Sections 1 and 2.
- B. Restaurants and food establishments licensed under Chapters 500 or 509, Florida Statutes, may allow on-premises consumption of food and beverage, so long as they adopt appropriate social distancing measures and limit their indoor occupancy to no more than 25 percent of their building occupancy. In addition, outdoor seating is permissible with appropriate social distancing. Appropriate social distancing requires maintaining a minimum of 6 feet between parties, only seating parties of 10 or fewer people and keeping bar counters closed to seating. This provision

extends Executive Order 20-68, Section 3 and supersedes the conflicting provisions of Executive Order 20-71, Section 2 regarding on-premises food consumption.

- C. Gyms and fitness centers closed by Executive Order 20-71 shall remain closed.
- D. The prohibition on vacation rentals in Executive Order 20-87 remains in effect for the duration of this order.
- E. The Department of Business and Professional Regulation shall utilize its authorities under Florida law to implement and enforce the provisions of this order as appropriate.

Section 4. Other Affected Business Services

Unless I direct otherwise, for the duration of this order, the following applies to other business services affected by my previous Executive Orders:

- A. In-store retail sales establishments may open storefronts if they operate at no more than 25 percent of their building occupancy and abide by the safety guidelines issued by the CDC and OSHA.
- B. Museums and libraries may open at no more than 25 percent of their building occupancy, provided, however, that (a) local public museums and local public libraries may operate only if permitted by local government, and (b) any components of museums or libraries that have interactive functions or exhibits, including child play areas, remain closed.

Section 5. Medical Procedures

Subject to the conditions outlined below, elective procedures prohibited by Executive Order 20-72 may resume when this order goes into effect. A hospital ambulatory surgical center, office surgery center, dental office, orthodontic office, endodontic office or other health care

practitioners' office in the State of Florida may perform procedures prohibited by Executive Order 20-72 only if:

- A. The facility has the capacity to immediately convert additional facility-identified surgical and intensive care beds for treatment of COVID-19 patients in a surge capacity situation;
- B. The facility has adequate personal protective equipment (PPE) to complete all medical procedures and respond to COVID-19 treatment needs, without the facility seeking any additional federal or state assistance regarding PPE supplies;
- C. The facility has not sought any additional federal, state, or local government assistance regarding PPE supplies since resuming elective procedures; and
- D. The facility has not refused to provide support to and proactively engage with skilled nursing facilities, assisted living facilities and other long-term care residential providers.

The Agency for Health Care Administration and the Department of Health shall utilize their authority under Florida law to further implement and enforce these requirements. This order supersedes the conflicting provisions of Executive Order 20-72.

Section 6. Previous Executive Orders Extended

The Executive Order 20-69 (Local Government Public Meetings) is extended for the duration of this order.

Section 7. Enforcement

This order shall be enforced under section 252.47, Florida Statutes. Violation of this order is a second-degree misdemeanor pursuant to section 252.50, Florida Statutes, and is punishable by imprisonment not to exceed 60 days, a fine not to exceed \$500, or both.

Section 8. Effective Date

This order is effective at 12:01 a.m. on May 4, 2020.

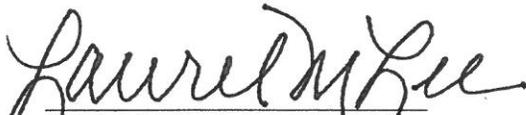


IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed, at Tallahassee, this 29th day of April, 2020.



RON DESANTIS, GOVERNOR

ATTEST:



SECRETARY OF STATE

FILED
2020 APR 29 PM 4:52
TALLAHASSEE, FLORIDA

STATE OF FLORIDA

OFFICE OF THE GOVERNOR

EXECUTIVE ORDER NUMBER 20-123

(Full Phase 1: Safe. Smart. Step-by-Step. Plan for Florida's Recovery)

WHEREAS, on March 9, 2020, I issued Executive Order 20-52 declaring a state of emergency for the entire State of Florida as a result of COVID-19; and

WHEREAS, on April 29, 2020, I issued Executive Order 20-112 initiating Phase 1 of the Safe. Smart. Step-by-Step. Plan for Florida's Recovery; and

WHEREAS, Executive Order 20-112 did not exhaust the recommendations of the proposed Phase 1 included in the White House's Guidelines for Re-Opening America Again.

NOW, THEREFORE, I, RON DESANTIS, as Governor of Florida, by virtue of the authority vested in me by Article IV, Section (1)(a) of the Florida Constitution and Chapter 252, Florida Statutes, and all other applicable laws, promulgate the following Executive Order:

Executive Order 20-112, as modified by Executive Order 20-120, is extended as further modified by this order below, bringing all Florida counties into Full Phase 1.

Section 1. Restaurants, Retail, Museums and Gyms

- A. Restaurants and food establishments licensed under Chapters 500 or 509, Florida Statutes, may serve patrons at indoor seating so long as they limit indoor occupancy up to fifty (50) percent of their seating capacity, excluding employees. The requirement for a minimum of 6 feet between parties is superseded to the extent appropriate partitioning is in place. Bar counters are to remain closed to seating, and

outdoor seating remains available with social distancing. The Department of Business and Professional Regulation (DBPR) will post and update appropriate safety measures on its website.

- B. In-store retail sales establishments may operate up to fifty (50) percent of their building occupancy and abide by the safety guidelines issued by the CDC and OSHA.
- C. Museums and libraries may operate up to fifty (50) percent of their building occupancy, provided, however, that local public museums and local public libraries may operate only if permitted by local government.
- D. Gyms and fitness centers may operate up to fifty (50) percent of their building occupancy so long as they adopt safety measures including appropriate social distancing for classes and sufficient cleaning supplies to ensure, at a minimum, patrons' individual self-cleaning of surfaces and machines using sanitation wipes following each use. DBPR will post and update best practices on its website.

Section 2. Professional Sports Venues

Professional sports may operate in the State of Florida and venues may host training, competitions, events and games. This provision shall preempt any local rule prohibiting a professional sports team conducting, or the operations of the venue from hosting, those sports activities at facilities in the State.

Section 3. Amusement Parks

Amusement parks may submit a re-opening plan to the State of Florida that includes a proposed date for resumption of operations and proposed guidelines to ensure guest and staff safety. Requests to re-open must include an endorsement letter from the County Mayor or in absence of a county mayor from the City Mayor and County Administrator. This request shall

identify a future date certain for re-opening and verify that the official has approved a re-open plan to ensure patron and staff safety.

Section 4. Vacation Rentals

Counties may seek approval to operate vacation rentals with a written request from the County Administrator and the county's safety plan for vacation rental operations submitted to the DBPR Secretary. DBPR will post and update guidance on its website.

Section 5. Local Government Public Meetings Order Extended

The Executive Order 20-69 is extended for the duration of this order.

Section 6. Enforcement

This order shall be enforced under section 252.47, Florida Statutes. Violation of this order is a second-degree misdemeanor pursuant to section 252.50; Florida Statutes, and is punishable by imprisonment not to exceed 60 days, a fine not to exceed \$500, or both.

Section 7. Effective Date

This order is effective at 12:01 a.m. on Monday, May 18, 2020.



IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed, at Tallahassee, this 14th day of May, 2020.

A large, stylized handwritten signature in black ink, which appears to be "Ron DeSantis".

RON DESANTIS, GOVERNOR

ATTEST:

A handwritten signature in black ink, which appears to be "Laurel M. Lee".
SECRETARY OF STATE

FILED
2020 MAY 15 AM 10:56
DEPARTMENT OF STATE
TALLAHASSEE, FLORIDA

CHARLES COVE COMMUNITY DEVELOPMENT DISTRICT

NOTICE OF REGULAR BOARD OF SUPERVISORS' MEETING HELD DURING PUBLIC HEALTH EMERGENCY DUE TO COVID-19.

The Board of Supervisors (“**Board**”) of the Charles Cove Community Development District (“**District**”) will hold a regular board meeting on July 15, 2020 at 1:00 p.m., at the Ramada, 43824 US-27, Davenport, Florida 33837, where the Board may consider any business that may properly come before it. A copy of the agenda may be obtained at the offices of the District Manager, PFM Group Consulting, LLC at (407) 723-5900, waldenj@pfm.com (“**District Manager’s Office**”), during normal business hours, or by visiting the District’s website at <https://charlescovecdd.com/>.

It is anticipated that the public hearing and meeting will take place at the Ramada, 43824 US-27, Davenport, Florida 33837. In the event that the COVID-19 public health emergency prevents the hearing and meeting from occurring in-person, the District may conduct the public hearing by telephone or video conferencing communications media technology pursuant to governmental orders, including but not limited to Executive Orders 20-52, 20-69 and 20-123, issued by Governor DeSantis, and any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2., *Florida Statutes*.

While it is necessary to hold the above referenced meeting utilizing communications media technology due to the current COVID-19 public health emergency, the District fully encourages public participation in a safe and efficient manner. To that end, anyone wishing to listen to and/or participate in the meeting can do so telephonically at 1-844-621-3956, Participant Code: 796 580 192#. Participants are strongly encouraged to submit questions and comments to the District Manager by calling (407) 723-5900 or waldenj@pfm.com July 14, 2020 at 5:00 p.m. in advance of the meeting to facilitate the Board’s consideration of such questions and comments during the meeting.

The meeting is open to the public and will be conducted in accordance with the provisions of Florida law. The meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when the Board or District Staff may participate by speaker telephone.

As indicated above, the meeting may be conducted by media communications technology. Anyone requiring assistance in order to obtain access to the telephonic, video conferencing, or other communications media technology being utilized to conduct this meeting should contact the District Manager’s Office at least forty-eight (48) hours prior to the meetings.

Any person requiring special accommodations at the meeting because of a disability or physical impairment should contact the District Manager’s Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager’s Office.

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

Jennifer Walden
District Manager

**Charles Cove
Community Development District**

**Minutes of the June 17, 2020
Board of Supervisors' Meeting**

MINUTES OF MEETING

**CHARLES COVE COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS' MEETING**

Wednesday, June 17, 2020 1:05 p.m.

Via telephonic conferencing due to the COVID-19 Executive Orders 20-52, 20-69, & 20-112.

Board Members in attendance via conference call:

Timothy Hultgren	Board Member
Branden Eckenrode	Board Member
Bradley Kingsley	Board Member
Sean Bailey	Board Member

Also present via conference call were:

Jennifer Walden	PFM
Lynne Mullins	PFM
Kevin Plenzler	PFM
Amanda Lane	PFM
Roy Van Wyk	Hopping Green & Sams, P.A.
Dave Schmitt	Dave Schmitt Engineering
Bruce Taylor	Dave Schmitt Engineering
Justin T. Rowan	MBS Capital Markets

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

Ms. Walden called the meeting of the Board of Supervisors of the Charles Cove CDD to order at 1:05 p.m. and the roll was called.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Walden called for any public comments on any agenda items. She noted there were no public comments.

THIRD ORDER OF BUSINESS

**Discussion of Executive Orders 20-52,
20-69, & 20-112**

Ms. Walden stated Executive Orders 20-52, 20-69, & 20-112 are all included in the packet. These Executive Orders state that the District can hold their meetings via telephonic conferencing due to the COVID-19 situation. Also, included behind the Executive Orders is a proof of the ad that was placed for today's meeting which notes those Executive Orders as well as the telephonic conferencing information so the public can safely join the meeting.

FOURTH ORDER OF BUSINESS

**Consideration of the Minutes of the
May 20, 2020 Board of Supervisors'
Meeting**

The Board reviewed the minutes for the May 20, 2020 Board of Supervisors' Meeting.

On MOTION by Mr. Hultgren, seconded by Mr. Eckenrode, with all in favor, the Board approved the Minutes of the May 20, 2020 Board of Supervisors' Meeting, as presented.

FIFTH ORDER OF BUSINESS

Consideration of Appointment of Board Vacancy for Seat #3

Ms. Walden requested nominations for Seat #3 which expires November 2022.

On MOTION by Mr. Hultgren, seconded by Mr. Eckenrode, with all in favor, the Board nominated Dallas Austin to Seat 3.

District Management will work with Ms. Austin to get her sworn into the Board prior to the next meeting so she can join.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2020-37, Supplemental Assessment Resolution

Mr. Van Wyk presented the Supplemental Assessment Resolution to the Board. It outlines the specific terms of the District's Special Assessment Revenue Bonds, Series 2020. It confirms the use of the Engineer's Report which was previously approved by the Board. It approves the Assessment Methodology Report for Phase 1, authorizes the collection of Special Assessments securing 2020 Bonds, the approval of the True-Up process and the completion of an Assessment Lien Book.

In Section 2, there are certain findings which include the District previously held a public hearing and adopted Resolution 2020-28 and that resolution provided for a Supplementation Resolution setting forth the specific terms of the Bonds. The scope of the improvements that are to be funded with the 2020 Bonds and confirms the use of the Engineer's Report and the Supplemental Assessment Methodology for Phase 1. It makes a determination that there is a benefit to the property subject to the special assessments and that the special assessments are fairly and reasonably apportioned across the products within the assessment area. It provides for the rates and the interest being attributed to the Bonds. It provides for the Lien and the creation of the Lien Book. He requested a motion to approve Resolution 2020-37.

On MOTION by Mr. Hultgren, seconded by Mr. Eckenrode, with all in favor, the Board approved Resolution 2020-37, Supplemental Assessment Resolution.

SEVENTH ORDER OF BUSINESS

Public Hearing on the Adoption of the District's Annual Budget

- a) **Public Comments and Testimony**
- b) **Board Comments**
- c) **Consideration of Resolution 2020-38, Adopting the Fiscal Year 2019-2020 Budget and Appropriating Funds**

Ms. Walden noted the Budget was sent to the City and County at least 60 days prior to the Public Hearing date and the Public Hearing has been advertised in the newspaper as required by Florida Statute. She requested a motion to open the Public Hearing.

On MOTION by Mr. Hultgren, seconded by Mr. Eckenrode, with all in favor, the Board opened the Public Hearing.

Ms. Walden explained this is the same budget that the Board saw and approved in preliminary form back in December in the amount of \$226,701.67. As the District is Developer Funded the Budget is only paid as expenses are incurred. She asked for comments and questions from the audience and the Board on the Budget. Hearing none, she requested a motion to close the Public Hearing.

On MOTION by Mr. Hultgren, seconded by Mr. Eckenrode, with all in favor, the Board closed the Public Hearing.

Ms. Walden requested a motion to approve Resolution 2020-38.

On MOTION by Mr. Hultgren, seconded by Mr. Eckenrode, with all in favor, the Board approved Resolution 2020-38, Adopting the Fiscal Year 2019-2020 Budget and Appropriating Funds.

EIGHTH ORDER OF BUSINESS

Public Hearing on the Adoption of the Rules of Procedure

- a) Public Comments and Testimony**
- b) Board Comments**
- c) Consideration of Resolution 2020-39, Adopting the Rules of Procedure**

Ms. Walden noted the Public Hearing has been advertised in the newspaper as required by Florida Statute. She requested a motion to open the Public Hearing.

On MOTION by Mr. Hultgren, seconded by Mr. Eckenrode, with all in favor, the Board opened the Public Hearing.

Ms. Walden explained this Resolution is presented to adopt the Rules of Procedure which under Chapter 190 of the Florida Statutes provide the Board with authority to adopt rules prescribing the powers and duties of District Officers and to conduct District business. The rules are consistent with CDD statutory requirements and are standard rules recommended by Hopping Green and Sams. Mr. Van Wyk indicated these are the same rules the members of this Board have seen in the past and the ones that were presented originally. They reflect most of the statutory requirements and sets forth some procedural requirements the District can use.

Ms. Walden called for public and Board comments. Hearing none, she requested a motion to close the Public Hearing.

On MOTION by Mr. Hultgren, seconded by Mr. Eckenrode, with all in favor, the Board closed the Public Hearing.

Ms. Walden requested a motion to approve Resolution 2020-39.

On MOTION by Mr. Hultgren, seconded by Mr. Eckenrode, with all in favor, the Board approved Resolution 2020-39, Adopting the Rules of Procedure.

NINTH ORDER OF BUSINESS

Public Hearing on the Adoption of Rules Relating to Parking and Parking Enforcement

- a) Public Comments and Testimony**
- b) Board Comments**
- c) Consideration of Resolution 2020-40, Adopting the Parking and Parking Enforcement Rules**

Ms. Walden noted the Public Hearing has been advertised in the newspaper as required by Florida Statute. She requested a motion to open the Public Hearing.

On MOTION by Mr. Hultgren, seconded by Mr. Eckenrode, with all in favor, the Board opened the Public Hearing.

Ms. Walden noted the District first spoke about this back in December. She asked the Board if they would like to move forward with no parking on the roads, parking permitted at the Amenities area in designated parking spots and those spots are subject to towing from 10:00 p.m. to 6:00 a.m. daily with the exception of obtaining an overnight parking permit from the District Management team.

Mr. Hultgren asked if there is a clause that excludes the Developer and the builder from the street parking while selling and building homes. Ms. Walden stated the District Manager or his or her designee may authorize vendors and consultants in writing to park company vehicles in order to facilitate District business. Mr. Van Wyk stated there can be a blanket authorization from the District Manager for certain vendors and contractors. Mr. Hultgren requested a specific clause in the parking rules that covers that. Mr. Van Wyk stated that is possible but the best thing to do when the District hires a towing company is to only be permitted to tow when contacted by the District Management team.

Ms. Walden called for public and Board comments. Hearing none, she requested a motion to close the Public Hearing.

On MOTION by Mr. Hultgren, seconded by Mr. Eckenrode, with all in favor, the Board closed the Public Hearing.

Ms. Walden requested a motion to approve Resolution 2020-40 and noted a map will be included.

On MOTION by Mr. Hultgren, seconded by Mr. Eckenrode, with all in favor, the Board approved Resolution 2020-40, Adopting the Parking and Parking Enforcement Rules, subject to the insertion of the map and the clause that would provide for the Developer, builder, vendors, and sub-contractors to park on the roadways for the production and building of homes and conducting their sales and marketing businesses in the community.

TENTH ORDER OF BUSINESS

Ratification of Funding Request No. 3

The Board reviewed Funding Request No. 3. Ms. Walden noted this has already been approved and just needs to be ratified by the Board.

On MOTION by Mr. Hultgren, seconded by Mr. Eckenrode, with all in favor, the Board ratified Funding Request No. 3.

ELEVENTH ORDER OF BUSINESS

Review of District Financial Statements

The Board reviewed the District Financial Statements. No action was required by the Board.

TWELFTH ORDER OF BUSINESS

Staff Reports

Attorney: No Report

Engineer: No Report

District Manager: Ms. Walden noted the next scheduled meeting is Wednesday, July 15, 2020 at 1:00 p.m., and unless the Executive Orders get extended the District will need to meet in person which will take place at the Ramada Inn. District staff will keep the Board informed if the meeting will take place virtually or in person.

The Amenities will be moving over to the District and the District will need to move forward with the appropriate services soon. The landscape's original proposal did not include the Amenity Area. The District received the HOA's quote which includes basic maintenance, irrigation, inspection, fertilization and pest control of this area at a yearly amount of \$21,147.71. She requested approval for the Chair and District Staff to move forward with executing a contract with an added amount of a not-to-exceed \$21,150.00 annually.

On MOTION by Mr. Hultgren, seconded by Mr. Eckenrode, with all in favor, the Board authorized the Chair and District Staff to move forward with executing a contract with an added amount of not-to-exceed \$21,150.00 annually.

Ms. Walden explained the District needs to obtain property insurance for the sea walls, pool, fountain, etc. she requested a motion from the Board to authorize District Staff to move forward with getting property insurance and delegating authority to the Chair to sign off on a not-to-exceed amount of \$10,000.00.

On MOTION by Mr. Eckenrode, seconded by Mr. Hultgren, with all in favor, the Board authorized District Staff to move forward with getting property insurance and delegating authority to the Chair to sign off on a not-to-exceed amount of \$10,000.00.

THIRTEENTH ORDER OF BUSINESS

Audience Comments & Supervisor Requests

Mr. Rowan with MBS Capital Markets noted he is happy to answer any questions relating to the Bond Issuance. He then asked Mr. Van Wyk to confirm that another Board Meeting would not be necessary to complete the requisition process. Once the supporting documentation is completed that can just proceed and Bond proceeds can be released. Mr. Van Wyk replied that is correct.

Mr. Eckenrode asked what Mr. Rowan needed from him and Mr. Schmitt regarding documentation. Mr. Rowan stated that he just needs the backup materials which show the check runs to show that the checks were made out.

FOURTEENTH ORDER OF BUSINESS

Adjournment

There was no further business to discuss. Ms. Walden requested a motion to adjourn.

On MOTION by Mr. Hultgren, seconded by Mr. Eckenrode, with all in favor, the June 17, 2020 Meeting of the Board of Supervisors of the Charles Cove Community Development District was adjourned.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

**Charles Cove
Community Development District**

Proposals for District Services

**Charles Cove
Community Development District**

**Maintenance Services Proposal from
Resort Pool Services**

RESORT POOL SERVICES

14525 JOHNS LAKE ROAD

CLERMONT

FL 34711

321 689 6210

07/07/2020

POOL SERVICE QUOTE FOR CHARLES COVE

Thank you for the opportunity to bid for pool service at Charles Cove
To provide 3 day a week service:

Pool service 3 x per week

\$950 Per Month

Please take into consideration when reviewing other quotes: Included in this price will be the supply and installation of a computer on your pool to add chemicals. The advantage of this is that the pool is being constantly monitored and any change in the chlorine level is corrected instantly by the computer giving you and your residents safer water. Currently you just have a continuous feed of chlorine to the main pool and if lots of people are in the pool the chlorine pumps cannot maintain a steady level of chemicals, only once everybody is out of the pool will the chemicals slowly return to the level they have set the pumps at. The computer removes the guess work from what level to set the chemical pumps at, as you will not know how busy the pool will be from one day to the next by having the computer installed this problem isn't an issue any longer.

A further benefit of having the computers is that at no point will you incur any cost to any broken parts of the computer including the Stenna pumps. Should anything break Resort Pool Services will replace free of charge. Stenna pumps are around \$450 each.

Chlorine will be delivered to the site and the computers will add the chemicals as needed 24 hours a day. Please take this into consideration when looking at other bids you may obtain.

Resort Pool Service only service Commercial Hotel pools and HOA Pools, we are experienced in dealing with these types of pools and provide excellent service. We also offer a full repair service for any aspect of the pool, spa and heaters including resurface work.

Resort Pool Services is fully insured, and all staff are CPO qualified and covered by workers compensation. All CPO licenses can be provided and would also be on site should we be your successful candidate.

POOL CLEANING DUTIES.

Test pool water on each visit and adjust Chlorine and PH levels if required.

Vacuum or net pool on each visit. Brush walls and floor as required.

Backwash sand filters to maintain flow required by Health Dept.

Report any faults in pool equipment to the Engineering and once approved carry out repairs.

Clean tile.

Maintain computers

Blow off deck

Straighten pool furniture

Pick up trash within pool area

We would be pleased to supply names of any of the Managers from the 100 pools we service if you require a reference for our company.

Current staff of 14 Pool Technicians all licensed, insured and covered by Workers Compensation.

All CPO licensed. We provide top quality service for top quality properties.

We look forward to working with you to provide a safe swimming experience for your residents.

We also service dog stations and supply all products needed for this service. We also supply and install the dog stations as well at \$400 per station

Yours sincerely

Simon McDonnell
Resort Pool Services

**Charles Cove
Community Development District**

**Fountain Maintenance Services Proposal
from Resort Pool Services**

RESORT POOL SERVICES

Commercial Pool Specialist

14525 Johns lake road, Clermont, 34711

Cell 321 689 6210

06/10/2020

POOL SERVICE AGREEMENT FOR CHARLES COVE

BACKGROUND OF AGREEMENT

This agreement entered on the...07/01/2020 And ending the..07/01/2021... between Resort Pool Services at 14525 Johns lake road, Clermont, 34711 hereafter referred to as RPS and CHARLES COVE. hereafter referred to as ASSOCIATION is to verify and bind the duties negotiated and determined between the two parties for the Pool cleaning rights to the ASSOCIATION swimming pool, hereafter referred to as RPS is in the business of performing swimming pool cleaning service.

Resort is the owner and management of the ASSOCIATION with the following facilities:-

[1] Swimming Pool and Clubhouse

AGREEMENT

In consideration of the mutual provision and covenants set forth in the agreement, the parties agree as follows:-

1. R P S will provide 3 Day a week service to ASSOCIATION fountains \$150 per fountain

Total monthly charge \$300

Association to provide all Pool safety equipment and pole and pool net.

- A Vacuum brush and net the fountain as required
- B Monitor and adjust the chemicals as needed to ensure safe water.
- C Report and document all physical, electrical and mechanical problems to Resort supervisors.
- D Chlorine shock fountain as needed
- E Clean filtration grids as needed.
- G Supply all chemicals to fountain.

2. Agreement is automatically renewable at its expiration subject to change or replacement as agreed by both RPS and Association. This agreement may be terminated, with or without cause, with a 30 day written notice by either party, without the approval of either party, sent via electronic mail and/or United States Postal Service. Upon termination, The association is not responsible for the remaining term of the contract, only for payment of services rendered up to the date of termination of this agreement.

3. Quality of service. RPS acknowledges that Association is a first class establishment catering to the Finest clientele and recognizes its obligation to provide efficient, courteous and a quality service to Association guests and patrons.

4. Relationship of parties. It is specifically understood and agreed that RPS is acting as an independent contractor with respect to its relationship with the resort and that under no circumstances shall RPS or any of its employees, officers or agents consider itself or themselves, or hold itself or themselves out to be servants, agents or employees of Association.

5. Invalid Provision. Invalidity, unenforceability, or non-applicability of any item or provision of this agreement or non application of any such term or provision to any person or circumstance shall not impair or effect the remainder of this agreement, and the remaining terms and conditions hereof shall not be invalidated but shall remain in full force and effect and shall be construed as if such invalid, unenforceable or non applicable were omitted.

6. Waiver or modification. No waiver or modification of the agreement or any covenant, condition, or limitation herein contained shall be valid unless in writing and duly executed by the party to be charged therewith. Furthermore, no evidence of any waiver or modification shall be offered or received in evidence in any proceedings, arbitration, or litigation between parties arising out of or affecting this agreement or the rights or obligations of any party hereunder, unless such waiver or modification is in writing and duly executed. The provisions of this paragraph may not be waived except herein set forth. Any waiver on the part of either party hereto of any right

or interest granted or given herein shall not imply or constitute the waiver of any other right or interest or any subsequent waiver.

7. Entire Agreement. This agreement constitutes the entire agreement of the parties hereto with respect to the subject matter of this agreement and supersedes any and all previous agreements between the parties, whether written or oral, with respect to such subject matter.

8 Applicable law and binding effect. The parties agree that this agreement and the interpretation of the terms and the performance of the obligations hereunder shall be construed and regulated under and by the laws of the state

of Florida, including all procedural, substantive, and choice of laws, rules, regardless of the place this agreement may have been executed or where performance hereunder takes place. This agreement shall ensure to the

benefit of and be binding upon the parties hereto and their successors and authorized assigns.

9. Section and paragraph headings. Section and paragraph headings used throughout this agreement are for reference and convenience and in no way define, limit or describe the scope or intent of this agreement or affect its provisions.

10. Multiple copies or counterparts of agreements. The original and one or more copies of this agreement may be executed by one or more of the parties hereto. In such event all of such executed copies shall have the same force and effect of the executed original, and all of such counterparts, taken together, shall have the effect of the fully executed original. IN WITNESS WHERE OF, the parties have caused the agreement to be exacted as of the day and year first above written.

11. Additional charges will be incurred for Hurricane or Serious weather clean up. Cost to be agreed upon by association, in writing, electronic mail is acceptable prior to commencement of work.

12. Addition charges will be made for emergency clean up after Poop in pool call outs.

CHARLES COVE

RESORT POOL SERVICES

SIGNATURE-----

SIGNATURE -----

NAME PRINTED-----

NAME PRINTED- ROGER McDONNELL

TITLE:-----

TITLE----- PRESIDENT

DATE.....

DATE..... 06/10/2020

**Charles Cove
Community Development District**

Restroom Cleaning Services Proposal from CSS



July 7, 2020

Charles Cove Community Pool
Sanford, FL 32771

Thank you for giving CSS Clean Star Services of Central Florida, Inc. the opportunity to present a proposal for the cleaning services. CSS has completed a thorough inspection of the Charles Cove Community Pool, and after careful consideration of your cleaning service requirements we are pleased to submit our recommendations and pricing.

CSS is a locally owned full Service Janitorial Maintenance Company. We are in our 23rd year of operation and we are servicing many accounts throughout Central Florida every day. We specialize in "Class A" cleaning for commercial office buildings, hotels, club houses, stores, restaurants, medical facilities, warehouse spaces, construction sites, and much more.

We use the finest chemicals, and high technology equipment to service janitorial accounts. Our staff is well trained and experienced in their particular line of work. We have at our disposal floor techs 24/7 to accomplish quality services for our customers as needed. We also have our own technician that maintains and repair all our equipment to assure that work is done when required to be done.

Our company's purpose is to create a clean and healthy environment for the people that work in or visit our buildings. Our policy of scheduled quality control inspections by our supervisory staff, combined with immediate response to our customer's needs, provides our clients worry-free service.



OUR MISSION

At CSS, we are committed to exceed our customer's expectations delivering a consistent high-quality service, striving to improve our procedures thru continued feedback with our customers and well-trained staff.

We are convinced that excellence and professionalism is what our customers want from the janitorial vendors, and at CSS we attempt to provide this level of service. By doing so, we will obtain and maintain a high recognition in the Janitorial Industry.

GOAL

100 % Satisfaction

We have attempted to make this proposal as complete as possible; however, if you have any comments or questions, please do not hesitate to contact us.

Thank you again and we look forward to developing a relationship with your company.

Sincerely yours,

Tracy Chacon
President CSS
tchacon@starcss.com
407-456-9174

Sandro Di Lollo
Vice-President CSS
sdilollo@starcss.com
407-668-1338



SPECIFICATIONS

1. RESTROOMS

- Remove all collected trash to designated area.
- Clean and sanitize all restroom fixtures, wipe all counters, partitions and doors, empty trash and damp mop floors with germicidal detergent.
- Clean and disinfect all washbasins, toilet bowls, urinals, etc.
- Polish all metal and clean mirrors.
- Restock toilet tissue and soap provided by CSS Clean Star Services.
- Dust and clean all return air vents on an as needed basis.
- Clean and polish all drinking fountains.
- Report any malfunctions to the building manager.

2. CABANA/LENAI/COVERD PATIO AREA

- Remove all cobwebs in cabana area.
- Wipe tables and organize chairs and furniture.
- Spot sweep.
- Spot mop for any spills.
- Clean and polish all drinking fountains.
- Report any malfunctions to the building manager.

PRICING FOR SERVICES:

- **Three (3) times a week** → \$ 400.00/mo
- **Seven (7) times a week** → \$ 950.00/mo

Supplies, chemicals and equipment will be provided by CSS Clean Star Services. Products used to Disinfect for the Covid19, are CDC certified and approved.



CLEANING CONTRACT AGREEMENT:

The undersigned hereby accepts the proposal of **CSS Clean Star Services of Central Florida, Inc.** upon the following terms:

1. CSS Clean Star Services of Central Florida, Inc. service charge will be the amount mentioned on the pricing page plus tax per month. Payment should be payable to "CSS Clean Star Services of Central Florida, Inc." and mailed to 11121 Camden Park Drive, Windermere, Florida 34786
2. A finance fee of 1.5% will apply if payments are received after the due date shown on the monthly invoice
3. CSS Clean Star Services of Central Florida, Inc. will provide all services and supplies specified in the attached work schedule.
4. In the event that the Customer needs to be in contact with CSS Clean Star Services of Central Florida, Inc. These are the different ways of contact phones: 877-CSS-2350 Email: sdilollo@starcss.com mail: 11121 Camden Park Dr. Windermere, Florida 34786
5. If the customer wants to cancel or amend the contract the customer shall give 30 day notification, in writing to CSS Clean Star Services of Central Florida, Inc. to change or terminate services. (Failure to this clause will have a charge for the full month price even if the service it's not performed).
6. Other services performed upon request:
7. **Start Date:**

IN WITNESS WHEREOF, the parts have duly executed and sealed this agreement as of the day and year first above written

Printed Name
REPRESENTATIVE OF OWNER
 Charles Cove HOA

Printed Name
CONTRACTOR
 CSS Clean Star Services of
 Central Florida Inc.

By: _____

By: _____

Date: _____

Date: _____

**Charles Cove
Community Development District**

**Pond Maintenance Services Proposal from
Aquatic Weed Management**

Aquatic Weed Management, Inc.
P.O. Box 1259
Haines City, FL 33845
863-412-1919

Estimate

Date 7/8/2020
Estimate # 866

Name / Address
Charles Cove CDD c/o PFM Group Consulting, LLC 12051 Corporate Blvd. Orlando, FL 32817

P.O. #
Terms

Due Date 7/8/2020
Other

Description	Qty	Rate	Total
Charles Cove CDD Pond Vegetation Maintenance Monthly pond herbicide maintenance on 8 ponds. Services include treatments for ALL vegetation (emerged, submerged and floating) within the ordinary high water level. Price also includes "reasonable" trash collection (meaning trash that can be reached from shore utilizing trash tongs). Priced as \$/treatment.	12	800.00	9,600.00
Subtotal			\$9,600.00
Sales Tax (0.0%)			\$0.00
Total			\$9,600.00

Thank you for your business!

waterweed1@aol.com

863-412-1919
863-438-0087

**Charles Cove
Community Development District**

**Payment Authorization
Nos. 1 – 8**

**CHARLES COVE
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 1

1/10/2020

Item No.	Vendor	Invoice Number	General Fund
1	PFM Group Consulting DM Fee: December 2019	107762	\$ 2,083.33
		TOTAL	\$ 2,083.33



Officer

Board Member

Please Return To:
Charles Cove CDD
c/o PFM Group Consulting
12051 Corporate Boulevard
Orlando, FL 32817

**CHARLES COVE
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 2

1/24/2020

Item No.	Vendor	Invoice Number	General Fund
1	PFM Group Consulting DM Fee: January 2020	DM-01-2020-0090	\$ 2,083.33
TOTAL			\$ 2,083.33



Officer

Board Member

Please Return To:
Charles Cove CDD
c/o PFM Group Consulting
12051 Corporate Boulevard
Orlando, FL 32817

**CHARLES COVE
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 3

1/31/2020

Item No.	Vendor	Invoice Number	General Fund	Construction Fund
1	Hopping Green & Sams			
	General Counsel Through 12/31/2019	112327	\$ 8,065.32	
	2019 Bond Validation Counsel Through 12/31/2019	112328		\$ 3,375.00
	Phase 1 Acquisition & Construction Counsel Through 12/31/2019	112329		\$ 2,574.00
			\$ 8,065.32	\$ 5,949.00
TOTAL			\$ 14,014.32	



Officer

Board Member

Please Return To:
Charles Cove CDD
c/o PFM Group Consulting
12051 Corporate Boulevard
Orlando, FL 32817

**CHARLES COVE
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 4
2/21/2020

Item No.	Vendor	Invoice Number	General Fund
1	Egis Insurance Advisors FY 2020 Insurance	10461	\$ 4,109.00
2	PFM Group Consulting DM Fee: February 2020 Reimbursables: November 2019	DM-02-2020-0089 OE-EXP-00549	\$ 2,083.33 \$ 15.59
TOTAL			\$ 6,207.92



Officer

Board Member

Please Return To:
Charles Cove CDD
c/o PFM Group Consulting
12051 Corporate Boulevard
Orlando, FL 32817

**CHARLES COVE
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 5

2/28/2020

Item No.	Vendor	Invoice Number	General Fund	Construction Fund
1	Hopping Green & Sams General Counsel Through 01/31/2020	112920	\$ 4,099.50	
2	PFM Group Consulting Billable Expenses	108463	\$ 9,027.69	
			13,127.19	-
TOTAL			\$ 13,127.19	

Officer

Board Member

Please Return To:
Charles Cove CDD
c/o PFM Group Consulting
12051 Corporate Boulevard
Orlando, FL 32817

**CHARLES COVE
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 6

3/13/2020

Item No.	Vendor	Invoice Number	General Fund
1	The Ledger Legal Advertising on 02/26/2020	L060G0J617	\$ 346.50
2	PFM Group Consulting DM Fee: March 2020	DM-03-2020-0089	\$ 2,083.33
TOTAL			\$ 2,429.83



Officer

Board Member

Please Return To:
Charles Cove CDD
c/o PFM Group Consulting
12051 Corporate Boulevard
Orlando, FL 32817

**CHARLES COVE
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 7

3/27/2020

Item No.	Vendor	Invoice Number	General Fund	Construction Fund
1	Hopping Green & Sams General Counsel Through 02/29/2020	113615	\$ 1,702.50	
2	PFM Group Consulting February/March Reimbursables	108802	\$ 616.44	
			2,318.94	-
TOTAL			\$ 2,318.94	

Officer

Board Member

Please Return To:
Charles Cove CDD
c/o PFM Group Consulting
12051 Corporate Boulevard
Orlando, FL 32817

**CHARLES COVE
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 8

4/24/2020

Item No.	Vendor	Invoice Number	General Fund	Construction Fund
1	Hopping Green & Sams General Counsel Through 03/31/2020 2019 Bond Validation Through 03/31/2020	114115	\$ 2,770.76	
		114116		\$ 6,186.26
2	PFM Group Consulting DM Fee: April 2020	DM-04-2020-0089	\$ 2,083.33	
			\$ 4,854.09	\$ 6,186.26
TOTAL			\$11,040.35	

Jennifer L. Walden

Officer

Board Member

Please Return To:
Charles Cove CDD
c/o PFM Group Consulting
12051 Corporate Boulevard
Orlando, FL 32817

**Charles Cove
Community Development District**

Review of District Financial Statements
(provided under separate cover)