

***HIDDEN CREEK  
COMMUNITY DEVELOPMENT DISTRICT***

***Advanced Meeting Package***

***Date/Time:  
Wednesday, August 10, 2022  
6:00 P.M.***

***Location:  
Hilton Garden Inn  
4328 Garden Vista Drive  
Riverview, Florida 33578***

***Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval or adoption.***

# **Hidden Creek Community Development District**

**c/o Breeze**

**1540 International Parkway, Suite 2000**

**Lake Mary, FL 32745**

**813-564-7847**

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Board of Supervisors

**Hidden Creek Community Development District**

Dear Supervisors:

A Meeting of the Board of Supervisors of the Hidden Creek Community Development District is scheduled for **Wednesday, August 10, 2022 at 6:00 P.M.** at the **Hilton Garden Inn, 4328 Garden Vista Drive, Riverview, Florida 33578.**

The advanced copy of the agenda for the meeting is attached along with associated documentation for your review and consideration. Any additional support material will be distributed at the meeting.

The agenda items are for immediate business purposes and for the health and safety of the community. Staff will present any reports at the meeting. If you have any questions, please contact me. I look forward to seeing you there.

Sincerely,

*Patricia Thibault*

Patricia Thibault

District Manager

813-564-7847

CC: Attorney  
Engineer  
District Records

**District:** HIDDEN CREEK COMMUNITY DEVELOPMENT DISTRICT

**Date of Meeting:** Wednesday, August 10, 2022

**Time:** 6:00 p.m.

**Location:** Hilton Garden Inn  
4328 Garden Vista Drive  
Riverview, FL 33578

**Dial In:** 312-626-6799  
**Meeting ID:** 765 408 9133  
**Passcode:** 12345

## ***Agenda***

*For the full agenda packet, please contact [patricia@breezehome.com](mailto:patricia@breezehome.com)*

**I. Roll Call**

**II. Audience Comments** – (3-minute limit per individual on agenda items)

**III. Business Items**

**A. FY 2022-2023 Budget Public Hearing**

- Open Public Hearing
- Presentation of the FY 2022-2023 Budget
  - Affidavit of Publication – 1<sup>st</sup> Publication July 15, 2022
  - Affidavit of Publication – 2<sup>nd</sup> Publication July 22, 2022
- Public Comments
- Close Public Hearing

**Exhibit 1**

**B. Consideration and Adoption of Resolution 2022-10, Adopting Final Budget for FY 2022-2023**

**Exhibit 2**

- Exhibit A – FY 2022-2023 Budget

**C. FY 2022-2023 Assessments Public Hearing**

- Open Public Hearing
- Public Comments
- Close Public Hearing

**D. Consideration and Adoption of Resolution 2022-11, Imposing and Levying O&M Assessments for FY 2022-2023 Budget**

**Exhibit 3**

- Exhibit A - FY 2022-2023 Budget

**E. Consideration and Adoption of Resolution 2022-12, Setting Landowner's Election Meeting**

**Exhibit 4**

**F. Consideration and Adoption of Resolution 2022-13, Adopting FY 2022-2023 Meeting Schedule**

**Exhibit 5**

- |   |                   |
|---|-------------------|
| G. Consideration for Arbitrage Rebate Counselors, LLC Proposal  | <b>Exhibit 6</b>  |
| ➤ Exhibit A - Presentation of Arbitrage Rebate Counselors Brochure  |                   |
| ➤ Presentation of Annual Arbitrage Calculations Contract  |                   |
| H. Presentation of Brightview Quality Site Assessment   | <b>Exhibit 7</b>  |
| I. Consideration and Approval of Security Services Proposals  |                   |
| ➤ Securitas Security Program Solution for Hidden Creek CDD - \$220,559.00                                   | <b>Exhibit 8</b>  |
| ➤ Vital Security and Investigations Security Services Proposal - \$244,380.00                               | <b>Exhibit 9</b>  |
| ➤ JCS Investigations Security Services Proposal - \$161,280.00  | <b>Exhibit 10</b> |
| ➤ St. Moritz Security Services, Inc Proposal - \$209,475.00   | <b>Exhibit 11</b> |
| <b>IV. Consent Agenda</b>   |                   |
| A. Acceptance of the March Unaudited Financial Statement  | <b>Exhibit 12</b> |
| B. Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held March 9, 2022  | <b>Exhibit 13</b> |
| C. Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held April 1, 2022  | <b>Exhibit 14</b> |
| D. Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held April 15, 2022 | <b>Exhibit 15</b> |
| E. Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held May 11, 2022   | <b>Exhibit 16</b> |
| F. Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held June 8, 2022   | <b>Exhibit 17</b> |
| G. Ratification of Brightview Pre-Authorized Storm Clean Up Proposal  | <b>Exhibit 18</b> |
| H. Ratification of Contracts  | <b>Exhibit 19</b> |
| <b>V. Staff Reports</b>   |                   |
| A. District Manager   |                   |
| B. District Attorney  |                   |
| C. District Engineer  |                   |
| <b>VI. Audience Comments – New Business – (limited to 3 minutes per individual)</b>                         |                   |
| <b>VII. Supervisor Requests</b>   |                   |
| <b>VIII. Adjournment</b>  |                   |



# **EXHIBIT 1**

**STATEMENT 1  
HIDDEN CREEK CDD  
FY 2023 PROPOSED BUDGET  
GENERAL FUND (O&M)**

	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ACTUAL</b>	<b>FY 2021 ACTUAL</b>	<b>FY 2022 ADOPTED</b>	<b>FY 2023 PROPOSED</b>	<b>VARIANCE FY 2022-2023</b>
<b>REVENUE</b>								
GENERAL FUND REVENUE /(1)	\$ 98,144	\$ 229,671	\$ 303,468	\$ 149,782	\$ 928,262	\$ 832,741	\$ 1,127,794	295,053
DEVELOPER FUNDING			47,189	470,572	-	131,189	-	(131,189)
SOIUTHSHORE BAY CLUB - ROADWAY	-	-	-	-	-	-	1,800	1,800
SOUTHSHORE BAY CLUB - GATE ATTENDANTS	-	-	-	-	-	-	20,530	20,530
MISCELLELLANOUS REVENUE	9,000	5,571	5,311	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>107,144</b>	<b>235,242</b>	<b>355,968</b>	<b>620,354</b>	<b>928,262</b>	<b>963,930</b>	<b>1,150,123</b>	<b>186,193</b>
<b>EXPENDITURES</b>								
<b>ADMINISTRATIVE</b>								
SUPERVISORS COMPENSATION	3,600	4,200	1,630	2,600	1,655	8,000	4,800	(3,200)
PAYROLL TAXES	275	321	291	199	123	612	367	(245)
PAYROLL SERVICES	301	528	352	196	199	457	495	38
MANAGEMENT CONSULTING SERVICES	21,000	24,000	24,000	24,000	23,086	24,000	26,000	2,000
CONSTRUCTION ACCOUNTING SERVICE	9,000	4,500	8,500	6,000	4,000	4,000	-	(4,000)
PLANNING & COORDINATION SERVICES	36,000	36,000	36,000	36,000	36,000	36,000	36,000	-
ADMINISTRATIVE SERVICES	7,500	7,560	7,500	7,500	7,500	7,500	7,500	-
BANK FEES	15	129	130	152	150	120	120	-
MISCELLANEOUS	-	478	15	695	1,727	500	500	-
AUDITING SERVICES	2,400	2,400	2,300	2,400	2,500	2,800	3,200	400
TRAVEL PER DIEM	-	-	16	-	-	200	200	-
INSURANCE	2,410	5,300	8,973	18,901	20,554	21,586	24,373	2,787
REGULATORY AND PERMIT FEES	175	175	175	175	175	175	175	-
LEGAL ADVERTISEMENTS	2,446	1,231	5,934	5,882	3,015	1,500	1,500	-
ENGINEERING SERVICES	3,923	7,987	4,990	5,072	10,498	7,000	7,000	-
LEGAL SERVICES	8,065	7,349	9,863	5,044	17,843	9,000	10,000	1,000
WEBSITE DEVELOPMENT AND HOSTING	757	740	2,109	2,232	1,515	2,015	2,015	-
MISCELLANEOUS CONTINGENCY	-	-	489	-	-	-	-	-
<b>TOTAL ADMINISTRATIVE</b>	<b>97,867</b>	<b>102,898</b>	<b>113,266</b>	<b>117,047</b>	<b>130,540</b>	<b>125,465</b>	<b>124,245</b>	<b>(1,220)</b>
<b>DEBT ADMINISTRATION</b>								
ARBITRAGE	-	650	650	650	650	1,300	1,300	-
DISSEMINATION AGENT	4,000	5,000	5,900	6,500	6,500	6,500	6,500	-
TRUSTEE FEES	-	9,104	9,105	23,072	19,072	19,075	10,722	(8,353)
<b>TOTAL DEBT ADMINISTRATION</b>	<b>4,000</b>	<b>14,754</b>	<b>15,655</b>	<b>30,222</b>	<b>26,222</b>	<b>26,875</b>	<b>18,522</b>	<b>(8,353)</b>

**STATEMENT 1  
HIDDEN CREEK CDD  
FY 2023 PROPOSED BUDGET  
GENERAL FUND (O&M)**

	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ACTUAL</b>	<b>FY 2021 ACTUAL</b>	<b>FY 2022 ADOPTED</b>	<b>FY 2023 PROPOSED</b>	<b>VARIANCE FY 2022-2023</b>
<b>PHYSICAL ENVIRONMENT</b>								
WATER	-	54,487	29,700	29,487	13,322	20,700	20,700	-
ELECTRICITY	-	643	12,847	27,631	29,456	38,700	38,700	-
LANDSCAPE MAINTENANCE	-	28,104	126,873	195,030	206,061	220,000	220,000	-
LANDSCAPE - MULCH	-	-	-	8,977	3,638	10,000	10,000	-
LANDSCAPE REPLENISHMENT	-	-	-	7,142	6,067	10,000	10,000	-
IRRIGATION REPAIR & MAINTENANCE	-	-	-	4,478	7,019	7,500	7,500	-
PONDS - AQUATICS MAINTENANCE	878	-	14,815	17,804	15,629	20,000	40,000	20,000
PONDS -- STOCKING AND PLANT INSTALL	-	-	-	-	-	3,000	3,000	-
FOUNTAIN MAINTENANCE & REPAIR	-	-	-	475	1,936	11,900	11,900	-
PONDS LANDSCAPE MAINTENANCE	-	10,704	-	28,500	27,848	33,840	65,000	31,160
STREETLIGHTS	-	-	37,050	113,241	191,195	275,400	276,100	700
ENTRANCE MONUMENT MAINTENANCE	-	-	-	19,500	14,300	15,600	15,600	-
COMPREHENSIVE FIELD SERVICES	-	-	-	14,196	13,896	15,000	15,000	-
AMENITY MANAGEMENT	-	69	8,410	-	-	5,000	5,000	-
PET WASTE REMOVAL	-	-	-	-	2,425	3,060	3,060	-
GATE REPAIR & MAINTENANCE	-	-	-	300	8,407	10,000	10,000	-
GATE CLICKERS	-	-	-	6,000	33,155	6,000	6,000	-
FRONT GATE ATTENDANTS	-	-	-	-	17,548	74,890	205,296	130,406
ENTRANCE GATE CAMERA MAINTENANCE	-	-	-	140	7,140	7,500	3,000	(4,500)
HOLIDAY LIGHTING	-	-	-	3,877	7,500	7,500	7,500	-
REPAIRS & MAINTENANCE	-	1,650	3,981	1,750	321	1,000	1,000	-
ROADWAY MAINTENANCE RESERVE	-	-	-	-	-	-	18,000	18,000
CONTINGENCY	-	1,600	5,223	852	16,369	15,000	15,000	-
<b>TOTAL PHYSICAL ENVIRONMENT</b>	<b>878</b>	<b>97,258</b>	<b>238,900</b>	<b>479,379</b>	<b>623,232</b>	<b>811,590</b>	<b>1,007,356</b>	<b>195,766</b>
<b>TOTAL EXPENDITURES</b>	<b>102,745</b>	<b>214,910</b>	<b>367,821</b>	<b>626,648</b>	<b>779,994</b>	<b>963,930</b>	<b>1,150,123</b>	<b>186,193</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>4,399</b>	<b>20,332</b>	<b>(11,853)</b>	<b>(6,294)</b>	<b>148,268</b>	-	-	-
FUND BALANCE - BEGINNING	1,057	5,456	25,788	13,935	7,641	4,849	4,849	-
Less amounts associated with construction funding AR					(151,060)	-		
<b>FUND BALANCE - ENDING</b>	<b>\$ 5,456</b>	<b>\$ 25,788</b>	<b>\$ 13,935</b>	<b>\$ 7,641</b>	<b>\$ 4,849</b>	<b>\$ 4,849</b>	<b>\$ 4,849</b>	<b>\$ -</b>

**STATEMENT 2**  
**HIDDEN CREEK CDD**  
**FY 2023 PROPOSED GENERAL FUND EXPENDITURE & O&M ASSESSMENT ALLOCATION**

**1. ERU Assignment, Ranking and Calculation /(a)**

Approx Lot Width	Units	ERU	Total ERU	% ERU
22' (Townhome) (a)	148	0.45	66.60	11.32%
40'	277	0.80	221.60	37.67%
50'	300	1.00	300.00	51.00%
<b>Total</b>	<b>725</b>		<b>588.20</b>	<b>88.68%</b>

Approx Lot Width	Units	ERU	Total ERU	% ERU
Active Adult Unit	391	1.00	391.00	100.00%

**2. O&M Assessment Requirement ("AR")**

	Total	TWO (AA)	ONE (PL)
AR = TOTAL EXPENDITURES - NET /(a):	\$ 1,127,794	\$ 149,755	\$ 978,039
Plus: Early Payment Discount (4.0%)	\$ 47,991	\$ 6,373	\$ 41,619
Plus: County Collection Charges (2.0%)	\$ 23,996	\$ 3,186	\$ 20,809
<b>Total Expenditures - GROSS</b>	<b>\$ 1,199,780</b>	<b>\$ 159,314</b>	<b>\$ 1,040,467</b>
Total ERU:	979.20	391.00	588.20
<b>Total AR / ERU - GROSS (as if all On-Roll):</b>	<b>\$1,225.27</b>	<b>\$407.45</b>	<b>\$1,768.90</b>
Total AR / ERU - NET:	\$1,151.75	\$383.00	\$1,662.77

*Net amount reflects the receipt of funds from Southshore for road maintenance and gate attendants*

**3. Proposed FY 2023 Allocation of AR (as if all On-Roll) /(b)**

Approx Lot Width	Units	Assigned ERU	Net O&M Assmt/Unit	Gross O&M Assmt/Unit	Total Gross O&M Assmt
22'	148	0.45	\$748	\$796	\$117,809
40'	277	0.80	\$1,330	\$1,415	\$391,988
50'	300	1.00	\$1,663	\$1,769	\$530,670
Active Adult Units	391	1.00	\$383	\$407	\$159,314
<b>Total</b>	<b>1,116</b>				<b>\$1,199,780</b>

**4. FY 2022 Adopted Allocation of AR (as if all On-Roll) /(a),(b)**

Approx Lot Width	Units	Assigned ERU	Net O&M Assmt/Unit	Gross O&M Assmt/Unit	Total Gross O&M Assmt
22'	148	0.45	\$628	\$668	\$98,805
40'	309	0.80	\$1,116	\$1,187	\$366,737
50'	277	1.00	\$1,395	\$1,484	\$410,947
Active Adult Units	436	1.00	\$321	\$342	\$148,969
<b>Total</b>	<b>1,170</b>				<b>\$1,025,457</b>

**5. Difference between FY 2022 and FY 2023**

Approx Lot Width	Assigned ERU	Net Difference	Net Percent Increase	Per Month
22'	0.45	\$120	19.15%	\$10.02
40'	0.80	\$214	19.19%	\$17.85
50'	1.00	\$268	19.19%	\$22.31
Active Adult Units	1.00	\$62	19.32%	\$5.17
<b>Total</b>				

**Footnote:**

(a) Limited services provided to Active Adult area, including maintenance along collector road.

(b) Un-platted lands will receive an O&M assessment for CDD administrative services. Developer will enter into an O&M deficit funding agreement for the FY 2022/2023 budget to cover any shortfalls in the FY 2022/2023 budget. Developer will fund budget deficits based on actual expenditures that exceed actual revenues as needed.

STATEMENT 3 HIDDEN CREEK CDD - CONTRACT SUMMARY			
FINANCIAL STATEMENT CATEGORY	SERVICE PROVIDER (VENDOR)	Contract Amt. / Year	COMMENTS (SCOPE OF SERVICE)
ADMINISTRATIVE:	BREEZE		
SUPERVISORS COMPENSATION		4,800	Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting at which they are in attendance. The amount for the Fiscal Year assumes - 3 Board Members per Meeting , 8 Meetings Considered. Chairman waives compensation as the fourth Supervisor
PAYROLL TAXES		367	Payroll taxes for Supervisor Compensation ; 7.65% of Payroll
PAYROLL SERVICES		495	Amount is assessed at \$55 Per Payroll Plus Year End Processing of \$50 for the processing of payroll related to Supervisor
MANAGEMENT CONSULTING SERVICES	BREEZE	26,000	The District received Management, Accounting and Assessment services as part of a Management Agreement.
CONSTRUCTION ACCOUNTING SERVICE		-	It is not anticipated that the District will be in need of construction accounting in FY 2023
PLANNING, COORDINATING & CONTRACT SERVICES	BREEZE	36,000	Governmental agency coordination, construction & maintenance contract administration, technical and engineering support services associated with maintenance & construction of District infrastructure
ADMINISTRATIVE SERVICES	BREEZE	7,500	The District receives administrative services as part of the agreement, approximates \$500 Monthly
BANK FEES	BANK UNITED	120	Fees associated with maintaining the District's bank accounts and the ordering of checks
MISCELLANEOUS		500	Miscellaneous as needed for General Administrative expenditures that are not appropriated in any other line items
AUDITING SERVICES	DIBARTOLOMEO	3,200	Florida Statute mandates an audit of its financial records to be performed on an annual basis by an independent Certified Public Accounting firm.
TRAVEL PER DIEM		200	Estimated for Supervisor travel to and from District meetings
INSURANCE	EGIS INSURANCE	24,373	The Districts General Liability , Public Officials and Property insurance is with EGIS Insurance and Risk Advisors. They specialize in providing insurance coverage to governmental agencies. The budgeted amount is based on estimates received fro EGIS.
REGULATORY AND PERMIT FEES	STATE	175	The District is required to pay an annual fee of \$175 to the Department of Community Affairs.
LEGAL ADVERTISEMENTS	TAMPA BAY TIMES	1,500	The District is required to advertise various notices for monthly Board meetings and other public hearings in a newspaper of general circulation
ENGINEERING SERVICES	STANTEC CONSULTING	7,000	The District Engineer provides general engineering services to the District; i.e. attendance and preparation for monthly board meetings, review of contractor plans and invoices, and other specifically requested assignments.
LEGAL SERVICES	STRALEY, ROBIN, VERICKER	10,000	The District's attorney provides general legal services to the District; i.e. attendance and preparation for monthly Board meetings, review of contracts, review of agreements and resolutions, and other research as directed or requested by the Board of Superviros and the District Manager
WEBSITE DEVELOPMENT AND HOSTING	CAMPUS SUITE	2,015	The District is mandated to post on the internet the approved and adopted budgets as well as agendas and other items in accordance with State requirements. Campus Suite - \$1,515 includes website compliance and remediation of 750 documents as well as \$500 for District Manager upload and oversight
MISCELLANEOUS		-	Miscellaneous as needed for General Administrative expenditures that are not appropriated in any other line items
	TOTAL	124,245	



STATEMENT 3 HIDDEN CREEK CDD - CONTRACT SUMMARY			
FINANCIAL STATEMENT CATEGORY	SERVICE PROVIDER (VENDOR)	Contract Amt. / Year	COMMENTS (SCOPE OF SERVICE)
<b>DEBT ADMINISTRATIVE:</b>			
ARBITRAGE	LLS Solutions	1,300	The District receives services from an independent specialist to calculate the District's Arbitrage Rebate Liability on respective bond issuances. Confirmed with LLS for arbitrage related to the 2017A Bonds - rebate is calculated by end of July
DISSIMINATION AGENT	LERNER SERVICES	6,500	The District is required by the Securities & Exchange Commission to comply with Rule 15c2-12(b)-(5) which relates to additional reporting requirements for bond issues. The budgeted amount is based on standard fees charged for this service.
TRUSTEE FEES	US BANK	10,722	The District deposits amounts related to a Bond Series with a Trustee stipulated in the trust indenture. Amount is confirmed with Trustee for bond issuance
	<b>TOTAL</b>	<b>18,522</b>	
<b>PHYSICAL ENVIRONMENT:</b>			
WATER	HILLSBOROUGH COUNTY	20,700	The District contracts for water utilities for use in the District. The budget is appropriated for the Meter located at 16620 Lagoon Shore Blvd; ave \$1725/mo
ELECTRICITY	TECO	38,700	The District contracts for electric utilities for Meters located at 16925 Trite Bend Street, 5329 Avid Reef, 504 Sailor Pines, 5108 & 5109 Jackel Chase, and 16620, 16671 and 16675 Lagoon Shore Blvd; Est \$3225/mo
LANDSCAPE MAINTENANCE	BRIGHTVIEW	220,000	Basic Service to include mowing, weed edging, blowing, weed control, turf and ornamental agronomic program and irrigation inspections, plus additional estimated for new entrance fountain, gate house, and completion of collector road (from Lagoon Shore Blvd to Sailor Pines Ct, excluding Phase 4 connector road); adds Addendum 3. Adding in additional \$20,000 for services areas coming on board in FY 2023
LANDSCAPE - MULCH	BRIGHTVIEW	10,000	Mulch is contracted for the community. The budget considers a one time install of 945 bales of pine straw
LANDSCAPE REPLENISHMENT	BRIGHTVIEW	10,000	Estimated (bushes, sod, tree replacement and bush and tree removal) an needed for the District
IRRIGATION REPAIR & MAINTENANCE	BRIGHTVIEW	7,500	Estimated for repairs and maintenance of the irrigation system. Amount is estimated based on historical averages
PONDS - AQUATICS MAINTENANCE	AQUATIC SYSTEMS	40,000	The District contracts for Waterway management and maintenance for sites 1-9 and for sites 12 - 15. There will be a total of 25 ponds in FY 2023
PONDS -- STOCKING AND PLANT INSTALL	AQUATIC SYSTEMS	3,000	To maintain the organiz health of the District's waterways the District considers Bream carp stocking and plant install
FOUNTAIN MAINTENANCE & REPAIR	FLORIDA FOUNTAIN	11,900	The District contracts for Fountain cleaning \$175/qtr per fountain (7 fountains) + \$1,000/yr maintenance & repair per fountain
PONDS LANDSCAPE MAINTENANCE	SOLITUDE	65,000	Mowing of future pond areas that will brought online in FY 2023
STREETLIGHTS	GIG FIBER	276,100	The District installs solar streetlights in the District. It is anticipated that there will be a total of 456 streetlights for FY 2023
ENTRANCE MONUMENT MAINTENANCE	H2O Pool	15,600	Fountain maintenance \$1,300/mo (water treatment, and cleaning of structure, excluding landscaping) (estimate)
COMPREHENSIVE FIELD SERVICES		15,000	Directs day to day operations of the District and oversees Field Tech Services. Schedule vendors and inspect their work, interact with new homeowners, coordinate general security hardware, manage RFP Process for ongoing maintenance and repairs, prepare monthly written reports to the Board, including estimated reimbursements for CDD business mileage driven by Field Service Tech.
AMENITY MANAGEMENT		5,000	To address gate management and open park areas
PET WASTE REMOVAL	POOP 911	3,060	Removal of pet waste, replace can liners, fill and pick up bags for 7 pet stations once weekly. Includes 5,000 bags
GATE REPAIR & MAINTENANCE		10,000	Estimated cost for repair, cell service \$55/gate per month, Contact One \$145/gate per month, and programming (2 gates)
GATE CLICKERS		6,000	Estimated 200 clickers @ \$30 ea
FRONT GATE ATTENDANTS		205,296	Security guard at front gate 6pm to 6am 7 days a week - Allied Universal bid
ENTRANCE GATE CAMERA MAINTENANCE		3,000	Supply and install vehicle camera for entrance and exit gates
HOLIDAY LIGHTING		7,500	Holiday lighting
REPAIRS & MAINTENANCE		1,000	As needed for signs and other items not listed above
ROADWAY MAINTENANCE		18,000	A reserve to be paid over the next 20 years as mandated by Hillsborough County for the repavement and resurfacing of the roads
CONTINGENCY		15,000	Additional for adding new landcaping, irrigation, ponds, or amenities for additional phases

**STATEMENT 4**  
**HIDDEN CREEK**  
**ADOPTED FY 2022-2023 DEBT SERVICE OBLIGATION**

	<b>SERIES 2016A-1</b>	<b>SERIES 2019A-1</b>	<b>SERIES 2019A-2 (AA3)</b>	<b>TOTAL FY23 BUDGET</b>
<b>REVENUE</b>				
SPECIAL ASSESSMENTS - ON ROLL - GROSS	\$ 411,804	\$ 309,887		\$ 721,691
SPECIAL ASSESSMENTS - OFF ROLL (NET)	-	-	12,631	12,631
LESS: EARLY PAYMENT DISCOUNT	(16,472)	(12,395)	-	(28,868)
<b>TOTAL REVENUE</b>	<b>395,332</b>	<b>297,491</b>	<b>12,631</b>	<b>705,454</b>
<b>EXPENDITURES</b>				
COUNTY - ASSESSMENT COLLECTION FEES	8,236	6,198	-	14,434
INTEREST EXPENSE				
May 1, 2023	149,583	106,431	6,316	262,330
November 1, 2023	149,583	106,431	6,316	262,330
PRINCIPAL PAYMENT				
November 1, 2023	85,000	75,000	-	160,000
<b>TOTAL EXPENDITURES</b>	<b>392,403</b>	<b>294,060</b>	<b>12,631</b>	<b>699,094</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>2,929</b>	<b>3,431</b>	<b>-</b>	<b>6,360</b>
<b>FUND BALANCE - ENDING (REVENUE TRUST ACCOUNT)</b>	<b>\$ 2,929</b>	<b>\$ 3,431</b>	<b>\$ -</b>	<b>\$ 6,360</b>

**Table 1. Series 2016A-1 Allocation of Maximum Annual Debt Service (GROSS MADS)**

<b>LOT WIDTH</b>	<b>LOTS</b>	<b>ERU</b>	<b>Total ERU</b>	<b>Adjusted % ERU</b>	<b>TOTAL ASSMTS</b>	<b>ASSMT / LOT</b>
40'	198	0.8	158.4	45.5%	\$ 187,455	\$ 947
50'	193	1.0	193.0	54.5%	\$ 224,349	\$ 1,162
<b>Total</b>	<b>391</b>		<b>351.4</b>	<b>100.0%</b>	<b>\$ 411,804</b>	

**Table 2. Series 2019A-1 Allocation of Maximum Annual Debt Service (GROSS MADS)**

<b>LOT WIDTH</b>	<b>LOTS</b>	<b>ERU</b>	<b>Total ERU</b>	<b>% ERU</b>	<b>TOTAL ASSMTS</b>	<b>ASSMT / LOT</b>
TH	148	0.5	74.0	28.2%	\$ 87,259	\$ 590
40'	106	0.8	84.8	32.3%	\$ 99,994	\$ 943
50'	104	1.0	104.0	39.6%	\$ 122,634	\$ 1,179
<b>Total</b>	<b>358</b>		<b>262.8</b>	<b>100.0%</b>	<b>\$ 309,887</b>	

Serial Number  
22-02325H

# Business Observer

Published Weekly  
Tampa, Hillsborough County, Florida

COUNTY OF HILLSBOROUGH

STATE OF FLORIDA

Before the undersigned authority personally appeared Kelly Martin who on oath says that he/she is Publisher's Representative of the Business Observer a weekly newspaper published at Tampa, Hillsborough County, Florida; that the attached copy of advertisement,

being a Notice of Public Hearing and Board of Supervisors Meeting of the Hidden Creek Community Development District

in the matter of Hidden Creek CDD Board of Supervisors Meeting on August 10, 2022 at 6:00 p.m.

in the Court, was published in said newspaper by print in the issues of 7/15/2022

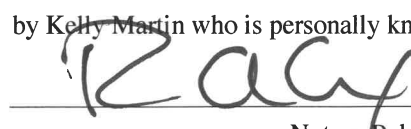
Affiant further says that the Business Observer complies with all legal requirements for publication in chapter 50, Florida Statutes.

\*This Notice was placed on the newspaper's website and floridapublicnotices.com on the same day the notice appeared in the newspaper.

  
Kelly Martin

Sworn to and subscribed, and personally appeared by physical presence before me,  
15th day of July, 2022 A.D.

by Kelly Martin who is personally known to me.

  
Notary Public, State of Florida  
(SEAL)



Pamela A Cox  
Comm. #GG251785  
Expires: Aug. 23, 2022  
Bonded Thru Aaron Notary

## NOTICE OF PUBLIC HEARING AND BOARD OF SUPERVISORS MEETING OF THE HIDDEN CREEK COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors (the "Board") of the Hidden Creek Community Development District (the "District") will hold a public hearing and a meeting on August 10, 2022, at 6:00 p.m. at the Hilton Garden Inn, Riverview, 4328 Garden Vista Drive, Riverview, Florida 33578.

The purpose of the public hearing is to receive public comments on the proposed adoption of the District's fiscal year 2022-2023 proposed budget and the proposed levy of its annually recurring non-ad valorem special assessments for operation and maintenance to fund the items described in the proposed budget (the "O&M Assessments").

At the conclusion of the public hearing, the Board will, by resolution, adopt a final budget, provide for the levy, collection, and enforcement of the O&M Assessments, and certify an assessment roll. A meeting of the Board will also be held where the Board may consider any other business that may properly come before it.

A copy of the proposed budget, preliminary assessment roll, and the agenda may be viewed on the District's website at least 2 days before the meeting [www.hiddencreekcdd.org](http://www.hiddencreekcdd.org), or may be obtained by contacting the District Manager's office via email at [Patricia@breezehome.com](mailto:Patricia@breezehome.com) or via phone at (813) 565-4663.

The table below presents the proposed schedule of the O&M Assessments. Amounts are preliminary and subject to change at the meeting and in any future year.

Approx Lot Width	Gross O&M Assmt/Unit
22'	\$796.00
40'	\$1,415.12
50'	\$1,768.90
Active Adult Units	\$407.45

The O&M Assessments (in addition to debt assessments, if any) will appear on November 2022 Hillsborough County property tax bill. Amount shown includes all applicable collection costs. Property owner is eligible for a discount of up to 4% if paid early.

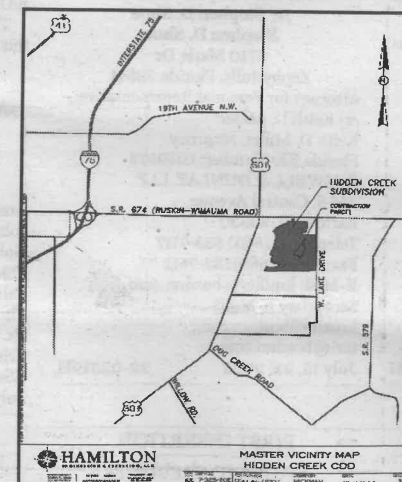
The County Tax Collector will collect the assessments for all lots and parcels within the District. Alternatively, the District may elect to directly collect its assessments in accordance with Chapter 190, Florida Statutes. Failure to pay the District's assessments will cause a tax certificate to be issued against the property which may result in a loss of title or a foreclosure action to be filed against the property. All affected property owners have the right to appear at the public hearing and to file written objections with the District within 20 days of publication of this notice.

The public hearing and meeting are open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. They may be continued to a date, time, and place to be specified on the record at the hearing or meeting. There may be occasions when staff or Board members may participate by speaker telephone.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations because of a disability or physical impairment should contact the District Manager's office at least 2 business days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 711 or 1-800-955-8771 (TTY), or 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 public hearing or 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.

Patricia Thibault  
District Manager



July 15, 2022

22-02325H



Serial Number  
22-02362H

# Business Observer

Published Weekly  
Tampa, Hillsborough County, Florida

COUNTY OF HILLSBOROUGH

STATE OF FLORIDA

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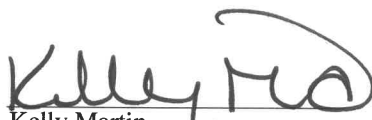
being a Notice of Public Hearing and Board of Supervisors Meeting of the Hidden Creek Community Development District

in the matter of Hidden Creek CDD Board of Supervisors Meeting on August 10, 2022 at 6:00 p.m.

in the Court, was published in said newspaper by print in the issues of 7/22/2022

Affiant further says that the Business Observer complies with all legal requirements for publication in chapter 50, Florida Statutes.

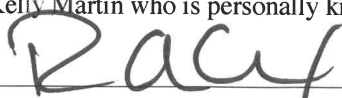
\*This Notice was placed on the newspaper's website and floridapublicnotices.com on the same day the notice appeared in the newspaper.

  
Kelly Martin

Sworn to and subscribed, and personally appeared by physical presence before me,

22nd day of July, 2022 A.D.

by Kelly Martin who is personally known to me.



Notary Public, State of Florida  
(SEAL)



Pamela A Cox  
Comm. #66251785  
Expires: Aug. 23, 2022  
Bonded Thru Aaron Notary

## NOTICE OF PUBLIC HEARING AND BOARD OF SUPERVISORS MEETING OF THE HIDDEN CREEK COMMUNITY DEVELOPMENT DISTRICT

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The purpose of the public hearing is to receive public comments on the proposed adoption of the District's fiscal year 2022-2023 proposed budget. A meeting of the Board will also be held where the Board may consider any other business that may properly come before it. A copy of the proposed budget and the agenda may be viewed on the District's website at least 2 days before the meeting [www.hiddencreekcdd.org](http://www.hiddencreekcdd.org), or may be obtained by contacting the District Manager's office via email at [Patricia@breezehome.com](mailto:Patricia@breezehome.com) or via phone at (813) 565-4663.

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In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations because of a disability or physical impairment should contact the District Manager's office at least 48 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 711 or 1-800-955-8771 (TTY), or 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 public hearing or 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.

Patricia Thibault  
District Manager  
July 22, 2022

22-02362H

## **EXHIBIT 2**

## RESOLUTION 2022-10

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HIDDEN CREEK COMMUNITY DEVELOPMENT DISTRICT ADOPTING A BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2022, AND ENDING SEPTEMBER 30, 2023; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager submitted, prior to June 15<sup>th</sup>, to the Board of Supervisors (“**Board**”) of the Hidden Creek Community Development District (“**District**”) a proposed budget for the next ensuing budget year (“**Proposed Budget**”), along with an explanatory and complete financial plan for each fund, pursuant to the provisions of Sections 189.016(3) and 190.008(2)(a), Florida Statutes;

**WHEREAS**, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District at least 60 days prior to the adoption of the Proposed Budget pursuant to the provisions of Section 190.008(2)(b), Florida Statutes;

**WHEREAS**, the Board held a duly noticed public hearing pursuant to Section 190.008(2)(a), Florida Statutes;

**WHEREAS**, the District Manager posted the Proposed Budget on the District’s website at least 2 days before the public hearing pursuant to Section 189.016(4), Florida Statutes;

**WHEREAS**, the Board is required to adopt a resolution approving a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year pursuant to Section 190.008(2)(a), Florida Statutes; and

**WHEREAS**, the Proposed Budget projects the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

### **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD:**

#### **Section 1. Budget**

- a. That the Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s records office, and hereby approves certain amendments thereto, as shown below.
- b. That the Proposed Budget as amended by the Board attached hereto as **Exhibit A**, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), Florida Statutes, and incorporated herein by reference; provided, however, that the comparative figures contained in the adopted budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures for fiscal year 2021-2022 and/or revised projections for fiscal year 2022-2023.
- c. That the adopted budget, as amended, shall be maintained in the office of the District Manager and at the District’s records office and identified as “The Budget for the

Hidden Creek Community Development District for the Fiscal Year Beginning October 1, 2022, and Ending September 30, 2023.”

- d. The final adopted budget shall be posted by the District Manager on the District’s website within 30 days after adoption pursuant to Section 189.016(4), Florida Statutes.

**Section 2. Appropriations.** There is hereby appropriated out of the revenues of the District (the sources of the revenues will be provided for in a separate resolution), for the fiscal year beginning October 1, 2022, and ending September 30, 2023, the sum of \$\_\_\_\_\_, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

Total General Fund	\$ _____
<i>Total Reserve Fund [if Applicable]</i>	\$ _____
Total Debt Service Funds	\$ _____
<b>Total All Funds*</b>	<b>\$ _____</b>

\*Not inclusive of any collection costs or early payment discounts.

**Section 3. Budget Amendments.** Pursuant to Section 189.016(6), Florida Statutes, the District at any time within the fiscal year or within 60 days following the end of the fiscal year may amend its budget for that fiscal year as follows:

- a. The Board may authorize an increase or decrease in line item appropriations within a fund by motion recorded in the minutes if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may authorize an increase or decrease in line item appropriations within a fund if the total appropriations of the fund do not increase and if the aggregate change in the original appropriation item does not exceed \$10,000 or 10% of the original appropriation.
- c. Any other budget amendments shall be adopted by resolution and be consistent with Florida law. This includes increasing any appropriation item and/or fund to reflect receipt of any additional unbudgeted monies and making the corresponding change to appropriations or the unappropriated balance.

The District Manager or Treasurer must establish administrative procedures to ensure that any budget amendments are in compliance with this section and Section 189.016, Florida Statutes, among other applicable laws. Among other procedures, the District Manager or Treasurer must ensure that any amendments to budget(s) under subparagraph c. above are posted on the District’s website within 5 days after adoption pursuant to Section 189.016(7), Florida Statutes.

**Section 4. Effective Date.** This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

**Passed and Adopted on August 10, 2022.**

Attested By:

**Hidden Creek Community  
Development District**

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Chair/Vice Chair of the Board of Supervisors

**Exhibit A: FY 2022-2023 Adopted Budget**

**STATEMENT 1  
HIDDEN CREEK CDD  
FY 2023 PROPOSED BUDGET  
GENERAL FUND (O&M)**

	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ACTUAL</b>	<b>FY 2021 ACTUAL</b>	<b>FY 2022 ADOPTED</b>	<b>FY 2023 PROPOSED</b>	<b>VARIANCE FY 2022-2023</b>
<b>REVENUE</b>								
GENERAL FUND REVENUE /(1)	\$ 98,144	\$ 229,671	\$ 303,468	\$ 149,782	\$ 928,262	\$ 832,741	\$ 1,127,794	295,053
DEVELOPER FUNDING			47,189	470,572	-	131,189	-	(131,189)
SOIUTHSHORE BAY CLUB - ROADWAY	-	-	-	-	-	-	1,800	1,800
SOUTHSHORE BAY CLUB - GATE ATTENDANTS	-	-	-	-	-	-	20,530	20,530
MISCELLELLANOUS REVENUE	9,000	5,571	5,311	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>107,144</b>	<b>235,242</b>	<b>355,968</b>	<b>620,354</b>	<b>928,262</b>	<b>963,930</b>	<b>1,150,123</b>	<b>186,193</b>
<b>EXPENDITURES</b>								
<b>ADMINISTRATIVE</b>								
SUPERVISORS COMPENSATION	3,600	4,200	1,630	2,600	1,655	8,000	4,800	(3,200)
PAYROLL TAXES	275	321	291	199	123	612	367	(245)
PAYROLL SERVICES	301	528	352	196	199	457	495	38
MANAGEMENT CONSULTING SERVICES	21,000	24,000	24,000	24,000	23,086	24,000	26,000	2,000
CONSTRUCTION ACCOUNTING SERVICE	9,000	4,500	8,500	6,000	4,000	4,000	-	(4,000)
PLANNING & COORDINATION SERVICES	36,000	36,000	36,000	36,000	36,000	36,000	36,000	-
ADMINISTRATIVE SERVICES	7,500	7,560	7,500	7,500	7,500	7,500	7,500	-
BANK FEES	15	129	130	152	150	120	120	-
MISCELLANEOUS	-	478	15	695	1,727	500	500	-
AUDITING SERVICES	2,400	2,400	2,300	2,400	2,500	2,800	3,200	400
TRAVEL PER DIEM	-	-	16	-	-	200	200	-
INSURANCE	2,410	5,300	8,973	18,901	20,554	21,586	24,373	2,787
REGULATORY AND PERMIT FEES	175	175	175	175	175	175	175	-
LEGAL ADVERTISEMENTS	2,446	1,231	5,934	5,882	3,015	1,500	1,500	-
ENGINEERING SERVICES	3,923	7,987	4,990	5,072	10,498	7,000	7,000	-
LEGAL SERVICES	8,065	7,349	9,863	5,044	17,843	9,000	10,000	1,000
WEBSITE DEVELOPMENT AND HOSTING	757	740	2,109	2,232	1,515	2,015	2,015	-
MISCELLANEOUS CONTINGENCY	-	-	489	-	-	-	-	-
<b>TOTAL ADMINISTRATIVE</b>	<b>97,867</b>	<b>102,898</b>	<b>113,266</b>	<b>117,047</b>	<b>130,540</b>	<b>125,465</b>	<b>124,245</b>	<b>(1,220)</b>
<b>DEBT ADMINISTRATION</b>								
ARBITRAGE	-	650	650	650	650	1,300	1,300	-
DISSEMINATION AGENT	4,000	5,000	5,900	6,500	6,500	6,500	6,500	-
TRUSTEE FEES	-	9,104	9,105	23,072	19,072	19,075	10,722	(8,353)
<b>TOTAL DEBT ADMINISTRATION</b>	<b>4,000</b>	<b>14,754</b>	<b>15,655</b>	<b>30,222</b>	<b>26,222</b>	<b>26,875</b>	<b>18,522</b>	<b>(8,353)</b>

**STATEMENT 1  
HIDDEN CREEK CDD  
FY 2023 PROPOSED BUDGET  
GENERAL FUND (O&M)**

	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ACTUAL</b>	<b>FY 2021 ACTUAL</b>	<b>FY 2022 ADOPTED</b>	<b>FY 2023 PROPOSED</b>	<b>VARIANCE FY 2022-2023</b>
<b>PHYSICAL ENVIRONMENT</b>								
WATER	-	54,487	29,700	29,487	13,322	20,700	20,700	-
ELECTRICITY	-	643	12,847	27,631	29,456	38,700	38,700	-
LANDSCAPE MAINTENANCE	-	28,104	126,873	195,030	206,061	220,000	220,000	-
LANDSCAPE - MULCH	-	-	-	8,977	3,638	10,000	10,000	-
LANDSCAPE REPLENISHMENT	-	-	-	7,142	6,067	10,000	10,000	-
IRRIGATION REPAIR & MAINTENANCE	-	-	-	4,478	7,019	7,500	7,500	-
PONDS - AQUATICS MAINTENANCE	878	-	14,815	17,804	15,629	20,000	40,000	20,000
PONDS -- STOCKING AND PLANT INSTALL	-	-	-	-	-	3,000	3,000	-
FOUNTAIN MAINTENANCE & REPAIR	-	-	-	475	1,936	11,900	11,900	-
PONDS LANDSCAPE MAINTENANCE	-	10,704	-	28,500	27,848	33,840	65,000	31,160
STREETLIGHTS	-	-	37,050	113,241	191,195	275,400	276,100	700
ENTRANCE MONUMENT MAINTENANCE	-	-	-	19,500	14,300	15,600	15,600	-
COMPREHENSIVE FIELD SERVICES	-	-	-	14,196	13,896	15,000	15,000	-
AMENITY MANAGEMENT	-	69	8,410	-	-	5,000	5,000	-
PET WASTE REMOVAL	-	-	-	-	2,425	3,060	3,060	-
GATE REPAIR & MAINTENANCE	-	-	-	300	8,407	10,000	10,000	-
GATE CLICKERS	-	-	-	6,000	33,155	6,000	6,000	-
FRONT GATE ATTENDANTS	-	-	-	-	17,548	74,890	205,296	130,406
ENTRANCE GATE CAMERA MAINTENANCE	-	-	-	140	7,140	7,500	3,000	(4,500)
HOLIDAY LIGHTING	-	-	-	3,877	7,500	7,500	7,500	-
REPAIRS & MAINTENANCE	-	1,650	3,981	1,750	321	1,000	1,000	-
ROADWAY MAINTENANCE RESERVE	-	-	-	-	-	-	18,000	18,000
CONTINGENCY	-	1,600	5,223	852	16,369	15,000	15,000	-
<b>TOTAL PHYSICAL ENVIRONMENT</b>	<b>878</b>	<b>97,258</b>	<b>238,900</b>	<b>479,379</b>	<b>623,232</b>	<b>811,590</b>	<b>1,007,356</b>	<b>195,766</b>
<b>TOTAL EXPENDITURES</b>	<b>102,745</b>	<b>214,910</b>	<b>367,821</b>	<b>626,648</b>	<b>779,994</b>	<b>963,930</b>	<b>1,150,123</b>	<b>186,193</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>4,399</b>	<b>20,332</b>	<b>(11,853)</b>	<b>(6,294)</b>	<b>148,268</b>	-	-	-
FUND BALANCE - BEGINNING	1,057	5,456	25,788	13,935	7,641	4,849	4,849	-
Less amounts associated with construction funding AR					(151,060)	-		
<b>FUND BALANCE - ENDING</b>	<b>\$ 5,456</b>	<b>\$ 25,788</b>	<b>\$ 13,935</b>	<b>\$ 7,641</b>	<b>\$ 4,849</b>	<b>\$ 4,849</b>	<b>\$ 4,849</b>	<b>\$ -</b>

**STATEMENT 2**  
**HIDDEN CREEK CDD**  
**FY 2023 PROPOSED GENERAL FUND EXPENDITURE & O&M ASSESSMENT ALLOCATION**

**1. ERU Assignment, Ranking and Calculation /(a)**

Approx Lot Width	Units	ERU	Total ERU	% ERU
22' (Townhome) (a)	148	0.45	66.60	11.32%
40'	277	0.80	221.60	37.67%
50'	300	1.00	300.00	51.00%
<b>Total</b>	<b>725</b>		<b>588.20</b>	<b>88.68%</b>

Approx Lot Width	Units	ERU	Total ERU	% ERU
Active Adult Unit	391	1.00	391.00	100.00%

**2. O&M Assessment Requirement ("AR")**

	Total	TWO (AA)	ONE (PL)
AR = TOTAL EXPENDITURES - NET /(a):	\$ 1,127,794	\$ 149,755	\$ 978,039
Plus: Early Payment Discount (4.0%)	\$ 47,991	\$ 6,373	\$ 41,619
Plus: County Collection Charges (2.0%)	\$ 23,996	\$ 3,186	\$ 20,809
<b>Total Expenditures - GROSS</b>	<b>\$ 1,199,780</b>	<b>\$ 159,314</b>	<b>\$ 1,040,467</b>
Total ERU:	979.20	391.00	588.20
<b>Total AR / ERU - GROSS (as if all On-Roll):</b>	<b>\$1,225.27</b>	<b>\$407.45</b>	<b>\$1,768.90</b>
Total AR / ERU - NET:	\$1,151.75	\$383.00	\$1,662.77

*Net amount reflects the receipt of funds from Southshore for road maintenance and gate attendants*

**3. Proposed FY 2023 Allocation of AR (as if all On-Roll) /(b)**

Approx Lot Width	Units	Assigned ERU	Net O&M Assmt/Unit	Gross O&M Assmt/Unit	Total Gross O&M Assmt
22'	148	0.45	\$748	\$796	\$117,809
40'	277	0.80	\$1,330	\$1,415	\$391,988
50'	300	1.00	\$1,663	\$1,769	\$530,670
Active Adult Units	391	1.00	\$383	\$407	\$159,314
<b>Total</b>	<b>1,116</b>				<b>\$1,199,780</b>

**4. FY 2022 Adopted Allocation of AR (as if all On-Roll) /(a),(b)**

Approx Lot Width	Units	Assigned ERU	Net O&M Assmt/Unit	Gross O&M Assmt/Unit	Total Gross O&M Assmt
22'	148	0.45	\$628	\$668	\$98,805
40'	309	0.80	\$1,116	\$1,187	\$366,737
50'	277	1.00	\$1,395	\$1,484	\$410,947
Active Adult Units	436	1.00	\$321	\$342	\$148,969
<b>Total</b>	<b>1,170</b>				<b>\$1,025,457</b>

**5. Difference between FY 2022 and FY 2023**

Approx Lot Width	Assigned ERU	Net Difference	Net Percent Increase	Per Month
22'	0.45	\$120	19.15%	\$10.02
40'	0.80	\$214	19.19%	\$17.85
50'	1.00	\$268	19.19%	\$22.31
Active Adult Units	1.00	\$62	19.32%	\$5.17
<b>Total</b>				

**Footnote:**

(a) Limited services provided to Active Adult area, including maintenance along collector road.

(b) Un-platted lands will receive an O&M assessment for CDD administrative services. Developer will enter into an O&M deficit funding agreement for the FY 2022/2023 budget to cover any shortfalls in the FY 2022/2023 budget. Developer will fund budget deficits based on actual expenditures that exceed actual revenues as needed.



STATEMENT 3 HIDDEN CREEK CDD - CONTRACT SUMMARY			
FINANCIAL STATEMENT CATEGORY	SERVICE PROVIDER (VENDOR)	Contract Amt. / Year	COMMENTS (SCOPE OF SERVICE)
ADMINISTRATIVE:	BREEZE		
SUPERVISORS COMPENSATION		4,800	Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting at which they are in attendance. The amount for the Fiscal Year assumes - 3 Board Members per Meeting , 8 Meetings Considered. Chairman waives compensation as the fourth Supervisor
PAYROLL TAXES		367	Payroll taxes for Supervisor Compensation ; 7.65% of Payroll
PAYROLL SERVICES		495	Amount is assessed at \$55 Per Payroll Plus Year End Processing of \$50 for the processing of payroll related to Supervisor
MANAGEMENT CONSULTING SERVICES	BREEZE	26,000	The District received Management, Accounting and Assessment services as part of a Management Agreement.
CONSTRUCTION ACCOUNTING SERVICE		-	It is not anticipated that the District will be in need of construction accounting in FY 2023
PLANNING, COORDINATING & CONTRACT SERVICES	BREEZE	36,000	Governmental agency coordination, construction & maintenance contract administration, technical and engineering support services associated with maintenance & construction of District infrastructure
ADMINISTRATIVE SERVICES	BREEZE	7,500	The District receives administrative services as part of the agreement, approximates \$500 Monthly
BANK FEES	BANK UNITED	120	Fees associated with maintaining the District's bank accounts and the ordering of checks
MISCELLANEOUS		500	Miscellaneous as needed for General Administrative expenditures that are not appropriated in any other line items
AUDITING SERVICES	DIBARTOLOMEO	3,200	Florida Statute mandates an audit of its financial records to be performed on an annual basis by an independent Certified Public Accounting firm.
TRAVEL PER DIEM		200	Estimated for Supervisor travel to and from District meetings
INSURANCE	EGIS INSURANCE	24,373	The Districts General Liability , Public Officials and Property insurance is with EGIS Insurance and Risk Advisors. They specialize in providing insurance coverage to governmental agencies. The budgeted amount is based on estimates received fro EGIS.
REGULATORY AND PERMIT FEES	STATE	175	The District is required to pay an annual fee of \$175 to the Department of Community Affairs.
LEGAL ADVERTISEMENTS	TAMPA BAY TIMES	1,500	The District is required to advertise various notices for monthly Board meetings and other public hearings in a newspaper of general circulation
ENGINEERING SERVICES	STANTEC CONSULTING	7,000	The District Engineer provides general engineering services to the District; i.e. attendance and preparation for monthly board meetings, review of contractor plans and invoices, and other specifically requested assignments.
LEGAL SERVICES	STRALEY, ROBIN, VERICKER	10,000	The District's attorney provides general legal services to the District; i.e. attendance and preparation for monthly Board meetings, review of contracts, review of agreements and resolutions, and other research as directed or requested by the Board of Superviros and the District Manager
WEBSITE DEVELOPMENT AND HOSTING	CAMPUS SUITE	2,015	The District is mandated to post on the internet the approved and adopted budgets as well as agendas and other items in accordance with State requirements. Campus Suite - \$1,515 includes website compliance and remediation of 750 documents as well as \$500 for District Manager upload and oversight
MISCELLANEOUS		-	Miscellaneous as needed for General Administrative expenditures that are not appropriated in any other line items
	TOTAL	124,245	

STATEMENT 3 HIDDEN CREEK CDD - CONTRACT SUMMARY			
FINANCIAL STATEMENT CATEGORY	SERVICE PROVIDER (VENDOR)	Contract Amt. / Year	COMMENTS (SCOPE OF SERVICE)
<b>DEBT ADMINISTRATIVE:</b>			
ARBITRAGE	LLS Solutions	1,300	The District receives services from an independent specialist to calculate the District's Arbitrage Rebate Liability on respective bond issuances. Confirmed with LLS for arbitrage related to the 2017A Bonds - rebate is calculated by end of July
DISSIMINATION AGENT	LERNER SERVICES	6,500	The District is required by the Securities & Exchange Commission to comply with Rule 15c2-12(b)-(5) which relates to additional reporting requirements for bond issues. The budgeted amount is based on standard fees charged for this service.
TRUSTEE FEES	US BANK	10,722	The District deposits amounts related to a Bond Series with a Trustee stipulated in the trust indenture. Amount is confirmed with Trustee for bond issuance
	<b>TOTAL</b>	<b>18,522</b>	
<b>PHYSICAL ENVIRONMENT:</b>			
WATER	HILLSBOROUGH COUNTY	20,700	The District contracts for water utilities for use in the District. The budget is appropriated for the Meter located at 16620 Lagoon Shore Blvd; ave \$1725/mo
ELECTRICITY	TECO	38,700	The District contracts for electric utilities for Meters located at 16925 Trite Bend Street, 5329 Avid Reef, 504 Sailor Pines, 5108 & 5109 Jackel Chase, and 16620, 16671 and 16675 Lagoon Shore Blvd; Est \$3225/mo
LANDSCAPE MAINTENANCE	BRIGHTVIEW	220,000	Basic Service to include mowing, weed edging, blowing, weed control, turf and ornamental agronomic program and irrigation inspections, plus additional estimated for new entrance fountain, gate house, and completion of collector road (from Lagoon Shore Blvd to Sailor Pines Ct, excluding Phase 4 connector road); adds Addendum 3. Adding in additional \$20,000 for services areas coming on board in FY 2023
LANDSCAPE - MULCH	BRIGHTVIEW	10,000	Mulch is contracted for the community. The budget considers a one time install of 945 bales of pine straw
LANDSCAPE REPLENISHMENT	BRIGHTVIEW	10,000	Estimated (bushes, sod, tree replacement and bush and tree removal) an needed for the District
IRRIGATION REPAIR & MAINTENANCE	BRIGHTVIEW	7,500	Estimated for repairs and maintenance of the irrigation system. Amount is estimated based on historical averages
PONDS - AQUATICS MAINTENANCE	AQUATIC SYSTEMS	40,000	The District contracts for Waterway management and maintenance for sites 1-9 and for sites 12 - 15. There will be a total of 25 ponds in FY 2023
PONDS -- STOCKING AND PLANT INSTALL	AQUATIC SYSTEMS	3,000	To maintain the organiz health of the District's waterways the District considers Bream carp stocking and plant install
FOUNTAIN MAINTENANCE & REPAIR	FLORIDA FOUNTAIN	11,900	The District contracts for Fountain cleaning \$175/qtr per fountain (7 fountains) + \$1,000/yr maintenance & repair per fountain
PONDS LANDSCAPE MAINTENANCE	SOLITUDE	65,000	Mowing of future pond areas that will brought online in FY 2023
STREETLIGHTS	GIG FIBER	276,100	The District installs solar streetlights in the District. It is anticipated that there will be a total of 456 streetlights for FY 2023
ENTRANCE MONUMENT MAINTENANCE	H2O Pool	15,600	Fountain maintenance \$1,300/mo (water treatment, and cleaning of structure, excluding landscaping) (estimate)
COMPREHENSIVE FIELD SERVICES		15,000	Directs day to day operations of the District and oversees Field Tech Services. Schedule vendors and inspect their work, interact with new homeowners, coordinate general security hardware, manage RFP Process for ongoing maintenance and repairs, prepare monthly written reports to the Board, including estimated reimbursements for CDD business mileage driven by Field Service Tech.
AMENITY MANAGEMENT		5,000	To address gate management and open park areas
PET WASTE REMOVAL	POOP 911	3,060	Removal of pet waste, replace can liners, fill and pick up bags for 7 pet stations once weekly. Includes 5,000 bags
GATE REPAIR & MAINTENANCE		10,000	Estimated cost for repair, cell service \$55/gate per month, Contact One \$145/gate per month, and programming (2 gates)
GATE CLICKERS		6,000	Estimated 200 clickers @ \$30 ea
FRONT GATE ATTENDANTS		205,296	Security guard at front gate 6pm to 6am 7 days a week - Allied Universal bid
ENTRANCE GATE CAMERA MAINTENANCE		3,000	Supply and install vehicle camera for entrance and exit gates
HOLIDAY LIGHTING		7,500	Holiday lighting
REPAIRS & MAINTENANCE		1,000	As needed for signs and other items not listed above
ROADWAY MAINTENANCE		18,000	A reserve to be paid over the next 20 years as mandated by Hillsborough County for the repavement and resurfacing of the roads
CONTINGENCY		15,000	Additional for adding new landcaping, irrigation, ponds, or amenities for additional phases

**STATEMENT 4  
HIDDEN CREEK  
ADOPTED FY 2022-2023 DEBT SERVICE OBLIGATION**

	<b>SERIES 2016A-1</b>	<b>SERIES 2019A-1</b>	<b>SERIES 2019A-2 (AA3)</b>	<b>TOTAL FY23 BUDGET</b>
<b>REVENUE</b>				
SPECIAL ASSESSMENTS - ON ROLL - GROSS	\$ 411,804	\$ 309,887		\$ 721,691
SPECIAL ASSESSMENTS - OFF ROLL (NET)	-	-	12,631	12,631
LESS: EARLY PAYMENT DISCOUNT	(16,472)	(12,395)	-	(28,868)
<b>TOTAL REVENUE</b>	<b>395,332</b>	<b>297,491</b>	<b>12,631</b>	<b>705,454</b>
<b>EXPENDITURES</b>				
COUNTY - ASSESSMENT COLLECTION FEES	8,236	6,198	-	14,434
INTEREST EXPENSE				
May 1, 2023	149,583	106,431	6,316	262,330
November 1, 2023	149,583	106,431	6,316	262,330
PRINCIPAL PAYMENT				
November 1, 2023	85,000	75,000	-	160,000
<b>TOTAL EXPENDITURES</b>	<b>392,403</b>	<b>294,060</b>	<b>12,631</b>	<b>699,094</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>2,929</b>	<b>3,431</b>	<b>-</b>	<b>6,360</b>
<b>FUND BALANCE - ENDING (REVENUE TRUST ACCOUNT)</b>	<b>\$ 2,929</b>	<b>\$ 3,431</b>	<b>\$ -</b>	<b>\$ 6,360</b>

**Table 1. Series 2016A-1 Allocation of Maximum Annual Debt Service (GROSS MADS)**

<b>LOT WIDTH</b>	<b>LOTS</b>	<b>ERU</b>	<b>Total ERU</b>	<b>Adjusted % ERU</b>	<b>TOTAL ASSMTS</b>	<b>ASSMT / LOT</b>
40'	198	0.8	158.4	45.5%	\$ 187,455	\$ 947
50'	193	1.0	193.0	54.5%	\$ 224,349	\$ 1,162
<b>Total</b>	<b>391</b>		<b>351.4</b>	<b>100.0%</b>	<b>\$ 411,804</b>	

**Table 2. Series 2019A-1 Allocation of Maximum Annual Debt Service (GROSS MADS)**

<b>LOT WIDTH</b>	<b>LOTS</b>	<b>ERU</b>	<b>Total ERU</b>	<b>% ERU</b>	<b>TOTAL ASSMTS</b>	<b>ASSMT / LOT</b>
TH	148	0.5	74.0	28.2%	\$ 87,259	\$ 590
40'	106	0.8	84.8	32.3%	\$ 99,994	\$ 943
50'	104	1.0	104.0	39.6%	\$ 122,634	\$ 1,179
<b>Total</b>	<b>358</b>		<b>262.8</b>	<b>100.0%</b>	<b>\$ 309,887</b>	

# **EXHIBIT 3**

## RESOLUTION 2022-11

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HIDDEN CREEK COMMUNITY DEVELOPMENT DISTRICT IMPOSING ANNUALLY RECURRING OPERATIONS AND MAINTENANCE NON-AD VALOREM SPECIAL ASSESSMENTS; PROVIDING FOR COLLECTION AND ENFORCEMENT OF ALL DISTRICT SPECIAL ASSESSMENTS; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENT OF THE ASSESSMENT ROLL; PROVIDING FOR CHALLENGES AND PROCEDURAL IRREGULARITIES; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Hidden Creek Community Development District (“**District**”) is a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes for the purpose of providing, preserving, operating, and maintaining infrastructure improvements, facilities, and services to the lands within the District;

**WHEREAS**, the District is located in Hillsborough County, Florida (“**County**”);

**WHEREAS**, the Board of Supervisors of the District (“**Board**”) hereby determines to undertake various activities described in the District’s adopted budget for fiscal year 2022-2023 attached hereto as **Exhibit A (“FY 2022-2023 Budget”)** and incorporated as a material part of this Resolution by this reference;

**WHEREAS**, the District must obtain sufficient funds to provide for the activities described in the FY 2022-2023 Budget;

**WHEREAS**, the provision of the activities described in the FY 2022-2023 Budget is a benefit to lands within the District;

**WHEREAS**, the District may impose non-ad valorem special assessments on benefited lands within the District pursuant to Chapter 190, Florida Statutes;

**WHEREAS**, such special assessments may be placed on the County tax roll and collected by the local Tax Collector (“**Uniform Method**”) pursuant to Chapters 190 and 197, Florida Statutes;

**WHEREAS**, the District has, by resolution and public notice, previously evidenced its intention to utilize the Uniform Method;

**WHEREAS**, the District has approved an agreement with the County Property Appraiser (“**Property Appraiser**”) and County Tax Collector (“**Tax Collector**”) to provide for the collection of special assessments under the Uniform Method;

**WHEREAS**, it is in the best interests of the District to proceed with the imposition, levy, and collection of the annually recurring operations and maintenance non-ad valorem special assessments on all assessable lands in the amount contained for each parcel’s portion of the FY

2022-2023 Budget (“**O&M Assessments**”);

**WHEREAS**, the Board desires to collect the annual installment for the previously levied debt service non-ad valorem special assessments (“**Debt Assessments**”) in the amounts shown in the FY 2022-2023 Budget;

**WHEREAS**, the District adopted an assessment roll as maintained in the office of the District Manager, available for review, and incorporated as a material part of this Resolution by this reference (“**Assessment Roll**”);

**WHEREAS**, it is in the best interests of the District to certify a portion of the Assessment Roll on the parcels designated in the Assessment Roll to the Tax Collector pursuant to the Uniform Method and to directly collect a portion of the Assessment Roll on the parcels designated in the Assessment Roll through the direct collection method pursuant to Chapter 190, Florida Statutes; and

**WHEREAS**, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll, including the property certified to the Tax Collector by this Resolution, as the Property Appraiser updates the property roll, for such time as authorized by Florida law.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD:**

**Section 1. Benefit from Activities and O&M Assessments.** The provision of the activities described in the FY 2022-2023 Budget confer a special and peculiar benefit to the lands within the District, which benefits exceed or equal the O&M Assessments allocated to such lands. The allocation of the expenses of the activities to the specially benefited lands is shown in the FY 2022-2023 Budget and in the Assessment Roll.

**Section 2. O&M Assessments Imposition.** Pursuant to Chapter 190, Florida Statutes and procedures authorized by Florida law for the levy and collection of special assessments, the O&M Assessments are hereby imposed and levied on benefited lands within the District in accordance with the FY 2022-2023 Budget and Assessment Roll. The lien of the O&M Assessments imposed and levied by this Resolution shall be effective upon passage of this Resolution.

**Section 3. Collection and Enforcement of District Assessments.**

- a. **Uniform Method for certain Debt Assessments and certain O&M Assessments.** The collection of the Debt Assessments and O&M Assessments on certain lands designated for collection using the Uniform Method as described in the Assessment Roll, shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method. All assessments collected by the Tax Collector shall be due, payable, and enforced pursuant to Chapter 197, Florida Statutes.

**b. Direct Bill for Certain Debt Assessments.**

- i. The Debt Assessments on undeveloped and unplatted lands will be collected directly by the District in accordance with Florida law, as set forth in the Assessment Roll.
- ii. To the extent permitted by law, the Debt Assessments due may be paid in several partial, deferred payments and according to the following schedule:
  1. 50% due no later than October 1, 2022
  2. 25% due no later than February 1, 2023
  3. 25% due no later than April 1, 2023
- iii. In the event that a Debt Assessment payment is not made in accordance with the schedule stated above, the whole Debt Assessment – including any remaining partial or deferred payments for Fiscal Year 2022-2023 as well as any future installments of the Debt Assessment – shall immediately become due and payable. Such Debt Assessment shall accrue interest (at the applicable rate of any bonds or other debt instruments secured by the Debt Assessment), statutory penalties in the amount of 1% per month, and all costs of collection and enforcement. Such Debt Assessment shall either be enforced pursuant to a foreclosure action, or, at the District's sole discretion, collected pursuant to the Uniform Method on a future tax bill, which amount may include penalties, interest, and costs of collection and enforcement.
- iv. In the event a Debt Assessment subject to direct collection by the District shall be delinquent, the District Manager and District Counsel, without further authorization by the Board, may initiate foreclosure proceedings pursuant to Chapter 170, Florida Statutes or other applicable law to collect and enforce the whole assessment, as set forth herein.

**c. Direct Bill for Certain O&M Assessments.**

- i. The O&M Assessments on certain lands (as designated for direct collection in the Assessment Roll) will be collected directly by the District in accordance with Florida law, as set forth in the Assessment Roll.
- ii. O&M Assessments directly collected by the District are due in full and may be paid in several partial, deferred payments and according to the following schedule:
  1. 50% due no later than October 1, 2022
  2. 25% due no later than February 1, 2023
  3. 25% due no later than April 1, 2023
- iii. In the event that an O&M Assessment payment is not made in accordance with the schedule stated above, the whole O&M Assessment may immediately become due and payable. Such O&M Assessment shall accrue statutory penalties in the amount of 1% per month and all costs of collection and enforcement. Such O&M Assessment shall either be enforced pursuant to a foreclosure action, or, at the District's sole discretion, collected pursuant to the Uniform Method on a future tax bill, which amount may include penalties and costs of collection and enforcement.

- d. Future Collection Methods.** The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such

method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

**Section 4. Certification of Assessment Roll.** The Assessment Roll is hereby certified and authorized to be transmitted to the Tax Collector.

**Section 5. Assessment Roll Amendment.** The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law. After any amendment of the Assessment Roll, the District Manager shall file the updates to the tax roll in the District records.

**Section 6. Assessment Challenges.** The adoption of this Resolution shall be the final determination of all issues related to the O&M Assessments as it relates to property owners whose benefited property is subject to the O&M Assessments (including, but not limited to, the determination of special benefit and fair apportionment to the assessed property, the method of apportionment, the maximum rate of the O&M Assessments, and the levy, collection, and lien of the O&M Assessments), unless proper steps shall be initiated in a court of competent jurisdiction to secure relief within 30 days from adoption date of this Resolution.

**Section 7. Procedural Irregularities.** Any informality or irregularity in the proceedings in connection with the levy of the O&M Assessments shall not affect the validity of the same after the adoption of this Resolution, and any O&M Assessments as finally approved shall be competent and sufficient evidence that such O&M Assessment was duly levied, that the O&M Assessment was duly made and adopted, and that all other proceedings adequate to such O&M Assessment were duly had, taken, and performed as required.

**Section 8. Severability.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

**Section 9. Effective Date.** This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

**Passed and Adopted on August 10, 2022.**

Attested By:

**Hidden Creek Community  
Development District**

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Chair/Vice Chair of the Board of Supervisors

**Exhibit A: FY 2022-2023 Budget**



**STATEMENT 1  
HIDDEN CREEK CDD  
FY 2023 PROPOSED BUDGET  
GENERAL FUND (O&M)**

	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ACTUAL</b>	<b>FY 2021 ACTUAL</b>	<b>FY 2022 ADOPTED</b>	<b>FY 2023 PROPOSED</b>	<b>VARIANCE FY 2022-2023</b>
<b>REVENUE</b>								
GENERAL FUND REVENUE /(1)	\$ 98,144	\$ 229,671	\$ 303,468	\$ 149,782	\$ 928,262	\$ 832,741	\$ 1,127,794	295,053
DEVELOPER FUNDING			47,189	470,572	-	131,189	-	(131,189)
SOIUTHSHORE BAY CLUB - ROADWAY	-	-	-	-	-	-	1,800	1,800
SOUTHSHORE BAY CLUB - GATE ATTENDANTS	-	-	-	-	-	-	20,530	20,530
MISCELLELLANOUS REVENUE	9,000	5,571	5,311	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>107,144</b>	<b>235,242</b>	<b>355,968</b>	<b>620,354</b>	<b>928,262</b>	<b>963,930</b>	<b>1,150,123</b>	<b>186,193</b>
<b>EXPENDITURES</b>								
<b>ADMINISTRATIVE</b>								
SUPERVISORS COMPENSATION	3,600	4,200	1,630	2,600	1,655	8,000	4,800	(3,200)
PAYROLL TAXES	275	321	291	199	123	612	367	(245)
PAYROLL SERVICES	301	528	352	196	199	457	495	38
MANAGEMENT CONSULTING SERVICES	21,000	24,000	24,000	24,000	23,086	24,000	26,000	2,000
CONSTRUCTION ACCOUNTING SERVICE	9,000	4,500	8,500	6,000	4,000	4,000	-	(4,000)
PLANNING & COORDINATION SERVICES	36,000	36,000	36,000	36,000	36,000	36,000	36,000	-
ADMINISTRATIVE SERVICES	7,500	7,560	7,500	7,500	7,500	7,500	7,500	-
BANK FEES	15	129	130	152	150	120	120	-
MISCELLANEOUS	-	478	15	695	1,727	500	500	-
AUDITING SERVICES	2,400	2,400	2,300	2,400	2,500	2,800	3,200	400
TRAVEL PER DIEM	-	-	16	-	-	200	200	-
INSURANCE	2,410	5,300	8,973	18,901	20,554	21,586	24,373	2,787
REGULATORY AND PERMIT FEES	175	175	175	175	175	175	175	-
LEGAL ADVERTISEMENTS	2,446	1,231	5,934	5,882	3,015	1,500	1,500	-
ENGINEERING SERVICES	3,923	7,987	4,990	5,072	10,498	7,000	7,000	-
LEGAL SERVICES	8,065	7,349	9,863	5,044	17,843	9,000	10,000	1,000
WEBSITE DEVELOPMENT AND HOSTING	757	740	2,109	2,232	1,515	2,015	2,015	-
MISCELLANEOUS CONTINGENCY	-	-	489	-	-	-	-	-
<b>TOTAL ADMINISTRATIVE</b>	<b>97,867</b>	<b>102,898</b>	<b>113,266</b>	<b>117,047</b>	<b>130,540</b>	<b>125,465</b>	<b>124,245</b>	<b>(1,220)</b>
<b>DEBT ADMINISTRATION</b>								
ARBITRAGE	-	650	650	650	650	1,300	1,300	-
DISSEMINATION AGENT	4,000	5,000	5,900	6,500	6,500	6,500	6,500	-
TRUSTEE FEES	-	9,104	9,105	23,072	19,072	19,075	10,722	(8,353)
<b>TOTAL DEBT ADMINISTRATION</b>	<b>4,000</b>	<b>14,754</b>	<b>15,655</b>	<b>30,222</b>	<b>26,222</b>	<b>26,875</b>	<b>18,522</b>	<b>(8,353)</b>

**STATEMENT 1  
HIDDEN CREEK CDD  
FY 2023 PROPOSED BUDGET  
GENERAL FUND (O&M)**

	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ACTUAL</b>	<b>FY 2021 ACTUAL</b>	<b>FY 2022 ADOPTED</b>	<b>FY 2023 PROPOSED</b>	<b>VARIANCE FY 2022-2023</b>
<b>PHYSICAL ENVIRONMENT</b>								
WATER	-	54,487	29,700	29,487	13,322	20,700	20,700	-
ELECTRICITY	-	643	12,847	27,631	29,456	38,700	38,700	-
LANDSCAPE MAINTENANCE	-	28,104	126,873	195,030	206,061	220,000	220,000	-
LANDSCAPE - MULCH	-	-	-	8,977	3,638	10,000	10,000	-
LANDSCAPE REPLENISHMENT	-	-	-	7,142	6,067	10,000	10,000	-
IRRIGATION REPAIR & MAINTENANCE	-	-	-	4,478	7,019	7,500	7,500	-
PONDS - AQUATICS MAINTENANCE	878	-	14,815	17,804	15,629	20,000	40,000	20,000
PONDS -- STOCKING AND PLANT INSTALL	-	-	-	-	-	3,000	3,000	-
FOUNTAIN MAINTENANCE & REPAIR	-	-	-	475	1,936	11,900	11,900	-
PONDS LANDSCAPE MAINTENANCE	-	10,704	-	28,500	27,848	33,840	65,000	31,160
STREETLIGHTS	-	-	37,050	113,241	191,195	275,400	276,100	700
ENTRANCE MONUMENT MAINTENANCE	-	-	-	19,500	14,300	15,600	15,600	-
COMPREHENSIVE FIELD SERVICES	-	-	-	14,196	13,896	15,000	15,000	-
AMENITY MANAGEMENT	-	69	8,410	-	-	5,000	5,000	-
PET WASTE REMOVAL	-	-	-	-	2,425	3,060	3,060	-
GATE REPAIR & MAINTENANCE	-	-	-	300	8,407	10,000	10,000	-
GATE CLICKERS	-	-	-	6,000	33,155	6,000	6,000	-
FRONT GATE ATTENDANTS	-	-	-	-	17,548	74,890	205,296	130,406
ENTRANCE GATE CAMERA MAINTENANCE	-	-	-	140	7,140	7,500	3,000	(4,500)
HOLIDAY LIGHTING	-	-	-	3,877	7,500	7,500	7,500	-
REPAIRS & MAINTENANCE	-	1,650	3,981	1,750	321	1,000	1,000	-
ROADWAY MAINTENANCE RESERVE	-	-	-	-	-	-	18,000	18,000
CONTINGENCY	-	1,600	5,223	852	16,369	15,000	15,000	-
<b>TOTAL PHYSICAL ENVIRONMENT</b>	<b>878</b>	<b>97,258</b>	<b>238,900</b>	<b>479,379</b>	<b>623,232</b>	<b>811,590</b>	<b>1,007,356</b>	<b>195,766</b>
<b>TOTAL EXPENDITURES</b>	<b>102,745</b>	<b>214,910</b>	<b>367,821</b>	<b>626,648</b>	<b>779,994</b>	<b>963,930</b>	<b>1,150,123</b>	<b>186,193</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>4,399</b>	<b>20,332</b>	<b>(11,853)</b>	<b>(6,294)</b>	<b>148,268</b>	-	-	-
FUND BALANCE - BEGINNING	1,057	5,456	25,788	13,935	7,641	4,849	4,849	-
Less amounts associated with construction funding AR					(151,060)	-		
<b>FUND BALANCE - ENDING</b>	<b>\$ 5,456</b>	<b>\$ 25,788</b>	<b>\$ 13,935</b>	<b>\$ 7,641</b>	<b>\$ 4,849</b>	<b>\$ 4,849</b>	<b>\$ 4,849</b>	<b>\$ -</b>

**STATEMENT 2**  
**HIDDEN CREEK CDD**  
**FY 2023 PROPOSED GENERAL FUND EXPENDITURE & O&M ASSESSMENT ALLOCATION**

**1. ERU Assignment, Ranking and Calculation /(a)**

Approx Lot Width	Units	ERU	Total ERU	% ERU
22' (Townhome) (a)	148	0.45	66.60	11.32%
40'	277	0.80	221.60	37.67%
50'	300	1.00	300.00	51.00%
<b>Total</b>	<b>725</b>		<b>588.20</b>	<b>88.68%</b>

Approx Lot Width	Units	ERU	Total ERU	% ERU
Active Adult Unit	391	1.00	391.00	100.00%

**2. O&M Assessment Requirement ("AR")**

	Total	TWO (AA)	ONE (PL)
AR = TOTAL EXPENDITURES - NET /(a):	\$ 1,127,794	\$ 149,755	\$ 978,039
Plus: Early Payment Discount (4.0%)	\$ 47,991	\$ 6,373	\$ 41,619
Plus: County Collection Charges (2.0%)	\$ 23,996	\$ 3,186	\$ 20,809
<b>Total Expenditures - GROSS</b>	<b>\$ 1,199,780</b>	<b>\$ 159,314</b>	<b>\$ 1,040,467</b>
Total ERU:	979.20	391.00	588.20
<b>Total AR / ERU - GROSS (as if all On-Roll):</b>	<b>\$1,225.27</b>	<b>\$407.45</b>	<b>\$1,768.90</b>
Total AR / ERU - NET:	\$1,151.75	\$383.00	\$1,662.77

*Net amount reflects the receipt of funds from Southshore for road maintenance and gate attendants*

**3. Proposed FY 2023 Allocation of AR (as if all On-Roll) /(b)**

Approx Lot Width	Units	Assigned ERU	Net O&M Assmt/Unit	Gross O&M Assmt/Unit	Total Gross O&M Assmt
22'	148	0.45	\$748	\$796	\$117,809
40'	277	0.80	\$1,330	\$1,415	\$391,988
50'	300	1.00	\$1,663	\$1,769	\$530,670
Active Adult Units	391	1.00	\$383	\$407	\$159,314
<b>Total</b>	<b>1,116</b>				<b>\$1,199,780</b>

**4. FY 2022 Adopted Allocation of AR (as if all On-Roll) /(a),(b)**

Approx Lot Width	Units	Assigned ERU	Net O&M Assmt/Unit	Gross O&M Assmt/Unit	Total Gross O&M Assmt
22'	148	0.45	\$628	\$668	\$98,805
40'	309	0.80	\$1,116	\$1,187	\$366,737
50'	277	1.00	\$1,395	\$1,484	\$410,947
Active Adult Units	436	1.00	\$321	\$342	\$148,969
<b>Total</b>	<b>1,170</b>				<b>\$1,025,457</b>

**5. Difference between FY 2022 and FY 2023**

Approx Lot Width	Assigned ERU	Net Difference	Net Percent Increase	Per Month
22'	0.45	\$120	19.15%	\$10.02
40'	0.80	\$214	19.19%	\$17.85
50'	1.00	\$268	19.19%	\$22.31
Active Adult Units	1.00	\$62	19.32%	\$5.17
<b>Total</b>				

**Footnote:**

(a) Limited services provided to Active Adult area, including maintenance along collector road.

(b) Un-platted lands will receive an O&M assessment for CDD administrative services. Developer will enter into an O&M deficit funding agreement for the FY 2022/2023 budget to cover any shortfalls in the FY 2022/2023 budget. Developer will fund budget deficits based on actual expenditures that exceed actual revenues as needed.

STATEMENT 3 HIDDEN CREEK CDD - CONTRACT SUMMARY			
FINANCIAL STATEMENT CATEGORY	SERVICE PROVIDER (VENDOR)	Contract Amt. / Year	COMMENTS (SCOPE OF SERVICE)
ADMINISTRATIVE:	BREEZE		
SUPERVISORS COMPENSATION		4,800	Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting at which they are in attendance. The amount for the Fiscal Year assumes - 3 Board Members per Meeting , 8 Meetings Considered. Chairman waives compensation as the fourth Supervisor
PAYROLL TAXES		367	Payroll taxes for Supervisor Compensation ; 7.65% of Payroll
PAYROLL SERVICES		495	Amount is assessed at \$55 Per Payroll Plus Year End Processing of \$50 for the processing of payroll related to Supervisor
MANAGEMENT CONSULTING SERVICES	BREEZE	26,000	The District received Management, Accounting and Assessment services as part of a Management Agreement.
CONSTRUCTION ACCOUNTING SERVICE		-	It is not anticipated that the District will be in need of construction accounting in FY 2023
PLANNING, COORDINATING & CONTRACT SERVICES	BREEZE	36,000	Governmental agency coordination, construction & maintenance contract administration, technical and engineering support services associated with maintenance & construction of District infrastructure
ADMINISTRATIVE SERVICES	BREEZE	7,500	The District receives administrative services as part of the agreement, approximates \$500 Monthly
BANK FEES	BANK UNITED	120	Fees associated with maintaining the District's bank accounts and the ordering of checks
MISCELLANEOUS		500	Miscellaneous as needed for General Administrative expenditures that are not appropriated in any other line items
AUDITING SERVICES	DIBARTOLOMEO	3,200	Florida Statute mandates an audit of its financial records to be performed on an annual basis by an independent Certified Public Accounting firm.
TRAVEL PER DIEM		200	Estimated for Supervisor travel to and from District meetings
INSURANCE	EGIS INSURANCE	24,373	The Districts General Liability , Public Officials and Property insurance is with EGIS Insurance and Risk Advisors. They specialize in providing insurance coverage to governmental agencies. The budgeted amount is based on estimates received fro EGIS.
REGULATORY AND PERMIT FEES	STATE	175	The District is required to pay an annual fee of \$175 to the Department of Community Affairs.
LEGAL ADVERTISEMENTS	TAMPA BAY TIMES	1,500	The District is required to advertise various notices for monthly Board meetings and other public hearings in a newspaper of general circulation
ENGINEERING SERVICES	STANTEC CONSULTING	7,000	The District Engineer provides general engineering services to the District; i.e. attendance and preparation for monthly board meetings, review of contractor plans and invoices, and other specifically requested assignments.
LEGAL SERVICES	STRALEY, ROBIN, VERICKER	10,000	The District's attorney provides general legal services to the District; i.e. attendance and preparation for monthly Board meetings, review of contracts, review of agreements and resolutions, and other research as directed or requested by the Board of Superviros and the District Manager
WEBSITE DEVELOPMENT AND HOSTING	CAMPUS SUITE	2,015	The District is mandated to post on the internet the approved and adopted budgets as well as agendas and other items in accordance with State requirements. Campus Suite - \$1,515 includes website compliance and remediation of 750 documents as well as \$500 for District Manager upload and oversight
MISCELLANEOUS		-	Miscellaneous as needed for General Administrative expenditures that are not appropriated in any other line items
	TOTAL	124,245	



STATEMENT 3 HIDDEN CREEK CDD - CONTRACT SUMMARY			
FINANCIAL STATEMENT CATEGORY	SERVICE PROVIDER (VENDOR)	Contract Amt. / Year	COMMENTS (SCOPE OF SERVICE)
<b>DEBT ADMINISTRATIVE:</b>			
ARBITRAGE	LLS Solutions	1,300	The District receives services from an independent specialist to calculate the District's Arbitrage Rebate Liability on respective bond issuances. Confirmed with LLS for arbitrage related to the 2017A Bonds - rebate is calculated by end of July
DISSIMINATION AGENT	LERNER SERVICES	6,500	The District is required by the Securities & Exchange Commission to comply with Rule 15c2-12(b)-(5) which relates to additional reporting requirements for bond issues. The budgeted amount is based on standard fees charged for this service.
TRUSTEE FEES	US BANK	10,722	The District deposits amounts related to a Bond Series with a Trustee stipulated in the trust indenture. Amount is confirmed with Trustee for bond issuance
	<b>TOTAL</b>	<b>18,522</b>	
<b>PHYSICAL ENVIRONMENT:</b>			
WATER	HILLSBOROUGH COUNTY	20,700	The District contracts for water utilities for use in the District. The budget is appropriated for the Meter located at 16620 Lagoon Shore Blvd; ave \$1725/mo
ELECTRICITY	TECO	38,700	The District contracts for electric utilities for Meters located at 16925 Trite Bend Street, 5329 Avid Reef, 504 Sailor Pines, 5108 & 5109 Jackel Chase, and 16620, 16671 and 16675 Lagoon Shore Blvd; Est \$3225/mo
LANDSCAPE MAINTENANCE	BRIGHTVIEW	220,000	Basic Service to include mowing, weed edging, blowing, weed control, turf and ornamental agronomic program and irrigation inspections, plus additional estimated for new entrance fountain, gate house, and completion of collector road (from Lagoon Shore Blvd to Sailor Pines Ct, excluding Phase 4 connector road); adds Addendum 3. Adding in additional \$20,000 for services areas coming on board in FY 2023
LANDSCAPE - MULCH	BRIGHTVIEW	10,000	Mulch is contracted for the community. The budget considers a one time install of 945 bales of pine straw
LANDSCAPE REPLENISHMENT	BRIGHTVIEW	10,000	Estimated (bushes, sod, tree replacement and bush and tree removal) an needed for the District
IRRIGATION REPAIR & MAINTENANCE	BRIGHTVIEW	7,500	Estimated for repairs and maintenance of the irrigation system. Amount is estimated based on historical averages
PONDS - AQUATICS MAINTENANCE	AQUATIC SYSTEMS	40,000	The District contracts for Waterway management and maintenance for sites 1-9 and for sites 12 - 15. There will be a total of 25 ponds in FY 2023
PONDS -- STOCKING AND PLANT INSTALL	AQUATIC SYSTEMS	3,000	To maintain the organiz health of the District's waterways the District considers Bream carp stocking and plant install
FOUNTAIN MAINTENANCE & REPAIR	FLORIDA FOUNTAIN	11,900	The District contracts for Fountain cleaning \$175/qtr per fountain (7 fountains) + \$1,000/yr maintenance & repair per fountain
PONDS LANDSCAPE MAINTENANCE	SOLITUDE	65,000	Mowing of future pond areas that will brought online in FY 2023
STREETLIGHTS	GIG FIBER	276,100	The District installs solar streetlights in the District. It is anticipated that there will be a total of 456 streetlights for FY 2023
ENTRANCE MONUMENT MAINTENANCE	H2O Pool	15,600	Fountain maintenance \$1,300/mo (water treatment, and cleaning of structure, excluding landscaping) (estimate)
COMPREHENSIVE FIELD SERVICES		15,000	Directs day to day operations of the District and oversees Field Tech Services. Schedule vendors and inspect their work, interact with new homeowners, coordinate general security hardware, manage RFP Process for ongoing maintenance and repairs, prepare monthly written reports to the Board, including estimated reimbursements for CDD business mileage driven by Field Service Tech.
AMENITY MANAGEMENT		5,000	To address gate management and open park areas
PET WASTE REMOVAL	POOP 911	3,060	Removal of pet waste, replace can liners, fill and pick up bags for 7 pet stations once weekly. Includes 5,000 bags
GATE REPAIR & MAINTENANCE		10,000	Estimated cost for repair, cell service \$55/gate per month, Contact One \$145/gate per month, and programming (2 gates)
GATE CLICKERS		6,000	Estimated 200 clickers @ \$30 ea
FRONT GATE ATTENDANTS		205,296	Security guard at front gate 6pm to 6am 7 days a week - Allied Universal bid
ENTRANCE GATE CAMERA MAINTENANCE		3,000	Supply and install vehicle camera for entrance and exit gates
HOLIDAY LIGHTING		7,500	Holiday lighting
REPAIRS & MAINTENANCE		1,000	As needed for signs and other items not listed above
ROADWAY MAINTENANCE		18,000	A reserve to be paid over the next 20 years as mandated by Hillsborough County for the repavement and resurfacing of the roads
CONTINGENCY		15,000	Additional for adding new landcaping, irrigation, ponds, or amenities for additional phases

**STATEMENT 4  
HIDDEN CREEK  
ADOPTED FY 2022-2023 DEBT SERVICE OBLIGATION**

	<b>SERIES 2016A-1</b>	<b>SERIES 2019A-1</b>	<b>SERIES 2019A-2 (AA3)</b>	<b>TOTAL FY23 BUDGET</b>
<b>REVENUE</b>				
SPECIAL ASSESSMENTS - ON ROLL - GROSS	\$ 411,804	\$ 309,887		\$ 721,691
SPECIAL ASSESSMENTS - OFF ROLL (NET)	-	-	12,631	12,631
LESS: EARLY PAYMENT DISCOUNT	(16,472)	(12,395)	-	(28,868)
<b>TOTAL REVENUE</b>	<b>395,332</b>	<b>297,491</b>	<b>12,631</b>	<b>705,454</b>
<b>EXPENDITURES</b>				
COUNTY - ASSESSMENT COLLECTION FEES	8,236	6,198	-	14,434
INTEREST EXPENSE				
May 1, 2023	149,583	106,431	6,316	262,330
November 1, 2023	149,583	106,431	6,316	262,330
PRINCIPAL PAYMENT				
November 1, 2023	85,000	75,000	-	160,000
<b>TOTAL EXPENDITURES</b>	<b>392,403</b>	<b>294,060</b>	<b>12,631</b>	<b>699,094</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>2,929</b>	<b>3,431</b>	<b>-</b>	<b>6,360</b>
<b>FUND BALANCE - ENDING (REVENUE TRUST ACCOUNT)</b>	<b>\$ 2,929</b>	<b>\$ 3,431</b>	<b>\$ -</b>	<b>\$ 6,360</b>

**Table 1. Series 2016A-1 Allocation of Maximum Annual Debt Service (GROSS MADS)**

<b>LOT WIDTH</b>	<b>LOTS</b>	<b>ERU</b>	<b>Total ERU</b>	<b>Adjusted % ERU</b>	<b>TOTAL ASSMTS</b>	<b>ASSMT / LOT</b>
40'	198	0.8	158.4	45.5%	\$ 187,455	\$ 947
50'	193	1.0	193.0	54.5%	\$ 224,349	\$ 1,162
<b>Total</b>	<b>391</b>		<b>351.4</b>	<b>100.0%</b>	<b>\$ 411,804</b>	

**Table 2. Series 2019A-1 Allocation of Maximum Annual Debt Service (GROSS MADS)**

<b>LOT WIDTH</b>	<b>LOTS</b>	<b>ERU</b>	<b>Total ERU</b>	<b>% ERU</b>	<b>TOTAL ASSMTS</b>	<b>ASSMT / LOT</b>
TH	148	0.5	74.0	28.2%	\$ 87,259	\$ 590
40'	106	0.8	84.8	32.3%	\$ 99,994	\$ 943
50'	104	1.0	104.0	39.6%	\$ 122,634	\$ 1,179
<b>Total</b>	<b>358</b>		<b>262.8</b>	<b>100.0%</b>	<b>\$ 309,887</b>	

# **EXHIBIT 4**

## RESOLUTION 2022-12

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HIDDEN CREEK COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A DATE, TIME, AND LOCATION FOR A LANDOWNERS' MEETING FOR THE PURPOSE OF ELECTING ONE MEMBER OF THE BOARD; PROVIDING FOR PUBLICATION; PROVIDING SAMPLE NOTICE, INSTRUCTIONS, PROXY, AND BALLOTS; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Hidden Creek Community Development District (the “**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes;

**WHEREAS**, the District was established on July 25, 2013 by Ordinance No. 13-21 of the Hillsborough County Board of County Commissioners, as amended;

**WHEREAS**, the terms for Board **Seat 5** is set to expire in November 2022; and

**WHEREAS**, the District is statutorily required to announce a meeting of the landowners of the District for the purpose of electing one member of the Board.

### **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD:**

**Section 1.** In accordance with Section 190.006(2)(b), Florida Statutes the landowners' meeting to elect one member of the Board, to Board **Seat 5** will be held on November 9, 2022, at 6:00 p.m. at the Hilton Garden Inn, 4328 Garden Vista Drive, Riverview, Florida.

**Section 2.** The District's Secretary is hereby directed to publish notice of this landowners' meeting in accordance with the requirements of Section 190.006(2)(a), Florida Statutes.

**Section 3.** Pursuant to Section 190.006(2)(b), Florida Statutes, a sample notice of landowners' meeting and election, instructions on how all landowners may participate in the election, a sample proxy, and sample ballot forms are attached hereto as **Exhibit A**. Copies of such documents can be obtained from the District Manager's office.

**Section 4.** This Resolution shall become effective immediately upon its adoption.

**Passed and Adopted on August 10, 2022.**

**Attest:**

**Hidden Creek Community  
Development District**

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Secretary/ Assistant Secretary

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Chair/ Vice Chair of the Board of Supervisors



**Notice of Landowners' Meeting and Election and  
Meeting of the Board of Supervisors of the  
Hidden Creek Community Development District**

Notice is hereby given to the public and all landowners within the Hidden Creek Community Development District (the “**District**”), comprised of approximately 398.95 acres in Hillsborough County, Florida, advising that a landowners’ meeting will be held for the purpose of electing one member of the Board of Supervisors of the District. Immediately following the landowners’ meeting there will be convened a meeting of the Board of Supervisors for the purpose of considering certain matters of the Board to include election of certain District officers, and other such business which may properly come before the Board.

Date: November 9, 2022  
Time: 6:00 p.m.  
Place: Hilton Garden Inn  
4328 Garden Vista Drive  
Riverview, Florida

Each landowner may vote in person or authorize a proxy holder to vote in person on their behalf. Proxy forms and instructions relating to landowners’ meeting may be obtained upon request at the office of the District Manager located at 1540 International Parkway, Suite 2000, Lake Mary, Florida 32746. A copy of the agenda for these meetings may be obtained from the District Manager at the above address.

The landowners’ meeting and the Board of Supervisors meeting are open to the public and will be conducted in accordance with the provisions of Florida law. One or both of the meetings may be continued to a date, time, and place to be specified on the record at such meeting. There may be an occasion where one or more supervisors will participate by telephone.

Pursuant to the Americans with Disabilities Act, any person requiring special accommodations to participate in these meetings is asked to contact the District Manager at (813) 565-4663 or at [PThibault@breezehome.com](mailto:PThibault@breezehome.com), at least 48 hours before the hearing. If you are hearing or speech impaired, please contact the Florida Relay Service at 711 for aid in contacting the District Manager.

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

Patricia Thibault, District Manager  
*Run Date(s):* \_\_\_\_\_

**Instructions Relating to Landowners' Meeting  
of the Hidden Creek Community Development District  
for the Election of Members of the Board of Supervisors**

**Date:** November 9, 2022  
**Time:** 6:00 p.m.  
**Location:** Hilton Garden Inn  
4328 Garden Vista Drive  
Riverview, Florida

Pursuant to Chapter 190, Florida Statutes, and after a community development district (“**District**”) has been established and the landowners have held their initial election, there shall be subsequent landowners’ meeting for the purpose of electing members of the Board of Supervisors of the District (“**Board**”) every 2 years until the District qualifies to have its board members elected by the qualified electors of the District. The following instructions on how all landowners may participate in the election are intended to comply with Section 190.006(2)(b), Florida Statutes.

A landowner within the District may vote in person at the landowners’ meeting or the landowner may nominate a proxy holder to vote in person at the meeting in place of the landowner. Landowners or proxy holders need to bring a government issued ID for verification purposes.

Whether in person or by proxy, each landowner shall be entitled to cast 1 vote per un-platted acre of land owned by him or her and located within the District, for each seat on the Board that is open for election for the upcoming term. A fraction of an acre shall be treated as 1 acre, entitling the landowner to 1 vote with respect thereto. Please note that a particular parcel of real property is entitled to only 1 vote for each eligible acre of land or fraction thereof; therefore, 2 or more people who own real property in common, that is 1 acre or less, are together entitled to only 1 vote for that real property. Platted lots shall be counted individually and entitled to 1 vote. The acreage of platted lots shall not be aggregated for determining the number of voting units held by a landowner or a landowner’s proxy.

At the landowners’ meeting, the first step is to elect a chair for the meeting, who may be any person present at the meeting. The chair shall conduct the nominations and the voting. If the chair is a landowner or proxy holder of a landowner, he or she may nominate candidates and make and second motions. Candidates must be nominated and then shall be elected by a vote of the landowners. Mailed in ballots or proxies are not accepted because the landowners or proxy holders nominate candidates first for each seat in the election and then the ballots are casted. Furthermore, the District does not have the ability to verify the signatures of mailed in ballots or request clarification if there is an issue with any ballot or proxy.

This year, one seat on the Board will be up for election by landowners. The candidate receiving the highest number of votes will receive a 4-year term. The term of office for each successful candidate shall commence on November 9, 2022.

A proxy is available upon request. To be valid, each proxy must be signed by 1 of the legal owners of the property for which the vote is cast and must contain the typed or printed name of the individual who signed the proxy; the street address, legal description of the property, or tax parcel identification number; and the number of authorized votes. If the proxy authorizes more than 1 vote, each property must be listed and the number of un-platted acres of each property must be included. The signature on a proxy does not need to be notarized. Electronic signatures are not accepted because the integrity and security control processes required by Sections 668.001-.006, Florida Statutes are not feasible for the District at this time.

# Landowner Proxy

## Hidden Creek Community Development District Landowners' Meeting – November 9, 2022

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints \_\_\_\_\_ (“**Proxy Holder**”) for and on behalf of the undersigned, to vote as proxy at the meeting of the landowners of the Hidden Creek Community Development District to be held at Hilton Garden Inn, 4328 Garden Vista Drive, Riverview, Florida, on November 9, 2022, at 6:00 p.m., and at any adjournments thereof, according to the number of un-platted acres of land and/or platted lots owned by the undersigned landowner that the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing that may be considered at said meeting including, but not limited to, the election of members of the Board of Supervisors. Said Proxy Holder may vote in accordance with his or her discretion on all matters not known or determined at the time of solicitation of this proxy, which may legally be considered at said meeting.

Any proxy heretofore given by the undersigned for said meeting is hereby revoked. This proxy is to continue in full force and effect from the date hereof until the conclusion of the landowners' meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice of such revocation presented at the landowners' meeting prior to the Proxy Holder's exercising the voting rights conferred herein.

\_\_\_\_\_  
Printed Name of Legal Owner      Signature of Legal Owner      Date

Address/Legal/or Parcel ID #	# of Un-platted Acreage/ or # of Platted Lots	Authorized Votes
------------------------------	--	---------------------

*[Insert above the street address of each parcel, the legal description of each parcel, or the tax parcel identification number of each parcel. If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]*

**Total Number of Authorized Votes:** \_\_\_\_\_

### NOTES:

- 1. Pursuant to Section 190.006(2)(b), Florida Statutes, a fraction of an acre is treated as 1 acre entitling the landowner to 1 vote with respect thereto.*
- 2. 2 or more persons who own real property in common that is 1 acre or less are together entitled to only 1 vote for that real property.*
- 3. If the fee simple landowner is not an individual, and is instead a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto (e.g., bylaws, corporate resolution, etc.).*
- 4. Electronic signatures are not accepted because the integrity and security control processes required by Sections 668.001-.006, Florida Statutes are not feasible for the District at this time.*

# Official Ballot for Landowners

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## Hidden Creek Community Development District Landowners' Meeting – November 9, 2022 (Election of One Supervisor)

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The undersigned certifies that he/she/it is a fee simple owner of land located within the Hidden Creek Community Development District and described as follows:

Address/Legal/or Parcel ID #	# of Un-platted Acreage/ or # of Platted Lots	Authorized Votes
------------------------------	--	---------------------

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*[Insert above the street address of each parcel, the legal description of each parcel, or the tax parcel identification number of each parcel. If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]*

**Total Number of Authorized Votes:** \_\_\_\_\_

I do cast my votes as a Landowner as follows:

**Name of Candidate**

**Number of Votes**

**Seat 5**

\_\_\_\_\_

\_\_\_\_\_

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

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## Official Ballot for Proxy Holders

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### Hidden Creek Community Development District

**Landowners' Meeting – November 9, 2022**

**(Election of One Supervisor)**

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The undersigned certifies that he/she/it is the proxy holder for fee simple owners of land located within the Hidden Creek Community Development District and described in the attached proxies.

*Information in the dotted line below is to be filled out by District Staff prior to being returned to the proxy holder for casting the ballot:*

-----  
**Total Number of Proxies**

\_\_\_\_\_

**Total Number of Un-platted Acreage**

\_\_\_\_\_

**Total Number of Platted Lots**

\_\_\_\_\_

**Total Number of Authorized Votes**

\_\_\_\_\_

-----

I do cast my votes, in my capacity as a proxy holder for certain Landowners, as follows:

**Name of Candidate**

**Number of Votes**

**Seat 5**

\_\_\_\_\_

\_\_\_\_\_

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

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

# **EXHIBIT 5**

## RESOLUTION 2022-13

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF HIDDEN CREEK COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIME AND LOCATION FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2022, AND ENDING SEPTEMBER 30, 2023, AND PROVIDING FOR AN EFFECTIVE DATE**

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

**WHEREAS**, the District’s Board of Supervisors (the “Board”), is statutorily authorized to exercise the powers granted to the District; and

**WHEREAS**, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, Florida Statutes; and

**WHEREAS**, the District is required by Florida law to prepare an annual schedule of its regular public meetings which designates the date, time, and location of the District’s meetings; and

**WHEREAS**, the Board is statutorily required to file annually, with the local governing authority and the Florida Department of Economic Opportunity, a schedule of its regular meetings.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF HIDDEN CREEK COMMUNITY DEVELOPMENT DISTRICT THAT:**

**Section 1.** The annual public meeting schedule of the Board of Supervisors for the Fiscal Year beginning October 1, 2022, and ending on September 30, 2023 (the “FY 2022/2023”) attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and will be published and filed in accordance with the requirements of Florida law.

**Section 2.** The District Manager is hereby directed to submit a copy of the FY 2022/2023 annual public meeting schedule to Hillsborough County and the Department of Economic Opportunity.

**Section 3.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED ON AUGUST 10, 2022.**

**ATTEST:**

**HIDDEN CREEK COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Secretary/ Assistant Secretary

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Chair/ Vice Chair of the Board of Supervisors

## **Exhibit A**

### **Notice of Meetings Fiscal Year 2022/2023 Hidden Creek Community Development District**

As required by Chapters 189 and 190 of Florida Statutes, notice is hereby given that the Fiscal Year 2022/2023 Regular Meetings of the Board of Supervisors of the Hidden Creek Community Development District shall be held at **6:00 p.m. at the Hilton Garden Inn, 4328 Garden Vista Drive, Riverview, Florida 33578**. The meeting dates are as follows:

October 12, 2022  
November 9, 2022  
December 14, 2022  
January 11, 2023  
February 8, 2023  
March 8, 2023  
April 12, 2023  
May 10, 2023  
June 14, 2023  
July 12, 2023  
August 16, 2023  
September 13, 2023

The meetings will be open to the public and will be conducted in accordance with the provisions of Florida Law for community development districts. Any meeting may be continued with no additional notice to a date, time and place to be specified on the record at a meeting. A copy of the agenda for the meetings listed above may be obtained from Breeze, 1540 International Parkway, Suite 2000, Lake Mary FL 32756 at (813) 564-7847, one week prior to the meeting.

There may be occasions when one or more supervisors will participate by telephone or other remote device.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact Breeze at (813) 564-7847. If you are hearing or speech impaired, please contact the Florida Relay Service at 711 for aid in contacting the District Office at least forty-eight (48) hours prior to the date of the hearing and meeting.

Each person who decides to appeal any action taken at the meetings is advised that the 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.

Breeze, District Management

*Publish: September 30, 2022 (Business Observer – Hillsborough County)*



# **EXHIBIT 6**

Arbitrage Rebate Counselors, LLC has provided arbitrage rebate compliance services to its clients since 1996. The firm is headed by John C. Rogers, who has 30 years of experience in the public finance industry as an investment banker at Dolphin & Bradbury Inc., Philadelphia, PA and as a financial advisor with Penn Capital Advisors, Malvern, PA. Mr. Rogers holds an M.B.A. from Cornell University and a B.A. from Tufts University. Mr. Rogers has also served as a Board Member for the Municipal Bond Club of Philadelphia.

The arbitrage rebate regulations have created a challenge for issuers of municipal bonds: the issuer wishes to maximize its investment return on bond proceeds, without spending monies that are “rebatable” to the U.S. Government. The solution to this dilemma is to obtain an accurate, timely rebate report. Arbitrage Rebate Counselors has completed more than 1,000 rebate engagements for over \$10 billion of bonds, and has assisted its clients in attaining the goal of maximizing returns on invested funds while still complying with the rebate regulations.

# ARC

## Arbitrage Rebate Counselors

*Arbitrage Rebate Compliance  
For Issuers of Tax-Exempt Bonds*



### Arbitrage Rebate Counselors, LLC

John C. Rogers, President

32 Whitemarsh Road

Ardmore, PA 19003

(610) 764-7998

[jcrogers279@gmail.com](mailto:jcrogers279@gmail.com)

[www.arbitragerebate.net](http://www.arbitragerebate.net)

# Arbitrage Rebate Services

- ◆ Obtain all relevant records from Trustee, Issuer & Bond Counsel, including...
  - Trustee Statements of Project Fund Investments and Disbursements.
  - Bond Closing Documents.
- ◆ Review all documentation to understand specifics of Bond Issue, including applications of Bond Proceeds.
- ◆ Compile a computerized record of all expenditures of Bond Proceeds; verify and recalculate original arbitrage yield.
- ◆ Compute an estimated rebate liability and prepare an opinion letter and report summarizing the results.
- ◆ If required, review updated Project Fund Investments and Disbursements and update rebate liability on each Bond Year anniversary.
- ◆ On each 5-year anniversary date, review all prior records and reports.
- ◆ On each 5-year anniversary date, prepare a rebate installment report, "8038-T" form, and assist the Issuer in making arrangements for the rebate installment payment.

# Representative Clients

## Municipal

Bucks County (PA)  
Cumberland County (NJ)  
Smithtown (NY)  
Berks County (PA)  
New Brunswick Pkg. (NJ)  
Lancaster Area Sewer (PA)  
Sea Isle City (NJ)  
Lehigh Cnty. Wtr. & Sew. (PA)  
City of Scranton (PA)  
Morristown Parking (NJ)  
North Penn Water (PA)  
Tredyffrin Township (PA)  
York City Sewer (PA)  
City of Wildwood (NJ)  
New Kensington Sewer (PA)  
North Wales Water (PA)

## Industrial Development

Lancaster Convent. Ctr. (PA)  
Newark Downtown Dist. (NJ)  
Mohegan Sun Arena (PA)  
PNC Field (PA)  
Susquehanna Airport (PA)

## Housing

Branch Village (NJ)  
Brigantine Homes (NJ)  
Ocean Towers (NJ)  
Riverside Arms (NJ)  
Egg Harbor Family (NJ)

## Hospital

Children's Hosp. of Phila. (PA)  
St. Peter's University Hosp. (NJ)  
Lancaster General Hosp. (PA)  
Christiana Hospital (NJ)  
Hunterdon Hospital (NJ)  
St. Joseph's Health (NJ)

## Senior Care

Baptist Homes (PA)  
Jefferson's Ferry (NY)  
St. Anne's Retirement (PA)  
Cadbury Senior Life (NJ)  
Waverly Heights (PA)  
The Hickman (PA)  
Pennswood Village (PA)  
Vincetian Collaborative (PA)

## Secondary / Higher Education

Haverford College (PA)  
Duquesne University (PA)  
Gill St. Bernard's Prep. (NJ)  
Tacony Academy Charter (PA)  
State College School Dist. (PA)  
Arcadia University (PA)

## Social Services

Children's Home Pittsburgh (PA)  
Eden Autism (NJ)  
Elwyn, Inc. (PA)  
Watson Institute (PA)  
Girl Scouts Southeast PA

# Arbitrage Rebate Counselors, LLC

*Arbitrage Rebate Compliance for Issuers of Tax-Exempt Bonds*

July 26, 2022

Hidden Creek Community Development District  
c/o Patricia Comings-Thibault, Dir. District Management Services  
Breeze  
1540 International Parkway, Suite 2000  
Lake Mary, FL 32746

Re: Contract – Annual Arbitrage Calculations – Hidden Creek CDD  
\$5,195,000 Cap. Improv. Rev. Bonds – Series 2016 A-1, and \$4,050,000 Cap. Improv. Bonds – 2016 A-2, and \$7,300,000 Cap. Improv. Bonds – Series A-2 (the “2016 Series”) \$4,310,000 Cap. Improv. Bonds, Series 2019 A-1, \$3,630,000 Cap Improv. Bonds, Series 2019 A-2, and \$4,650,000 Cap. Improv. Bonds – 2019 A-2 (“2019 Series”)

Dear Hidden Creek CDD:

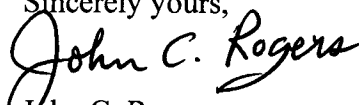
**Arbitrage Rebate Counselors** hereby contracts with Hidden Creek CDD to provide annual arbitrage calculations for the above-referenced 2016 and 2019 Series.

The annual arbitrage calculations will cover the one-year period December 22, 2021 to December 22, 2022 for the 2016 Series, and March 13, 2022 to March 13, 2023 for the 2019 Series, and each successive one-year period thereafter for each Series; we will provide all arbitrage services listed in the attached brochure.

To do the annual arbitrage calculations, we will need: (1) trust fund statements for the Construction, Capitalized Interest and Debt Service Reserve Funds, and (2) and I.R.S. Form 8038.

Our fee to prepare the annual arbitrage calculations is a “flat rate” of \$475.00 each for the 2016 Series and 2019 Series, for a total of \$950.00. Our fee includes any “out of pocket” expenses we might incur.

Sincerely yours,

  
John C. Rogers  
President

Acknowledged and accepted:

Signed: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

# **EXHIBIT 7**



# Quality Site Assessment

Prepared for:

**Hidden Creek CDD**

Thu Jun 16 2022



# QUALITY SITE ASSESSMENT

Hidden Creek CDD

## General Information

**DATE:** Thursday, Jun 16, 2022

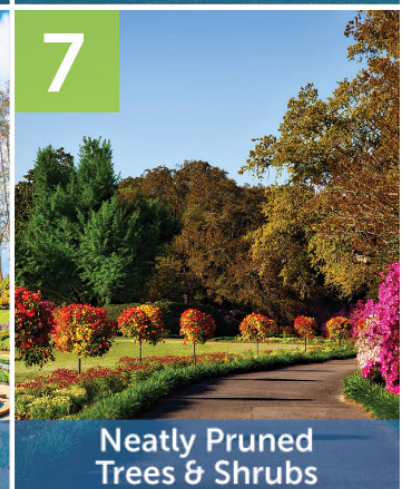
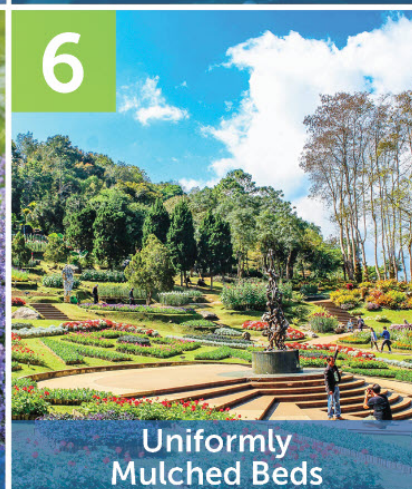
**NEXT INSPECTION DATE:** Monday, Jul 18, 2022

**CLIENT ATTENDEES:**

**BRIGHTVIEW ATTENDEES:** Maria Adams, Daniel Sanchez

## Customer Focus Areas

Quality you can count on.



# QUALITY SITE ASSESSMENT

## Hidden Creek CDD

### Recommendations for Property Enhancements



**1** Removal and replacement of the dead pine tree along Hidden Creek Blvd

**2** Pine tree staking of 3 pine trees on Salt Chime and Westlake





# QUALITY SITE ASSESSMENT

## Hidden Creek CDD

### Notes to Owner / Client



**1** Mowing and line trimming to waters edge completed

**2** Mowing and line trimming of the ditch line completed during our mowing service

**3** Soft bed edging of beds and tree wells completed

**4** Cut back of the coleus in the flower beds completed

# QUALITY SITE ASSESSMENT

## Hidden Creek CDD

### Notes to Owner / Client



**5** Granular fertilizer has been applied to all flowering plants

**6** Hard edging of the sidewalks and curbs completed during our mowing service

**7** Edging around the utility box throughout common areas completed

**8** A fungicide plus insecticide application has been applied throughout the common turf areas

# QUALITY SITE ASSESSMENT

## Hidden Creek CDD

### Notes to Owner / Client



**9** Herbicide application has been applied throughout common turf areas

**10** Herbicide application has been applied along the black fence line

**11** Selective shrub pruning of the gold mounds on schedule for the week of 6-20-2022

**12** Mowing, line trimming and blow off along the sidewalk and palm trees on Westlake



# QUALITY SITE ASSESSMENT

Hidden Creek CDD

## Notes to Owner / Client



**13** Hand pulled weeds from around the palm trees and removal of the debris completed

# **EXHIBIT 8**

# A Security Program Solution for Hidden Creek CDD

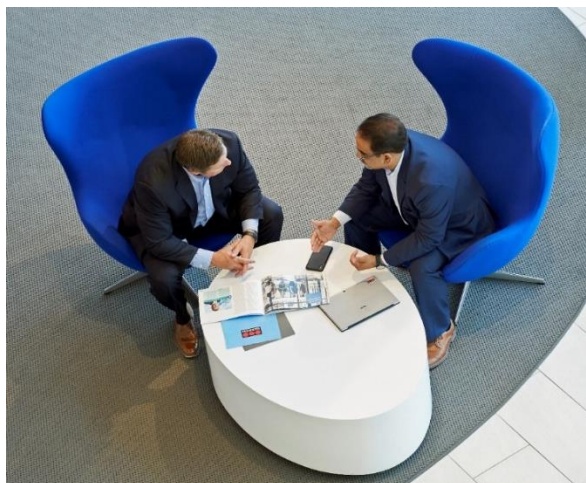
Michael Peters, Business Development Manager  
(407) 793-6438 | [Michael.Peters@securitasinc.com](mailto:Michael.Peters@securitasinc.com)





## Confidentiality Statement

This entire proposal is considered confidential information by Securitas Security Services USA, Inc. and may not be distributed, in whole or in part, to any person, firm or corporation outside of Hidden Creek CDD. In addition, this proposal may be distributed only to those employees or affiliates within Hidden Creek CDD who have direct responsibility for the proposal/decision-making process.





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# EXECUTIVE SUMMARY

July 22, 2022

Jennifer Scalercio, LCAM  
Community Director  
Hidden Creek CDD  
Wimauma, FL

RE: ***Integrated Guarding Solutions Proposal for Hidden Creek CDD***

Dear Ms. Scalercio,

On behalf of the entire Securitas Security Services team, thank you for providing us the opportunity to present our qualifications in response to your security program request. We are extremely confident our depth of resources and desire for service excellence will meet and exceed your expectations. Based on our discussion, we believe the following items will allow Securitas to provide Hidden Creek CDD with the most value for its security investment:

- **Market Expertise:** Securitas is the most locally focused national provider of security services in North America and has the policies, procedures, and knowledge base to provide outstanding service and support to Hidden Creek CDD. Over 350 organizations and associations in Florida alone are currently partnered with Securitas as their trusted security advisors and providers. Through this experience we have developed property specific security best practices which will be implemented at Hidden Creek CDD during transition and ongoing.
- **Account Management:** A critical piece of any successful program is ensuring the on-site team receives leadership and support from local, area level management. Although Securitas is a large company, we aim to provide our customers with local, customized support. To that end, your property will be serviced by a dedicated District Manager and Operations/Human Resources team from our local area office. Each branch team handles a small portfolio of approximately 15 clients, versus the industry average of 50+ in order to ensure overall quality of service and provide close support for on-site staff.
- **On-Site Officer Team & Staffing:** Although all security companies hire from the same labor pool, our most recent statistics show we select less than 12% of applicants who apply. Our selectiveness allows us to provide our customers with higher caliber officers. The on-site officer team undergoes a rigorous hiring process and we look to find officers who will be the right fit specifically for Hidden Creek CDD. Officers receive extensive training prior to site assignment, on-the-job training prior to working alone, as well as ongoing training. In addition, Securitas offers an industry-leading benefits package and retention tools to minimize turnover. Additional information regarding each of these items can be found in our full proposal.
- **Experience with Account Transitions:** Securitas managers are experts in startups and transitions. In 2021, they transitioned over \$400 million in services from in-house private security and other contract security providers using our Excellence in Service process. This was accomplished without any major issues or disruption to our clients' operations. We have the processes and procedures in place including checklists, timelines, and responsibilities. Furthermore, all tasks are carefully detailed and specifically designed for each client to ensure the security program is effectively transitioned. The transition process continues beyond the start date to ensure ongoing deliverables and that expectations are fully met. Please see the transition section of our proposal for additional information and a sample transition plan.

- **SecuritasVision Post Management System:** We will equip the officers at each post with the SecuritasVision Post Management System which the officers will have access to through a smartphone device. Connect is a secure and scalable web-based application that helps us bring innovation, accountability, and efficiency to your security program. It combines incident management, tour verification, GPS tracking, task scheduling, and incident alert notification into one easy-to-use application to help enhance your security program. Incident reports, daily activity reports, and work order requests can be immediately directed to the appropriate staff members. Pass-down information, changes to post orders, and daily duties can be tracked and accounted for easily. In addition, the device can be utilized as a cell phone for communication with residents, management, and emergency services. Finally, all information is completely transparent and can be viewed instantaneously by management in the client portal.
- **Protective Services Offerings & Alternative Solutions:** Securitas' goal is to look holistically at our customer's overall security program in order to provide them with the best possible solution from both an operational and cost perspective. In order to be your total security solutions expert, we look to drive program efficiencies through the integration of our six security pillars. Although all six pillars may not be of immediate need to Hidden Creek CDD, please be aware these are available if the need ever arises. Additional information regarding each pillar can be found under the "Company Background – Protective Services" section of our proposal.
  - *On-Site Guarding*
  - *Mobile Guarding*
  - *Remote Guarding*
  - *Electronic Security*
  - *Fire & Safety*
  - *Corporate Risk Management*

We appreciate this opportunity to work with you and present our capabilities. We look forward to hearing your feedback on our proposal. Please do not hesitate to contact me should you have any questions regarding our response.

Sincerely,



Michael Peters  
Business Development Manager – Central Florida  
Securitas Security Services USA, Inc.



The background of the slide is a complex, abstract design. It features a series of wavy, undulating lines in shades of purple and blue, creating a sense of depth and movement. These lines are set against a dark background that is covered in a fine, grid-like pattern of small dots. The dots are arranged in a way that creates a perspective effect, making the grid appear to recede into the distance. The overall color palette is dominated by deep blues and purples, with some lighter, almost white, highlights where the wavy lines intersect or reflect.

# Company Background





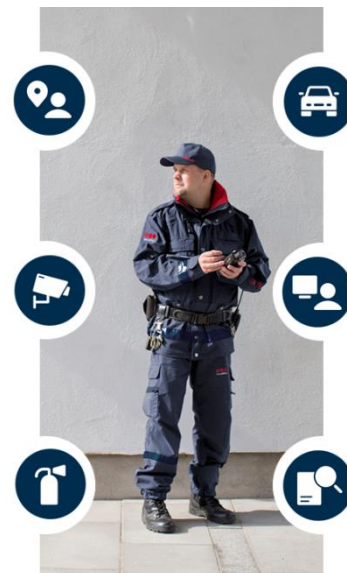
## Introduction

The security profession continues to expand, evolve, and diversify. At Securitas, we listen carefully to our clients to explore, discover and offer alternative methods for providing services and resources that enhance security, increase safety, improve efficiencies and result in cost savings. The Hidden Creek CDD mission can be accomplished by leveraging the multiple services of Securitas Security Services USA, Inc. (Securitas).

As part of the leading international organization specializing in protective services based on people, technology and knowledge, Securitas offers a full spectrum of security services under the banner of **Securitas Protective Services**.

We are committed to providing security services for Hidden Creek CDD, and to helping keep your people and property safe with a variety of tools. We feature The New Guarding with true solutions that create efficiency while saving both time and money.

Securitas understands the need to manage costs without compromising security. That's why we've developed The New Guarding, a three-dimensional approach to security. This innovative solution or any combination of On-site Guarding, Remote Guarding and Mobile Guarding provides the most efficient, cost-effective solution for your security requirements.



## Global Leader

We recognize that the primary objective of Hidden Creek CDD is the selection of a security officer services provider. While Securitas' core competency is providing these services, we believe it also important to highlight our total solutions capabilities in order to demonstrate the value that Securitas will bring to Hidden Creek CDD.

To make it as easy as possible for our clients, Securitas is now a single point of contact for their entire security solution. This includes On-site Guarding, Mobile Guarding, Remote Guarding, Electronic Security, Fire & Safety, and Corporate Risk Management – all offered by one company, a global leader in protective services, Securitas.

Securitas Protective Services offers:

- Security officers screened and trained to your requirements.
- The depth of knowledge and breadth of expertise you expect from your Protective Services partner.

## Local Focus

These services are managed by our geographic regions that guide and support our nearly 550 district managers and 90,000 security officers (123,000+ total employees). With district locations in every state, Securitas is by far the most locally-focused security company in the U.S.

Securitas is the only organization that offers this spectrum of guarding services and technology resources while providing a single point of contact for the client.

## World Class

It is Securitas' ongoing goal to set the industry standard and continually raise the bar so that every employee, service and product surpass that standard for quality. To this end, we have implemented a comprehensive Total Quality Management approach. Measuring and improving client satisfaction is emphasized throughout our organization. To help ensure promised quality, annual quality assurance surveys, part of our Excellence in Service program are distributed from division level management.



We not only strive to solve your initial security issues, but also to leverage our knowledge to allow us to anticipate and prevent future exposures to your business risks. Pointing out issues is easy; preventing them, working with you proactively, will be our mission at Hidden Creek CDD.



## Protective Service Offerings

Our goal is to drive efficiencies within a client's security program and offer solutions. Protective Services includes On-site Guarding, Mobile Guarding, Remote Guarding, Electronic Security, Fire & Safety, and Corporate Risk Management. All are offered by one company, Securitas, with a single point of contact.



### On-site Guarding

We know that every business environment has different security needs, which is why we have leveraged our knowledge and expertise to develop a variety of guarding functions to meet your requirements. After performing a Risk Assessment, we recommend services that best fit your situation. These include:

- Reception/concierge services
- Console operations
- Special event guarding
- Fire patrol and equipment checks
- Alarm and emergency response
- Facilities badging and identification services
- Transportation and parking coordination services
- Customized and site-specific security functions

Through **SecuritasConnect**, you can have full visibility and control over your security program. This is your window to view your site's security, at any time of the day or night. **SecuritasVision** saves time and confirms compliance of your security operations, policies and best practices, as well as improving communication and officer accountability.



### Mobile Guarding

Mobile Guarding allows sites of all sizes to have access to the world-class protection, high-caliber officers and advanced technologies that make Securitas the knowledge leader in security.

**Mobile Guarding Officers** - Specially-trained, vigilant and helpful officers check in at random but regimented times to fulfill post orders, inspect the property and assist staff as necessary.

**Alarm Response** - Mobile Guarding officers can respond to alarms and react with the appropriate response required by the situation.



### Remote Guarding

When you have Remote Guarding managed by Securitas, we act on incidents in real-time and can deter trouble before it happens. The combination of smart technology and our security expertise creates unprecedented efficiency to help protect your facility 24/7.

Real-time security programs are achieved when video cameras, video analytics, monitoring centers and security officers work together as one integrated force. Potential threats are spotted by cameras and automatically analyzed based on predefined criteria. When necessary, an operator is alerted who then takes immediate action to prevent or minimize damage. We continually identify areas for creating efficiencies both in preventing incidents and lowering resource demand.

**Alarm Verification** - Gives you the shortest possible response time when an incident occurs. Cameras will scan your premises and parking lots for unauthorized activity and potential threats, advise status and deliver an audible message that security is monitoring in real-time.





**Remote Employee Escort** - Utilizes live video surveillance with audio notification to provide a safe environment as employees arrive and depart the area. In other situations, we can monitor visitors who have access to a building and follow their progress throughout the building.

**Remote Entry/Exit Management** - Provides on-demand processing of employees and contract workers who require access to your facility. We can verify their identity, confirm authorization for entry/exit, track and record activity and report any exceptions.

**Remote Perimeter Protection** – Leverages customized intelligent video analytics for each unique location to recognize potential threats and alert operators the moment there is suspicious activity.



## Electronic Security

The advantage of working with Securitas is that you will have one point of contact for the design, installation and service of your equipment. Securitas gives you state-of-the-art security in innovative and cost-effective packages. Securitas Electronic Security Solutions provides a simple approach to your security system needs. We can:

- Help you understand how to best utilize your current system
- Update outdated or broken parts of the system
- Replace the system with a more efficient and effective design

Our engineers can provide expertise on Access Control, Video Security Solutions, Design and Installation, and Maintenance.

Our Technology Service Centers (TSCs) are the hub of our technology activity. While technicians and service managers are deployed and ready to work across the country, the TSCs coordinate the activity to help provide quick action.



## Fire & Safety

We will work with you to develop a fire service plan to meet the specific needs of your facility. Certain industries that Securitas protects, such as the petrochemical, aerospace/defense, and energy industries, are more prone to fire hazards at their facilities. To strengthen our supportive relationship with these industries, we developed a specialized group to expertly fight fires, handle hazardous materials scenarios, and mitigate fire hazards that may threaten business operations.

Through Securitas Critical Infrastructure Services (SCIS), we bring you experience in assessing your facility and possible scenarios to find cost-effective ways to enhance the overall fire service program.

### Incident Response:

- Fire suppression
- Emergency medical response
- Rescue operations
- Arson investigation
- Confined space operations

### Fire Prevention:

- Pre-development/fire pre-plans
- Uniform fire code enforcement
- Life safety code enforcement
- Public education programs



## Corporate Risk Management

Over 150 years, the Pinkerton name has evoked memories of America's first detective agency and the man who founded it - Allan Pinkerton. His legacy continues to this day with a force of Pinkerton investigators and security specialists who maintain the same reputable dedication and commitment to helping protect clients and their assets worldwide.





Pinkerton's tradition of excellence continues with the experience you can trust, and the integrity you can rely on which as a respected leader in the security consulting and investigation practice. Pinkerton offers organizations comprehensive security services, a consultative approach to identifying risks and the professional expertise to partner in effective solutions. With offices located in North America, Latin America, Europe and Asia, you can depend on an organization with a rich history and a dynamic future. Services include:

- Security consulting
- Corporate investigations
- Computer forensics
- Electronic discovery
- Executive protection
- Crisis management

## Integrated Guarding

We continually seek methods to meet each client's unique security requirements while keeping the client's business goals and budget in mind. We are dedicated to using our resources and experience to create security solutions that address the rising costs of the security profession.

Securitas Integrated Guarding balances the expertise and innovation of two or more core security services — On-site Guarding, Remote Guarding, Mobile Guarding and Electronic Security— to cater optimal protection to your organization and unique security needs.

Securitas' strong focus and commitment to Integrated Guarding solutions is demonstrated by our on-going investment in the growth and capabilities of our technology services and solutions support team. Through our coast-to-coast footprint, Securitas and its affiliates can offer an all-inclusive approach, and provide not just the officers and the technology, but a flexible security plan to handle all aspects of your organization's security objectives.

The benefits of Integrated Guarding include:

- Cost efficiencies without compromising your security program
- Flexibility with customized security solutions
- A single provider for all your security services



## Company History

***Securitas Security Services USA, Inc. (Securitas) is the leading international company specialized in protective services based on people, technology, and knowledge. Securitas has over 550 district managers and employs approximately 123,000 people in North America. Securitas' revenues in 2020 were \$5.83 billion.***

### Overview

The parent company of Securitas USA is Securitas AB, the world's largest provider of security services. Securitas AB has three business segments: Security Services North America, Security Services Europe and Security Services Ibero-America. The publicly owned company is headquartered in Stockholm, Sweden has approximately 370,000 employees worldwide, with established operations in 48 markets with the ability to provide services in approximately 90 countries worldwide (<https://www.securitas.com/en/about-us/our-organization/>). Securitas AB has subsidiaries with business operations in North America, Europe, Latin America, the Middle East, Asia and Africa with 2020 revenues were \$13.17 billion.

### About Securitas AB

***"Our future is defined by our history."***



Greg Anderson  
President & CEO  
Securitas North America

Securitas AB had a visionary approach to security. The company had high ideals and set the standards for quality, service and professionalism that revolutionized the field. In 1934, when Securitas AB's founder, Erik Philip-Sörensen, established the forerunner of Securitas AB, a private security firm in Helsingborg, Sweden, he created a model for Western Europe of how a guarding company should operate. He pioneered training and developed a cooperative effort with the fire department to ensure that his guards possessed firefighting skills. In the late 1940s, after the two world wars, the demand for more advanced security services increased. Securitas Alarm was formed to offer technology as a complement to the guarding services. In 1972, all of Philip-Sörensen's companies were combined under the collective name of Securitas AB, the Latin word for security. Securitas AB's high ethical nature is another distinguishing characteristic of the company.

The firm's core values are summarized in three words – Integrity, Vigilance and Helpfulness. These are the guiding principles for Securitas AB and subsidiary employees. A logo with three red dots, representing each of the values, was created. It became the recognized symbol for Securitas AB in Sweden, and later throughout the world.

### About Securitas Security Services USA, Inc.

In 1999, when Securitas AB entered the U.S. market by acquiring Pinkerton, the company became the largest security firm in the world. At the time, Securitas AB was already the leading protective services company in Europe, but few in America were aware of the firm's stature in the industry or the respect associated with its name.

Like Securitas AB, Pinkerton had a rich history dating back to 1850 in Chicago, when Allan Pinkerton, the "**original private eye**," founded the Pinkerton National Detective Agency. Pinkerton was employed to protect railroad property and first gained fame for exposing the activities of a band of counterfeiters. In 1861, he achieved national recognition when he uncovered and foiled a plot to assassinate Abraham Lincoln. Soon after the outbreak of the Civil War, Pinkerton helped organize a federal



secret service, of which he became chief. His pursuits of notorious outlaws such as Jesse James, the Reno brothers and the Wild Bunch (a group of bandits led by Butch Cassidy and the Sundance Kid) brought extraordinary visibility to his agency.

In 2000, Securitas AB acquired the American private security firm, Burns International. Founded in 1909, the William J. Burns Detective Agency was also headquartered in Chicago. Burns was a man of integrity who had served as a national crime watchdog. During his career, he was known as “the greatest detective the U.S. had ever produced.” In 1921, he was appointed director of the newly formed Bureau of Investigation that later became the FBI. Burns’ drive, determination and commitment to service helped his company grow from a small detective agency to the second largest security provider in the U.S. That same year, Securitas AB made a number of other U.S. acquisitions. First Security, American Protective Services, Doyle Protective Service, Smith Security, and APG Security were all purchased, giving the company a strong American foundation. The acquisitions also positioned Securitas USA as the market leader in the United States.

In July 2003, all the U.S. guarding operations of Securitas AB united under the single name of Securitas Security Services USA, Inc.

## Acquisition Timeline

### **FE Moran Security Solution 2020**

Securitas acquires FE Moran Security Solutions, a top 30 alarm monitoring and electronic security systems integration. The company will strengthen and complement Securitas’ current alarm monitoring and electronic security.

### **Global Elite Group 2019**

Securitas acquires Global Elite Group is a leading security services provider to the aviation industry in the US. The company will strengthen and complement Securitas’ current aviation organization in North America, and our combined network, footprint, licenses, and know-how will increase the value we bring to existing and new customers.

### **Kratos’ Public Safety & Security Division 2018**

Securitas acquires Kratos which is to be combined with Securitas Electronic Security, Inc., aligns well with Securitas Electronic Security’s current operations and strategic focus. The acquisition will expand Securitas’ electronic security platform in the United States by strengthening field operation capabilities and adding local district infrastructure with highly skilled employees. It supports Securitas’ strategy of providing protective services across the entire Securitas North American customer base and brings increased value to our customers.

### **Electronic Security 2015**

Securitas AB acquires the electronic assets of Diebold, a leader in electronic security. Its roots trace back to its founding in 1859 as a manufacturer of safes and vaults for banks. Diebold’s North American Electronic Security business, based in Uniontown, OH, is the third largest commercial electronic security provider in North America. For more than 70 years, Diebold’s North American Electronic Security business has brought together technology innovations, security expertise and quality services to become a leading provider of comprehensive electronic security solutions and services to business customers.

### **Remote Guarding by Securitas 2014**

Securitas purchases a quarter of Iverify, one of the leading remote video services organizations in the United States and operator of a state-of-the-art remote video operations monitoring center, the largest of its kind, headquartered in Charlotte, North Carolina.

### **Guarding by Securitas USA 2003**

All the U.S. guarding operations of Securitas AB are united under the single name of Securitas Security Services USA, Inc.



### **Security Officers 2000**

Securitas AB acquired the American private security firm, Burns International. Founded in 1909, the William J. Burns Detective Agency was also headquartered in Chicago. During his career, Burns was known as “the greatest detective the U.S. had ever produced.” In 1921, he was appointed director of the newly formed Bureau of Investigation (FBI). Burns’ drive, determination and commitment to service helped his company grow from a small detective agency to the second largest security provider in the U.S.

### **Risk Management 1999**

Securitas Acquires Pinkerton. Like Securitas AB, Pinkerton had a rich history dating back to 1850 in Chicago, when Allan Pinkerton, the “original private eye,” founded Pinkerton’s National Detective Agency. In 1861, he achieved national recognition when he uncovered and foiled a plot to assassinate Abraham Lincoln. Pinkerton helped organize a federal secret service, of which he became chief. Today, Pinkerton is the industry’s leading provider of risk m of risk management services.



## Department of Homeland Security Designation (SAFETY Act)



After an extensive review by the Department of Homeland Security (DHS) of the service standards adopted and followed by Securitas Security Services USA, the DHS awarded Securitas and certain of its affiliates, Designation from the DHS on September 29, 2020, with an expiration date of September 30, 2025.

Congress passed the Support Anti-terrorism by Fostering Effective Technologies Act (SAFETY Act) as part of the Homeland Security Act of 2002 to encourage the developments of anti-terrorism products and services by limiting liability from claims brought as a result of a DHS-designated terrorist attack where approved anti-terror technology or services are deployed.

Briefly, here is what this protection means to our valued customers:

- When applicable, the SAFETY Act should extend the protection to all parties in the supply chain, including all of Securitas USA's government and private sector customers and subcontractors.

*\* For more information about the Department of Homeland Security and the SAFETY Act, visit <https://www.safetyact.gov/>*



## Service Excellence Through Specialization

***We have identified five security performance categories that are addressed in developing a specialized service solution for each client – People, Procedures, Tools, Training, and Feedback. The following sections of this proposal describe each part of this solution in detail.***

The client-centered model below depicts how Securitas achieves specialized service solutions while using one common set of security service delivery management and measurement tools.

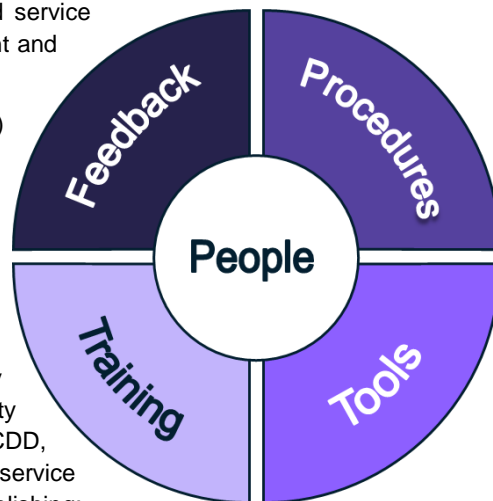
The Client Service Plan Goals and associated Key Performance Indicators (KPIs) are the tools we use to assess the level of delivered service. We will regularly review service results and delivery methods with Hidden Creek CDD to assess how well the service solution meets your unique requirements.

The Client Service Plan Goals and KPIs that we jointly establish for each category guide our security service teams. They are the tools we use to assess the level of delivered service.

When developing the specialized solution for Hidden Creek CDD, we will identify the service team behaviors and desired results for each of the five security performance categories that will result in specialized service. For Hidden Creek CDD, we will demonstrate our commitment to Service Excellence by preparing our service teams to be successful in meeting your specific physical security needs by establishing:

- Clear performance expectations
- Client-specific job descriptions
- Clear procedures and job aids
- Tools to equip and enhance the performance of our officers
- Job-specific training and practice
- Regular performance feedback

This approach to managing performance utilizes our standard Service Excellence methods and tools for gathering data and assessing performance. The Securitas Service Excellence program is our national service platform that provides the framework for delivering world-class service. It tangibly demonstrates our commitment to service, service level management and performance management.





The background features a complex, abstract design. It consists of several layers of wavy, undulating lines in shades of purple and blue, creating a sense of depth and movement. Overlaid on these waves is a grid of small, glowing dots, also in purple and blue, which adds a digital or technological feel to the composition. The overall effect is a vibrant, futuristic aesthetic.

# People





## People

***At Securitas, the foundation of our business is people. We have developed a detailed manual to support our local management teams in recruiting and hiring employees. Our recruiting guidelines include strategies, programs, and processes to effectively attract qualified people to our organization. Recruiting functions are handled by the human resources team of each local office servicing Hidden Creek CDD.***

### Equal Opportunity Employer

Securitas is committed to hiring and retaining a diverse workforce. Our goal is to increase diverse representation throughout our company. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race/ethnicity, color, national origin, ancestry, sex/gender, gender identity/expression, sexual orientation, marital/parental status, pregnancy/childbirth or related conditions, religion, creed, age, disability, genetic information, veteran status or any other status protected by local, state or federal law.

### Women in the Security Industry

Securitas Security Services is honored to contribute to the accomplishments of women: past, present, and future! In addition to our 28,000 women security officers and managers, Securitas was the first in the industry to hire women as investigators. We are proud to continue our commitment to foster women's equality in the workplace.

### Employing and Honoring Veterans

At Securitas, we proudly welcome our military heroes back to the workforce. Since 2012, Securitas has hired more than 50,000 veterans. Securitas USA seeks new ways to strengthen our support of veterans and honor their commitment to our country. Veterans are motivated by the same set of values that lead our company and can bring a unique and valuable skill set to Securitas USA.

Securitas is a proud member of the Veteran Jobs Mission. We have been a member of this private-sector coalition since 2012, formally known as 100,000 Jobs Mission. Because the coalition has far surpassed that goal, they have changed their name and set their goal to collectively hire a total of one million military veterans – with a strong focus on retention and career development of veterans.



## Recruiting

Securitas utilizes a wide range of recruiting sources. Aside from the Talent Network, our recruiting resources include our recruiting web page, [www.securitasjobs.com](http://www.securitasjobs.com); local news media; college campus placement centers; state employment agencies; veterans' groups; senior organizations; local social service agencies; private industry councils, vocational centers; military organizations; law enforcement agencies; job fairs; specifically targeted groups; employee referrals (which provide referral bonuses); and many other qualified employment sources listed in our best practices. In low unemployment areas, we may offer sign-on bonuses (based on length of employment).

To complete our mission of attracting a talented workforce, Securitas developed the position of recruiter/retention specialist that is utilized at selected district offices. Once we have hired the best individuals, we must work to retain them. To help ensure that competitive wages are paid, Securitas uses wage survey data from the Economic Research Institute to validate officers' wages vs. those paid in each U.S. metropolitan area.

In cases where we assume responsibilities from incumbent providers or in-house personnel, our goal is to recruit and retain as many of these individuals as possible who are qualified for employment with Securitas. We take seriously our responsibility to select only those security officers who possess the appropriate skills, qualifications, and aptitudes for each client location. Every officer we hire has undergone personal interviews, reliability testing and reference checks to assist in evaluating the individual's ability to represent Securitas and our clients in a professional manner. In addition, all employees are subject to a criminal background screen and drug test. We then screen officers to help provide a good match between the officers' aptitudes and our client's site requirements.

Securitas takes a focused and consistent approach to increasing retention and making Securitas the employer of choice. Our commitment to retention begins as an applicant completes our hiring process. We strive to make every person who walks through our doors feel special. Retention efforts continue with individual visits (or calls) to newly hired security officers to discuss any concerns. Securitas also uses a series of district and region awards that recognize excellent performance and consistently promote on-going education and development.

### The Securitas Talent Network

The Talent Network is an optimized career site to allow for easy job seeker interaction on any device. Once the job seeker submits a resume or subscribes our talent network, he or she is automatically enrolled to receive new, open positions as they become available. With some of the highest email open and click-through rates in the industry. The Securitas Talent Network has over 500,000 members and is one of the largest in the country.

With **The Talent Network** we are able to:

- Easily gain access to new candidate pools
- Capture vital contact information on interested candidates
- Automatically engage with top talent
- Create custom recruitment strategies geared toward individual client requirements





## Selection and Hiring of Personnel

The process begins with utilizing Oracle Recruiting Cloud (ORC)<sup>™</sup> to hire and develop the best workforce in the industry. With ORC, Securitas can source and prescreen candidates, administer online assessments, and conduct background and drug screening before assignment. Moreover, the ORC application provides rich analytics and reporting capabilities that provide insight into critical talent acquisition.

The ORC tool is a web-based product that includes an on-line employment application and an applicant tracking tool to assist our HR staff in managing the hiring process. It is fully integrated with our third-party vendors for background checks, drug screening, and WOTC tax credit screening.

The implementation of ORC in Securitas' local offices has a very positive impact on operations, including:

- Increased applicant flow.
- Reduced time to hire.
- Better utilization of district office staff.
- Improved screening and hiring tools.
- Better hiring statistics to focus on process improvements.
- Compliance with company policies/procedures and federal/state/local regulations.

ORC allows Securitas applicants to complete their applications on-line at any time Securitas recruiters can then evaluate fully screened and tested applicants prior to interviewing them. The resulting increase in the number of qualified applicants has allowed Securitas to be more selective in our hiring process.

### Selection Process Overview

Our step-by-step process goes well beyond the industry norm to focus on selecting world-class employees. Moreover, our process identifies candidates who possess the traits we believe are critical to our organization; such as honesty, integrity, and a strong customer service orientation suited to the culture and operating environment of Hidden Creek CDD.

**Our security personnel must meet the following minimum hiring standards:**

- At least age 18.
- A reliable means of communication.
- A reliable means of transportation.
- The legal right to work in the United States.
- The ability to effectively speak, read, and write English (each tested to do so).
- A high school diploma or GED.
- Willingness to participate in the company's pre-employment screening process, including a background investigation and drug screen.

**Our screening process provides us the reasonable assurance that our prospective security officers:**

- Have a stable work history.
- Have well-developed interpersonal communications skills and professional composure to fit the client culture.
- Can withstand the scrutiny of a thorough interview and background investigation.
- Are drug free.
- Able to qualify for and obtain a state security officer license, where applicable.



**Required security officer competencies include:**

- Ability to provide high quality customer service.
- Ability to exercise good judgment and discretion in all business interactions with others.
- Ability to be an effective team member.
- Neatness in dress and grooming.
- Ability to deal courteously, tactfully, and effectively with others, both in person and on the telephone.
- Initiative, integrity, and high ethical standards.
- Ability to maintain professional composure when dealing with unusual circumstances.



## Step 1: Job Application

This step provides information that will assist in:

- Pre-screening of applicants.
- In-depth interviews and background screening with emphasis on employment stability, work experience, and personal background. During this step, each candidate is required to complete the online application and an Evaluation of Report Writing Skills.

During the employment application process, the applicant is required to complete a pre-employment assessment to evaluate situational judgment traits. Candidates being considered for armed positions are subject to a second profile, the Securitas 16pf Protective Services Report (Securitas 16pf), which is designed to test for emotional adjustment, integrity/control, intellectual efficiency, and interpersonal relations and is widely used by military, law enforcement, and private security companies.

## Step 2: Initial Interview

The first pre-employment interview is conducted to identify each applicant's skills, work style, personality, career interests, and suitability for the position.

## Step 3: Background Verification

Securitas utilizes an accredited background screening company to conduct pre-employment background verifications that meet or exceed state security officer licensing requirements.

Our required background verification includes the following:

- Military service - (DD 214) - nature of separation.
- County criminal records search for misdemeanors and felonies. Search all counties of residence and work history for 7 years.
- National Criminal and Records Locator (National Sex Offender Registry, Sanctions, OIG/GSA/OFAC).
- Credit check where permitted by state law (when required for legitimate business reasons by our clients).
- Social Security Number trace to include address history and alias report
- Department of Motor Vehicles driver's license search for all driving positions.
- Employment verification (7-year work history).
- Personal reference checks.
- Education verification.



## Step 4: Drug Screening

Securitas USA prohibits the use, possession, consumption, manufacture, sale, purchase, transfer, dispensation, distribution and/or transportation of alcohol, illegal drugs and/or controlled substances while on duty, on Company and/or client premises, or in Company or client vehicles.

Drug and alcohol testing may be conducted in the local Securitas office using an oral drug screening device or oral alcohol screening device where state laws permit. If the result is inconclusive, the donor will be directed to a lab-based collection facility to submit a urine specimen or a breath alcohol confirmatory test.

Where state law or client contract require lab-based testing, donors will be directed to a local collection facility to provide a 5-panel urine or hair follicle drug specimen and/or breath alcohol test.

Any employee or candidate who refuses to take an alcohol and/or drug test will be disqualified from the hiring process or separated from employment.

Our oral screening device is a six-panel screen that is designed to detect the presence of the most commonly used drugs:

- |                   |                   |
|-------------------|-------------------|
| – Marijuana (THC) | – Methamphetamine |
| – Cocaine         | – Amphetamine     |
| – Opiates         | – Phencyclidine   |

It provides results in 15 minutes, with no chance of sample adulteration or cross - contamination. Should a confirmation test be required, Securitas utilizes Substance Abuse and Mental Health Services Administration (SAMHSA) certified laboratories to perform gas chromatography and mass spectrometry (GC/MS) tests.

Securitas uses an accredited third-party agency to assist district offices through:

- Collection/test site identification, legal compliance, and management services.
- Random drug testing management and selection; data management, records retention, and education and training services.
- Quality control services and performance monitoring.
- After hours and post-injury/accident drug and alcohol testing services.
- An automated system to receive confidential test results quickly to help expedite the hiring process.

Securitas USA can utilize other drug testing panels to screen for specific types of drugs beyond our standard screen when required by our clients. Securitas USA's Drug-Free Workplace Program also conducts post-injury/accident and reasonable-cause drug and alcohol testing as a matter of company policy. In addition, we can conduct DOT-regulated and random drug screening in accordance with client requirements and statutory regulations.

## Step 5: Assignment/Scheduling Meeting

Final administrative processing and documentation is accomplished during this step, as well as the fitting and issuance of uniforms and equipment. The contingent employee meets with the scheduler to discuss specific issues and performance expectations of Hidden Creek CDD.

## Step 6: Site Interview

Tentative assignment is made, and our client representative is notified. When requested by our clients, contingent employees are sent to the client site for a final review. We understand the importance that our clients desire us to place on the careful selection of security personnel.



## Step 7: Security Officer Introduction/Examination

Contingent employees are required to complete an introduction session to review security-related video presentations. This program establishes a core base of security knowledge that enables our security officers to properly perform their duties from the first day at a client site.

An exam is given covering the following areas:

- Basic Security Officer Responsibilities
- Public Relations
- Communication and Reporting
- Safety Techniques of Patrol
- Emergency and Fire Prevention
- Basic First Aid; Safe Driving
- Client Relations
- Hazardous Material Communications

## Step 8: E-Verify™ Work Confirmation

Securitas is a Federal contractor and/or subcontractor and is required to participate in E-Verify™. This program effectively allows Securitas to electronically compare information from an employee's Form I-9, Employment Eligibility Verification to data from the U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility.



## Benefits and Incentive Programs

***Securitas offers its security officers benefits/incentive programs that are unmatched in the security services industry. The benefits/incentives offered by Securitas to all eligible employees include the following:***

### Medical Plans

Securitas offers a medical plan to all full-time security officers that is compliant with the minimum value and affordability provisions of the Affordable Care Act (ACA) and applicable state/local laws. Our self-insured plans are administered by Anthem™. We also provide access to many regional HMOs where required. Detailed comparative information regarding coverage and premium costs for all plans is available.

### Health Information and Assistance

Active participants in our self-insured health plans have 24-hour online and telephone access to a variety of information resources to help them manage their health care, including:

- Anthem Member Website [www.anthem.com/ca](http://www.anthem.com/ca)
- Find a Doctor
- 24/7 NurseLine™
- Estimate your Cost
- Anthem ConditionCare™ disease management program

### Dental Plans

Securitas offers a choice of two dental plans through Aetna™. Both the Dental PPO and the DMO provide excellent coverage and are available to Securitas employees through payroll deduction. The DMO is not available in all areas.

### Vision Care

All of our officers and their families are eligible for a full-service vision program offering flat co-pays for eye exams, frames, lenses and contact lenses, as well as a variety of other vision related services. Plan participants have access to over 22,000 providers nationwide. This program is available to employees through payroll deduction.

### 401(k) Savings Plan

All officers may enroll in our 401(k) retirement savings plan. The plan is designed to permit savings on a tax-deferred basis. Security officers may defer 1% to 25% of eligible earnings, up to IRS limits, through convenient payroll deduction. Securitas provides a ten percent (10%) matching contribution on the first three percent (3%) of plan compensation to all officers enrolled in the 401(k) plan (except those governed by special plan provisions).

### Life and Accident Insurance

The cost of this insurance is fully paid by Securitas and is provided to all full-time (working over 30 hours a week) security officers, effective on the 90th day of employment. Securitas knows their employee's wellbeing is important — now and in the





event of their death. Securitas wants to help provide some peace of mind to our employee's loved ones, therefore the Company-paid life insurance benefit is increasing to \$10,000. Additional amounts may be provided through client contract.

## Voluntary Supplemental Life Insurance

All full-time security officers are eligible to purchase up to an additional \$25,000 in life insurance coverage for themselves and their families through payroll deduction. Spouses may purchase up to 50% of the face amount of the coverage elected by the security officer.

## Employee Assistance Program

The Employee Assistance Program (EAP) has been instrumental in providing guidance, direction and support services to those employees who seek help. EAP programs assist in early identification of problems and in preventing minor problems from escalating to major issues.

The program is offered at no cost to all Securitas employees, full- and part-time, after 90 days of employment. The service is administered by MHN, and can be accessed 24 hours a day, seven days a week by going online or calling a toll-free telephone number. Members are entitled to up to three counseling sessions per incident, per benefit period, and have unlimited online access to EAP information and tools for a wide range of issues, including:

- Marital, relationship and family problems
- Alcohol and drug dependency
- Stress and anxiety
- Depression
- Grief and loss
- Child and elder care assistance
- Financial issues
- Legal services

## Holiday Pay

Our officers receive premium wages for all work performed on specified holidays.

## Paid Time Off / Vacations

Our most prevalent time off policy for full-time officers provides one week (40 hours) after one year, two weeks (80 hours) after five years, and three weeks (120 hours) after ten years of service. This policy may be amended to comply with the time off and/or vacation policy of the client, or with applicable state or local laws.

## Uniforms

As standard company policy, all uniforms and equipment are furnished without charge or deposit to our security officers. Our uniforms are issued to employees at the local district office designated to provide services to our clients. Each district office maintains an appropriate supply of uniforms to satisfy the needs of security officers and clients. Employees do not pay for the cost of uniforms, but are responsible for the care and cleaning of the uniforms they receive. Any portion of the uniform that needs to be replaced is available at the local district.

## Payroll Choices

The Securitas Payroll Choices Program gives employees the option to receive their pay either by Direct Deposit or on a personalized Visa® Payroll Card, provided by Citi® Prepaid Services.

The benefits of the EPAY Card include:

- A better payroll payment alternative to employees over paper checks.
- Faster, safer and more flexible access to funds.



- Tools to manage their funds.
- Accommodating employees who may not have a bank account.
- Supporting the organization's green initiatives with a more eco-friendly payment method.

## Sons and Daughters Scholarship Program

Securitas' scholarship program helps to finance higher education for the children of its security officers. Children of Securitas security officers can receive a \$1,500 award to be used for undergraduate study. Awards are given without regard to race, color, creed, religion, sex, disability or national origin. Up to ten awards are given annually.

## Employee Purchase / Discount Program

Securitas partners with a number of companies that allow our employees to participate in their Employee Purchase Programs (EPP) by offering discounts on goods and services. Security officers are eligible to participate in these programs and can obtain more information from their human resource manager.

## My Rewards

Securitas introduced a new program designed to incentivize and recognize employees for continued employment, safety practices and participation in ongoing training initiatives. Qualifying officers collect points based on performance, tenure and other key metrics. These points can be used to earn attractive rewards.

The My Rewards program serves to achieve the following goals:

- Focus on the critical first year to improve officer retention
- Welcome new security officers into the Securitas culture from start of employment
- Create an expectation that great work will be recognized
- Reinforce that Securitas is an organization that provides opportunity and is focused on the well-being of its employees
- Foster understanding and adoption of core values of Integrity, Vigilance and Helpfulness

There are many ways officers can earn points by taking part in a qualifying activity, including client or peer recognition, recruitment referrals, safety meeting attendance, accident-free site recognition, on-the-spot awards, sales referrals, and many more activities. The number of My Rewards points earned increases as an officer reaches defined tenure milestones (> 6 months, > 1 year, 2 years +).

The My Rewards Program has proven to be quite successful. Feedback from our officers has been overwhelmingly positive. Should we be awarded the contract, we will work with each of your sites to define specific reward metrics, or qualifying activities, to drive site specific performance.



# Incentive Programs

## Awards of Merit

Recognizing individual officers for above average performance is critical in maintaining the morale and dedication of any security force. Securitas' recognition program includes:

- Certificate of Merit
- Security Officer of the Month
  - Officers receive a \$25 bonus check, a distinctive plaque, and an Officer of the Month pin.
- Security Officer of the Year
  - Officer receives a \$100 award, a distinctive plaque, and an Officer of the Year certificate. This officer is usually selected from the twelve Officers of the Month.
- Region Officers of the Year
  - We select two officers from all the offices in a geographical region. One officer is recognized for overall performance and the second is recognized for heroism.
- Region Supervisor and Employee of the Month
  - \$50 bonus and an Award of Merit Certificate presented by a region president for the commendable performance of a supervisor and a security officer. A commendation letter and distinctive plaque are also presented to the recipients of these awards.
- Region Supervisor of the Year
  - The supervisor receives a \$250 bonus, Award of Merit Certificate, and a distinctive plaque. Supervisor of the Year is chosen from the twelve Supervisors of the Month.
- National Officers of the Year
  - Two security officers are selected from among the five Region Officers of the Year. They are honored as Securitas' Security Officers of the Year in one of two categories - performance and heroism.

## Corporate Recognition

Special awards are given in two categories by executive management to security officers and supervisors:

- Medal for Meritorious Service
  - Presented for courage and service above and beyond assigned duties in an emergency or disaster
- Medal of Valor
  - Presented for risking one's life in the preservation of another's.

## Service Awards

- One year of service: Officers earn a certificate and special Securitas silver pin.
- Three, five, ten, fifteen, twenty and more years of service: Officers earn special Securitas silver pins with jeweled enhancements.

## Additional Incentives

Securitas maintains a toll-free Service Heroes Line, which provides our officers an opportunity to recommend ways to improve our service, programs and processes; share best practices; and recommend cost savings ideas.

Securitas has a program in place to motivate our employees by providing an avenue of communication from the district office to the top of our executive management team. We use our awareness program, Securitas Hotline, to allow all of our employees



a means to anonymously express their concerns without any fear of reproach. All of our officers receive a wallet card with the toll-free Securitas Hotline number and are urged to call if their concerns cannot be properly handled at the local or region level. The hotline is open 24 hours a day, seven days a week.

We survey our officers periodically to determine how we can continue to improve our work environment. This survey provides information to assist in developing new programs that will improve officer morale and ultimately the officers' effectiveness on the job. After we identify general areas of concern, we solicit responses from district office personnel on methods for improvement. These suggestions are reviewed and implemented whenever possible. In addition, we will not make suggestions based upon motivational effectiveness until we have surveyed our officers for their potential effectiveness.

Our employees' achievements are also highlighted in the many publications we produce and distribute, such as local newsletters and our corporate management newsletter. In addition, we produce many other publications to provide a means of informing our employees and clients about company and security industry-related trends, news, events, services and new technologies.

We offer opportunities to apply for scholarships with partnering institutions.



## Enhanced Benefits

### Anthem Engage Elite

Securitas is offering Anthem Engage Elite, an online resource that can help employees manage health care expenses and make healthy choices, to all employees eligible for an Anthem plan. Engage Elite allows employees to search for medical, dental and vision care network providers based on cost, service ratings and other important information they can then use to make better health care decisions. Employees will also have access to online health coaches, discounts and perks, as well as wellness opportunities that support increased activity, better sleep and nutrition.

### Livongo

Livongo will help employees who are currently living with diabetes to better manage and improve their condition all while saving money. Registered participants of Livongo will receive a complimentary cellular glucometer and unlimited lancets and test strips delivered right to their door. Livongo also provides employees' access to online tools and reports that can facilitate conversations with their doctors, coaching and live support, and nutrition and health tips.

### Omada

Omada is a science-backed health and weight management program that motivates employees to take charge of their weight and reduce their risk for diabetes and other health conditions. Securitas employees can find personalized support and easy-to-access online tools and resources to help them build healthy habits that last. A welcome packet that includes a cellular scale, pedometer and exercise bands are delivered to every participant – at no cost to them.

### EAP

It is important that Securitas employees and their families have the support they need, whether that's helping them deal with marital and family issues, relationship difficulties, death or loss, personal crises, health concerns or even choosing a college for their child. Securitas' new EAP, does all of that. Employees will now have up to five in-person counseling sessions and a network of support options, from over-the-phone counseling to resources like legal referrals, daycare and elder care, identity theft consultations, adoption assistance, education support for tutoring and college/university searches and financial counseling.

### Smart Dollar

SmartDollar is a proven financial wellness program. Using motivational content, interactive tools and expert advice, SmartDollar will help them get out of debt (if needed), save for retirement and reach future money goals.



The background features a complex, abstract design. It consists of several layers of wavy, undulating lines in shades of purple and blue, creating a sense of depth and movement. Overlaid on these waves is a grid of small, light-colored dots, which appear to be part of a larger, possibly digital or data-related, structure. The overall effect is a high-tech, futuristic aesthetic.

# Program Management





# Account Management

## Account Manager

The account manager interfaces with the security manager at Hidden Creek CDD on security services delivery, and is responsible for all Securitas personnel and services at Hidden Creek CDD. The account manager promotes teamwork, cooperation and consistency among shifts, and is fully trained and thoroughly knowledgeable of all post orders, operating logs, procedures, practices and site interior/exterior layout.

## Account Supervisors

Account supervisors are responsible for the supervision of officers on their respective shifts. They build teamwork, cooperation and consistency on their shifts, and are fully trained and thoroughly knowledgeable of all post orders, operating logs, procedures, practices and site interior/exterior layout. They work under the direct supervision of a site manager, while working closely with Hidden Creek CDD security management personnel.

## Area Vice President (AVP)

The AVP helps to ensure the delivery of high-quality client service through regular contact with clients, evaluates service quality, supports area and district offices in maintaining a consistent focus on high quality client service, and provides guidance in the retention of business. The AVP also assists in the orientation of area and district managers, helps to see that area offices and districts have well qualified individuals who are properly trained to carry out Securitas' mission, coaches area and district managers in strengthening their competencies and developing and retaining business, and facilitates teamwork and the implementation of progressive change.

## District Manager

The district manager actively manages all client sites in his/her area. The district manager facilitates decisions to meet the needs of Hidden Creek CDD. The district manager meets regularly with the client contact at Hidden Creek CDD to evaluate service levels, and implement and refine our ongoing service plan.

Some of the responsibilities of our district managers include:

**Client visits:** A Securitas district manager schedules regular visits with Hidden Creek CDD to ensure contract compliance and satisfaction with our service.

**On-site training:** The district manager conducts both on-site and follow-up training in all basic and advanced security subjects as necessary.

**Maintaining contact:** District managers meet as necessary with client representatives to assist in performing the duties of our regular and special post orders.

**Site development:** District managers supervise, monitor and respond to security officers' requests for assistance, support and development. It is the responsibility of every district manager to strive to see that the security officers working at Hidden Creek CDD have the skill sets, training, equipment, supplies and support necessary to fulfill their security responsibilities.

## Field Supervisors

Spearheading field supervision and training for each district office are the field supervisors, who function as non-resident supervisors. Field supervisors administer continuing training of the officers assigned to each facility. Since they are an important extension of the management team, proper selection and training are important. We have developed formal



programs that include seminars, classroom training, video instruction and manuals designed specifically for field supervisors. Some of the responsibilities of our field supervisors include:

**Field supervisor visits:** A Securitas supervisor schedules visits with each post, and monitors the quality of the security officers' performance and appearance.

**Field supervisor on-site training:** Field supervisors are available to conduct on-site and follow-up training in all security matters.

**Field supervisor contact:** Field supervisors meet frequently with a client representative to assist reviewing service levels.

**Inspection reports:** Field supervisors, when requested, inspect and leave reports on-site for the client's designated representative.

**Incident reports:** Field supervisors must respond to security officer requests for assistance and review each Incident Report. An "Action Taken Report" on the incident is left on-site for review by your management representative.

## Human Resources Manager

The human resources manager leads the hiring and selection process for all employees; personally interviews each candidate for selection to work at Hidden Creek CDD; and manages benefits, employee relations and recruiting.

## Recruiter

The recruiter actively promotes the employment opportunities at Securitas through numerous sources and works with state and local placement agencies to offer employment opportunities to qualified individuals. These sources include college and university groups, placement services and government agencies.

## Training Manager

The training manager guides the introduction process, site-specific training and continuous training program development; is responsible for the preparation of training materials, classroom presentation and site-specific training; reviews all operations at Hidden Creek CDD to determine the best methods of delivering the training; identifies the appropriate training materials; schedules and conducts the training; and is responsible for supervisory and refresher training.



## Scheduling Manager

The scheduling manager ensures that all hours paid to the security officers balance with the invoice amounts billed to the client, tracks the hours billed to client specifications, and maintains client/employee data to ensure proper payroll and billing.

## Accounts Payable/Accounts Receivable

This individual works with the client representative when a billing discrepancy arises, researches any billing issues, and tracks timely payment of all outstanding invoices. District office payables and invoices are also processed for approval and payment.

## Flex Force

Securitas typically uses the flex force system to fill unscheduled vacancies (e.g., illness, vacation) at your facility. Additional officers are trained at each of our clients' sites to become fully knowledgeable of the required duties. They are on call 24 hours a day to be ready to respond to vacancies that may occur at your facility. Should the need arise for a large number of additional officers at a particular site, Securitas offices assist with a reserve force.



## Region Support Teams

Securitas consists of five geographic regions. The purpose of the region office is to guide and support the local district offices that, in turn, support our officers at client sites. Placing resources at the local level, where they can be used most effectively, is part of our mission as the industry leader to add value by being closer to our clients and to our security officers.

While supervisors are the first point of contact for the security officer, they will, on rare occasions, have questions that need to be escalated to the region level by their supervisors.

Securitas South region support includes:

### Region President (RP)

The Region President is essentially the chief executive officer for the region, providing the leadership and vision that drives the quality of our service and promotes the success of the region. The RP directly oversees each of the area vice presidents in their support of the local district offices. The RP develops client relationships, grows Securitas' business, and studies the industry. RPs work to improve both the financial performance of the region, as well as the level of service the region provides to its clients and officers.

### Region Vice President (RVP)

The RVP is responsible for initiating and maintaining professional-level contacts with prospective clients. The RVP carries the Securitas message to promote Securitas' reputation in the security industry and engage prospective clients, as well as looking for best operating practices and networking to identify prospective clients.

### Vice President of Human Resources (VPHR)

This team member oversees all aspects of human resources for the region. The VPHR is the first point of contact for all benefits, compensation and general employee welfare questions that cannot be resolved by the district office. The VPHR works closely with corporate employee relations staff and is a key point of contact for government agencies. Compliance, standards and auditing of personnel records are additional areas of responsibility.

### Regional Director of Training and Development (RDTD)

The RDTD not only delivers training, but also trains the trainers. The RDTD meets with clients to help identify training needs, listens to suggestions and oversees all employee development programs in the region. In addition, RDTDs promote career development, administer the sweepstakes coupon program, and support all aspects of the "Excellence in Service" program.

### Region Controller (RC)

This individual reviews the financial status of every Securitas client, and prescribes corrective measures, when necessary, based on the findings. However, far more often the RC acts proactively to build and maintain a quality business portfolio, robust offices, and strong regions. Many of the questions asked are directly related to compensation. By working to improve Securitas' financial management, the region controller helps to support everyone at Securitas.



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# Transition and Implementation





## Transition Plan

Transitions, regardless of scope, pose a variety of challenges. Identifying these challenges makes overcoming them a matter of process. Securitas has successfully executed transitions throughout the world at levels that are truly remarkable. To continuously improve our transition process, “best practices” and “lessons learned” are communicated to all levels of management to provide timely implementation.

Most new Securitas clients already have incumbent security personnel with whom the account transition team works with to ensure a successful change in service providers. We understand it is the face to face interactions, the relationships that are so very important during transitions. We work to provide confidence and assurance to all those involved.

***In 2020, Securitas managers transitioned over \$500 million in security services.***

Securitas Managers are experts in transitions. In 2020, they transitioned over \$500 million in services from in-house private security and other contract security providers using our **Excellence in Service** process (Transition references are available upon request). This was accomplished without any major issues or disruption to our client’s operations.

Securitas is well aware of the negative impact an inadequately designed and implemented transition can have on the continuity of operations of a client. Our team and our proven processes will help to provide a seamless transition at each facility.

### Transition, then transformation

Transformation, not transitioning, is our ultimate goal. To transition your current security staff to our practices and then transform them to our comprehensive security solution, a number of items are scheduled. We introduce our experienced transition team, consisting of the Area Vice President of Operations, District manager, Human Resources Manager, Recruiting Manager and Training Manager. These members oversee every area of the operation, helping to ensure all posts are understood, evaluated, and enhanced to our standards of protection. This team then works to develop a comprehensive transition and implementation plan for Hidden Creek CDD.

The transition plan is formalized approximately 30 days prior to the “start of service” date. The implementation plan typically takes an additional 60 days from the start of service, depending on the scope of the project. In addition to security officers, value added programs are identified and introduced where applicable.

The current security industry categorizes Officers (Guards), actual boots-on-the-ground, and Systems, various technologies, into two separate categories, Securitas does not. We see both of these as different tools utilized for the same purpose; to provide Hidden Creek CDD with the most secure and cost-efficient security program. A complete security plan is designed using both people and technology to create comprehensive security for your organization; thus, transforming your security program into a modern, cost effective solution.

During the numerous transitions completed over many years, we have learned:

- To ask detailed questions in order to understand our clients’ expectations.
- Communication with officers and key stakeholders regarding transition information is critical and must be timely. We create employee communications regarding transition activities to keep everyone informed.
- It is necessary to maintain flexibility regarding transition and implementation schedules. Clients’ requirements and their environments are dynamic and periodic adjustments may need to be made.
- To fully document and disseminate internal transition reports in order to evaluate progress and make necessary improvements in our methodology.
- Performance measurement begins with transition; our clients expect to be kept fully informed regarding completion of critical transition milestones. At a minimum, weekly progress reviews are conducted with our clients.



Our transition plans have taken these “lessons learned” and incorporated them into a detailed schedule that becomes a living document. This framework represents our commitment to Hidden Creek CDD and provides a measurable tool by which all parties can follow Securitas’ progress.

Our transition objectives are the following:

- Enter into contract negotiations with Hidden Creek CDD in good faith to efficiently and quickly finalize an executed service agreement.
- Establish communications with corporate and local Hidden Creek CDD security representatives to receive early guidance during transition and contract operations.
- Conduct a Risk Assessment to determine the quality and effectiveness of security policies and procedures at each site covered by our service agreement.
- Customize our transition plan and develop milestones for activities and responsibilities.
- Implement an ongoing communications plan with all team members.
- Implement our recruitment, screening, and selection programs for both new and incumbent employees.
- Conduct an assessment of job tasks, training needs and requirements and finalize our training program for Hidden Creek CDD review/approval.
- Establish property control records and conduct an orderly transfer of any client-furnished equipment.
- Establish administrative, logistic, and financial controls.
- Finalize our management and staffing plan with Hidden Creek CDD management input.
- Review and revise general and post orders and other directives as needed.
- Develop and/or revise detailed job descriptions.

## Service Initiation – Implementation

Securitas helps to remove transition concerns through process and planning accountability. This proven, formal process is documented in our 72-page Securitas Service Excellence - Service Initiation Workbook. The workbook, along with its companion guidebook, helps to ensure service starts smoothly and provides a foundation for ongoing success.

Topics include:

- Transition Plan (from contract signing to service start)
- Implementation Plan (first 60 days after service start)
- Periodic Hazard Assessment Checklist
- Post Order Requirements Survey
- Client Service Plan

## Post Orders Distribution System (PODS)

As a result of the information captured by our Service Initiation Workbook, job descriptions, specific shift functions and an in-depth review of your facility, post orders for your facility are developed by our management staff. Once Hidden Creek CDD approves the content of this information, your district manager will prepare the final document utilizing our Post Orders Distribution System (PODS). PODS is a proprietary software program that helps to ensure that all of the client’s expectations are being met in the post orders. This template ensures consistency and provides our officers with the detailed information needed to perform their jobs to your expectations. The template is stored electronically so maintenance and updates can be performed easily and communicated to the security staff efficiently.





Securitas will maintain and update post orders with the client having final approval on an annual basis to ensure compliance. Additionally, on-site officers will be retrained on any procedural changes in the post orders as they occur.

## Account Management Team

Organization charts will be opened and filled with incumbent, Securitas personnel and any new-hires necessary to fulfill the contract commitment. Organization charts will help easily frame management and reporting structure.

## Retaining Incumbent Personnel

We recognize the value of incumbents' knowledge, skills and abilities and will seek to retain those personnel you request. Incumbents who are retained must successfully pass Securitas interviews, reliability testing, drug screening and reference checks to determine their eligibility for employment with Securitas.

## Proactive Communication with Incumbent Personnel

Incumbent concerns regarding the transition to Securitas are mitigated through proactive, personal communications. After contract award, and with your prior notification and approval, we will implement the following activities:

### 1. Team Meeting (town hall style)

- Brief introductory meeting to all available incumbents
- Announce Securitas contract award and transition timetable
- Introduction to Securitas and benefits of continuing employment
- Answer questions; e.g., benefits, grandfathering vacations, etc.
- Avenues of communication regarding transition concerns

### 2. Individual Meetings (one-on-one)

- Meet with incumbent personnel and walk them through the application process
- Introduce Securitas hiring process, timelines and hiring packet
- Answer questions and introduce possible retention offers

### 3. Follow-up Individual Meetings (one-on-one)

- Answer follow-up questions and discuss any concerns
- Face-to-face, email or phone-based meeting, incumbent preference

## Transition Newsletter

Communication, shared regularly and clearly helps smooth many activities that can be otherwise stressful to a changing workforce. In addition to other communication tools, our newsletter provides for specific information to be shared for specific circumstances at any given site, post or unique location. Topics may include:

- |  |   |
|--|---|
| – Invitation to Apply  | – Transition Timeline                   |
| – Securitas Transition Team & Contact information                  | – Welcome to the Team                   |
| – Town Hall Meeting  | – Securitas Security Services USA, Inc. |
| – <a href="http://www.securitasjobs.com">www.securitasjobs.com</a> | – Rumor and Stress Control              |

## Transition Process

The following activities help to deliver a contractually compliant, seamless transition:



- Ask critical questions to understand expectations, both corporate and local
- Communicate transition information in a timely manner (employee packets, newsletters)
- Maintain flexibility in transition timelines and implementation to changing needs
- Fully document and disseminate transition reports for evaluation and improvement
- Measure performance and provide you weekly progress reviews
- Solicit post-transition feedback for improvement opportunities
- Have a district team member present for the start of each shift including weekends
- Daily visits, including the first-time employees and visitors are on the site
- Review site specific training that has been performed
- Review personnel assigned to the site to ensure they meet standards
- Confirm all contract requirements met
- Meet weekly with Hidden Creek CDD representatives for the entire implementation period
- Area Vice President will contact Hidden Creek CDD representative twice during first two weeks
- Review first invoice with Hidden Creek CDD representative (face-to-face)
- Cross-train personnel and backup personnel
- Document transition milestones

The following major milestones highlight our transition process. A detailed listing is included in the Securitas Service Initiation Workbook.

- Enter contract negotiations to efficiently and quickly execute a contract
- Establish contact with your representatives for transition guidance
- Establish immediate contact with incumbent officers and distribute a custom Transition Newsletter to minimize uncertainty
- Finalize the transition and implementation plans
- Assess quality and effectiveness of all security operations as requested
- Conduct operational needs assessment of each site and post as requested
- Initiate recruitment, screening, and selection programs
- Assess job tasks, training needs and requirements, present final programs for your review/approval
- Setup property control records and transfer client-furnished equipment and material
- Initiate administrative, logistic, and financial controls
- Finalize supervision and staffing plan with your input
- Finalize directives, general and post orders as needed

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# Security Transition Plan

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# Training





## Securitas Center for Professional Development

*Our commitment to provide our clients with properly trained security officers was the driving force behind the creation of the Securitas Center for Professional Development (SCPD). This professional training management organization brings together dedicated trainers, cutting-edge courses, strategic business partnerships, and security industry experts to deliver world-class programs, products, and services. The value of SCPD to Hidden Creek CDD will be evidenced by a professional training capability that presents innovative and state-of-the-art training programs to our security personnel assigned to protect our clients' employees, visitors, and critical assets.*

Securitas has made a substantial investment in SCPD and the related local and region training and development functions. An important service provided by Securitas is a dedicated training officer or selected supervisors to provide training at each Hidden Creek CDD location. Hidden Creek CDD trainers are supported by training staff and SCPD to help ensure the proper dissemination of new training programs, materials, and methods, and to keep trainers current regarding available resources. Each of Securitas' five regions is staffed with region, area and/or local trainers, whose role is to:

- Manage efforts in training, organizational improvement, and performance enhancement.
- Conduct training in a variety of settings and develop curricula that combine multiple existing and acquired resources.
- Analyze performance of individuals, programs, and organizational units; develop performance and competency models.
- Develop partnerships with clients by learning the clients' business and collaborating to identify learning opportunities that will enhance the delivery of security services.

### **Key competencies possessed by members of the training and development group are:**

- Understanding of client business processes and success factors.
- The ability to conduct job task analyses in complex environments and develop corresponding curricula and performance and/or knowledge-based training modules based on varying needs.
- Planning, organizing and leadership skills; particularly as they relate to the development of annual training plans for a district office or a specific client.
- Presentation and group facilitation skills.

Area trainers are individuals who deliver training programs as requested by clients or required by Securitas. Our flat organization keeps training specialists close to the field to meet client-specific needs. With years of experience, many of these professionals hold security industry certifications as well as training credentials. This team is also responsible for updating the officers' training records and awarding corresponding recognition such as certificates and pins. These local professionals are responsible for delivering the local training curricula.

This team of trainers is supported by SCPD. In addition to being the primary driver of company-wide performance improvement initiatives, these professionals are dedicated to the development of field-requested curricula. Our training managers and curricula developers have backgrounds in training, education, instructional design, computer

***“We invest in what matters most - our people.”***



Jose Castejon  
COO  
Securitas North America





programming, graphic design, cognitive psychology, and communications, as well as security, law enforcement and military experience. They are guided by principles of human performance improvement and adult learning theory, and maintain membership in the Association for Talent Development (ATD) and ASIS International.

Through custom development and strategic partnership with industry content developers, SCPD provides curricula and lesson plans in multiple formats to meet the specific needs of our clients. Delivery platforms include online and instructor-led classroom courses with presentations, workbooks, and lecture notes, as well as video programs and self-study courses. We have built the leading e-learning program in the security industry. Proprietary interactive courses are available at anytime and anywhere there's a computer. Our LMS, the Securitas Online Academy, was designed in partnership with the same organization that provides services to government and global corporations and supports online training, testing, tracking, and reporting.

Securitas will bring Hidden Creek CDD the security industry's most innovative and professional capability with qualified local training professionals supported by world-class resources to implement the appropriate training at your facility.



# Security Officer Training and Certification

## Professional Security Officer Training Development Path

Securitas provides each security officer with a clear training path. Our approach is based on three key elements:

- Certain principles and techniques, such as those dealing with observation, safety, reporting, interpersonal relations, and Securitas policies, are consistent regardless of an officer's assignment.
- Clients have unique situations that may require additional specialized training; therefore, we provide both general and client-specific training.
- We meet the need for meaningful ongoing professional development to keep skills sharp through a number of innovative programs.

The initial training requirements of Hidden Creek CDD will be completed within a mutually agreeable timeframe for all officers prior to permanent placement at Hidden Creek CDD sites. Retained incumbent officers, as applicable, will also receive Securitas-specific elements of this training in manageable groups after transition so as not to interfere with security operations.

We maintain training certifications that list all completed training modules in each officer's file. Upon completion of a training module, the instructor administering the training certifies that this training was satisfactorily completed. For courses delivered through the Securitas Online Academy, testing and record-keeping is instant and automatic.

### Level One Training

Level One focuses on basic security officer skills and exceeds many state-mandated minimum requirements for entry-level security officers. The following general subjects are covered:

Hazard Communications & Globally Harmonized System	State Licensing & Additional Regulatory Requirements	Security Officer Handbook
Bloodborne Pathogens	Harassment Awareness	Acts of Terrorism
Client Service Skills	Active Shooter	Loss Prevention Techniques

### Level Two Training

Level Two focuses on career development and includes site-specific training as well as Securitas' premier Advanced Certification Training (ACT) Program and specialized industry-specific programs. A site-specific training program focusing directly on your requirements will be developed for Hidden Creek CDD upon our selection as your security partner. On-the-job training, conducted mostly on-site, is designed to instruct the officer on the specific requirements of the job. Level Two training programs include:

Site Orientation	AED/CPR/First Aid
Post Orders	Vertical Market Certification
Safe Driving Program	Metal Detectors/Wanding



Advanced Certification Training (ACT) 1	Firearms Instruction (if applicable)
Advanced Certification Training (ACT) 2	Work Stoppage Security
Advanced Certification Training (ACT) 3	In-Service Training
Customer Service	

### Level Three Training

Level Three offers rigorous, specialized training for officers who seek professional development beyond Level Two. Officer will work with their managers to select appropriate courses. Level Three training programs include:

Workplace Violence	Professional Ethics
Loss Prevention	Harassment and Discrimination
Security Surveys and Risk Assessments	Teamwork and Leadership
Advanced Customer Service	Hazmat Awareness Level
Homeland Security Issues	Advanced Guarding Technology
Emergency Response	

## E-Learning and the Securitas Online Academy

Securitas meets training needs with advanced technology and sophisticated courseware design. The Securitas Online Academy leverages our industry-leading proprietary online security training courseware with a comprehensive, state-of-the-art Learning Management System (LMS) to create the finest e-learning program in the security profession.

E-courses offer security topics that deliver the highest-quality online learning experience and feature highly interactive simulations, engaging and informative graphics, self-paced learning, instant feedback, coaching, and real-time performance assessment. Our full-time professional e-learning developers apply principles of human performance improvement and adult learning theory to create our industry-leading courseware. This equates to improved performance and consistent training across the organization.

Our LMS facilitates course assignments, tracking and monitoring student progress, standard and custom training reports, testing and scoring, and career development, as well as course feedback that allow us to continually improve course material to make it even more effective.

Securitas' e-learning program delivers training when and where it's needed, with 24/7 learning access to both custom and off-the-shelf courseware, and standardized training across the organization. It is the perfect solution for just-in-time training for compliance issues, industry standards, homeland security, and more. All of this results in lower training costs, more training opportunities, and a dedicated workforce of security professionals.

The Securitas Online Academy benefits clients with consistent training and performance across locations and dedicated officers with career paths in security. This effective and efficient training is available when and where you need it.



Securitas' commitment to excellence in training and development provides you with the knowledge and assurance that you have the best-trained and most highly motivated security team working for you.

## Advanced Certification Training (ACT)



Securitas has developed a three-part course of study known as our Advanced Certification Training Program (ACT 1, 2 and 3), which is designed to provide advanced training for each security officer. The ACT certification program is designed as three distinct curriculums, each with six to seven focused micro-learns. We will make these curricula available to all security officers at Hidden Creek CDD. We encourage our security officers to participate as an opportunity to further their security knowledge and to prepare them for advancement, both at Hidden Creek CDD and within Securitas.

Each ACT curriculum provides details of the security profession. Using the latest technology and solid learning theory, ACT e-Learning courses can be delivered anytime and anywhere a computer is available. It allows officers to progress at their own pace to learn the materials while receiving immediate feedback on their understanding and application of the lessons. The state-of-the-art ACT e-Learning courses are fully interactive and based on the "tell, show, do" approach to learning that lets officers apply the principles they are learning in computer-simulated situations. Lessons are reinforced with online quizzes and a final exam that gives instant feedback.

Upon receiving a satisfactory passing grade on each micro-learn in for the ACT 1 curriculum, the security officer is awarded a certificate. Upon completing the ACT 2 curriculum, a certificate and engraved "ACT Certified" nameplate is awarded. Successful completion of the ACT 3 curriculum earns the officer a certificate and uniform pin with the designation of "Professional Security Officer."

Our ACT Program includes the following micro-learns in each curriculum:

ACT 1	ACT 2	ACT 3
About Securitas	Report writing	Workplace violence
The professional security officer	Access control	Traffic Control & Parking Lot Security
Professional image & teamwork	Telephone & radio communications	Crowd control
Customer Service (includes three micro-learns)	Patrol techniques	Bomb threats
Post orders	Perimeter control	Law & Order
Limits to authority	Vehicle access control	Fire safety
SecuritasVision (Proprietary Guard Management Tool)	Introduction to Remote Guarding (Security Technology)	Information & Data Security (Security Technology)
Emergency Response		



## Ongoing Professional Development

***Ongoing professional development is a key element in maintaining security officer knowledge, skills and professional dedication.***

Ongoing development plans designed to meet the specific requirements of Hidden Creek CDD may include drills, exercises, audits and refresher training. In addition, Securitas provides continuing training and development opportunities through dynamic, proactive communication programs such as our monthly Security Spotlight and our flagship Excellence in ServiceSM program.

### Security Spotlight

Distributed on a monthly basis, Security Spotlight examines issues and procedures surrounding current security concerns. Written for security staff as well as clients and their employees, Security Spotlight proactively examines security issues relative to current events and risks, such as terrorism awareness and response, seasonal safety and security, and more. Past issues have focused on issues such as bio-chemical terrorism hazards, counterterrorism awareness, bombs and bomb threats, hazardous weather, identity theft, and travel security. Security Spotlight topics can also be produced in response to client requirements.

### Excellence in ServiceSM

In order to provide our clients with the finest security services available, we have developed an extensive program designed to train, motivate, and empower every security officer. Our quarterly Excellence in ServiceSM magazine anchors the program with valuable information about officers' experiences and accomplishments, and concrete training topics that supervisors and officers discuss on a regular basis. Securitas officers and events are featured to highlight the training and/or client service topic being emphasized. To help reinforce knowledge and proper procedures, officers who correctly answer questions about the quarterly topics are eligible to participate in monthly, quarterly, and annual drawings for cash and prizes. Each year, our security officer who wins the national drawing receives a check for \$2,500 at a special ceremony.



## Annual Refresher Training

***Securitas recognizes that a core base of security officer knowledge and critical skills is established as the foundation for success through basic, on-the-job and advanced training. Further, we recognize that certain critical skills require periodic re-certification to help ensure our security officers maintain consistently high levels of proficiency.***

We are committed to working closely with Hidden Creek CDD to determine specific critical skills and knowledge that should be periodically reinforced and re-tested through annual training. In addition to standard refresher training (e.g. "Anti-Terrorism Awareness"), through the professional judgment of both of our organizations, we will determine those critical skills and tasks our personnel must be able to perform.

This will, in turn, suggest the subject matter appropriate to reinforce, such as first aid, CPR, legal restrictions, and responsibility and authority of security officers. Of course, emergency procedures and plans, as well as any new or changing information, laws, client relations, corporate policies, and case law applicable to the performance or duties of our security officers are also appropriate and should be included.

The value to Hidden Creek CDD is that each officer will possess the necessary tools to provide excellent service at your facilities immediately upon assignment and as part of an on-going program.



## Additional Value-Added Training Solutions

In addition to our ACT and e-learning programs, Securitas has a wealth of training resources, from industry-specific specialized programs to our Professional Development Series – almost fifty courses designed to enhance general business skills. Hundreds of courses, videos and resource materials addressing terrorism awareness and homeland security are available from Securitas and America's front-line agencies, including guidelines and courses from ASIS International, FEMA, American Red Cross, Department of Homeland Security, FBI, Department of Justice and CiNet (Critical Information Network, formerly PSTN). We have access to additional innovative training materials to further enhance the skills and knowledge of our security officers, supervisors, and managers. We can work closely with you to implement these additional, exciting, high-quality training resources at each Hidden Creek CDD site.

## Security Training Succession Plans

***Securitas can implement a training succession plan for our security officers and supervisors. Successful completion of each proprietary training course will make our officers eligible for an optional promotion and put the officer on track for the next phase of training.***

We believe knowledge must also be linked to successful application of that knowledge and job performance. Consequently, as openings or promotion opportunities occur, officers on the training succession path will be eligible for consideration based on their level of completed training in conjunction with their performance evaluations.

The benefits of such a program include the following:

- Qualified individuals are identified as they proceed along the training succession path and their skills are identified.
- Participating in training provides the officer with a sense of value to Securitas and Hidden Creek CDD. This sense of value provides non-monetary reinforcement and contributes to good morale.
- Good morale through the investment of training leads to increased retention.





## Security Supervisor Training and Certification

Each of the below courses are taught as a seminar or mentored tutorial and is available online. In addition, supervisors receive four policy-oriented courses in human resources and risk management. The Certified Security Supervisor training program is designed to support lead officers and supervisors by providing the necessary skills and knowledge to lead and coach a team of security officers. Successful completion of this series is also linked to our succession planning for Securitas supervisors and officers. Additional training in the Supervisor Development Path can be tailored to fit the individual requirements of Hidden Creek CDD.

Our Certified Security Supervisor training program focuses on the following:			
Service Excellence	Role of the Supervisor	Counseling and Coaching	Managing Performance
Quality Customer Service is the Key	The Challenge Ahead	Counseling & Coaching	Why Manage Performance?
Identifying the Needs of Your Customers	Transition to Supervisor	When Should You Counsel or Coach?	Developing Performance Goals
Provide for the Needs of Your Customers	Delegation: A Critical Skill	Giving and Receiving Feedback	Building Commitment
Project a Positive Attitude	Building a Winning Team	Plan & Conduct Counseling & Coaching Sessions	Preparing for the Performance Review
Working with Clients	Making Better & Faster Decisions	Pulling It All Together	Effective Performance Reviews
Take the H.E.A.T. - Put Out the F.I.R.E.	Staying Upbeat		
Proactive Problem Solving			



## Additional Training Programs

### Access Control Fundamentals

Access Control Fundamentals focuses on the core concepts of access control: monitoring and controlling the movement of people and property entering or exiting a specified area. Topics include providing excellent client service while controlling access; procedures for allowing access by authorized people and products; identifying and dealing with intruders; monitoring visitors; and denying access to prohibited materials.

### Access Control Equipment

This course covers the functions, benefits and limitations of access control technology. Topics include lock and key security; the understanding and use of electronic access control devices; CCTV functions and monitoring techniques; and alarm technology and response. This course stresses that successful access control programs rely on both technology and vigilant security officers.

### Bomb Threats

This course provides specialized training to security officers as first responders to bomb threats. Topics include being prepared, remaining observant, fielding calls, and responding to and reporting bomb threat incidents. The Securitas Bomb Threat Checklist can be printed from the course. A realistic simulation exercise gives security officers the chance to practice their skills.

### Crowd Control

This course focuses on how to help protect clients' employees, guests and property in situations that draw crowds, such as planned events and demonstrations, work stoppages, and fire and accident scenes. Topics include knowing the difference between a crowd and a mob; preparing for crowd control duty; managing aggressive individuals; and maintaining a professional demeanor.

### Customer Service Essentials

Customer service is a fundamental duty of security officers. In this interactive e-Learning course, students learn and practice the Securitas formula for excellent client service. Additional topics include the Securitas core values

of Integrity, Vigilance and Helpfulness; the five fundamental customer needs; actions and attitudes for outstanding customer service; and active listening skills.

### Customer Service Excellence

This course focuses on improving client satisfaction and fostering a team approach to client service. Course highlights include understanding clients and what they expect; creating a positive total experience; dealing with challenging clients; and becoming a service star. This course is part of the Securitas Professional Development Series.

### Dealing with Difficult People

This course outlines the skills and practices needed by client service professionals to defuse, calm and positively resolve a negative encounter with a difficult person. The course focuses on active listening skills—listen, clarify, confirm, think before responding, acknowledge, explain, offer a solution—and how to act professionally and remain under control in difficult situations.

### Documenting Discipline

This course helps supervisors and managers with the human resource management issue of documenting discipline. It offers strategies to approach discipline in an effective and supportive manner while maintaining critical records of disciplinary incidents. Topics include the FOSA+ system; discipline and termination issues; and disciplinary meetings. This course is part of the Securitas Professional Development Series.

### Emergency Response

This course covers critical areas of understanding and following emergency response plans and the importance of personal safety. Dynamic interactive exercises reinforce learners' understanding of how to respond to emergencies such as accidents and illnesses; leaks and spills; power outages; and natural disasters, including earthquakes, tornados, hurricanes, floods and winter storms.



## Fire Safety

Fire Safety teaches the fundamentals of fire prevention, detection and response. Topics include fire hazards; the importance of vigilance and reporting in fire prevention; what to do in case of fire; safety-first guidelines for extinguishing a fire; the four classes of fire extinguishers and their specific uses; and the P.A.S.S. method for operating a fire extinguisher correctly.

## How to Get Everything Done

This time management course aimed at managers and supervisors focuses on the “how-to” of prioritizing tasks, overcoming procrastination, organizing paperwork, conducting more productive meetings, and delegating tasks. Topics include time-saving techniques, strategies for developing better work habits, and managing multiple priorities. This course is part of the Securitas Professional Development Series.

## Law and Order

This course deals with crime and its aftermath—a criminal or civil trial. It covers security officers’ responsibilities when encountering a crime scene and what they can expect if called to testify. Topics include protecting evidence, securing a crime scene, reporting a crime, subpoenas, the different types of hearings, and useful tips on giving testimony.

## Limits to Authority

Limits to Authority emphasizes and demonstrates how the role, responsibilities and authority of security officers differ from those of law-enforcement personnel, especially in instances involving criminal or threatening behavior. Topics include the importance of following post orders; guidelines for conducting inspections and searches; detention; and use of force.

## Listen Up: Hear What’s Really Being Said

This course teaches the fundamentals of active listening in order to help learners become better managers, supervisors and team players, and provide excellent service to clients. Topics include becoming an active listener; techniques to improve listening and responding skills; and potential negative outcomes of poor listening. This course is part of the Securitas Professional Development Series.

## Maritime Transportation Security Act – MTSA

This program was produced by the Pinkerton risk management division of Securitas for security officer training at port facilities. It is a comprehensive review of the Maritime Transportation Security Act.

## Motivation in the Workplace

This course provides managers and supervisors with insight and techniques on how to acknowledge, motivate and reward their team members. Topics include work-based needs; money and motivation; managing for continuous improvement; positive and negative feedback; and practical solutions to increase workers’ motivation. This course is part of the Securitas Professional Development Series.

## Patrolling Tips & Techniques

Patrolling is a fundamental duty of security officers. In this course, participants learn about the function and purposes of patrol; patrol methods and types of patrol; and how to prepare for and conduct safe and effective patrols. Interactive exercises challenge learners to spot potential hazards and risks they might encounter while on patrol.

## Perimeter and Vehicle Access Control

This course addresses a primary duty of security officers: to keep intruders from breaching the perimeter of client sites—whether they are on foot or in vehicles. Topics include types and functions of perimeter barriers; the importance of maintaining clear zones; detecting and reporting perimeter breaches; conducting simple and visual searches of vehicles; and vehicle access control procedures.

## Radio Communications

This course focuses on how to use and care for a fundamental tool of the trade—the two-way radio. Topics include the function and common features of radios; range and limitations of radio transmissions; battery charging and maintenance tips; radio etiquette and communication protocol; and use of 10-codes.



## Report Writing

This course instructs learners in how to produce complete and accurate reports. Topics include Do's and Don'ts of reporting writing; Daily Activity Reports and Incident Reports; and five rules of effective report writing—answer the 4Ws, state facts clearly, be concise, be accurate and report in chronological order. Interactive exercises also test learners' quick observation skills.

## Substance Abuse

This course addresses the safety and security issues that can result when substance abuse affects the workplace. Topics include the role of security officers to observe and report; signs of potential substance abuse; and how to respond properly to individuals who may be drug-impaired. Securitas' policy and commitment to a drug-free work environment are also discussed.

## Telephone Excellence

This course demonstrates how to excel at client service on the phone. It focuses on fundamental skills such as identifying oneself and addressing callers in a professional, courteous manner; speaking clearly using a pleasant tone of voice; using active listening skills to confirm callers' needs; and procedures for providing assistance, taking messages, placing callers on hold and transferring calls.

## Traffic Control and Parking Lot Security

This course addresses specific post duties that call for monitoring and directing traffic, and maintaining parking lot security. Interactive graphics and exercises help security officers learn and practice significant points of traffic control and parking lot security. Topics include controlling traffic flow, directing traffic using hand signals, safety awareness, parking garage patrols and access control.

## Workplace Violence

This course aims to help security officers prevent violent incidents by detecting, deterring and reporting aggressive individuals and their actions. Topics include recognizing potentially violent individuals and situations; preventing incidents from escalating; and properly responding to and following up on incidents. Real-life scenarios test learners' ability to spot "red flags" and potential triggers.

## Writing for Business Results

Writing for Business Results focuses on how to produce business correspondence—letters, emails and memos—that moves readers to take action. Course highlights include creating effective business letters using email and memos successfully; the five C's of good writing; and choosing the right words. This course is part of the Professional Development Series



The background of the page is a complex, abstract pattern. It features a series of wavy, undulating lines in shades of purple and blue, creating a sense of depth and movement. Overlaid on these waves is a grid of small, light-colored dots, which appear to be part of a larger, possibly digital or scientific, structure. The overall effect is a high-tech, futuristic aesthetic.

# Tools





## Guard Management Tools

*Securitas is committed to empowering our clients with the knowledge they need to be secure. Securitas managers will work with you to help customize a security solution by utilizing a combination of technology tools to give your facility a modern security program.*

### SecuritasConnect (Client Portal)

Through SecuritasConnect, you can have full visibility and control over your security program. SecuritasConnect is your window to view your site's security, at any time of the day or night.

- **People:** Access schedule visibility, letting you see at a glance the officers who are scheduled to be on duty.
- **Procedures:** Gain real-time access to post orders, incident tracking, tour information and more.
- **Tools:** Unlock remote access to the technology utilized at your site.
- **Training:** Monitor officer training details and progress.
- **Feedback:** Monitor ongoing performance against Service Plan goals and defined KPIs.



### Organization

Organize and centralize post orders, schedules, time logs, all types of incident reports, tours with near field communication (NFC) technology and more. Because all reports are paperless, SecuritasConnect allows you to quickly retrieve information to help you make effective decisions.

### Efficiency

Reduce your administrative tasks by eliminating manual procedures. SecuritasConnect provides real-time online accessibility to schedules and reports, as well as providing alert notification via text and email.

### Accountability and Performance

Increase officer performance and sense of accountability. The constant monitoring has a direct positive impact on liability and motivation, translating into an increase in professionalism and efficiency.

### Key Benefits of SecuritasConnect

- Easily customizable and scalable features
- Real-time data collection, analysis, trends and metrics capabilities allow for continuous performance improvement
- An eco-friendly solution that eliminates the need for paper
- Customized smart-tours with reliable NFC token technology
- Detailed reports and statistics to help mitigate risk through incident and trend analysis
- Alert notifications when tours are late and smart monitoring around the clock
- Officer training details: monitor officers' progress through the curriculum, including training program status
- Information is encrypted and secure



## SecuritasVision (Officer Software)

***SecuritasVision is a secure and scalable web-based application that helps us bring innovation, accountability and efficiency to your facility. It can be deployed at a single property or across your entire organization.***

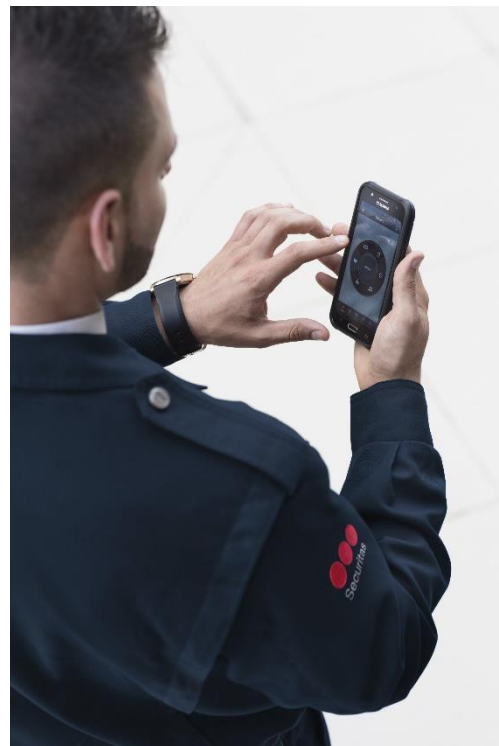
Incident reports, daily activity reports and maintenance order requests can be immediately directed to appropriate departments. Pass-down information, changes to post orders and daily duties can be tracked easily to document security. Additionally, a security officer can easily take images to include with the Incident Report. With the smartphone, the officer can quickly make emergency phone calls to contact the police or fire department for emergency assistance.

SecuritasVision saves time and confirms compliance of your security operations, policies and best practices, as well as improving communication and information sharing.

### Smart Tours

Smart tours allows officers to gather information about your facility and record relevant information on items important to you, such as room temperature, unlocked doors, and slip and fall hazards. Officers have instant access to their post orders. In the event they discover an unexpected issue, our officers are able to provide you with any requested data at multiple points across your facility, e.g., burned out light, required doors secured, etc.

The smartphone connects via wireless service to send text messages or email to all interested parties when an event is recorded. This means instant communication is provided to supervisors, managers, maintenance or others who need to be informed about a particular event. If more detail is needed, a full report can be viewed on SecuritasConnect.



### GPS and Asset Tracking

GPS tracking for officer location, device tracking, GEO-fencing and incident location reporting verifies officer location and tour completion. Using the Asset Tracking feature within the Vision system, your assets such as fire extinguishers are easily tracked and safety compliance is made easier.

### Post Orders

Paper post orders are often difficult to update and manage. A dynamic security environment requires procedure updates and changes that are clear and immediate. By deploying SecuritasVision, updates to post orders are fast and easy. Most importantly, the post orders are readily available on the tablet.

### Daily Activity Reports

Often times Daily or Shift Activity Reports go unnoticed. Since officers can document their daily and shift activities electronically, scheduled task/tour completion and incident reports are automatically entered as a line item when there is an active DAR. By using SecuritasVision, we can automatically gather important information from the DAR/SAR.



## **Key Benefits of SecuritasVision**

- Incident and exception alerts via mobile text messages and/or email
- A metric building engine that allows you and your district manager to analyze trends and develop proactive procedures based on real data
- Electronic incident and daily activity reporting in real-time
- Customized smart-tours
- Multi-site deployment
- Consistent performance of security officers using uniform procedures
- An efficient, user-friendly interface
- Step-by-step guidance resulting in fewer mistakes, therefore reducing liability
- GPS – officer location, device tracking, geo-fencing and incident location reporting
- Encrypted and secure information
- 24/7 client access to reports, images, Key Performance Indicators (KPIs) and critical information via SecuritasConnect
- Asset Tracking – for inventory and safety compliance

SecuritasVision will provide your organization with cutting-edge technology and industry leading 24/7 support to enhance your existing security program. With its dynamic and immediate reporting, you can always stay up to date with the security of your operations.

# Daily Activity Report

Employee: Richard Wechsler

Account: INNISBROOK CONDOMINIUM ASSOCIA

Started on: 06/23/2022 11:05pm

Ended on: 06/24/2022 06:55am



Time	Action	Details
11:05pm 06/23/2022	Clocked in INNISBROOK CONDOMINIUM ASSOCIA	Clocked in
12:52am 06/24/2022	#100929005 *Activity Log Entry INNISBROOK CONDOMINIUM ASSOCIA	
		<p><b>Comments</b></p> <p>2300 S.O.Wechsler on duty .Truck 811 starting mileage 22201.  2311 Checked Cypress Pool area and perimeter gates, secure.  2323 Checked Island Pool area and perimeter gates, secure.  2329 Checked Tennis Center front and side doors secure.  2331 Responded to a call regarding "kids on bikes" by a resident's car, see IR.  0030 Checked and locked Island Clubhouse.  0038 Checked mail room and condo office doors, secure.  0044 Royal Aberdeen fire watch patrol completed.  0052 Maidstone building patrol completed, see IR.  0115 Merion building patrol completed, see IR.  0134 Checked Fairway pool area and perimeter gates, secure.  0138 Checked north gate and gatehouse, all secure.  0152 Checked Inverness Hall, all lockable doors are secure.  0201 Checked Peacock pool area and perimeter gates, secure.  0210 Royal Aberdeen fire watch patrol completed.  0212 Checked Copperhead pool area and perimeter gates, secure.  0223 Checked Lochness pool area and perimeter gates, clear and secure.  0240 Checked Conference Center, clear.  0245 Unlocked tennis center for cleaner per front desk.  0305 Picked up paperwork from front desk and delivered to South gate.  0340 Royal Aberdeen fire watch patrol completed.  0356 Troon building patrol completed.  0419 Turnberry building patrol completed.  0427 Checked EV charging stations, both secure.  0440 Checked Tennis Center after cleaner, door secure.  0456 Checked Island Clubhouse, secure.  0512 Checked Powerline Rd north gate, secure.  0520 Checked spa doors, secure.  0533 Royal Aberdeen fire watch patrol completed.  0555 Unlocked Island Clubhouse doors.  0630 Noticed a significant underground water leak directly across from Pine Valley (see IR).  0700 S.O.Wechsler off duty, truck ending mileage 22235</p> <p><b>Officer Signature</b></p>
01:03am 06/24/2022	#100929501 *Incident Report INNISBROOK CONDOMINIUM ASSOCIA	
		<p><b>Incident Type</b></p> <p>Lighting - Malfunctioning</p> <p><b>Other Incident Type:</b>  Maidstone north exterior  stairwell light</p> <p><b>Date</b>  06/24/2022</p> <p><b>Time</b>  12:52am</p> <p><b>Incident Location (area,  apt number, et cetera)</b></p> <p>MAIDSTONE</p> <p><b>Which Supervisor was  Notified</b>  None</p>

**Which Property Manager  
was Notified**

None

**Police Involved**

No

**EMS Involved**

No

**Fire Involved**

No

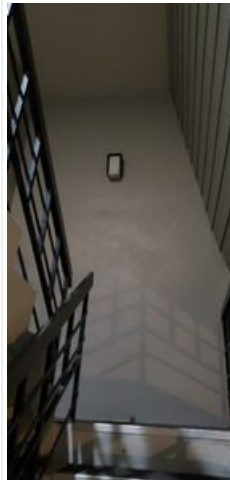
**Arrest Made**

No

**Narrative**

Mkennedy@InnisbrookResort.com, Jacob.Schreiber@SecuritasInc.com, TCooper@innisbrookresort.com, RRumley@InnisbrookResort.com, JDornquast@innisbrookcondo.com, svaporis@innisbrookcondo.com, ICAMaintain@Tampabay.rr.com, Dispatch@innisbrookcondo.com, sales@innisbrookcondo.com, BLoubier@InnisbrookResort.com, WFuentes@InnisbrookResort.com, MWilliams@InnisbrookResort.com, jbusch@salamanderhotels.com, JKovich@InnisbrookResort.com, RHerald@Innisbrookresort.com, jduchene@innisbrookresort.com, GWillocks@innisbrookresort.com, amitterer@innisbrookresort.com, BBarnes@innisbrookresort.com

At approximately 0052 hours while on a scheduled building patrol at the Maidstone building, S.O.Wechsler noticed a light out at the mid landing of the north exterior stairwell (see photos). No action other than this report was taken.

**Photo 1****Photo 2****Officer's Signature**

RW




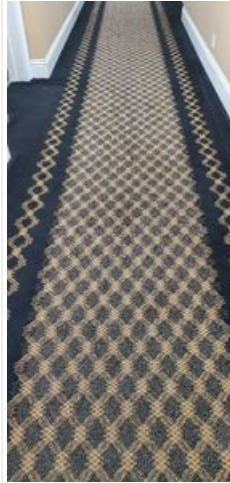
01:25am 06/24/2022	#100930329 *Incident Report INNISBROOK CONDOMINIUM ASSOCIA	<b>Incident Type</b> <b>Water &amp; Sanitary - Leakage</b>  <b>Other Incident Type:</b> Merion building, mark or stain on carpet  <b>Date</b> 06/24/2022  <b>Time</b> 01:14am  <b>Incident Location (area, apt number, et cetera)</b> <b>MERION</b>  <b>Which Supervisor was Notified</b> None  <b>Which Property Manager was Notified</b> None  <b>Police Involved</b> No  <b>EMS Involved</b> No  <b>Fire Involved</b> No  <b>Arrest Made</b> No  <b>Narrative</b> Mkennedy@InnisbrookResort.com, Jacob.Schreiber@SecuritasInc.com, TCooper@innisbrookresort.com, RRumley@InnisbrookResort.com, JDornquast@innisbrookcondo.com, svaporis@innisbrookcondo.com, ICAMaintain@Tampabay.rr.com, Dispatch@innisbrookcondo.com, sales@innisbrookcondo.com, BLoubier@InnisbrookResort.com, WFuentes@InnisbrookResort.com, MWilliams@InnisbrookResort.com, jbusch@salamanderhotels.com, JKovich@InnisbrookResort.com, RHerald@Innisbrookresort.com, jduchene@innisbrookresort.com, GWillocks@innisbrookresort.com, amitterer@innisbrookresort.com, BBarnes@innisbrookresort.com  At approximately 0114 hours while on a scheduled building patrol at the Merion building, S.O.Wechsler noticed a dark mark or stain on the carpet between units 2743 and 2745. According to the officer, the mark or stain was approximately 20 feet in length (see photos). No action other than this report was taken by the officer.  <b>Photo 1</b> 
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Photo 2



Photo 3



Officer's Signature

RW

04:01am  
06/24/2022

#100936483 \*Incident Report  
INNISBROOK CONDOMINIUM ASSOCIA

**Incident Type**

Vehicle & Parking - Observed Vehicle Inspection

**Other Incident Type:**

Resident reports "kids"  
touching his car

**Date**

06/23/2022

**Time**

11:31pm

**Incident Location (area,  
apt number, et cetera)**

CARNOUSTIE

**Which Supervisor was  
Notified**

None

**Which Property Manager  
was Notified**

None

**Police Involved**

No

**EMS Involved**

No

**Fire Involved**  
No

**Arrest Made**  
No

**Narrative**

Mkennedy@InnisbrookResort.com, Jacob.Schreiber@SecuritasInc.com, JDornquast@innisbrookcondo.com, sales@innisbrookcondo.com, Svaporis@innisbrookcondo.com, ICAMaintain@Tampabay.rr.com, BBarnes@innisbrookresort.com, MWilliams@InnisbrookResort.com, jbusch@salamanderhotels.com, JKovich@InnisbrookResort.com, RHerald@innisbrookresort.com, Dispatch@innisbrookcondo.com, jduchene@innisbrookresort.com, GWillocks@innisbrookresort.com, Garrett.Thomas@Securitasinc.com

At approximately 2331 hours, S.O.Wechsler received a call from the front gate officer stating that a resident saw "2 kids on bikes messing with his car" near the Carnoustie building. The officer immediately drove to the area, and saw the 2 young people on bikes. When officer Wechsler questioned them, they stated that they were just "checking out" the car, and were not touching it. Officer Wechsler reports that they were respectful and cooperative and willingly identified themselves as resident of Promontory Joe Cuttia of Lovello Ln., and his friend Royal Rubidoux. The officer reported that they stated that they were just out "riding bikes". As there was no reported vandalism, theft, or damage, no action other than this report was taken by the officer.

**Officer's Signature**

06:33am  
06/24/2022

#100941753 \*Incident Report  
INNISBROOK CONDOMINIUM ASSOCIA

**Incident Type**

**Water & Sanitary - Flooding**

**Other Incident Type:**

Exterior underground water  
leak

**Date**

06/24/2022

**Time**

06:30am

**Incident Location (area,  
apt number, et cetera)**

**PINE VALLEY**

**Which Supervisor was  
Notified**

None

**Which Property Manager  
was Notified**

Pat Mennone

**Police Involved**

No

**EMS Involved**

No

**Fire Involved**

No

**Arrest Made**

No

**Narrative**

Mkennedy@InnisbrookResort.com, Jacob.Schreiber@SecuritasInc.com, TCooper@innisbrookresort.com, RRumley@InnisbrookResort.com, MWilliams@InnisbrookResort.com, jbusch@salamanderhotels.com, RHerald@innisbrookresort.com, JKovich@InnisbrookResort.com, BBarnes@innisbrookresort.com, ACorry@Innisbrookresort.com, NTubby@Innisbrookresort.com, RStewart@InnisbrookResort.com, jduchene@innisbrookresort.com, GWillocks@innisbrookresort.com, amitterer@innisbrookresort.com, JDornquast@innisbrookcondo.com, Svaporis@innisbrookcondo.com, ICAMaintain@Tampabay.rr.com, sales@innisbrookcondo.com, Dispatch@innisbrookcondo.com,

At approximately 0630 while on regular patrol, S.O.Wechsler noticed a significant amount of water coming out of the ground on the grass area adjacent to the parking lot directly across from Pine Valley.

The officer marked the place on the grass where the water was coming from with an orange cone (see photos).

Other than the placement of the cone, and this report, no other action was taken by the officer.

EDIT BY CPT. KENNEDY 6/24/22:

Approximately 0925 hours Cpt. Kennedy reviewed the incident report by S/O Wechsler and then informed Pat Mennone of the leak/flooding. Pat Mennone stated that he would drive by and take a look at the damage. No further actions taken.

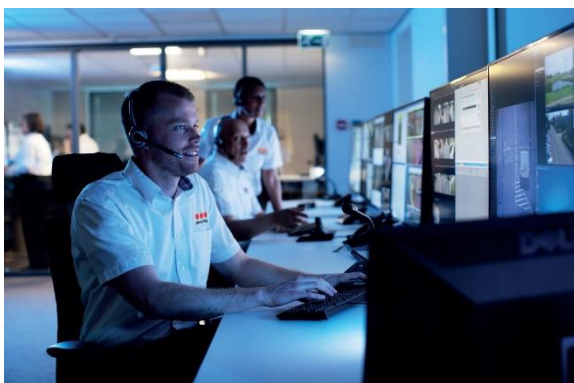
**Photo 1****Photo 2****Officer's Signature**

RW



## National Communications Center (NCC)

Securitas has a state-of-the-art National Communications Center (NCC) in Charlotte, NC. Operating 24 hours a day, seven days a week, the NCC provides after-hours telephone support and alarm response functions for Securitas, manages the company's Post Confirmation System (PoCo), and acts as a single point of contact for our Security Response Services.



The NCC is staffed by well-trained operators who are employees of Securitas. The center is assured of continuous operation through its own uninterrupted power supply, back-up diesel electric generation, multiple telecommunication providers, and redundant database servers. Additionally, there is a full-capability disaster recovery hot site available for emergencies, so the NCC should always be available and online. The NCC is equipped with cutting-edge telephone and computer technology that helps calls be placed in proper priority queues and handled in accordance with operating procedures. All NCC activities conform to published service levels and are documented in a permanent database. Securitas district offices receive computer-generated detail of NCC activities on a daily

and weekly basis. All calls are recorded and stored for one year. Recorded calls are available for individual review and can be sent via email as WAV files.

In addition, the NCC staffs to meet a service level goal of answering 85% of all calls in 30 seconds or less. 2020 performance statistics for the NCC show that this service level has been exceeded, with 75% of all calls answered in 10 seconds or less, and an average answer of 27 seconds.

Call volume is monitored on a daily basis to help ensure adequate staffing to achieve our service level goals. Staff headcount is based on projected call volumes for each 30-minute interval of a day and adjusted accordingly.





## Workforce Management (WFM)

**It is critical in today's world for continuous refinement of crucial workstream functions to better satisfy our clients' needs. Securitas has worked diligently to provide virtual platforms and modern approaches for the recruitment and onboarding processes which allow for flexibility and standardization across our organization.**

WFM gathers data from all district locations, uploads weekly and generates all payroll, billing, accounts receivable, accounts payable and financial records.

### **The benefits to our clients and employees are:**

- Accurate paychecks.
- Correct, easy-to-read client invoices.
- Flexible billing options to meet client-specific requirements.
- Employee Direct Access that provides our officers with self-service tools and information
- Value-added service features include the following:
  - Electronic timekeeping and scheduling automation which ensures accuracy and confidence. Scheduling data includes post names, employee information and client information. Scheduling data automatically drives both payroll and billing transactions.
  - Client/contract billing and service information are stored and maintained. This includes the selection of invoice formats, billing cycles and billing methods such as consolidated and contract flat invoicing.
  - Supplemental charges and payments include automated recurring and one-time supplemental charges (e.g., auto lease). This allows both reimbursement of employee-incurred expenses such as mileage and billing of non-hourly charges to clients.
  - Corrections to payroll and billing for prior period activity are maintained.

## VISITOR MANAGEMENT: RESIDENTIAL



## RESIDENTIAL VISITOR MANAGEMENT SYSTEM

**TEKWave's Visitor Management System** is a highly effective visitor management system and visitor tracking solution that enhances safety and security. With **TEKWave's Visitor Management System**, security officers can scan driver's licenses, issue badges, passes and credentials, and efficiently process and track visitor flow from virtually any access point.



### Guest Passes

Print vehicle and visitor passes in advance or at entry

- Visitor QR Codes (ePass)
- Customizable Guest Passes
- High Speed Printing



### Enhance Security

Enhance security with real time visitor logs and updates

- Screen and validate visitors
- Quick look up of visitor details
- Real-time information exchange



### Save Time

Save time and increase staff efficiency

- Pre-register guests
- Drivers License Scanning
- Package Tracking



e-Mail us  
[sales@tekwavesolutions.com](mailto:sales@tekwavesolutions.com)



Call Us  
678-951-0626



4575 Webb Bridge Rd  
Suite 4345

# **SALARY ASSESSOR**®

Security Guard Security Service

## **Specifications:**

Prepared for:

**Area:** Sun City Center, Florida

**Industry:** Security and Commodity Services

**Industry Codes:** eSIC: 6280, NAICS: 523110, usSEC: 6282

**Organization Size:** (Data reported by years of experience)

**Education Adjustment:**

**Skill Adjustment:**

**Certification Adjustment:**

**Shift Work Adjustment:**

**Planning Date:** 7/21/2022

**Annualized Salary Trend:** 2.5% (Adjustment: 0%)

**Database as of:** 7/1/2022

**ERI Job Code:** 1755

eDOT: 372667601

SOC: 339032

Printout Date: 7/21/2022

*(Items in bold affect salary estimates)*

**Date Last Updated: 7/1/2022**

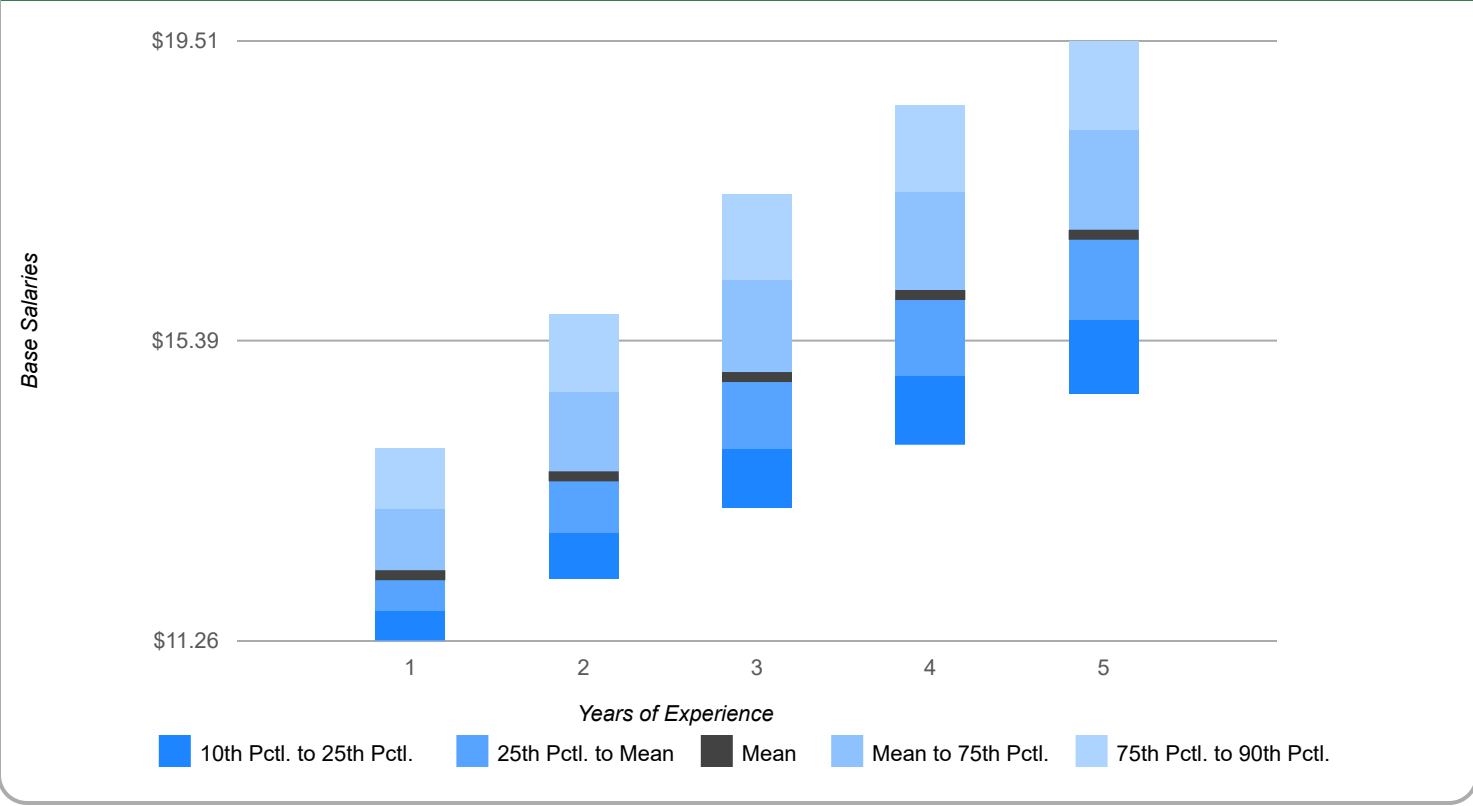
ERI Job Title: Security Guard Security Service

Estimated Survey Mean Hourly Base Salaries

All Incumbent Average: \$16.29

Years of Experience	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
5	14.66	15.67	17.13	18.29	19.51
4	13.96	14.90	16.29	17.43	18.63
3	13.09	13.89	15.15	16.22	17.40
2	12.12	12.74	13.77	14.68	15.75
1	11.27	11.67	12.40	13.07	13.91

Hourly Base Salaries Graph



### Security Guard Security Service

**ERI Job Title:** Security Guard Security Service

### Job Description

#### Overview

- Observes and reports activities at client's site assigned by security contract service.
- Supplies security and safety for client's property and personnel.
- Controls access to site by ensuring proper identification of employees or visitors and prepares security logs.
- Assists visitors with legitimate need to gain entry to facility.
- Monitors entrances and exits to facility, either at guard station, or by closed-circuit television, and acts to prevent unapproved or unlawful entry.
- Makes periodic walking tours of buildings and grounds to check doors, windows, and other entries to ensure they are properly secured.
- Reports any observed irregularities, such as presence of unauthorized people, fire hazards, leaking pipes, unsecured entries, and faulty equipment.

#### Typical Functions

- Preserves order and may act to enforce regulations and directives for the site pertaining to personnel, visitors and premises.
- Investigates disturbances, and in the event of emergency, maintains order and safety of personnel; serves as liaison with emergency response units.
- Sounds alarm and/or calls police, fire, or emergency personnel by telephone in case of fire, difficulty with unauthorized people, or medical emergencies.

**Date Last Updated:** 7/1/2022



## Methodology



### Data Collection

ERI gathers data from 3 types of sources: surveys we conduct ourselves, surveys we purchase from other organizations, and reports from publicly traded organization, such as proxies and 10- Ks.



### Data Verification

After collecting the data, we conduct QA to ensure the data flowing into the analyses are of the highest quality.

Some examples of QA tasks are job matching by trained analysts, interviewing participants to double-check data that do not fall into parameters, and inspecting data to identify issues such as keying errors or misclassifications.



### Analysis

ERI conducts advanced analytics to accurately capture the full scope of an occupation and how it exists in the economy.

ERI is committed to using the best analysis for a given statistical task, including machine learning, meta-analysis, and regression.

These analyses have been validated against independently collected market data.



### Quality Assurance

ERI analysts double-check the results for every job every quarter.

This process allows us to be confident in the data we publish.



### ERI Results

The end result is a carefully curated dataset that reflects compensation rates with an unparalleled level of accuracy.

ERI provides a comprehensive database of compensation for over 11,500 job titles, 1,000 industries, and 11,000 locations.

## Investment Proposal – Rate Summary

Securitas proposes the following rates for **Hidden Creek CDD**. These rates are all-inclusive as defined below and will remain in effect for 60 days from 7/22/2022.

### Traditional Program – 24/7 coverage

Positions	HPW	Bill Rates	Estimated Monthly Cost	Estimated Annual Cost
Lead Officer	40	\$26.32	\$18,383	\$220,559
Access Control Officers	128	\$24.92		
Consolidated Hours & Rates:	168	\$25.25		
One (1) SecuritasVision 2.0 Mobile Device & SecuritasConnect Client Portal – all required components, software, and licenses to unify monitoring and real-time reporting of all access control & patrolling efforts				Included

### Optional Solutions:

Additional Service & Technology Solutions	Estimated Monthly Cost	Estimated Annual Cost
One (1) TEKWave Solutions Community Visitor Management System – package includes "Community VMS" System Single Post w/ License/Software (with 3 year support), One (1) Dell PC - Dell Inspiron All-in-One, Model # 3052 (touchscreen monitor, keyboard, mouse) with 3yr warranty, Driver's License and Barcode scanner, Customer Portal: KPI Portal with Analytics (3 years included), Web filtering software - PC's will only be allowed to access URL's approved by Securitas - (3 yrs), APC Back-UPS (43 minute run time) **only applicable with Dell PC order**, Configuration, Activation, and Training. Internet connectivity to be provided through the Client's local ISP.	\$350	\$4,200
PLEASE REFER TO THE ADDITIONAL SERVICE & TECHNOLOGY SOLUTIONS SECTION OF THIS PROPOSAL FOR FURTHER DETAILS ON OPTIONAL SOLUTIONS.		

*Note: The proposed billing rates include statutory payroll costs, i.e., FICA, FUI, SUI, GLI, WC. If a change in any legislation or regulation, either federal, state or local, adversely affects Securitas' direct labor and/or payroll costs, client agrees to pay revised rates which will reimburse Securitas for its added costs.*

- **State Sales tax is not included in the rates above as the Client is tax-exempt.**
- **Premium Rate: is 1.5 times the Standard Rate and is applicable for the following:**
  - Excess hours requested by Client with less than 72-hour notice.
  - All hours over forty hours worked by a security officer, specifically requested by client.
  - 6 major holidays if worked
- **Rates include the following Client Benefits to provide superior customer service and support:**
  - SecuritasVision Mobile Device and SecuritasConnect Client Portal, all required components, software, and licenses
  - Dedicated District Manager for 24/7 support
  - Recruitment, background screening and hiring costs
  - Computer-based post orders, including client emergency response procedures
  - Monthly service review and planning meetings with local District Manager
  - 24-hour National Communications Center
  - General liability insurance coverage
  - Site-specific written test based on post orders and client policies
  - Learning Management System to track completed courses and test scores
- **Rates include the following Officer Benefits to be the top employer of choice:**
  - Free Complete uniforms for each season, including replacements as needed
  - Competitive employee wages, plus all payroll taxes and insurance
  - Healthcare, 401(k), dental, and vision benefits
  - Free life insurance and paid vacations
  - Enhanced health benefits including Livongo, Omada, and a new Employee Assistance Program
  - Financial benefits including Smart Dollar and our employee purchase/discount program
  - Qualification for the Securitas Lead Program through Purdue University Global
  - Introductory, pre-assignment and paid on-site training
  - Learning Management System to for ongoing education and career advancement
  - Excellence in Service performance recognition program
  - Branch award qualification for Officer of the Month, Quarter and Officer of the Year



*Note: The proposed billing rates include statutory payroll costs, i.e., FICA, FUI, SUI, GLI, WC. If a change in any legislation or regulation, either federal, state or local, adversely affects Securitas' direct labor and/or payroll costs, client agrees to pay revised rates which will reimburse Securitas for its added costs.*



The background features a complex, abstract design. It consists of several layers of wavy, undulating lines in shades of purple and blue, creating a sense of depth and movement. Overlaid on these waves is a grid of small, light-colored dots, which appear to be part of a larger, possibly digital or data-related, structure. The overall effect is a futuristic and technological aesthetic.

# Feedback





# Performance Management

## Service Excellence

To assure consistency in the level of delivered service, Securitas builds the service requirements of Hidden Creek CDD into its local Client Service Plan and uses performance management and measurement tools to ensure quality control within our service offering.

Quality service delivery is driven primarily at the local office level-close to our clients, but is additionally measured at the national level, ensuring promised delivery. As a service company, we know that quality must be built into our service offering. This means that everything we do must help to deliver the service outcomes that our client's value.

Delivering world-class service relies on three key components:

- Service Commitment – our organizational approach for assuring client satisfaction. *“Are we meeting expectations and creating value?”*
- Service Level Management – our account management approach for using tools and measures to assess and report the level of service we deliver to each client. *“Are we delivering consistent service across the client locations we serve?”*
- Performance Management – our operational approach to service level and cost. *“Are we gathering data at the local level that allows us to determine the service behaviors and methods that yield the best results for the security services team?”*

Service is primarily local because it is assessed at the point of delivery. We have focused on building effective working relationships with our clients - relationships that are based on strong local offices with responsive management and competent technical staff who are committed to service.

To help ensure promised quality, annual quality assurance surveys, a part of our Excellence in Service program are distributed by division level management. It is our goal to make sure that we are maintaining our high level of service standards that was discussed when initially taking the step to have Securitas as your security provider.

## Service Commitment

Competing on “service level” is the key element for advancing many service organizations. Within the security profession, Securitas stands alone for putting processes in place that drive behavior and results:

- The core values of our organization-Integrity, Vigilance and Helpfulness-are intrinsic motivators that empower our employees to do the right thing for our clients.
- Our five service value drivers:
  - Responsiveness of Management.
  - Individualized Attention to Client Needs.
  - Consistent and Reliable Service.
  - Security Officer Appearance and Demeanor.
  - Trust and Confidence in Security Officers.

Our core values, service drivers and processes position us to meet client needs through the participation of our people, local market focus, and service level management.

## Service Level Management

Securitas' goal is to manage and deliver locally focused protective services that we jointly implement with Hidden Creek CDD. Specifically, we will develop a Client Service Plan that meets and exceeds your expectations for security officer duties, safe





practices, staffing, training, account management and communication. This Service Plan includes the development of service measures so that the daily activities and tasks performed will meet the expectations of Hidden Creek CDD for behaviors and results.

## Commitment to Service Excellence through Performance Management and Measurement

Securitas employs one common set of service delivery tools as part of our Service Excellence program. This program is the primary quality assurance program for the organization. It promotes world-class service delivery by linking one standard service delivery method and tools to the service cycle for our clients, namely:

- **Service Initiation** (Transition and Implementation Plans)
- **Service Delivery** (Client Service Plan)
- **Client Relationships** (Service Delivery History and Service Enhancement Plan)
- **Client Development** (Annual Service Review Meeting)

## Client Service Plan

In collaboration with Hidden Creek CDD local management representative, Securitas establishes a Client Service Plan that outlines specific service goals and defines supporting Key Performance Indicators (KPIs). This plan serves as a road map for managing and monitoring service performance. The Service Plan is updated annually following a joint management review meeting, or more often when mutually deemed appropriate.

The Client Service Plan is the primary tool used to measure and monitor the local delivery of security services. After defining specific Service Goals, KPIs are established to measure the attainment of the goal. KPIs are quantifiable measurements that help us monitor the results of our actions.

	Security Performance	Business Performance
<b>Goals</b>	Deploy Service Excellence	Premier provider, market by market
	Local offices, close to clients	Focus on security
	Client retention	Refine and specialize security services
	Security officer retention	Add value
	Service value drivers	Increase efficiency
<b>Key Performance Indicators</b>	Client-specific indicators	Sales of new contracts
	People	Development of contract portfolio
	Procedures	Total sales growth
	Training	Effective planning
	Technology	Control of expenses
	Feedback	Control of accounts receivable

We regularly track the KPIs to assess how we are performing against an agreed upon Service Goal. They become the measuring stick by which all service performance, across all service locations, is measured. Operating definitions for the KPIs



are mutually determined with client stakeholder management input prior to implementation.

We use KPIs to track client service expectations and client requirements. They make the service delivery process effective for all of our clients:

- Client Service Plan Goals target specialization as a security services provider.
- One common set of measures gauges effectiveness and efficiency in business performance.

## Service Enhancement Plan

Securitas uses a Service Enhancement Plan that is mutually developed with Hidden Creek CDD stakeholder management team.

Discussion in the regular service review meeting may sometimes identify areas requiring attention and follow up. Our local manager leads a discussion with Hidden Creek CDD management representative to mutually develop the Service Enhancement Plan. Progress is then reviewed and discussed in subsequent meetings.



Continuous communication with the local client management representative to share progress against goals, to seek input or advice, and to review results is the primary service quality assurance monitoring activity. Service Enhancement Plans are tracked by local, area and region management teams.

Service Enhancement Plans are typically developed as a result of the service review process. This performance-based approach to controlling and reporting on service levels is built upon the premise that “it’s what you do with what you learn” that is most important for developing a strong client partnership for security service delivery.

Securitas applies these tools to foster frequent, open communication (internally as well as externally), to maintain a client-focused approach to service delivery management and to advance the service relationship through mutual goal-setting and responsive action.

These tools help to ensure a consistent, common service level management approach across all client locations served. In this way, service quality methods and client-focused leadership are built into the service offering.

## Service Review Meetings

Service delivery management methods are continually assessed by comparing the daily delivery of service against expectations and by conducting face-to-face client service review meetings. We regularly report KPI results for meeting client service expectations and contract requirements.

In this setting, the Securitas service delivery manager and the Hidden Creek CDD representative mutually discusses the following:

- *“What is going well?”*
- *“What do we need to do differently here?”*
- *“What are our next steps?”*

### Examples of topics addressed in these service review meetings can include:

- Service team performance reviews (financial results, KPIs, goals and objectives, issues and concerns, lessons learned, security awareness, training client interaction).
- Service level assessment (performance against expectations and contract criteria, progress against annual Client Service Plan goals, trending and tracking of individual client KPIs across all Hidden Creek CDD locations served).



- Security officer assessment (appearance, client relations, quality of reports, tour compliance, training certifications).
- Service audit and risk assessment survey results.
- Service Enhancement Plans and related improvements.
- Sharing of best practices drawn from Securitas' client service experiences.
- Sharing of best-known methods drawn from all Hidden Creek CDD service locations (a best practice at one client site becomes common practice across all sites served)



# See a Different World

At Securitas, we see evolving threats affecting your organization.  
The urgency of your priorities. And how they all may change tomorrow.

With over 150 years of keeping people safe, we see the power of blending technology and human talent. That's why our Integrated Guarding solutions deliver an unmatched blend of On-site, Remote and Mobile Guarding and/or Electronic Security expertise.



## **CLIENTPOINT DOWNLOAD RECEIPT**

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**DOWNLOADED: 08-08-2022**

**CLIENTPOINT ID: 708632**



# **EXHIBIT 9**



## **Security Services Proposal**



## **SOUTHSHORE BAY**

**Steve Stafford**  
**Sr. Field Services Manager**

***Presented by:***  
**Todd Rogers**  
**President and CEO**  
**Toddr@VitalSecurity.com**  
**770.500.7476**  
**07/20/22**

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Steve Stafford  
Sr. Field Services Manager Manager

**Re: Security Services Proposal**

Dear Steve,

Thank you for allowing **Vital Security and Investigations** and the opportunity to present our proposal for unarmed, uniformed security for Southshore Bay in Wimauma, Florida.

We look forward to investing in a long-term successful partnership with you and your team to enhance safety and security service.

Vital Security and Investigations proposes to dedicate our extensive resources and local management team to provide proactive management and professional Security Officers to effectively serve your needs.

We are optimistic that you will benefit from Vital Security's account support programs, Quality Assurance, training and employee support programs, as well as the unique advantages as presented in our proposal.

Our focus is on Customer Service, safety and protection of people and assets, provided in the most effective, professional manner, with an eye always on the fact that everything we do effects client satisfaction.

Thank you,

A handwritten signature in black ink, appearing to read "Todd W. Rogers".

Todd Rogers  
**President and CEO**  
Vital Security and Investigations



## **CORPORATE SUMMARY**

Vital Security and Investigations was established over twenty years ago with a simple vision in mind: to bring **Professionalism, Integrity** and **Trust** to our clients and to be a service provider that exceeds expectations while allowing our clients to operate within given budget limitations.

Today we proudly serve the State of Florida with our Corporate office in Lake Mary. Our executive team has over 170 years of combined experience in Law Enforcement, Finance, Operations and Criminal Justice and has managed business for General Electric, MBNA, private security companies as well as many companies within the private sector. This deep knowledge of finance and budgeting allows us to run a lean operation, hire the absolute best people in the industry, and keep our rates extremely competitive.

Customer Service drives **EVERYTHING** we do. As a privately held American-owned company our focus is clear and sharp. We put our Customers first and deliver World Class Customer Service. This is accomplished by hiring the best people in the industry, investing in their training and education and keeping unsurpassed lines of communication open with our people and clients alike.

## Mission Statement

***"To provide World Class Customer Service while exceeding our clients' expectations in everything we do"***



# ***SOUTHSHORE BAY***

Position	Hours Per Week	Pay Rate	Holiday Rate	Bill Rate	Weekly Billing	Annualized Billing
Security Officer	128	\$18.00	\$40.50	\$27.00	\$3,456.00	\$179,712.00
Site Supervisor	40	\$20.00	\$45.00	\$30.00	\$1,200.00	\$62,400.00

Subtotal	\$242,112.00
Holiday Pay	\$2,268.00
<b>Total</b>	<b>\$244,380.00</b>

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## **PROPOSED APPROACH**

In a competitive and constantly expanding industry, Vital successfully maintains the concept of proactive service to our client, with emphasis on strict standards of personnel selection and training. Of primary importance to our clients is the capability of the service provider to employ only the best officers obtainable. When one considers that the available pool of officer talent is limited, and that all security service companies have equal access to this pool, it becomes essential that we utilize our talents and resources to find individuals that represent both Vital and our clients in the best possible way.

### **Recruiting and Hiring Exceptional People**

*We devote more detailed attention to the screening and hiring of our officers than anyone in the industry. This makes a difference in the quality of individual hired, how effectively they are screened for Job Fit, and how well they are supported once they are on the job. To ensure our clients experience low turnover and have an experienced guard force they can count on, we allocate more resources than the industry norm for recruitment and selection. Over 90% of our officers have prior security, law enforcement or military experience.*

### **BASIC PRINCIPLES BEHIND OUR HIRING PROCESS**

*To provide total quality service to our clients, we must first attract and hire professional and experienced security officers; well-chosen applicants and thorough assessments are a critical component to creating the stable workforce needed to the success of any security program.*

Labor and related employee costs can be more than 75% of the cost of security service programs; we offer our clients competitive pricing as a result of our efficient and cost effective hiring program. *Reliable and cost-effective quality security programs begin with a quality Human Resources process.*

We select new candidates based on their characteristics and attributes to be successful. These individuals will necessarily have outgoing, respectful, and cheerful personalities with the desire to assist people. At the same time, they will need to enforce the rules and regulations in a pleasant and polite manner.



## **OVERVIEW OF OUR HIRING PROCESS**

Recruitment and Hiring at Vital Security is primarily driven by three key qualifiers:

1. Having a quality *and* effective HR process to ensure quality applicants
2. Exceeding industry norms of minimum qualifications, background screening & interview methodologies to ensure *our* officers are truly the best qualified
3. Controlling labor costs through reduced turnover so we can offer our clients competitive pricing

**We have customized each step of Vital's comprehensive recruitment and screening to find the most qualified, experienced and proactive security professionals with the highest standards in appearance and integrity. *Our in-depth knowledge of the labor market and close relationships with local schools and employment agencies makes a difference for our clients too.*** This provides a large pool of applicants from whom Vital can carefully select the best in the region. We then offer a dynamic wage and benefit program and multiple avenues for advancement.

We realize savings in labor costs by allocating more HR resources upfront and hiring only the best. **Vital Security has exceptional, local HR personnel dedicated to recruiting professional, capable individuals with outstanding customer service skills.** We dedicate two of our HR team members solely to the recruitment and screening of applicants *from the pools which we prefer: former military, current military, former law enforcement and emergency services personnel.*



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## **INTERVIEWS**

Through our in-depth interview process, we are able to confirm that each applicant meets requirements such as verbal and written communications, professional appearance and demeanor, positive attitude and the capability to perform the job.

Each applicant goes through several interviews with members of our management team to ensure we all agree the individual would be a great fit and addition to our team and yours. Typically less than 5% of the applications we receive will result with an individual being hired. Vital understands that everything our management team does to ensure quality control during this process directly drives our quality of service.

## **BACKGROUND CHECKS AND VERIFICATIONS**

- National Criminal Records Check
- Social Security Number Check
- E-verify Worker Eligibility Check
- DD-214 Review
- Terrorism Watch List Check
- State Licensing and Certification Check
- Reference Checks



## **VITAL SECURITY TRAINING- Vital Security is Committed to Comprehensive Training**

Vital has dedicated itself to the thorough training of its officers. Without an effective training plan designed to educate, test and refresh, an officer is not fully equipped to best serve the client--nor to assure his/her own safety. ***Proper training is essential.***

Vital Security has dedicated substantial financial and business resources to ensuring its training program is unmatched. As the regulations regarding the employment of security officers has changed over the decades, we have made significant investments in technology, processes and people to be an industry leader in providing customizable training.

### **MULTI-STAGE CONTINUING TRAINING-EDUCATION PROGRAM**

Without an effective training plan that educates, tests and refreshes, an officer cannot best serve the client--nor assure the officer's own safety. Highly trained themselves, our senior managers consistently convey to our officers the importance of attention and dedication to the *proper training essential to ensuring effective job performance.*

Officers assigned to you are provided a multi-stage continuing training/education program. This training program includes 16 hours of post specific training. The site supervisor will be responsible for training each officer assigned. Vital Security officers will receive several phases of training including:

- Pre-Assignment Classroom Training
- On-The-Job Training
- Advanced, Refresher and Enhancement Training Modules



## **ON-THE-JOB- TRAINING**

**Sixteen hours of on-the-job training is provided to each newly assigned officer.**

Pre-assignment training serves as a foundation for building an effective training program, but on-the-job training provides security officers the information they need to be effective at their specific work site. Vital Security has developed and implemented customized on-the-job training plans.

Day one is spent with the Supervisor reviewing site specific training materials and becoming familiar with the community. Day two is spent with an experienced lead officer on the particular shift the newly assigned officer will work in order to learn specific shift duties and responsibilities. Upon completion of the sixteen hours of on-the-job training, the Supervisor administers a competency test and the newly assigned officer must prove proficiency in all areas covered in the specific on-the-job training plan.

### **On-the-job training plans include the following:**

- Standard Operating Procedure Review
- Shift Duties and Responsibilities Review
- Trainee observes the trainer perform the duties of the site
- Trainee performs all duties while being observed and supervised
- Emergency Response Plan Review
- On-the-Job Training checklist completed by supervisor and trainee

### **Site training includes the following:**

- Layout of the property
- Site security procedures
- Safety and fire regulations
- Fire-fighting procedures
- Vulnerable points such as security sensitive areas, known security breaches, related issues, etc.
- Emergency evacuations such as hurricane response





## **Employee Benefits and Recognition**

### **BENEFITS INFORMATION**

- Health (Medical & Dental) Insurance Plans
- Supplemental Insurance Plans
- Paid Vacation and Holidays
- Additional Benefits

Vital Security provides eligible employees the opportunity to take advantage of a variety of comprehensive and affordable employee benefits. A detailed overview of the Vitals' employee benefits that are a part of this proposal are outlined below:

### **HEALTH INSURANCE PLANS**

- United Healthcare Medical *(HCA compliant program)*

### **SUPPLEMENTAL BENEFITS**

- Short Term Disability
- Accident Indemnity
- Life Insurance
- Cancer Care Select

### **ADDITIONAL BENEFITS**

- United Healthcare Vision Plan
- United Healthcare Dental *(Based on contract)*
- American Freedom Retirement Plan

### **Employee Referral Program**

Vital Security pays a finder's fee of \$100.00 to referring Vital Security employees for officers who remain with Vital Security for a minimum of six months.

### **Direct Deposit**

Vital Security employees are offered the convenience and safety of direct deposit of paychecks.



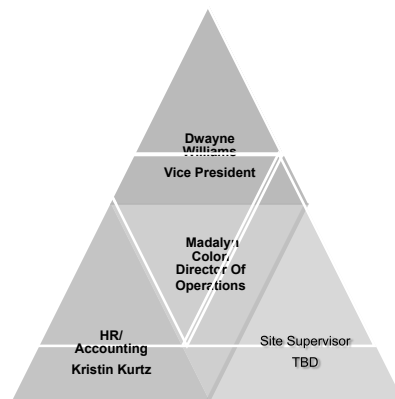
## **The Transition & Start-up Process**

Vital Security is committed to facilitating a fluid transition process throughout which effective security coverage will be maintained and the client will not be distracted from their primary business. An important part of this process is ensuring that all parties involved are aware of the transition plan and communicate regarding status regularly. To this end, Vital Security conducts weekly status meetings with the client throughout the transition period to discuss project status to date, and to set expectations for what will occur in the upcoming week. Vital Security is committed to continuing these regular client meetings following the actual job start date until our client is thoroughly satisfied that all aspects of the program have been implemented to their satisfaction.

Upon commencement of an agreement, Vital Security will assign a Transition Team to meet with designated client representatives to coordinate and implement a timetable for all critical steps through start-up including:

- Survey of all sites to review/verify all operational and staffing requirements
- Preparation of all security procedures and post orders, including the General Operating Standards and/or Standard Operating Procedures
- Designing a custom implementation plan to assure a seamless startup
- Working with client management to develop and implement a coordinated communication plan for tenants, vendors and visitors.

The Director of Operations will oversee and coordinate all transition planning and on-going security services for your site, to include oversight and direction of the site supervisor, field supervision, scheduling and training of all security personnel assigned to your site.





## TRANSITION PLAN

Transition Activities	Week 1	Week 2	Week 3	Week 4	30 days	60 days
Initial Award and Signed Contract	X					
Start Date and Time Determined	X					
Uniform Style Selected	X					
Review Current Personnel	X					
Transition Meeting with Customer	X					
Tour Facility with Client	X					
Observe Security Functions	X					
Review Post Orders and Security Policies	X					
Develop Job Descriptions for each Security Positions	X					
Training Requirements Reviewed and Revised	X					
Establish Safety Procedure and Plan	X					
Equipment Identified and Ordered	X					
Notify Incumbent Officers of Interview Process		X				
Recruit and Interview Potential New Officers		X				
Account Manager Selected		X				
Continue Review of Post Orders Policies and Procedures		X				
Account Manager Interviews and Selects Supervisors		X				
Selected Officers Start Orientation Program			X			
Develop Training Guide and Checklist			X			
Evaluate and Redefine Emergency Procedures			X			
Final Approval on Post Orders, Policies and Procedures			X			
Set Up Training Schedule			X			
On-Site Training of Account Manager			X			
Process and Uniform All Officers				X		
Assign Schedules to Officers				X		
On-the-Job Training of Officer				X		
Vital Security and Investigations Assumes Control of the Account				X		
Quality Management Plan is Completed				X		
Develop Ongoing Training Program					X	
Client Review					X	X

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## **Use of Technology**

### **Overview**

**Our technology, GuardTek Officer Management Software easily and automatically tracks officer performance, confirms pre-assignment training before post assignments, ensures on-time clock-ins and outs -- and then produces easy-to-read and accurate reports for clients with ample detail to support our invoices.**



Our software applications improve accountability and transparency in security officer performance and simplifies administration and financial management for the client. Automated checks/balances and safety controls reduce human error, resulting in improved program quality. We actively seek and invest in effective, innovative advancements that improve overall performance and organizational efficiency.

The collaborative software we utilize allows us to have:

- **Guard Tour Management**
- **Electronic Reporting**
- **Situational Awareness**
- **Automated Post Time Tracking**
- **Electronic Invoicing Capability**



Through GuardTek Software, Vital can ensure our clients receive the highest value for their investment in security.

This software and technology not only helps create the most robust security program available but also answers the business needs of a property manager's responsibilities, such as maintenance, vendor management, response to tenant needs and other key issues. With GPS enabled real-time reporting, officer account habits are never in question and issues are immediately sent to the right person on time.



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**REFERENCES:** We serve a diverse mix of clients who require customized access control and Customer Service. Some relevant clients we believe have provided experiences that will enhance our performance include the following:

**SOLIVITA**

Mandy Morgan  
Chief Operating Officer  
Evergreen Property Management  
2100 S Hiawassee Rd  
Orlando, FL 32835  
Phone: 877-221-6919  
Email: [mmorgan@evergreen-lm.com](mailto:mmorgan@evergreen-lm.com)



**KEENE'S POINTE**

Sandra Lowery  
Property Manager  
9757 Carillon Park Dr  
Windermere, FL 34786  
Phone: 407-375-4962



**LAKE FOREST**

Alisha Gilbert  
Property Manager  
Sanford, FL 32771  
Phone: 487-302-8202



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# **EXHIBIT 10**



2022



# Security Proposal

JCS INVESTIGATIONS  
Brandon, Fl. 33511





Hi Jennifer,

I would like to thank you for taking the time to review our proposal. We take pride in providing you with the maximum standard of service in the security and protection industry. As you know we provide security service for **Metro Lagoons that is located within your community.** We also provide security service for many other communities in the Tampa Bay Area. Everything we offer will play a major part in the security of your community because as you know, home should be a safe place, but unfortunately, that's not always the case. We at JCS Investigations can make home a safe place again. My team and I care about the people and what matters to them, we assure you that we will go above the call of duty to bring the best service possible to your community. Please if you need a reference please feel free to call Mr. Dane Engle, Manager of Southshore Bay Metro Lagoons at (513) 869-0919. He would be more than happy to tell you about our excellent and outstanding service that we already proved to your community member as they visit the lagoon. We look forward to the opportunity to work together to accomplish your security and protection goals. Thank you again for reviewing the proposal.

Sincerely,  
John Scanlon  
Owner/Operator

JCS INVESTIGATIONS  
Agency License A-3000004  
Agency License B-3100293

611 SANDY Creek Dr.  
Brandon, FL 33511

Office: (813) 616-1405  
Cell: (718) 787- 7064  
JCSProtection@aol.com



## About Us

### The founder:

For the past 23 years John Scanlon has worked in the private investigative and law enforcement industry. With his business JCS Investigations, John has made over 3000 arrests of fugitives, provided expert advice on multiple national television news stations, helped keep handguns and assault rifles off the streets while working hand in hand with NYPD and is an expert in Personal Security, Crime Prevention, Police Science, in addition to mobile and site surveillance. John grew up in New York and in 2019 John expanded his business to Tampa, Florida and now lives in Brandon. JCS Investigations now holds major security contracts within the Tampa Bay Area.

### The Team

JCS Investigations employ highly trained and professionally dedicated officers and private detectives to service this market in the following areas:

- Private Investigations “Workers Compensation Insurance Fraud, theft, and other cases”
- Commercial Security Service
- Site Security
- HOA / Condominium Security
- Security Patrol
- Security Services for Large Events
- Security Consulting
- Threat Examination
- Relocation “Reduce shrinkage and inventory loss”
- Executive Protection

**Please Note: JCS Investigations is licensed and fully insured in the State of Florida, and all guards hold “D” and “G” licenses as required by the state of Florida.**



# Security Quote

Below is our pricing estimate for Security for your community. Please let us know if you have any questions after reviewing.

## On-Site Security Guard

### Hourly

(1) Uniform Guard that can be stationed at your front entrance and manage flow of traffic and address security concerns.

Per Hour \$20.00

### Daily

(1) Uniform Guard that can be stationed at your front entrance for a 24 hours daily that will be broken down in to (2) 12 hour shifts.

24 Hour \$480.00

### Weekly

(1) Uniform Guard that can be stationed at your front entrance for a 24 hours for (7) days.

7 days \$3,360.00

### Monthly

(1) Uniform Guard that can be stationed at your front entrance on a monthly basis.

Monthly \$13,440.00

### Yearly

(1) Uniform Guard that can be stationed at your front entrance on a 365 days a year without interruption to service.

Yearly \$161,280.00

This also comes with our Offer reporting systems that will keep you up to date with Incident reporting, Parking management, maintenance report that includes "lights out" "hazards on property" and much more. Because we already work with Metro Lagoons we will also be happy to provide a Free Security Patrol that will patrol the community up to three times in a 24 hour period to combat trespassers, auto break-ins, package thieves and burglaries within the community.

## SECURITY PATROL ALSO INCLUDES THE FOLLOWING:

- Daily Fire and safety checks "lights"
- Emergency response "9 pm. To 4 am." 7 days a week, (ER) call number (813) 616-1405
- Loss Prevention
- Perimeter patrol
- Breezeway and Stairwell Patrols
- Remote video surveillance monitoring
- Investigative service "plain clothes surveillance"
- Random foot patrols
- Online reports and Maintenance requests "With Pictures and videos"
- Security sign posting with (ER) number "Optional"

# **EXHIBIT 11**





# A TRADITION OF SECURITY EXCELLENCE SINCE 1982

## PRESENTED TO:

Jennifer Scalercio, Community Director  
Hidden Creek CDD [South Shore Bay and Lagoon]  
16820 Lagoon Shore Boulevard  
Wimauma, Florida 33598

## PRESENTED BY:

St. Moritz Security Services, Inc.  
Pat Hurley  
Regional Director of Business Development  
239.537.1711  
[phurley@smssi.com](mailto:phurley@smssi.com)

AMERICAN OWNED  
& OPERATED



July 20, 2022

*St. Moritz*  
SECURITY SERVICES, INC.

## PRIVACY STATEMENT

The information contained herein should be considered proprietary and confidential. Disseminating any of this information to persons outside of your organization is prohibited without written consent of St. Moritz Security Services, Inc. Reproduction of this document in whole or in part is prohibited except for the specific purpose of evaluating this proposal.



July 20, 2022

Jennifer Scalercio, Community Director  
Hidden Creek CDD [South Shore Bay and Lagoon]  
16820 Lagoon Shore Boulevard  
Wimauma, Florida 33598



**TAMPA / LAKELAND | FLORIDA**  
2054 East Edgewood Drive  
Lakeland, Florida 33803  
[www.SMSSI.com](http://www.SMSSI.com)

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RE: Unarmed Security Officer Services

Dear Ms. Scalercio:

It is our privilege to provide this proposal for security services. We have reviewed the scope of service, and we are prepared to meet your needs and provide a level of high-quality security service.

Our expertise in high-end residential, resort, and community security allows St. Moritz to provide Hidden Creek CDD [South Shore Bay and Lagoon] with reliable protection service that makes the most of your operating budget. As your protective services partner, it is our goal to meet and exceed your expectations with our dedicated personnel, innovative technology, and commitment to client satisfaction. Highlights of our service and programs include:

- **The operational stability and financial strength of a \$137M+ company that has been in business since 1982**
- **A strong belief in employee investment as evidenced by our programs, training capabilities and advancement opportunities, all of which have contributed to our excellent retention rates**
- **Direct access to our executive team to assist you with any challenges that may arise**
- **Specific training to address best practices in access control and World Class Customer Service**
- **Use of our exclusive technology applications such as TrackTik, which supports electronic reporting, personnel management, and critical incident management**
- **Compliance management to better ensure effective and efficient services**
- **Our 24/7 Security Operations Center (SOC) to assist with site communication, sourcing additional coverage, and virtual post inspections as needed, among other critical functions**

We look forward to delivering a first-class security program. Should you require additional information or have further questions, please contact me at [phurley@smssi.com](mailto:phurley@smssi.com) or 239.537.1711.

Respectfully,

A handwritten signature in black ink that reads "Pat Hurley".

Pat Hurley  
Regional Director of Business Development

**AMERICAN OWNED  
& OPERATED  
SINCE 1982**





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## OVERVIEW

St. Moritz Security Services, Inc. (SMSSI) is one of the largest privately-owned security providers in the U.S. and is among the few remaining homegrown operations led by its founder. SMSSI was incorporated in 1982 by Phil St. Moritz and he remains the company's current principal.

The company has been in continuous operation since 1982. SMSSI is a Pennsylvania "S" Corporation and is managed by Matthew Schwartz, Chief Executive Officer.

SMSSI has specialty business units which offer professional security services to commercial, healthcare/medical, and elite residential properties in addition to retail/loss prevention services and high-value escorts, among others. The company has core operations across the U.S. and is licensed in 28 States with affiliate service capabilities in all 50 States.

### ST. MORITZ SECURITY SERVICING OFFICE

#### TAMPA / LAKELAND | FLORIDA

2054 East Edgewood Drive  
Lakeland, Florida 33803

#### MAIN PROPOSAL CONTACT

Pat Hurley, Regional Dir. of  
Business Development  
239-537-1711  
phurley@smssi.com

## HOA COMMUNITY SECURITY EXPERIENCE AND TRAINING

St. Moritz provides thousands of hours per week of security to HOA communities in Florida and throughout the United States. At these locations, our security programs ensure protection from property loss, vandalism, and personal attacks. Our leadership team in the Florida region is led by Lenny Neff, Regional Vice President and Pat Hurley, Regional Business Development. Both will have local responsibility for the success of the security program for your property. Each manager brings HOA community experience and have operated successful programs for elite and gated communities.

#### Our Services include:

- Access/Gate Control: identification verification of residents, guests, and employees.
- Roving patrols: monitor common areas, sub-association property, and building interiors/exterior.
- Monitoring: Fire, building intrusions, and medical emergencies.
- Traffic Enforcement: Ensure safety procedures, operation of the Traffic Hawk, and citation issuance.
- Inclement Weather Events: Assistance during severe weather events
- First responders to alarms and medical calls.
- Response to resident complaints/problems/disputes. Road Patrols & School Bus Detail: Patrols of golf course and perimeter property.



Our officers are highly visible as they patrol communities in their marked vehicles and offer a visual deterrent to criminal activity. If a crime does occur, they respond immediately and alert the police. All our officers are licensed by the State of Florida and hold Florida "D" Licenses.

## What Sets St. Moritz Apart?

As your trusted advisor, we work to reduce risks and create a cost-effective security program that increases safety and adds value.

### DELIVERING CONSISTENT SERVICE

It is more efficient to retain a quality security force for your community rather than continuously recruit, train, and orient new officers. The security profession can be a lifelong career choice for some, and for others, a launchpad into a different career. Regardless, our goal is that all officers feel like vital contributors to our joint success and understand the important role they fulfill for our clients, their community, and the public. We invest and recognize our security professionals.

### PROVIDING PROFESSIONAL PERSONNEL

SMSSI provides our clients with experienced and dedicated security managers who are leaders in the industry. We equip them with the cutting-edge tools and resources allowing them to train and manage their security workforce effectively. Our enhanced officer training delivers a broad range of skills in customer service and public relations. When it comes to building a quality security team, the right training makes all the difference.

### ADVANCED TECHNOLOGY & RISK AVOIDANCE MEASURES

Year after year, St. Moritz continues to invest capital into training and technology so that we are better prepared to serve our clients. We understand these two service deliverables are critically important to successful security programs. SMSSI utilizes **TrackTik** to collect analytics and metrics from the reports that officers generate on your site. These analytics will provide insight into the types of incidents that happen, when they occur, and where on your site they take place. To further provide support for both clients and field personnel, SMSSI utilizes our 24/7 Security Operations Center (SOC). Our highly trained SOC Specialists assist in dispatching during emergencies, sourcing additional staff as needed, investigating service issues, and locate officers onsite via GPS tracking.

### QUALITY ASSURANCE & KEY PERFORMANCE INDICATORS

Quality control is supported at both the local and corporate level. Our Quality Assurance Team is an added layer in performance and communication. Our Team regularly communicates with the servicing Branch as well as our clients, to ensure complete satisfaction. Jointly, we will plan to follow Key Performance Indicators (KPIs) that most benefit and interest you. We believe in following up and following through.







**Collaboration Is Key  
To Our Collective  
SUCCESS.**



## OUR LEADERSHIP TEAM

SMSSI has structured our leadership resources to effectively fulfill all contract obligations and deliver exceptional service and attention. This is accomplished by defining positions and establishing clear lines of accountability. Our Field Supervisors and Regional/Branch Managers will suggest areas where resources are best utilized, such as officer deployment, equipment, and supplies. The table below highlights some of the activities and responsibilities our Teams will address:

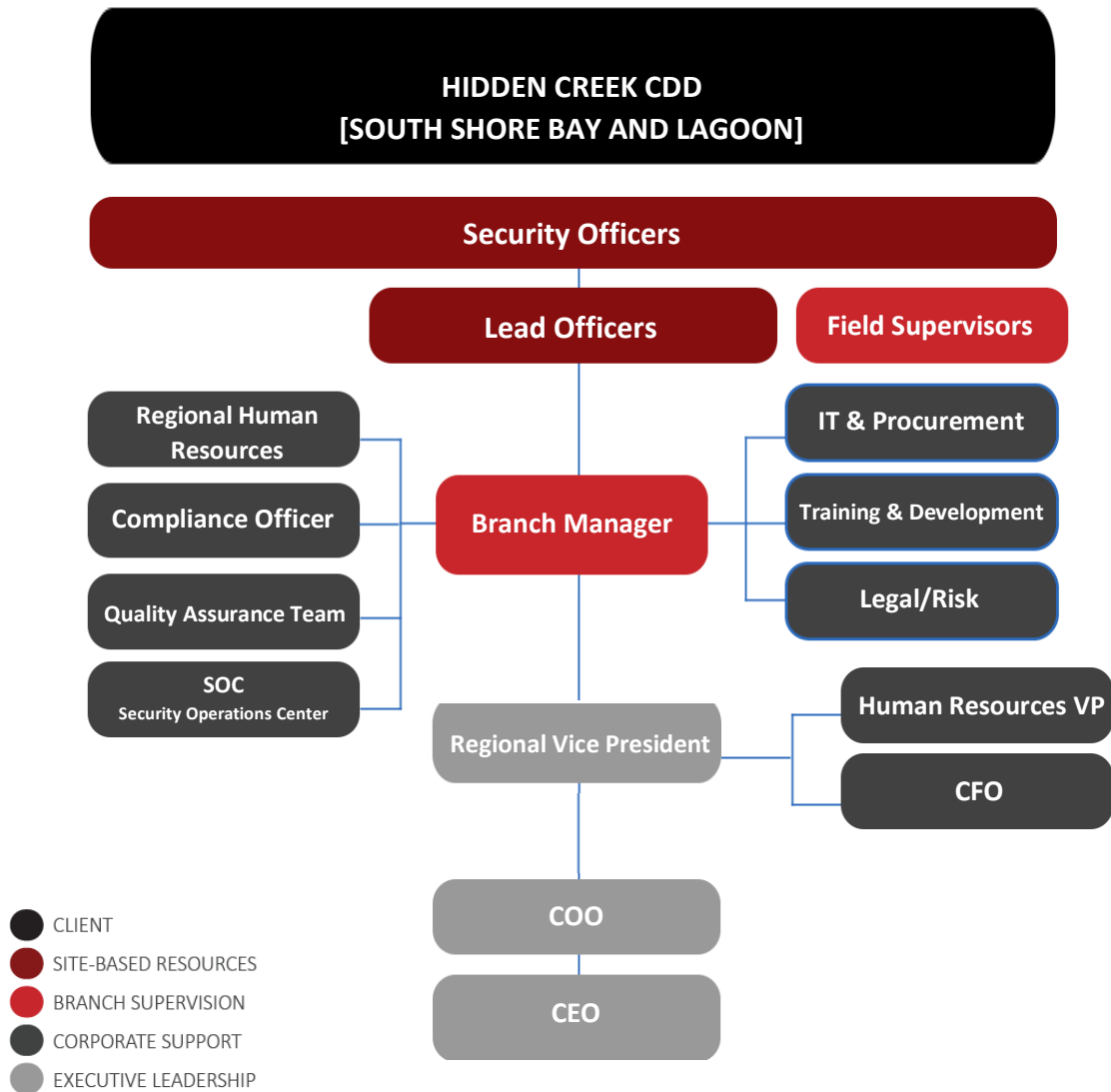
TEAM	Responsibilities	
CORPORATE TEAM	Our Corporate Team consists of:	Responsibilities:
	<ul style="list-style-type: none"> <li>• CEO</li> <li>• COO</li> <li>• CFO</li> <li>• CLO</li> <li>• President</li> <li>• Vice President HR</li> <li>• Vice President Training</li> <li>• Risk Management</li> <li>• Quality Assurance</li> <li>• Payroll/Billing</li> <li>• Security Operations Center (SOC)</li> </ul>	<ul style="list-style-type: none"> <li>• Provide world class customer service</li> <li>• Account visits &amp; inspections</li> <li>• Track key metrics &amp; quarterly business reviews</li> <li>• Training &amp; post order/SOP development</li> <li>• Oversee payroll &amp; invoicing accuracy</li> <li>• Provide Human Resources support</li> <li>• Bring industry innovations</li> <li>• Risk mitigation &amp; safety initiatives</li> <li>• Respond to requests for emergency support</li> <li>• Recruiting, staffing &amp; scheduling support</li> </ul>

BRANCH TEAM	Our Branch Teams are comprised of:	Responsibilities:
	<ul style="list-style-type: none"> <li>• Regional Vice President</li> <li>• Regional/Branch Manager</li> <li>• Field Supervisor(s)</li> <li>• Administrative Support</li> </ul>	<ul style="list-style-type: none"> <li>• Deliver world class customer service</li> <li>• Provide oversight &amp; facilitate decisions</li> <li>• Meet regularly with client representatives</li> <li>• Support site operations</li> <li>• Regularly visit &amp; inspect posts</li> <li>• Conduct pre-assignment onsite training</li> </ul>



## ORGANIZATIONAL CHART

Our **Branch Manager, Lora Abney**, has ultimate responsibility for the success of our security program at your community.



## FIELD SUPERVISION & SITE SUPPORT TOOLS

St. Moritz strives to provide added value while supporting our clients' goals and keeping their budget in mind. We use our resources and technology solutions to address the rising costs of the security profession.

One way we add value is by providing a Field Supervision Team to spearhead the training and provide added site support. They provide training to the officers assigned to each facility and are an essential part of the Branch management teams.

### Valued-added tasks performed by Field Supervisors include:



#### ● **FIELD VISITS & VIRTUAL POST CHECKS**

St. Moritz Field Supervisors and SOC Specialists perform scheduled and random visits/post checks to monitor the quality of our onsite program. They evaluate standards such as attentiveness, performance, and uniform appearance. **We inspect what we expect.**

#### ● **INCIDENT REPORTS**

Field Supervisors support officers by reviewing Incident Reports and assisting in investigations. A report regarding the incident is left for the onsite client representative to review.

#### ● **ONSITE TRAINING**

Field Supervisors conduct onsite training sessions, reinforce basic security methods, and conduct on-the-spot quizzes of post orders to ensure base knowledge.

#### ● **INSPECTION REPORTS**

Field Supervisors & SOC Specialists conduct live and virtual site inspections and compile reports for our client, as requested.

## OUR QUALITY ASSURANCE PROGRAM

It is our goal to be the first choice of our clients and employees. The key working elements of our quality assurance program include measurements for compliance and service delivery. To determine and rate our performance in these areas our corporate Quality Assurance team conducts:

- **Quality Assurance (QA) Audits/Satisfaction Surveys**
- **Key Performance Indicators (KPI) Metrics Review**
- **Quarterly Business Reviews (QBR)**

QA audits review client policies/post orders, compliance with client required specifications and officer performance reviews. Post orders are verified to be correct and current. The schedule and plan for any specific site required certifications, annual training, or yearly training is reviewed. Finally, officer performance reviews are verified to have been conducted by the Regional/Branch Manager and/or Field Supervisor. These factors all contribute to our Branch Managers' performance evaluations.

In addition to QA Audits, we have a formalized and numerically scored audit procedure administered by our corporate QA Consultant. Conducted on an annual, quarterly, or monthly basis - as agreed upon - these surveys will inform us about our service delivery levels.

SMSSI also has formalized Quarterly Business Reviews (QBR) driven by key metrics captured in our Key Performance Indicator Program. Our performance is measured against pre-defined goals and objectives geared toward accountability.



## KEY PERFORMANCE INDICATOR REVIEW

Key Performance Indicators (KPI's) are quantifiable measurements, agreed to beforehand, that reflect the critical success factors of the organization. They differ depending on the specific client or site goals.

For assessing performance, we recommend analyzing the following key performance indicators. These will be revised further based on your input during the transition and at least 30 days prior to the start of service.

SECURITY EVALUATION KEY PERFORMANCE INDICATORS

Area	Items	Target	Max Points	"Grade Addition Amount"	"Grade Reduction Amount"	"Grade Amount" each increment of the following, up to Target	Subtract "Grade Amount" from Grade for each item not meeting Target	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Evaluation Criteria
Management/ Supervision Training	Supervision	Leadership Performance	15	N/A	Minus 1 Point	15						1 point deducted for failure to maintain quarterly 8 hour training plan
Staffing	Number of Open Posts	0	10	N/A	Minus 2 Points	10						2 points deducted for each assigned post that is left open within the quarter
	Officers High Hours	0% greater than 60 hrs. in a week	5	N/A	Minus 1 Point	5						1 point deducted for officers working more than 60 hours per week within the quarter. 1 point can be deducted per person per week.
	Unbillable Overtime	3% or less total hours worked in quarter	10	N/A	Minus 1 Point	10						1 point deducted for each point of unbillable overtime percentage above 3% of the total hours worked in the quarter.
SME Cert Training Binder	Job Knowledge	0	5	N/A	Minus 1 Point	5						1 point deducted for each occurrence of outdated SME Training material/post description listed in the Training Binder
Reports/ alarms Response	Timeliness Compliance	10 Discrepancies	10	N/A	Minus 1 Point	10						1 point deducted for every report/alarm not investigated, edited or closed by the end of the shift. Reports must be written and reviewed by end of shift.
Uniform Grooming Appearance	Proper Fit, Wear & Equipment	0	5	N/A	Minus 1 point	5						1 point deducted for officers reporting w/out proper uniform, equipment or failure to meet site required physical standards.
Time & Attendance	Officer No show /Call-Offs	1 point per event	5	N/A	Minus 1 point	5						# of recordable no-show call offs events for the quarter. 1 point deducted for every 5 events
Training	Certification Training Plan	0	10	N/A	Minus 2 Points	10						2 points deduct for any training deficiency
Safety	Recordable Safety Incidents	0	5	N/A	Minus 2 Point	5						Number of recordable safety incidents (as noted by OSHA and SAS Safety standards) by supplier staff each quarter 2 points: are deducted for each incident.
Security Officers	Quarterly Turnover	<= 50%	5	N/A	Minus 0.5 Points	5						Percentage of employee turnover in the quarter. 0.5 points deducted for each percentage point above 50%. This is an quarterly rate calculation that is annualized
	Retention	>=70%	5	N/A	Minus 0.5 Points	5						Percentage of employee retention in the quarter. 0.5 points deducted for each percentage point below 70%. This is a quarterly run rate calculation that is annualized.
Quarterly Project	Account Manager Plan	100% Complete	5	N/A	Minus 2 Points	5						Rate the overall effectiveness and engagement of the Account Manager. 2 pts deducted for each shortfall.
Reward	Each Improvement Activity	100% Complete	0	Bonus- 5 Points	N/A	5						This section will be determined by security management based upon the vendor exceeding the standard or expectations in one or more measurable metrics.
Result			95	5		100						Grade Meet Standards: >= 100 - 76 Need Improvement: >= 75 - 60 Fail: >= 59 - Below

## SAFETY PROGRAM

With the right security partner, you will have peace of mind knowing that daily safety challenges are managed, and a prepared team is in place to respond to emergencies. SMSSI provides officers and supervisors a comprehensive safety training program which covers emergency preparedness, customer service expectations, active shooter, fire & life safety systems and building evacuations, in addition to various other topics.



**ENSURING SAFETY DAILY:** Our security professionals are immersed in the St. Moritz Safety Program. The impact for you is a safety-first security curriculum where our professionals are trained to take proactive steps, report incidents and near misses, and seek out opportunities to help make your location even more safe. This leads to fewer accidents, less time lost from work due to injury and less frequent interruptions for you.

**EMERGENCY PREPAREDNESS:** SMSSI will work with you to develop emergency plans and implement them to ensure the preparedness of everyone onsite. This can include the coordination of onsite drills for emergencies such as fires, evacuations, building lockdowns, storms/natural disasters, and terrorist attacks. Collaborative tabletop exercises can also be coordinated to ensure your entire response team is prepared.

**EMERGENCY STAFFING RESOURCES:** SMSSI has the resources to quickly respond to emergencies and fill additional staffing needs with high quality, well-trained personnel. You will have peace of mind knowing that we can handle emergency response requests daily and have the formal processes and essential personnel needed to respond.

## SAFETY INSPECTIONS

Some buildings and properties require recurring inspections of the facility and an ongoing systematic approach to hazard mitigation. SMSSI is committed to being your safety partner and will continually provide feedback to support your goals for safety.

Additionally, SMSSI's officer management system, TrackTik, integrates incident reports and automates the performance reporting process. This fully automated system allows our officers to input a report online using a computer or handheld mobile device. The incident report is then automatically saved to a database for analysis. Given your needs, certain incidents could be delivered immediately to different levels of management or departments, which allows for immediate follow up.



## Vendor ID Program

### WHY THIS PROGRAM IS BENEFICIAL TO GATED COMMUNITIES

Provide your residents with peace of mind knowing that every vendor entering their community is screened and approved by the Vendor ID Program. SMSSI is proud to offer your neighborhood this **simple, easy-to-install** service, **free** of charge.

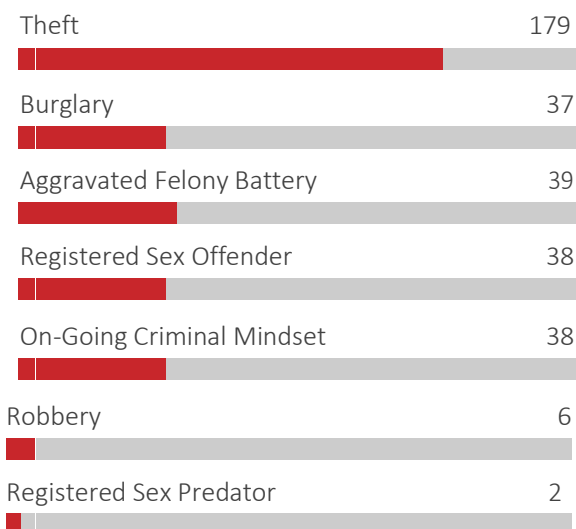


The Vendor ID Program works by conducting a thorough criminal background check on each vendor before allowing them to enter your community. Once approved vendors receive and carry their Vendor ID card. This allows them to enter and work in participating communities.

### VENDOR ID STATISTICS

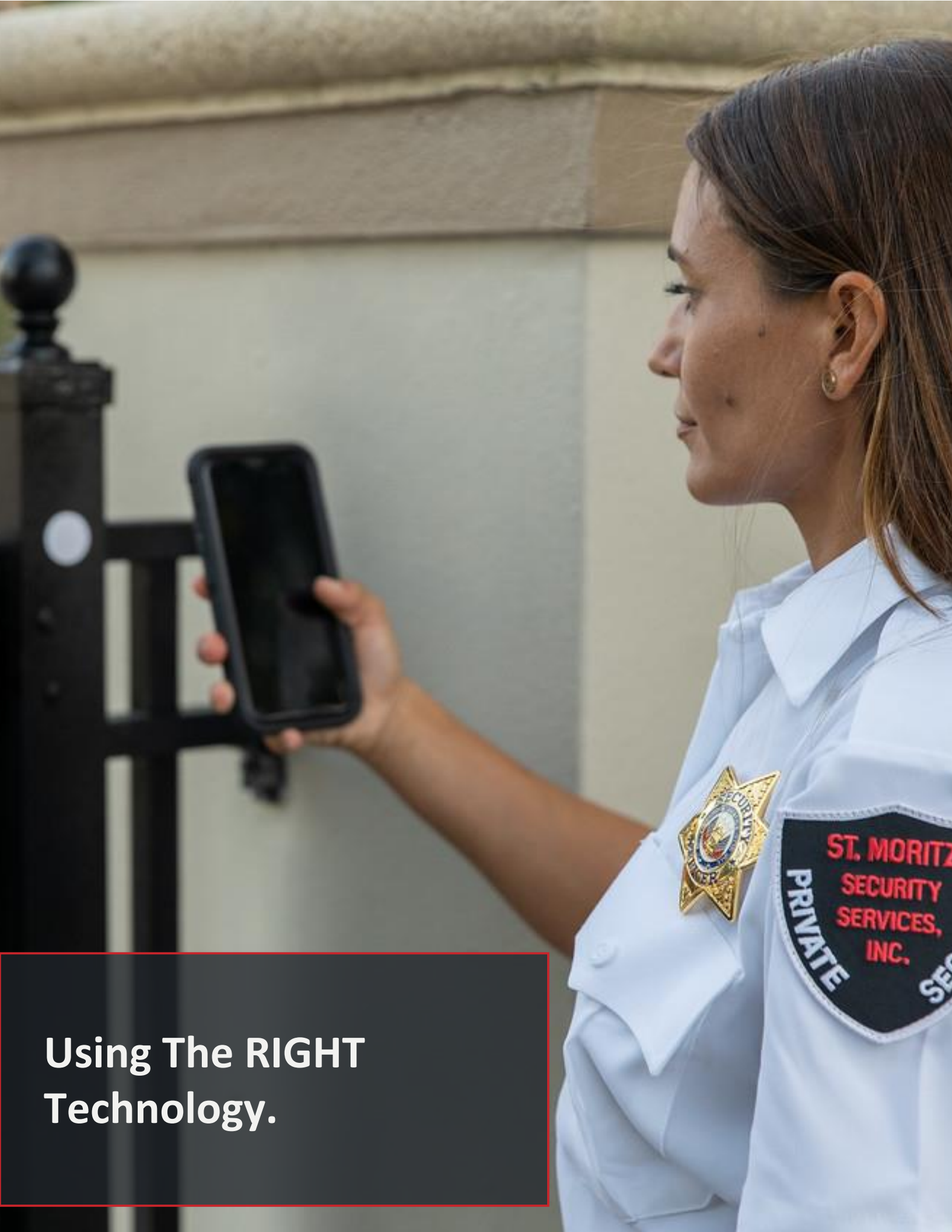
Total # of ID's Issued: **24,853**

Total # of ID's Denied: **352**



### PROGRAM BENEFITS

- Delivers a strong message of safety and security to residents, guests & staff
- Prevents registered sex offenders, burglars, vandals, & felons from working within the community
- Simple to use access control system
- Easily track vendors entry & exit
- Reduces wait time at gates
- Optional: Review community data (see all vendors who have accessed the community)



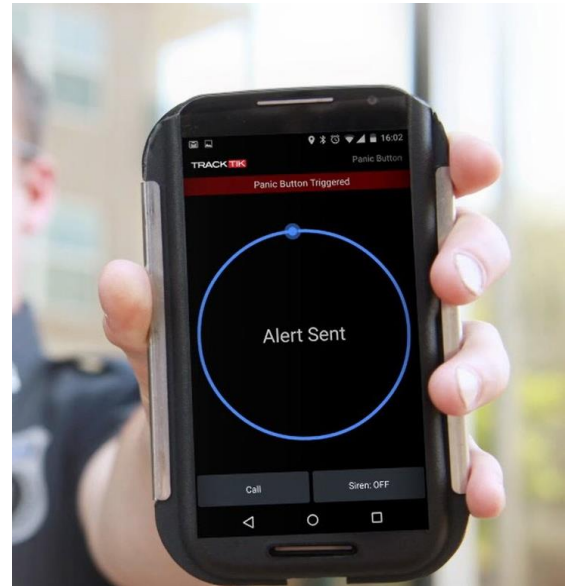
**Using The RIGHT  
Technology.**

## TECHNOLOGY SHOWCASE

Being committed to excellence means supporting thousands of our officers, inhouse staff and clients across North America in day-to-day operations.

St. Moritz has partnered with **TrackTik** to provide our customers a fully integrated and comprehensive platform for every officer and client location. Our customized platform connects our frontline security professionals to our management team and back-office administrators, while simultaneously providing clients with invaluable real time reporting and analytics.

Our cloud-based platform is a software solution that allows stakeholders to follow real time activities of on duty security personnel, receive automatic notifications, and view dashboards and customized analytics from anywhere in the world.



## CUSTOM INTEGRATION

Our inhouse technology department integrates custom tailored security programs into TrackTik's baseline platform for every client. These integrations result in a more robust and specific security program that best meets the exact needs of each client, each post, and each shift assignment. Our technology capabilities include, but are not limited to the following real-time tools:

- Electronic Post Orders
- Employee Profile and Skill Set Management
- Employee Scheduling
- Electronic Timekeeping
- Tour Optimization and Verification
- Daily Activity Reporting
- Custom Designed Reporting
- Incident Management
- Emergency Notification
- Performance Monitoring
- Officer Geofencing and Geobreadcrumbing
- Employee Payroll and Client Invoicing
- Financial Budgeting and Forecasting





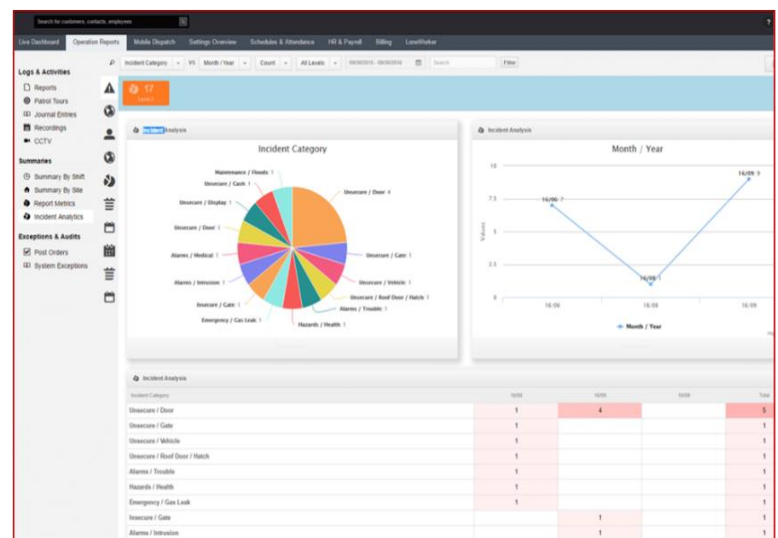
## EQUIPMENT REQUIREMENTS

Any standard smartphone or tablet equipped with the TrackTik mobile application transforms St. Moritz Security officers into advanced officers with increased communication and tracking capabilities. All custom program requirements are automatically uploaded to the device and immediately available to the officers onsite.

## DATA ANALYTICS

Officer interactions, reporting, tours, and patrols will be utilized to collect analytics and related metrics for all the client specific performance indicators. This data will provide insight into the types of incidents that happen, when they occur, and where on your site they take place.

Supplemental data is acquired, interpreted by our management team, and provided to clients during regular meetings or during a formal business review. Analytics produced allow stakeholders to improve security, increase protection, accommodate needs, or conversely compile and analyze results for other reasons to include internal and external areas of responsibility.



All-in-one **customizable electronic reporting** keeps our clients continuously up to date with the status of their security program.


The analytics and metrics collected from these reports will fuel informed decisions and improve the efficiency of security at all levels.


## OFFICER TOURS

During the transition, our Team will work with you to identify tour checkpoints. Officers assigned to your property will utilize handheld mobile devices to conduct checkpoint tours. Each time an identified checkpoint is scanned, it is permanently recorded within TrackTik.

A Tour Report can be created and reviewed to verify all checkpoints were scanned. If a checkpoint is missed, the officer is sent a notification. This allows the officer time to get to the area and perform the necessary action. The report and results of the tour are instantly available for review by our client and/or SMSSI supervisors and management.


**TrackTik**  
4200 St Laurent  
#445  
Montreal QC H2W2R2





**Goldengate Community**  
33 Avenue Donegani  
Pointe-Claire QC H9R 2V7

Incident Report	
Report #	568
Report Date	09/18/2017
Report Time	03:00pm
Created By	Johnny Smith #1000
Client	#GGC-001

Information	
Select Date:	09/18/2017
Select Time:	02:15pm
Incident Location:	Autumn Cr. 1320 / Dwelling
Incident Type:	Maintenance / Plumbing (300-B)
Identify broken electrical equipment	Water line in the basement
Is the situation represent an hazard?	No
Narrative:	<p>During foot patrol resident, Dawna Springs, approached me asking for assistance with a leak in her basement. I entered the premises and located the leak near the water tank. A significant amount of water had pooled in the basement. At her request, the main water connection was cut and plumbing company contacted. They will come this evening to repair the pipe.</p> <p>Dawna will contact the main gate to provide the name of the plumbing and cleaning companies who will be responsible for clean up and repairs.</p>
Picture 1	

#568 Incident Report
1/2



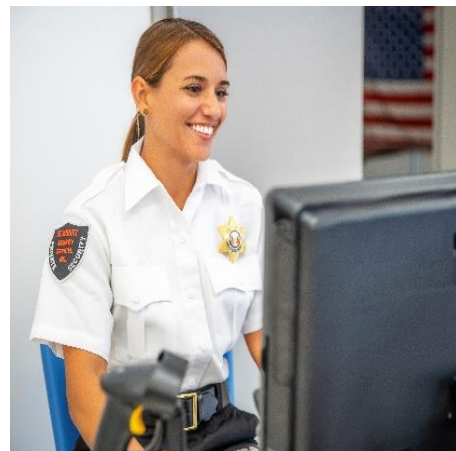
## OUR TECHNOLOGY HIGHLIGHTS

FEATURE	HIGHLIGHTS
Incident Management	<ul style="list-style-type: none"> <li>▪ Custom incident analytics reports</li> <li>▪ Instant access to recorded video documentation</li> <li>▪ Real time alerts for security incidents &amp; other facility/parking/maintenance issues</li> <li>▪ Reports include pictures, video, audio recordings &amp; written notes</li> <li>▪ Officers can be directed to specific locations to respond to sudden issues</li> </ul>
Time & Attendance	<ul style="list-style-type: none"> <li>▪ Officers' login at the start of each shift creating a digital time stamp with GPS location marker</li> <li>▪ End of shift logouts transfer directly into cloud- based payroll/invoicing system</li> <li>▪ Failure to login/out alerts can be sent to supervisors &amp; management for action</li> </ul>
Alerts & Notification	<ul style="list-style-type: none"> <li>▪ Alerts officers to time sensitive messages &amp; notifications (BOLOS)</li> <li>▪ Alerts officers about reoccurring tasks</li> <li>▪ Confirms receipt of all messages, tasks, and notification deliveries</li> </ul>
Scheduling, Invoicing & Payroll	<ul style="list-style-type: none"> <li>▪ Invoicing &amp; payroll is generated directly from recorded time &amp; attendance data</li> <li>▪ Invoicing and payroll accuracy is insured</li> <li>▪ Speeds time to generate paychecks</li> <li>▪ Avoids manual data entry errors</li> <li>▪ Scheduling managed by Branch Team in a cloud-based system</li> <li>▪ Avoids scheduled overtime</li> <li>▪ Schedules only qualified officers that meet training requirements</li> </ul>
Comprehensive Reporting	<ul style="list-style-type: none"> <li>▪ Displays data on a Client Dashboard and is instantly viewable</li> <li>▪ Provides shift reports &amp; Daily Activity Reports to track activities at specific locations</li> <li>▪ Informs Client &amp; Branch Team of activity/information on issues as they occur</li> </ul>
Geo-location	<ul style="list-style-type: none"> <li>▪ Provides GPS position of officer</li> <li>▪ Tracks predesignated tours</li> <li>▪ Geofencing parameters alert SMSSI supervision if officers are out of authorized area</li> </ul>
Tour Optimization	<ul style="list-style-type: none"> <li>▪ Real time visibility into tour/protocol compliance</li> <li>▪ Enables immediate corrective actions</li> <li>▪ Officers can access message board &amp; panic button</li> <li>▪ Captures live video of incidents during patrols, viewable directly from live Dashboard</li> <li>▪ Electronic sign-ins &amp; post orders</li> <li>▪ Notifies Client &amp; Branch Team via email, SMS, or web browser</li> </ul>

## SECURITY OPERATIONS CENTER (SOC)

Many security companies claim that they are responsive to their clients' needs, but St. Moritz Security Services believes that actions speak louder than words.

We have invested considerable capital and time in the expansion of our Security Operations Center (SOC). Our US-based central station ensures that SMSSI can respond to our clients' needs at any time, day or night. The expanded capabilities of the SOC include schedule verification, officer requests, emergency management, video monitoring and verification, and security systems management.



### 24/7/365 ONE CALL SERVICE

SOC Team Leads are always on duty, working with our SOC Specialists to manage coverage requests, schedule verification, virtual post checks/inspections, escalations, and emergency management. Our Specialists have cell phone and email access to all management team members, from our Field Staff to our Leadership Team. SOC Specialists also have relevant emergency resources and logistics to resolve problems/issues in the field, nationwide.

### MODERN TECHNOLOGY & PROCESSES

All SOC Team members are fully trained security professionals with specializations in efficiency and customer care. Our team is backed by redundant internal systems while utilizing the best-in-class cloud-based technology platforms.

Customized protocols are in place for every client, ensuring the correct action is taken for every emergency with proper compliance and reporting available after every incident. Officer geo-fencing and allows St. Moritz management to ensure that officers are on-site and on time using the GPS location of the mobile device and the approved schedule. SMSSI also utilizes a patented NFC technology to enhance officer rounds by prompting officers with post orders, questions, custom forms, and required photos allowing our officers to be truly engaged in every security task.

## VIDEO MONITORING & REMOTE GUARDING

St. Moritz Security also provides advanced remote guarding and video monitoring services through our SOC. By right sizing your security program we can enhance the services provided by the officers onsite and increase efficiency by decreasing the need for additional personal to manage costs and officer quality. Through partnerships with the most advanced technology providers in the world, St. Moritz can deploy and monitor full security systems for your facilities. These solutions include cloud-based video surveillance and access control, AI-based video analytics and alarm monitoring, robotics, and autonomous response -- all managed through our SOC to provide our customers with the right fit security program. Combining advanced onsite officers and real time data with remote guarding solutions is just one way to secure your facilities effectively.

## OUR TECHNOLOGY PARTNERS

### ✓ VERKADA

The world leader in cloud-based security systems and fastest growing security systems company in the world. Provides cameras, sensors, and access control on one platform without the need for servers or NVRs. Infinitely scalable, with the best AI and edge analytics on the market.



The best in class in stationary and mobile security robotics. Automated first response, built in AI for people scanning, loiter detection, automated talk down and threat mitigation. Includes robotics for everything from cameras to automated gate houses.



The market standard for Central Station software allowing St. Moritz to integrate seamlessly with all major camera providers. No need to add new hardware on site, we are able to connect to what is already existing for additional cost savings and security optimization.





**Hiring The BEST  
For You.**

## TOP TIER CANDIDATE SELECTION CRITERIA

Officer selection will be based on scope of service requirements for your property. SMSSI will consider character traits, motivation, and the ability to perform the mental and physical tasks required. Our well-vetted employees must successfully pass the following SMSSI selection criteria as officer candidates.

CRITERIA	HIGHLIGHTS
FIRST IMPRESSION	<ul style="list-style-type: none"> <li>Professional appearance</li> <li>Personable &amp; courteous</li> <li>Customer service &amp; solutions-oriented</li> <li>Effective communication skills</li> </ul>
CRIMINAL BACKGROUND	<ul style="list-style-type: none"> <li>All applicants will be fingerprinted &amp; submitted for licensing in accordance with state &amp; local requirements, as applicable</li> </ul>
DRUG SCREENING	<ul style="list-style-type: none"> <li>Prior to employment, random drug screening conducted when required by the client or when SMSSI deems it is warranted</li> </ul>
I-9 VERIFICATION	<ul style="list-style-type: none"> <li>SMSSI complies with all Federal &amp; State immigration laws</li> </ul>
EMPLOYMENT HISTORY	<ul style="list-style-type: none"> <li>Previous 10 years of employment history, including periods of unemployment</li> <li>Employment dates &amp; rehire status verification, especially regarding security related experience or cases of work instability</li> </ul>
DRIVER'S LICENSE	<ul style="list-style-type: none"> <li>Officers who drive as part of their assignment must have an unrestricted license which is verified annually</li> </ul>
TRANSPORTATION & COMMUNICATION	<ul style="list-style-type: none"> <li>All candidates must have reliable transportation, a working telephone &amp; an email address</li> </ul>



## LEADING THE WAY IN BENEFITS & RETENTION

Maintaining a broad competitive benefits program enables SMSSI to effectively recruit and staff well trained employees committed to their work. Employees are offered a selection of benefit options according to customer contracts and/or based on a specific markets' collective bargaining agreement requirement. SMSSI is flexible for customers who wish to personalize a benefit package to meet desired cost objectives while still achieving a work/life balance for employees. Sample coverage information is provided below along with available Retention programs.

Benefit	Provided By	Eligibility	Who Receives	What Is Provided*	Additional Employee Benefits
Medical	Aetna	1st Day Of The Month Following The 59th Day Of Employment	All Employees	Major Medical Coverage	401K
Dental	United Healthcare	1st Day Of The Month Following The 59th Day Of Employment	All Employees	PPO Dental Coverage with Orthodontics	Holiday & Vacation Pay
Vision	United Healthcare	1st Day Of The Month Following The 59th Day Of Employment	All Employees	Vision coverage for exams, frames, lenses and contacts	Uniforms
Accident	Guardian	1st Day Of The Month Following The 59th Day Of Employment	All Employees	On & off job accident coverage with wellness benefit	Direct Deposit
Short/Long Term Disability	One America	1st Day Of The Month Following The 59th Day Of Employment	All Employees	Income protection from illnesses and off the job accidents that require you to miss work	Teladoc Telemedicine Program
Critical Illness	Guardian	1st Day Of The Month Following The 59th Day Of Employment	All Employees	Lump sum critical illness with cancer coverage	LifeMart Discounts
Life Insurance	Guardian	1st Day Of The Month Following The 59th Day Of Employment	All Employees	Portable Permanent Life Insurance Coverage	Security Officer Certification/Advanced Training Programs

\*Employee Contribution Required

### RECOGNITION AWARDS

St. Moritz may recognize employees for tenure, going above and beyond and outstanding performance in their position. Recognizing performance has proven to deepen employee commitment and job satisfaction.

### HIRING FROM WITHIN

When possible, we promote officers to higher level positions as they are available and deemed suitable. Highly motivated individuals with leadership ability can grow with us.

### OFFICER SURVEYS

Annual surveys may be completed to discover what employees desire in their career and from St. Moritz as their employer. We seek to improve work environment, raise morale, and increase job satisfaction.





Creating The Right  
Team For YOU.

*St. Moritz*  
**SECURITY SERVICES, INC.**



## OUR CULTURE OF TRAINING

When it comes to building a professional security team, the right training makes all the difference. With resources across the country, St. Moritz has the expertise to meet your requirements for quality security and training.

It is proven that thoroughly trained security personnel make better long-term and dedicated employees. At St. Moritz, our training goes beyond an introduction to basic security knowledge. Our thoughtfully designed on-the-job, web-based, and ongoing training programs are designed for all members of the SMSSI Team — from officers to executives. Concentrated training of all St. Moritz staff across the company makes us a stronger partner. We invest in our team of professionals.

### ENSURING COMPETENCY & CONFIDENCE

SMSSI will provide properly trained officers to protect your interests. We will provide a comprehensive training program for all SMSSI officers assigned to your site. Our program includes these modules:

#### TRAINING MODULES

PRE-ASSIGNMENT

SITE-SPECIFIC

SPECIALIZED RESIDENTIAL

ADVANCED



## TRAINING HIGHLIGHTS



### PRE-ASSIGNMENT TRAINING

Pre-assignment training will be provided to officers working for SMSSI at your site. This is above and beyond basic training as required for State licensing, if applicable.

### ORIENTATION

Orientation is a critical juncture in acclimating a new officer. Officers learn the basics of being an employee of SMSSI and overall expectations. In addition, this module explains company chain-of-command, the importance to the client/site and the public. Putting On The Ritz: Commitment To Excellence, our proprietary customer service program, is also reviewed during orientation.

### BASIC OFFICER DUTIES

Officers learn the security officer code of ethics and basic roles and responsibilities as an officer.

### COMMUNICATION

This vital segment covers internal and external methods of communication for security officers. Trainees discover the suitable application of radios and cell phones and monitors for internal communications. They learn how and when to reach customer contacts, external support (SOC), first responders and various government services.

### REPORTING

During this class, new officers learn and complete a practical exercise in report writing, both handwritten and electronic. The importance of recording factual data and excluding opinions is emphasized.

### METHODS OF OBSERVATION

Student officers will master the techniques of observation during tours, mobile patrols, and learn how this technique contributes to writing a detailed report. Guidelines on asking relevant questions and determining signs of suspicious activity are reviewed.

### LOCAL GOVERNMENT & LEGAL LIMITATIONS

Student officers learn the legal implications of being employed as an officer. Subjects include personal and employer liability. Individuals will analyze criminal, civil, and administrative laws as they pertain to the job. This class covers the legal limitations within their role. Generally, officers are civilians and are instructed in their limited power of arrest as a security officer, as well as use of force parameters.



## **FIRE PREVENTION & DETECTION**

Fire prevention is one of the most essential duties of our security officers. In this module officers receive instruction on monitoring for potential fire hazards while patrolling or maintaining a post. This includes unusual sparks or heat from electrical equipment or storage of combustible or flammable items. Instruction on visual inspection of fire extinguishers to assess “best before” date and tampering is also covered.

## **SAFETY HAZARDS & EMERGENCY RESPONSE**

This course explains the role that security personnel will have during an emergency with respect to the success of emergency response operations: directing medical services, clearing entry, and providing unobstructed entrance and egress to responders. Officers learn to spot general safety hazards like chemical storage, light outages, broken equipment, and slip and fall hazards within various environments.

## **HUMAN RELATIONS & CUSTOMER SERVICE**

Subjects taught in this course include maintaining company image, active listening (non-verbal communication), and displaying empathy. Officers learn to employ these techniques within the context of their position. The importance of presenting a professional image is emphasized — security personnel can often be the first company employee people see when they enter an establishment, thus making them the face of the brand. Practices for interacting with distressed persons are discussed as well as maintaining a positive and professional attitude even in uncomfortable or confrontational situations.

## **SEXUAL HARASSMENT AWARENESS & SENSITIVITY**

Sexual harassment awareness and sensitivity training help officers learn to avoid situations that may cause others to feel uncomfortable. This training leads to improved professionalism because officers learn to be mindful of their physical and verbal actions while giving everyone an equal amount of respect. This training enables officers to manage a variety of unexpected issues in a far more effective matter, including instances of sexual harassment, forms of insensitivity, and racial discrimination.

## **SECURITY MANAGEMENT**

In this course, student officers learn the issues of liability, employee discipline, workplace health and safety, company rules and regulations and crime causation. This training helps them to become effective and efficient support personnel for our clients. We encourage participation in the daily improvement to their site’s program and frequent customer interaction to ensure lines of communication are wide open.





## SAFETY AWARENESS

Safety awareness starts with preventative measures, exchanging risk insight, coordinating preventative measures, and implementing health provisions. Officers learn skills for protecting people by being observant and reporting risks. Officers also learn about risks for potential workplace violence, sharps & chemical exposure, check-in procedures for accountability, physical workload (poor posture, proper shoes/attire), and managing a work schedule (work/life balance, sleep cycles, etc.).

## PATROL TECHNIQUES

Patrol techniques and situational awareness go together. Officers are instructed to develop a baseline awareness of their surroundings and question everything, right down to the most minor noise. Observation exercises are part of most onsite monthly or quarterly training. These exercises help officers identify safety risks within their environment. Upon completion of this training, officers will have learned to use all their senses to investigate and remain mentally vigilant.

## GATEHOUSE, TRAFFIC & PARKING LOT CONTROL

Officers learn about controlling the flow of traffic, directing and being aware of other drivers, and pedestrians. Information is provided on the proper gear/equipment needed to direct traffic in various environments including parking garages and open lots. Officers learn to provide effective visual and physical communication with drivers to ensure vehicles flow smoothly into and out of parking areas.





## **SITE-SPECIFIC TRAINING**

Site training or on-the-job (OTJ) is conducted at your location and within the environment in which the officer will be performing services. Unless otherwise specified, OTJ training consists of a minimum of 8 hours, to allow enough time for the individual to become familiar and proficient.

### **STANDARD OPERATING PROCEDURES (SOP's)**

Officers are provided current SOP's, also known as post orders, for your site which they review and study. Post order training is developed using your authorized site-specific protocols outlined in the SOP's. Officers assigned to your site will spend time practicing so that they are familiar with all the unique aspects for your location and learn how their position contributes to the security program at their site. Post orders are accessible within the TrackTik dashboard, so they are convenient for reference at any time by management, security, and/or clients.

### **SITE ORIENTATION**

Officers will receive a tour of the building with a lead or mentor. The post orders will be discussed during the tour. Where a guard tour system is in place, checkpoints will be identified. Equipment, elevators, parking structures, restricted areas, and various other pertinent site elements will be reviewed. Pass-down procedures, introduction to fellow officers and client representatives, and break protocols, will be communicated to all new security personnel during site orientation.

### **EMERGENCY RESPONSE & EVACUATION**

Instructions for the evacuation of various environments is discussed, (i.e., crowded areas, buildings, high-rises, or shopping malls). Officers are instructed on directing crowds and people toward exits, and their responsibilities both inside and outside of a structure. Officers also learn to understand the emergency procedures for your site and are prepared to implement them as needed. Systems to assist emergency response (fire department, police or medical) are discussed, as is proper communication and reporting during incidents/emergencies.

### **LOCK & KEY CONTROL**

Key control is a sub-function of access/egress control. This training unit instructs on effective key control methods utilized by; facilities, buildings, and structures; in addition to addressing the specific key control procedure in place within their assigned site. The main goal is to have a system for accountability, written procedures, and inventory. Officers learn tips and tricks to prevent key loss.



## SPECIALIZED RESIDENTIAL COMMUNITY TRAINING

Required and/or recommended specialized residential community training is conducted to prepare officers to provide the best protection and safety to your community. This training is in addition to OTJ, and may be conducted onsite, at various certification training course facilities, SMSSI classrooms, or online.

### BLOODBORNE PATHOGENS

Bloodborne pathogen training teaches officers to safeguard against the health hazard risks associated with exposure to blood and other potentially infectious materials. Information is provided on how to reduce their risk from exposure.

### FIRST AID, AED, AND CPR

Security personnel may not be typical healthcare professionals, but they are likely to encounter emergencies while on duty which requires the skills learned in first aid, AED, and CPR training. When required, officers complete this training through officially recognized organizations local to your area, such as the American Heart Association and American Red Cross.

### CROWD CONTROL

Crowd control involves many elements, but the main goals are to 1) optimize the flow of traffic, 2) deter troublemakers, 3) de-escalate conflicts, and 4) establish check-in points. Crowd control training is essential for most environments where security officers are present. This module instructs on effective practices, so officers are prepared during planned events, fire drills, and various large meetings or assembly occasions.

### ACTIVE SHOOTER

This is a standard training element for security personnel in any environment. This module instructs officers on the expectations within their role. The history and psychological motivations behind an active shooter are discussed. Officers learn tactics used in the preservation of safe environments, and how they can lead others to safety through the implementation of their knowledge if an event occurs at their job site. Officers also learn about their role in the period following a gun crime on their site. An exam follows this training.





## ADVANCED EDUCATION

### Private Security Professionals of America® (PSPA)

As active members of this professional security association, we will provide membership and access to all training, continuing education, and certification programs for all employees assigned to your account, at no cost.

We believe the benefits of PSPA, when coupled with our existing proprietary programs, provides leading edge training, education, and ongoing professional development that we find *invaluable to the day-to-day safety and success of our team and our valuable clients.*



#### Available PSPA Training Modules include:

- Security Officer Basics
- Security Officer In The Know
- Lessons Learned
- Workplace Safety/Fundamental Awareness
- Workplace Risk/Fundamental Awareness
- Workplace Violence/Fundamental Awareness
- Motor Vehicle Protocol
- Golf Cart & Utility Vehicle Protocol
- Bicycle Protocol
- Workplace Diversity
- Communications/Verbal & Nonverbal
- Communications/Report Writing
- Aligning Security & Customer Service
- Supervision Theory & Application
- Leadership Theory & Application
- Active Shooter by USA-DHS
- Terrorism/A Comprehensive Introduction
- Counterterrorism/What To Know & What To Do
- Suspicious Behavior Awareness
- DHS Basics: MTSA/CFATS/TWIC/MARSEC

### Atlantic Safety Training

We have access to thousands of safety programs through Atlantic Training, at no cost to our clients or personnel. Upon contract award, we may find programs that may supplement our standard onsite training program or alternatively, as a backup resource if a specific need may arise. Atlantic's curriculum focus is on safety and is designed to create a better, more secure, and safety conscious work environment. Atlantic Training programs are OSHA-compliant and are created by safety professionals for safety professionals.



Along with a diverse selection of training topics, Atlantic offers an array of various formats. Every workplace trains differently and to help support individual efforts, Atlantic offers varying formats including Video on Demand (VOD) and online training.





**First Impressions  
That Last.**



## OUR UNIFORMS

SMSSI provides uniforms that reflect professionalism and impart a positive impression. Every officer will be clearly identified as security and wear a photo ID and or badge while onsite.



St. Moritz works with each client to determine which uniform style fits best. Our officers are expertly trained, professionally uniformed and prepared to provide quality security services.

RESORT



CONCIERGE

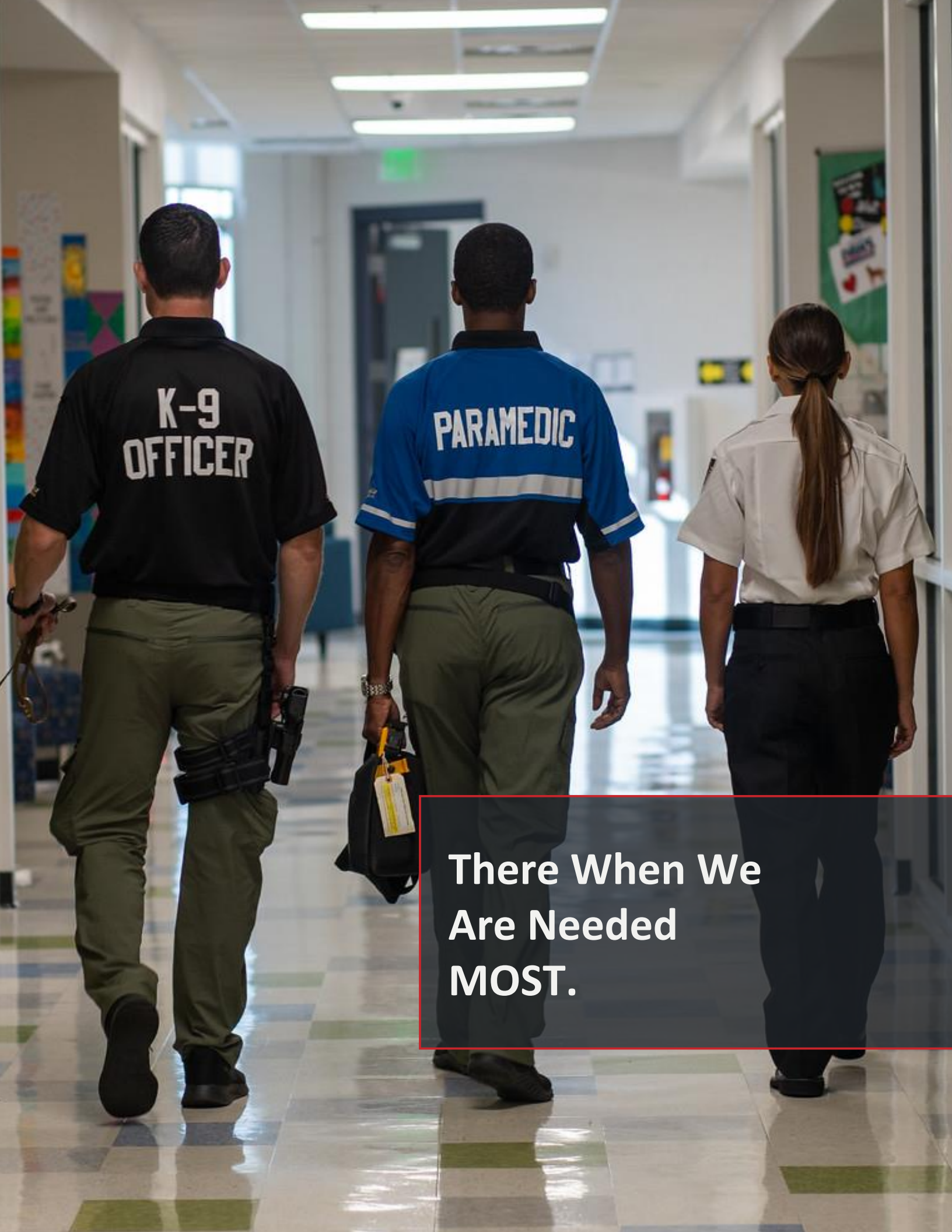


CLASSIC



TACTICAL





**K-9  
OFFICER**

**PARAMEDIC**

**There When We  
Are Needed  
MOST.**

## OUR CUSTOMIZED TRANSITION PLAN

SMSSI will utilize a phased transition approach with a Transition Team to start security service smoothly and assuredly. We begin with our traditional plan and then tailor it to meet your requirements and timetable.

We know that changing providers can be a source of anxiety. To alleviate concerns, we communicate throughout each step of the process to everyone affected. Our goal is to make the transition a good experience for you by using proven systems with the following steps:

- **ASSEMBLE** a Transition Team and local resources
- **IDENTIFY** specific and unique service needs
- **SELECT** the appropriate personnel
- **IMPLEMENT** plan development and timetable for a seamless transition

### INTRODUCING YOUR TRANSITION TEAM EXPERTS

Our Team will create a smooth start up and a well-managed transition, free from time consuming disruptions. In addition, we will plan for providing a flex pool of cross trained personnel, emergency labor, equipment, and services from a local office should the need arise.

### SUPPORT & COORDINATION

The Transition Team will work with your Project Manager, to review the service transition schedule and determine responsibilities, completion dates, deliverables, and all resources required. The Team will remain dedicated until your planned level of service is achieved and your objectives are being met.

### TRANSITIONING INCUMBENT STAFF

We recognize and welcome the continuation of qualified incumbent officers. SMSSI will interview incumbent officers to determine their skills and experience levels. Following these interviews, candidates that meet our hiring criteria will be invited to complete applications for employment and take appropriate next steps toward becoming a St. Moritz employee. Any officers considered for retention will first be approved by you.

### ESTIMATED TIMEFRAME

Our service start-up plan customarily takes place during a four-to-six-week period and typically starts within thirty days of an award. Depending on the number of locations, breadth of service and your requirements, the timeframe may be longer or shorter.

## Plan Of Action & Milestones

The following start-up plan establishes how SMSSI will become an integrated part of your workflow. As we move forward, we will provide additional details to further customize this plan. Once the plan is finalized, we will complete your transition timetable. This identifies each task, who owns it, and target impletion dates.

WEEKS				RESPONSIBILITY	TRANSITION ACTIVITIES
4	3	2	1		
				RVP, BM	WEEKLY CLIENT MEETINGS
				RVP, BM	Award. Contract signed. Notification of current provider.
				RVP, BM	Meet to finalize transition plan details.
				BM	Conduct operational analysis
				BM	Risk management safety inspection
				BM	Post order requirements survey
				BM	Prepare post orders
				BM, HR	Create hiring profile & assess staffing requirements
				BM	Order supplies, equipment & uniforms
				BM/HR	Review & prepare wage/benefit package
				BM	Prepare site specific training materials
				BM & CLIENT	Select site supervisor/s (as applicable)
				BM	Prepare master schedule
				BM, HR	Recruitment campaign & officer selection
				BM, HR	Security officer introduction program to all new and incumbent security officers
				BM	Confirm all personnel files for full pre-screening documentation.
				BM	Conduct on-site specific training of security officers
				BM	Establish specific service start procedures
				BM	Placement of equipment, technology, supplies
				BM	Arrival of supervision & officers
				BM/FS	BEGIN SERVICE. A branch team member must be present for the start of each new shift

RVP = Regional Vice President  
BM = Branch Manager

FS = Field Supervisor  
HR = Human Resources Specialist

## Together Towards Tomorrow

To ensure a successful security program post-transition, the SMSSI Transition Team will continue to meet with you and provide updates on service delivery. For a period following the start of service, a member of our management staff will visit the site daily to inspect officer posts, uniforms, and reports. It will be during this time that the first operational analysis will occur. This feedback will be used to fine tune service issues, reports, and/or technology.

### CROSS TRAINING & BACK-UP PERSONNEL

During the first weeks following the start of service, SMSSI will selectively cross-train additional officers on various posts. These officers will be a part of the Flex Team. They will cover for emergencies and unexpected events such as call-offs.

### OFF-HOURS INSPECTIONS

Managers and Field Supervisors will conduct off-hours inspections. These visits will be an opportunity to observe officers conduct their tours, and various other responsibilities. Corrections and coaching in the early weeks of service steer the security staff towards success.

POST TRANSITION	RESPONSIBILITY	WEEKS			
		1	2	3	4
Daily site visits	BM, FS	■	■		
Review site specific training	BM	■	■	■	
Evaluate site personnel assigned	BM, HR	■	■		
Weekly meetings w/ client	BM	■	■	■	
Review first invoice w/ client (face-to-face)	BM				■
Cross-train personnel & "back-up" personnel	BM	■	■	■	■
Provide operational analysis recommendations	BM				■
Audit of training all officers	FS		■	■	
Off hours site inspections	FS			■	■
Uniform audit	FS			■	
Officer performance reviews & evaluation for post	BM, FS		■		
Confirm all contract requirements are met	BM				■





**SECURITY**

**SECURITY**

**Making A  
DIFFERENCE Is  
What We Do.**

## YOUR SECURITY INVESTMENT

UNARMED POSITION	HRS/WEEK	HOURLY PAY RATE	HOURLY BILL RATE	OT/HOLIDAY RATE	HOLIDAY COST	ANNUAL LABOR COST
Gatehouse Security Officer	168	\$16.50	\$23.75	\$35.63	\$1,995.00	\$207,480.00
<b>LABOR TOTAL</b> (excluding Holidays)						<b>\$207,480.00</b>

ADDITIONAL EQUIPMENT OR SERVICES			
ITEMS	# UNITS	COST/Month	ANNUAL TOTAL
TrackTik (includes GPS)	1	No Charge	No Charge
Patrol Vehicle**	0	N/A	N/A
<b>EQUIPMENT TOTAL</b>			<b>\$0.00</b>

<b>Labor Cost</b>	<b>\$207,480.00</b>
<b>Holiday Cost</b>	<b>\$1,995.00</b>
<b>Equipment Cost</b>	<b>\$0.00</b>
<b>Sales Tax (0.0%)</b>	<b>N/A</b>

<b>ESTIMATED ANNUAL INVESTMENT*</b>
<b>\$209,475.00</b>

### \*Your Investment Includes:

All labor, payroll and wage taxes, equipment (cell phone, flashlight, etc.), 24/7 access to our Security Operations Center (SOC) and time and one-half during the following holidays:

New Year's Day  
Martin Luther King Day  
Memorial Day  
Independence Day

Labor Day  
Thanksgiving Day  
Christmas Day



## OUR REFERENCES

We invite you to contact any of our current clients listed below. We are confident they will be candid about our successful service history with them.

### **LAKE JOVITA HOMEOWNERS ASSOCIATION**

Tom Wieland, Property Manager  
[twielandlakejovita@tampabay.rr.com](mailto:twielandlakejovita@tampabay.rr.com)  
Phone: 352-424-0627  
12900 Lake Jovita Boulevard  
Dade City, FL 33552

### **THE RESIDENCES AT TAPESTRY**

Lora Rios, Property Manager  
[lrrios@lelandmanagement.com](mailto:lrrios@lelandmanagement.com)  
Phone: (407) 214-8767  
2885 Chantilly Avenue  
Kissimmee, Florida 34741

### **THE BERKLEY ORLANDO**

Albert Gil, General Manager  
[agil@tricommanagement.com](mailto:agil@tricommanagement.com)  
Phone: 786-277-5559  
8545 W. Irlo Bronson Memorial Highway  
Kissimmee FL, 34747

### **TWINEAGLES HOA**

Phil Guzzone, Property Manager  
[Phil.guzzone@fsresidential.com](mailto:Phil.guzzone@fsresidential.com)  
Phone: (305) 318-0391  
11725 Twin Eagles Blvd  
Naples, FL 34120

### **COPPERLEAF COUNTRY CLUB HOA**

David Dore-Smith, General Manager  
[davidds@copperleafgc.com](mailto:davidds@copperleafgc.com)  
Phone: (239) 707-3619  
23101 Copperleaf Boulevard  
Bonita Springs, Florida 34145

# Sample Certificates of Insurance

These certificates represent our current standard coverages. Upon award, SMSSI will issue a certificate of insurance to the appropriate party/parties.

ACORD®		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 2/25/2022		
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p><b>IMPORTANT:</b> If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>						
<b>PRODUCER</b> El Dorado Insurance Agency, Inc. El Dorado Sec Svcs Ins Agcy 3673 Westcenter Drive Houston TX 77042  <b>INSURED</b> St. Moritz Security Services, Inc. 4600 Clairton Blvd. Pittsburgh PA 15236			<b>CONTACT NAME:</b> Certificate Department <b>PHONE (A/C, No, Ext):</b> (713) 521-9251 <b>FAX (A/C, No):</b> (713) 521-0125 <b>E-MAIL ADDRESS:</b> certificates@eldoradoinsurance.com  <b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Evanston Insurance Company <b>NAIC #</b> 35378 <b>INSURER B:</b> Traveler Casualty and Surety Company of <b>31194</b> <b>INSURER C:</b> Berkley Insurance Company <b>32603</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>			
<b>COVERAGES</b> <b>CERTIFICATE NUMBER:</b> CERTIFICATE (02/22) <b>REVISION NUMBER:</b>						
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>						
INSR LTR	TYPE OF INSURANCE	ADOL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> Errors & Omissions  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJ <input type="checkbox"/> JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:		EM002100006	3/1/2022	3/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 Employee Benefits \$ 1,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		EM002100005 - PRIMARY - \$5M XSL-00006RX - 2ND LAYER-\$5M	3/1/2022	3/1/2023	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Crime - Employee Dishonesty		BCCR-45000015-28	3/1/2022	3/1/2023	Form 1 \$5,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)						
<b>CERTIFICATE HOLDER</b> El Dorado Insurance Agency <b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. <b>AUTHORIZED REPRESENTATIVE</b> R.L. Ring, Jr./MDAVI						

ACORD 25 (2014/07)  
INS025 (01/2014)

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## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
03/01/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Seubert & Associates, Inc. 225 North Shore Drive Suite 300 Pittsburgh PA 15212		<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): (412) 734-4900 FAX (A/C, No): (412) 734-5725 E-MAIL: certs@seubert.com ADDRESS:															
<b>INSURED</b> St. Moritz Security Services, Inc. 4616 Clairton Boulevard Pittsburgh PA 15236		<b>INSURER(S) AFFORDING COVERAGE</b> <table border="1"> <tr> <th>INSURER</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: Zurich American Insurance Company</td> <td>16535</td> </tr> <tr> <td>INSURER B: The Continental Insurance Company</td> <td>35289</td> </tr> <tr> <td>INSURER C: Travelers Property Casualty of America</td> <td>25674</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>		INSURER	NAIC #	INSURER A: Zurich American Insurance Company	16535	INSURER B: The Continental Insurance Company	35289	INSURER C: Travelers Property Casualty of America	25674	INSURER D:		INSURER E:		INSURER F:	
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INSURER C: Travelers Property Casualty of America	25674																
INSURER D:																	
INSURER E:																	
INSURER F:																	

**COVERAGES** **CERTIFICATE NUMBER:** 22-23 St. Moritz Security **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			BAP100944608	03/01/2022	03/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> OCCUR CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CUE7018518377	03/01/2022	03/01/2023	EACH OCCURRENCE \$ 6,000,000 AGGREGATE \$ 6,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WC100944408	03/01/2022	03/01/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Leased/Rented Equipment			QT6301T344526TIL22	03/01/2022	03/01/2023	\$175,000 Limit \$2,500 Deductible

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Excess Underlying policies are automobile and workers compensation.

### CERTIFICATE HOLDER

### CANCELLATION

Proof of Insurance	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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ACORD 25 (2016/03)

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## **EXHIBIT 12**

**Hidden Creek CDD**  
**Financial Report Summary - General Fund & Construction Fund**  
**3/31/2022**

For The Period Ending :	GENERAL FUND 3/31/2022	ACQ & CONST. 2016A1(AA1) 3/31/2022	ACQ & CONST. 2016A2(AA2) 3/31/2022	ACQ & CONST. 2019(AA3)PD 3/31/2022	ACQ & CONST. 2019(AA3)TH 3/31/2022	ACQ & CONST. 2019(AA4) 3/31/2022
CASH BALANCE	\$ 505,536	\$ 55	\$ -	\$ 70,944	\$ 113	\$ 10,215
PLUS: ACCOUNTS RECEIVABLE - ON ROLL	60,962	-	-	-	-	-
PLUS: ACCOUNTS RECEIVABLE - OTHER	9,870	-	-	-	-	-
PLUS: DEPOSITS AND PREPAID EXPENSES	2,310	26,681	(2,735)	(3,199)	-	-
LESS: ACCOUNTS PAYABLE	(32,130)	(1)	(5,372)	(27,598)	(7,500)	(15,461)
LESS: DEFERRED ACCOUNTS RECEIVABLE - ON ROLL	(60,962)	-	-	-	-	-
LESS: DUE TO DEBT SERVICE	(2,534)	-	-	-	-	-
NET CASH BALANCE	\$ 483,051	\$ 26,734	\$ (8,107)	\$ 40,147	\$ (7,387)	\$ (5,246)

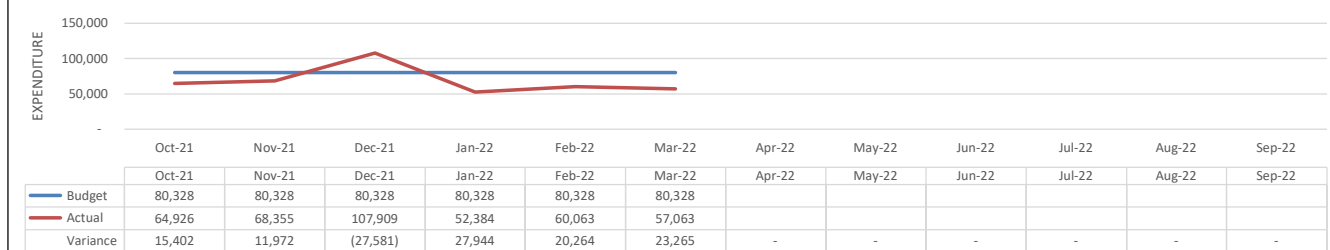
**GENERAL FUND REVENUE AND EXPENDITURES (FY 2021 YTD):**

	3/31/2022 ACTUAL YEAR-TO-DATE	3/31/2022 BUDGET YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) VARIANCE
REVENUE (YTD) COLLECTED	\$ 800,246	\$ 731,787	\$ 68,459
EXPENDITURES (YTD)	(410,700)	(498,744)	88,044
NET OPERATING CHANGE	\$ 389,547	\$ 233,044	\$ 156,503
AVERAGE MONTHLY EXPENDITURES	\$ 68,450	\$ 83,124	\$ 14,674
PROJECTED EOY BASED ON AVERAGE	\$ 821,399	\$ 997,487	\$ 176,088

**GENERAL FUND SIGNIFICANT FINANCIAL ACTIVITY:**

	3/31/2022 ACTUAL YEAR-TO-DATE	3/31/2022 BUDGET YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) VARIANCE
<b>REVENUE:</b>			
ASSESSMENTS-ON-ROLL (NET)	\$ 771,779	\$ 666,193	\$ 105,586
ASSESSMENTS-OFF-ROLL (NET)	11,635	65,595	(53,959)
LOT CLOSING-OFF-ROLL	8,711	-	8,711
EXCESS FEES	7,513	-	7,513
MISCELLANEOUS REVENUE	608	-	608
<b>EXPENDITURES:</b>			
ADMINISTRATIVE EXPENDITURES	76,176	66,074	(10,103)
DEBT SERVICE ADMINISTRATION	6,500	26,875	20,375
FIELD SERVICE EXPENDITURES - LANDSCAPE	110,318	123,750	13,433
FIELD SERVICE EXPENDITURES - STREETLIGHTS	143,160	137,700	(5,460)
FIELD SERVICE EXPENDITURES - POND MAINTENANCE	11,925	34,370	22,445
FIELD SERVICE EXPENDITURES - OTHER	61,787	107,475	45,688
AMENITY CENTER EXPENDITURES	833	2,500	1,667
UNBUDGETED EXPENDITURES*	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 410,700</b>	<b>\$ 498,744</b>	<b>\$ 88,044</b>

**HISTORICAL GENERAL FUND BUDGET VS ACTUAL EXPENDITURES  
COMPARISON**



'(1) Revenue collections from County tax collector and/or budget funding agreement as needed only based on actual expenditures. Draws upon budget funding agreement can only be based on actual expenditures.

**Notes\*:**

**HIDDEN CREEK CDD**  
**BALANCE SHEET**  
**March 31, 2022**

	GEN FUND	ACQ & CONST. 2016A1(AA1)	ACQ & CONST. 2016A2(AA2)	ACQ & CONST. 2019(AA3) PD	ACQ & CONST. (AA3) TH	ACQ & CONST. (AA4)	CONSOLIDATED TOTALS
<b><u>ASSETS:</u></b>							
CASH	\$ 505,536	\$ 26,681	\$ (2,735)	\$ (3,199)	\$ -	\$ -	\$ 526,283
REVENUE	-	-	-	-	-	-	-
CAPITALIZED INTEREST	-	-	-	-	-	-	-
DEBT SERVICE RESERVE	-	-	-	-	-	-	-
COST OF ISSUANCE	-	-	-	-	-	-	-
CAPITALIZED INT.	-	-	-	-	-	-	-
PREPAYMENT	-	-	-	-	-	-	-
COST OF ISSUANCE	-	-	-	-	-	-	-
CAPITALIZED INT	-	-	-	-	-	-	-
ACQ. & CONSTR.	-	55	-	70,944	113	10,215	81,327
ACCOUNTS RECEIVABLE	9,870	-	-	(482)	-	-	9,388
DEPOSITS	2,310	-	-	-	-	-	2,310
PREPAID EXPENSES	-	-	-	-	-	-	-
REC. On-Roll ASSESSMENT	60,962	-	-	-	-	-	60,962
DUE FROM GF	-	-	-	-	-	-	-
<b>TOTAL ASSETS</b>	<b>\$ 578,677</b>	<b>\$ 26,735</b>	<b>\$ (2,735)</b>	<b>\$ 67,263</b>	<b>\$ 113</b>	<b>\$ 10,215</b>	<b>\$ 680,270</b>
<b><u>LIABILITIES:</u></b>							
	483,051						
ACCOUNTS PAYABLE	\$ 32,130	\$ 1	\$ 5,372	\$ 27,598	\$ 7,500	\$ 15,461	\$ 88,063
DUE TO DEBT SERVICE	2,534	-	-	-	-	-	2,534
ACCRUED INT. EXPENSE	-	-	-	-	-	-	-
RETAINAGE PAYABLE	-	-	-	-	-	-	-
DEFERRED REVENUE ON-ROLL	60,962	-	-	-	-	-	60,962
<b><u>FUND BALANCE:</u></b>							
RESTRICTED FOR:							
CAPITAL PROJECTS	-	-	-	-	-	-	-
ASSIGNED:	-	-	-	-	-	-	-
NONSPENDABLE	2,310	-	-	-	-	-	2,310
UNASSIGNED:	91,194	26,734	(33,402)	607,999	111	37,398	730,034
NET INCOME	389,547	-	25,295	(568,333)	(7,498)	(42,644)	(203,634)
<b>TOTAL LIAB. &amp; FUND BAL.</b>	<b>\$ 578,677</b>	<b>\$ 26,735</b>	<b>\$ (2,735)</b>	<b>\$ 67,263</b>	<b>\$ 113</b>	<b>\$ 10,215</b>	<b>\$ 680,270</b>
	\$ -	\$ -	\$ -	\$ -	\$ (0)	\$ -	\$ -

# HIDDEN CREEK CDD

## GENERAL FUND

### STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE

March 31, 2022

	<b>FY2022 ADOPTED BUDGET</b>	<b>BUDGET YEAR-TO-DATE</b>	<b>ACTUAL YEAR-TO-DATE</b>	<b>VARIANCE FAVORABLE (UNFAVORABLE)</b>
<b>REVENUE</b>				
SPECIAL ASSESSMENTS - ON-ROLL	\$ 832,741	\$ 666,193	\$ 771,779	\$ 105,586
SPECIAL ASSESSMENTS - OFF ROLL	131,189	65,595	11,635	(53,959)
LOT CLOSING-OFF-ROLL	-	-	8,711	8,711
EXCESS FEES	-	-	7,513	7,513
MISCELLANEOUS REVENUE	-	-	608	608
<b>TOTAL REVENUE</b>	<b>963,930</b>	<b>731,787</b>	<b>800,246</b>	<b>68,459</b>
<b>EXPENDITURES</b>				
<b>ADMINISTRATIVE:</b>				
SUPERVISORS COMPENSATION	8,000	4,000	607	3,393
PAYROLL TAXES- BOS	612	306	46	260
PAYROLL SERVICES FEE	457	229	50	179
MANAGEMENT CONSULTING SERVICES	24,000	12,000	12,000	-
CONSTRUCTION ACCOUNTING SERVICES	4,000	2,000	2,000	0
PLANNING & COORDINATING SERVICES	36,000	18,000	18,000	-
ADMINISTRATIVE EXPENSES	7,500	3,750	4,750	(1,000)
BANKING SERVICES	120	120	-	120
MISCELLANEOUS	500	500	142	358
AUDITING SERVICES	2,800	1,400	-	1,400
TRAVEL PER DIEM - BOS	200	100	-	100
INSURANCE	21,586	13,737	12,384	1,352
REGULATORY AND PERMIT FEES	175	175	200	(25)
LEGAL ADVERTISEMENTS	1,500	750	484	266
ENGINEERING SERVICES	7,000	3,500	-	3,500
LEGAL SERVICES	9,000	4,500	23,748	(19,248)
WEBSITE DEVELOPMENT & HOSTING	2,015	1,008	1,765	(758)
MISCELLANEOUS CONTINGENCY	-	-	-	-
<b>TOTAL ADMINISTRATIVE</b>	<b>125,465</b>	<b>66,074</b>	<b>76,176</b>	<b>(10,103)</b>
<b>DEBT SERVICE ADMINISTRATION:</b>				
ARBITRAGE	1,300	1,300	-	1,300
DISSEMINATION AGENT	6,500	6,500	6,500	-
TRUSTEE FEES	19,075	19,075	-	19,075
<b>TOTAL DEBT SERVICE ADMINISTRATION</b>	<b>26,875</b>	<b>26,875</b>	<b>6,500</b>	<b>20,375</b>
<b>PHYSICAL ENVIRONMENT:</b>				
WATER	20,700	10,350	6,165	4,185
ELECTRICITY	38,700	19,350	18,009	1,341
LANDSCAPE MAINTENANCE	220,000	110,000	107,273	2,728
LANDSCAPE MAINT - BUSH HOG MOWING	-	-	-	-
LANDSCAPE - MULCH	10,000	5,000	-	5,000
LANDSCAPE REPLENISHMENT	10,000	5,000	2,575	2,425
IRRIGATION REPAIR & MAINTENANCE	7,500	3,750	470	3,280
PONDS - AQUATIC MAINTENANCE	20,000	10,000	11,925	(1,925)
PONDS -- STOCKING AND PLANT INSTALL	3,000	1,500	-	1,500
PONDS - FOUNTAIN MAINTENANCE & REPAIR	11,900	5,950	-	5,950
PONDS - LANDSCAPE MAINTENANCE	33,840	16,920	-	16,920
STREETLIGHTS	275,400	137,700	143,160	(5,460)
ENTRANCE MONUMENT MAINTENANCE	15,600	7,800	2,600	5,200
COMPREHENSIVE FIELD TECH SERVICES	15,000	7,500	6,991	509
AMENITY MANAGEMENT	5,000	2,500	833	1,667
PET WASTE REMOVAL	3,060	1,530	861	669
GATE REPAIR & MAINTENANCE	10,000	5,000	3,638	1,362

**HIDDEN CREEK CDD**  
**GENERAL FUND**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE**  
**March 31, 2022**

	<b>FY2022 ADOPTED BUDGET</b>	<b>BUDGET YEAR-TO-DATE</b>	<b>ACTUAL YEAR-TO-DATE</b>	<b>VARIANCE FAVORABLE (UNFAVORABLE)</b>
GATE CLICKERS	6,000	3,000	-	3,000
FRONT GATE ATTENDANTS	74,890	37,445	-	37,445
ENTRANCE GATE CAMERA	7,500	3,750	7,945	(4,195)
HOLIDAY LIGHTING	7,500	3,750	7,500	(3,750)
MISC. REPAIRS & MAINTENANCE	1,000	500	6,584	(6,084)
CONTINGENCY	15,000	7,500	1,494	6,006
<b>TOTAL CONSTRUCTION</b>	<b>811,590</b>	<b>405,795</b>	<b>328,023</b>	<b>77,772</b>
<b>TOTAL EXPENDITURES</b>	<b>963,930</b>	<b>498,744</b>	<b>410,700</b>	<b>88,044</b>
<b>EXCESS REVENUE OVER (UNDER) EXPEND.</b>	-	233,044	389,547	156,503
FUND BALANCE - BEGINNING	93,504	93,504	93,504	93,504
FUND BALANCE - ENDING	<b>\$ 93,504</b>	<b>\$ 326,548</b>	<b>483,051</b>	<b>250,007</b>



**STATEMENT 1  
HIDDEN CREEK CDD  
FY 2022 ADOPTED BUDGET  
GENERAL FUND (O&M)**

	<b>FY 2022 ADOPTED</b>	<b>VARIANCE FY 2021-2022</b>
<b>REVENUE</b>		
GENERAL FUND REVENUE /(1)	\$ 832,741	265,193
DEVELOPER FUNDING	131,189	(201,653)
MISCELLELLANOUS REVENUE	-	-
<b>TOTAL REVENUE</b>	<b>963,930</b>	<b>63,540</b>
<b>EXPENDITURES</b>		
<b>ADMINISTRATIVE</b>		
SUPERVISORS COMPENSATION	8,000	-
PAYROLL TAXES	612	-
PAYROLL SERVICES	457	-
MANAGEMENT CONSULTING SERVICES	24,000	-
CONSTRUCTION ACCOUNTING SERVICE	4,000	-
PLANNING & COORDINATION SERVICES	36,000	-
ADMINISTRATIVE SERVICES	7,500	-
BANK FEES	120	-
MISCELLANEOUS	500	-
AUDITING SERVICES	2,800	300
TRAVEL PER DIEM	200	-
INSURANCE	21,586	1,691
REGULATORY AND PERMIT FEES	175	-
LEGAL ADVERTISEMENTS	1,500	(500)
PERFORMANCE & WARRANTY BOND PREM.	-	-
ENGINEERING SERVICES	7,000	-
LEGAL SERVICES	9,000	3,000
WEBSITE DEVELOPMENT AND HOSTING	2,015	365
MISCELLANEOUS CONTINGENCY	-	(1,000)
<b>TOTAL ADMINISTRATIVE</b>	<b>125,465</b>	<b>3,856</b>
<b>DEBT ADMINISTRATION</b>		
ARBITRAGE	1,300	-
DISSEMINATION AGENT	6,500	-
TRUSTEE FEES	19,075	-
<b>TOTAL DEBT ADMINISTRATION</b>	<b>26,875</b>	<b>-</b>

**STATEMENT 1  
HIDDEN CREEK CDD  
FY 2022 ADOPTED BUDGET  
GENERAL FUND (O&M)**

	<b>FY 2022 ADOPTED</b>	<b>VARIANCE FY 2021-2022</b>
<b>PHYSICAL ENVIRONMENT</b>		
WATER	20,700	-
ELECTRICITY	38,700	-
LANDSCAPE MAINTENANCE	220,000	52,684
LANDSCAPE MAINTENANCE - BUSH HOG MOWING	-	(6,400)
LANDSCAPE - MULCH	10,000	-
LANDSCAPE REPLENISHMENT	10,000	-
IRRIGATION REPAIR & MAINTENANCE	7,500	2,500
PONDS - AQUATICS MAINTENANCE	20,000	4,796
PONDS -- STOCKING AND PLANT INSTALL	3,000	-
FOUNTAIN MAINTENANCE & REPAIR	11,900	-
PONDS LANDSCAPE MAINTENANCE	33,840	-
STREETLIGHTS	275,400	-
ENTRANCE MONUMENT MAINTENANCE	15,600	-
COMPREHENSIVE FIELD SERVICES	15,000	1,104
AMENITY MANAGEMENT	5,000	5,000
PET WASTE REMOVAL	3,060	-
GATE REPAIR & MAINTENANCE	10,000	-
GATE CLICKERS	6,000	-
FRONT GATE ATTENDANTS	74,890	-
ENTRANCE GATE CAMERA	7,500	-
HOLIDAY LIGHTING	7,500	-
REPAIRS & MAINTENANCE	1,000	-
CONTINGENCY	15,000	-
<b>TOTAL PHYSICAL ENVIRONMENT</b>	<b>811,590</b>	<b>59,684</b>
<b>TOTAL EXPENDITURES</b>	<b>963,930</b>	<b>63,540</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>-</b>	<b>-</b>
FUND BALANCE - BEGINNING	305,958	-
<b>FUND BALANCE - ENDING</b>	<b>\$ 305,958</b>	<b>\$ -</b>

**Footnotes:**

'(I) No O&M assessments will be charged to the Developer for non-platted lots. Developer is only to fund based on actual expenditures on an as needed

# **EXHIBIT 13**

1 **MINUTES OF MEETING**

2 **HIDDEN CREEK**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Hidden Creek Community Development  
5 District was held on Wednesday, March 9, 2022 at 6:00 p.m. at Hilton Garden Inn Riverview, 4328 Garden  
6 Vista Drive, Riverview, Florida, 33578.

7 **FIRST ORDER OF BUSINESS – Roll Call**

8 Ms. Thibault called the meeting to order and conducted roll call.

9 Present and constituting a quorum were:

10	Mike Lawson	Board Supervisor, Chairman
11	Lori Price	Board Supervisor, Assistant Secretary
12	Christie Ray	Board Supervisor, Assistant Secretary

13 Also present:

14	Lori Dann	Breeze, Managing Director
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15 *The following is a summary of the discussions and actions taken at the March 9, 2022 Hidden Creek CDD*  
16 *Board of Supervisors Regular Meeting.*

17 **SECOND ORDER OF BUSINESS – Audience Comments– (limited to 3 minutes per individual on**  
18 **agenda items)**

19 There being none, the next item followed.

20 **THIRD ORDER OF BUSINESS – Business Items**

21 A. Exhibit 1: Consideration of Form 8B – Memorandum of Voting Conflict for County,  
22 Municipal, and Other Local Public Officers

23 B. Exhibit 2: Consideration & Adoption of Resolution **2022-03, Appointing and Fixing**  
24 **Compensation for District Management**

25 On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board adopted  
26 **Resolution 2022-03, Appointing and Fixing Compensation for District Management** for the  
27 Hidden Creek Community Development District.

28 C. Exhibit 3: Consideration & Adoption of Resolution 2022-04, A Designation of Officers

29 On a MOTION by Mr. Lawson, SECONDED by Ms. Ray, WITH ALL IN FAVOR, the Board adopted  
30 Resolution 2022-04, A Designation of Officers for the Hidden Creek Community Development  
31 District.

32 D. Exhibit 4: Consideration & Adoption of Resolution 2022-05, A Designation of Primary  
33 Administrative Office & Principal Headquarters

34 On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board adopted  
35 Resolution 2022-05, A Designation of Primary Administrative Office & Principal Headquarters  
36 for the Hidden Creek Community Development District.

37 E. Exhibit 5: Consideration & Adoption of Resolution 2022-06, A Designation of  
38 Authorized Bank Signatories

On a MOTION by Mr. Lawson, SECONDED by Ms. Ray, WITH ALL IN FAVOR, the Board adopted Resolution 2022-06, A Designation of Authorized Bank Signatories for the Hidden Creek Community Development District.

- F. Exhibit 6: Consideration & Adoption of Resolution 2022-07, A Policy Regarding Parking & Towing
- The board needs to determine an effective date in order to get a notice out to all residents

On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board adopted Resolution 2022-07, A Policy Regarding Parking & Towing for the Hidden Creek Community Development District.

#### **FOURTH ORDER OF BUSINESS – Consent Agenda**

- A. Exhibit 7: Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held February 9, 2022

On a MOTION by Mr. Lawson, SECONDED by Ms. Ray, WITH ALL IN FAVOR, the Board approved The Minutes of the Board of Supervisors Regular Meeting Held February 9, 2022 for the Hidden Creek Community Development District.

#### **FIFTH ORDER OF BUSINESS – Business Items**

- A. Exhibit 8: Consideration of Security Bid Proposals
- This will be cost share with Southshore bay - Security Smart

On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board approved Security Bid Proposals for the Hidden Creek Community Development District.

#### **SIXTH ORDER OF BUSINESS – Staff Reports**

- A. District Manager – There being none, the next item followed.
- B. District Attorney – There being none, the next item followed.
- C. District Engineer – There being none, the next item followed.

#### **SEVENTH ORDER OF BUSINESS – Audience Comments - New Business– (limited to 3 minutes per individual)**

- A resident asked about Brightview planting trees and the plans of that landscaping in the CDD track.
- A resident mentioned adding reflectors on the gates on the sub-association gates.

#### **EIGHTH ORDER OF BUSINESS – Supervisors Requests**

There being none, the next item followed.

#### **NINTH ORDER OF BUSINESS – Adjournment**

Ms. Thibault asked for final questions, comments, or corrections before requesting a motion to adjourn the meeting. There being none, Mr. Lawson made a motion to adjourn the meeting.

On a MOTION by Mr. Lawson, SECONDED by Ms. Ray, WITH ALL IN FAVOR, the Board adjourned the meeting for the Hidden Creek Community Development District.



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

78 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**  
79 **meeting held on \_\_\_\_\_.**

80

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

81

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Printed Name**

82 **Title:**   ☐ **Secretary**   ☐ **Assistant Secretary**

**Title:**   ☐ **Chairman**   ☐ **Vice Chairman**

## **EXHIBIT 14**

1 **MINUTES OF MEETING**

2 **HIDDEN CREEK**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Hidden Creek Community Development  
5 District was held on Friday, April 1, 2022 at 10:00 a.m. at Hilton Garden Inn Riverview, 4328 Garden Vista  
6 Drive, Riverview, Florida, 33578.

7 **FIRST ORDER OF BUSINESS – Roll Call**

8 Ms. Thibault called the meeting to order and conducted roll call.

9 Present and constituting a quorum were:

10	Mike Lawson	Board Supervisor, Chairman
11	Doug Draper	Board Supervisor, Vice Chairman
12	Lori Price	Board Supervisor, Assistant Secretary

13 *The following is a summary of the discussions and actions taken at the April 1, 2022 Hidden Creek CDD*  
14 *Board of Supervisors Regular Meeting.*

15 **SECOND ORDER OF BUSINESS – Audience Comments– (limited to 3 minutes per individual on**  
16 **agenda items)**

17 There being none, the next item followed.

18 **THIRD ORDER OF BUSINESS – Administration Items**

- 19 A. Exhibit 1: Consideration of Road Maintenance Cost Sharing Agreement  
20 - Southshore Bay Club, and any successor, to contribute 10% each year for future  
21 maintenance costs for roadway milling and resurface for Lagoon Shore Boulevard. This  
22 will continue as long as the district remains in effect. This is recorded in the official records  
23 of Hillsborough County.

24 On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board approved  
25 Road Maintenance Cost Sharing Agreement for the Hidden Creek Community Development District.

26 **FOURTH ORDER OF BUSINESS – Staff Reports**

- 27 A. District Manager – There being none, the next item followed.  
28 B. District Attorney – There being none, the next item followed.  
29 C. District Engineer – There being none, the next item followed.

30 **FIFTH ORDER OF BUSINESS – Audience Comments - New Business– (limited to 3 minutes per**  
31 **individual)**

32 There being none, the next item followed.

33 **SIXTH ORDER OF BUSINESS – Supervisors Requests**

34 There being none, the next item followed.

35 **SEVENTH ORDER OF BUSINESS – Adjournment**

36 Ms. Thibault asked for final questions, comments, or corrections before requesting a motion to  
37 adjourn the meeting. There being none, Mr. Lawson made a motion to adjourn the meeting.

On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board adjourned the meeting for the Hidden Creek Community Development District.

*\*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 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.*

**Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on \_\_\_\_\_.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

**Title:**   ☐ Secretary   ☐ Assistant Secretary

**Title:**   ☐ Chairman   ☐ Vice Chairman

# **EXHIBIT 15**



1 **MINUTES OF MEETING**

2 **HIDDEN CREEK**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Hidden Creek Community Development  
5 District was held on Friday, April 15, 2022 at 10:00 a.m. at Offices of Breeze, 2502 N. Rocky Point  
6 Drive, Suite 1000, Tampa, FL 33607.

7 **FIRST ORDER OF BUSINESS – Roll Call**

8 Ms. Thibault called the meeting to order and conducted roll call.

9 Present and constituting a quorum were:

10	Mike Lawson	Board Supervisor, Chairman
11	Lori Price	Board Supervisor, Assistant Secretary
12	Christie Ray	Board Supervisor, Assistant Secretary

13 Also present:

14	Vivek Babbar	Attorney, Straley Robin Vericker
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15 *The following is a summary of the discussions and actions taken at the April 15, 2022 Hidden Creek CDD*  
16 *Board of Supervisors Regular Meeting.*

17 **SECOND ORDER OF BUSINESS – Audience Comments– (limited to 3 minutes per individual on**  
18 **agenda items)**

19 There being none, the next item followed.

20 **THIRD ORDER OF BUSINESS – Administrative Items**

- 21 A. Exhibit 1: Consideration and Adoption of Resolution 2022-08, Declaring Surplus Property  
22 and Conveyance of Such Property  
23 - (in substantial form with final revision to made by Counsel and executed by the Chair)

24 On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board adopted  
25 Resolution 2022-08, Declaring Surplus Property and Conveyance of Such Property for the Hidden  
26 Creek Community Development District.

27 **FOURTH ORDER OF BUSINESS – Consent Agenda**

- 28 A. Exhibit 2: Ratification of Hidden Creek CDD Contract with Securitysmart Solutions

29 On a MOTION by Mr. Lawson, SECONDED by Ms. Ray, WITH ALL IN FAVOR, the Board approved  
30 the agenda for the Hidden Creek Community Development District.

31 **FIFTH ORDER OF BUSINESS – Staff Reports**

- 32 A. District Manager

33 1. Field Service Update– There being none, the next item followed.

34 B. District Attorney – There being none, the next item followed.

35 C. District Engineer – There being none, the next item followed.

36 **SIXTH ORDER OF BUSINESS – Audience Comments - New Business– (limited to 3 minutes per**  
37 **individual)**

38 There being none, the next item followed.

**SEVENTH ORDER OF BUSINESS – Supervisors Requests**

- Club cost sharing for security agreement

**EIGHTH ORDER OF BUSINESS – Adjournment**

Ms. Thibault asked for final questions, comments, or corrections before requesting a motion to adjourn the meeting. There being none, Mr. Lawson made a motion to adjourn the meeting.

On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board adjourned the meeting for the Hidden Creek Community Development District.

*\*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 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.*

**Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on \_\_\_\_\_.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

**Title:**   ☐ Secretary   ☐ Assistant Secretary

**Title:**   ☐ Chairman   ☐ Vice Chairman

# **EXHIBIT 16**

1 **MINUTES OF MEETING**

2 **HIDDEN CREEK**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Hidden Creek Community Development  
5 District was held on Wednesday, May 11, 2022 at 10:00 a.m. at Offices of Breeze, 2502 N. Rocky  
6 Point Drive, Suite 1000, Tampa, FL 33607.

7 **FIRST ORDER OF BUSINESS – Roll Call**

8 Ms. Thibault called the meeting to order and conducted roll call.

9 Present and constituting a quorum were:

10	Mike Lawson	Board Supervisor, Chairman
11	Doug Draper	Board Supervisor, Vice Chairman
12	Lori Price	Board Supervisor, Assistant Secretary
13	Christie Ray	Board Supervisor, Assistant Secretary

14 *The following is a summary of the discussions and actions taken at the May 11, 2022 Hidden Creek CDD*  
15 *Board of Supervisors Regular Meeting.*

16 **SECOND ORDER OF BUSINESS – Audience Comments– (limited to 3 minutes per individual on**  
17 **agenda items)**

18 There being none, the next item followed.

19 **THIRD ORDER OF BUSINESS – Business Items**

20 A. Exhibit 1: Service Agreement Amendment – Innovative Employer Solutions, Inc.

21 On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board adopted  
22 Service Agreement Amendment – Innovative Employer Solutions, Inc. the Hidden Creek  
23 Community Development District.

24 B. Exhibit 2: Amortization Recalculation Agreement Hidden Creek CDD

25 On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board approved  
26 Amortization Recalculation Agreement Hidden Creek CDD the Hidden Creek Community  
27 Development District.

28 C. Exhibit 3: Hidden Creek Landscape Management Report

29 - Report is inadequate

30 D. Exhibit 4: Consideration of Gate Attendant Cost Sharing Agreement

31 On a MOTION by Mr. Lawson, SECONDED by Ms. Ray, WITH ALL IN FAVOR, the Board approved  
32 Gate Attendant Cost Sharing Agreement the Hidden Creek Community Development District.

33 **FOURTH ORDER OF BUSINESS – Consent Agenda**

34 On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board approved  
35 the agenda for the Hidden Creek Community Development District.

36 A. Exhibit 5: Presentation of Hidden Creek CDD Number of Qualified Electors

37 - There are 1069 qualified electors

**FIFTH ORDER OF BUSINESS – Staff Reports**

A. District Manager

1. Field Service Update– There being none, the next item followed.

B. District Attorney – There being none, the next item followed.

C. District Engineer – There being none, the next item followed.

**SIXTH ORDER OF BUSINESS – Audience Comments - New Business– (limited to 3 minutes per individual)**

There being none, the next item followed.

**SEVENTH ORDER OF BUSINESS – Supervisors Requests**

There being none, the next item followed.

**EIGHTH ORDER OF BUSINESS – Adjournment**

Ms. Thibault asked for final questions, comments, or corrections before requesting a motion to adjourn the meeting. There being none, Mr. Lawson made a motion to adjourn the meeting.

On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board adjourned the meeting for the Hidden Creek Community Development District.

*\*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 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.*

**Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on \_\_\_\_\_.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

**Title:**   ☐ Secretary   ☐ Assistant Secretary

**Title:**   ☐ Chairman   ☐ Vice Chairman



# **EXHIBIT 17**

1 **MINUTES OF MEETING**

2 **HIDDEN CREEK**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Hidden Creek Community Development  
5 District was held on Wednesday, June 8, 2022 at 6:00 p.m. at Hilton Garden Inn Riverview, 4328 Garden  
6 Vista Drive, Riverview, Florida, 33578.

7 **FIRST ORDER OF BUSINESS – Roll Call**

8 Ms. Thibault called the meeting to order and conducted roll call.

9 Present and constituting a quorum were:

10	Mike Lawson	Board Supervisor, Chairman
11	Lori Price	Board Supervisor, Assistant Secretary
12	Christie Ray	Board Supervisor, Assistant Secretary

13 *The following is a summary of the discussions and actions taken at the June 8, 2022 Hidden Creek CDD*  
14 *Board of Supervisors Regular Meeting.*

15 **SECOND ORDER OF BUSINESS – Audience Comments– (limited to 3 minutes per individual on**  
16 **agenda items)**

17 There being none, the next item followed.

18 **THIRD ORDER OF BUSINESS – Business Items**

19 A. Exhibit 1: Presentation of Proposed Budget FY 2022-2023

20 B. Exhibit 2: Consideration and Adoption of **Resolution 2022-09, Approving Proposed**  
21 **Budget and Setting Public Hearing (FY 2022-2023) - August 10, 2022**

22 On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board adopted 23 <b>Resolution 2022-09, Approving Proposed Budget and Setting Public Hearing (FY 2022-2023)</b> 24 <b>- August 10, 2022</b> for the Hidden Creek Community Development District.
--

25 ➤ Exhibit A – Proposed Budget for FY 2022-2023

26 C. Exhibit 3: Presentation of Brightview Quality Site Assessment

27 D. Exhibit 4: Presentation and Approval of Brightview Melody Section Proposal - **\$4,548.00**

28 - This proposal was tabled by the board.

29 **FOURTH ORDER OF BUSINESS – Consent Agenda**

30 On a MOTION by Mr. Lawson, SECONDED by Ms. Ray, WITH ALL IN FAVOR, the Board approved 31 the agenda for the Hidden Creek Community Development District.
--

32 A. Exhibit 5: Ratification of Contracts

33 **FIFTH ORDER OF BUSINESS – Staff Reports**

34 A. District Manager – There being none, the next item followed.

35 B. District Attorney – There being none, the next item followed.

36 C. District Engineer – There being none, the next item followed.

37 **SIXTH ORDER OF BUSINESS – Audience Comments - New Business–** *(limited to 3 minutes per*  
38 *individual)*

39 There being none, the next item followed.

40 **SEVENTH ORDER OF BUSINESS – Supervisors Requests**

41 There being none, the next item followed.

42 **EIGHTH ORDER OF BUSINESS – Adjournment**

43 Ms. Thibault asked for final questions, comments, or corrections before requesting a motion to  
44 adjourn the meeting. There being none, Mr. Lawson made a motion to adjourn the meeting.

45 On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board adjourned  
46 the meeting for the Hidden Creek Community Development District.

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

50 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**  
51 **meeting held on \_\_\_\_\_.**

52

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

53

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

54 **Title:**   ☐ **Secretary**   ☐ **Assistant Secretary**

**Title:**   ☐ **Chairman**   ☐ **Vice Chairman**

# **EXHIBIT 18**

# Let us Help you Weather the Storm.



Hurricane season is upon us again. No matter what Mother Nature may bring, your BrightView team is looking out for you. To ensure we're able to provide you with a swift and seamless response following severe weather, we recommend the following: ▼

- ▶ **Pre-Authorize Post-Storm Clean Up**  
Pre-authorization of hurricane clean-up services allows us to immediately begin work post-storm, getting you back to business-as-usual as soon as possible. Learn more below about the action plan we mobilize on your behalf, and indicate your authorization with a signature below.
- ▶ **Keep us Apprised of your Insurance Requirements**  
Let us know any special needs or requirements your insurance carrier may have for documenting damages or corrective actions resulting from a storm. Our team will help make your job easier by photographing representative damage and journaling manpower, equipment and the work provided in our repairs.
- ▶ **Let us Know How to Reach You**  
Previous years' storms have shown us how vulnerable communications can be during and after severe weather. Update your contact information on the following page so we can keep you apprised during emergency response situations.
- ▶ **Prepare your Trees**  
Most maintenance contracts cover tree pruning to provide traffic clearance, but this doesn't prepare trees for hurricanes or excessive wind. Dramatically reduce the risk of damage and injury by structurally pruning weak or dead branches and opening canopies to reduce resistance. Schedule an assessment with our certified arborists to ensure your trees are ready.

## Have Peace Of Mind With Pre-Authorized Storm Clean-Up.

Your BrightView team has an action plan that proactively addresses your needs in an emergency situation. With pre-authorized clean-up, we're on the ground canvassing your property to assess damage as soon as the storm has passed, and quickly dispatch the appropriate landscape and tree care services teams to address your needs, prioritizing safety first:


- ▶ Vehicle access is cleared, allowing emergency personnel access.
- ▶ Debris from structural dwellings that may pose immediate risk is cleared.
- ▶ Plant material that may have a chance of surviving is replanted.
- ▶ Hazardous damaged limbs that remain in trees are trimmed and removed.
- ▶ Tree limbs, rootballs, or large wood debris remaining on the ground is chipped and removed.
- ▶ Final restoration of any remaining damages or losses resulting from the storm is performed.

To expedite clean-up efforts, we leverage our national resources to bring in additional teams from outside the area. Normal maintenance operations can typically resume the following week for all but the most severely debris-impacted properties. If you would like to pre-approve BrightView to perform clean-up operations as detailed above, sign where indicated. Our emergency rates are also listed for your review. Dump expenses range based on the material, size and weight.

[www.brightview.com](http://www.brightview.com)

2022 Version

## Approval for clean-up services:

 Sign	<u>Hidden Creek CDD</u> Property Name
<u>Michael Lawson/Chairman</u> Print Name / Title	<u>6-20-22</u> Date

## Emergency contact numbers:

_____ Name	_____ Phone
_____ Name	_____ Phone

## Hurricane Price List

General Labor	\$65 / per hour / per man
Tree Trimming Crew W/ Lift or Bucket Truck	\$150 / per hour / per man
Skid Loader or Small Backhoe & Operator	\$150 / per hour
Large Loader & Operator	\$250 / per hour
Dump Fees (if necessary)	TBD: quote
Stumps	Price varies by size
Tree Men / Climbers	\$150 / per hour / per man
Chipper & Operator	\$150 / per hour





## 2022 Hurricane Season

Dear Valued Customer,

Hurricane season is upon us once again. With any luck, all preparations will have been made for storms that don't materialize this season. Please consider the following suggestions with respect to your landscape:

1. The learning experiences from prior year's hurricanes taught us how vulnerable communications can be during and after severe storms. Even cellular systems were taxed by immense traffic making it difficult to communicate damage assessments and needed response approval. Avoid a delay in response to the needs of your property by acknowledging pre-approval authorization with your BrightView representative now. Further, exchange and update phone numbers to be used during emergency response situations with your BV representative as well.
2. Communicate any special needs to your BV representative that may be required by your insurance carrier to document damages and corrective actions resulting from storm related damages. As a matter of protocol, BV will photo document some representative damage and will journal manpower, equipment, and brief description of work provided.

In the event of a hurricane or severe storm event, be aware that BrightView does have a response action plan to address the landscape needs of our customers. We are preparing now to effectively respond to the landscape damages left behind by a potential hurricane. In the event of a hurricane, we will initially canvas every property that BrightView provides landscape or tree care services to and then will dispatch to customer authorized/approved clean-up sites based on the following priorities:

### PRE-APPROVAL ITEMS -----VALID FOR 2 WEEKS POST EVENT

- Priority One- Clearing vehicle access to allow emergency personnel ability to service needs and access to your property (typically begins within 72 hours after a storm passes)
- Priority Two- Clearing debris from structural dwellings that may pose immediate risk or danger

### ITEMS REQUIRING ADDITIONAL AUTHORIZATION POST EVENT

- Priority Three- Re-planting plant material that may have a chance of surviving if root-balls can be planted and watered soon (requires additional authorization). Plants that within our professional opinion can be salvaged and re-staked safely will be. Trees and/or plants that could create a liability will be removed.
- Priority Four- Trim and remove hazardous damaged limbs that still remain in trees versus on the ground (requires additional authorization)

As a company, we will be prepared to import additional BrightView resources from outside of Florida if needed to help expedite clean-up response efforts. Once the priorities detailed above



## 2022 Hurricane Season

have been met, we would address chipping and removing tree limbs left on the ground from initial clearing efforts as well as removal of root balls and large wood remaining on properties. The final phase would include restoration of damages or losses resulting from the storm and associated clean-up. We would anticipate a return to expected maintenance operations the following week for all but the most severely debris impacted properties. These prices will be enforced for a two week period unless extended by mutual agreement. Following this time frame any proposal will be site specific and delivered to you by the Account Manager. Payment terms for all invoices are Net 30 days.

We encourage you to be as prepared as you can to help assure a timely and effective response should luck elude us and we once again face damaging storms.

# **EXHIBIT 19**

## RATIFICATION OF CONTRACTS

<b>00FBW01-339 CO#12</b>	BrightView – Enhance Landscape at Phase 4 Entry Signs	<b>\$4,980.00</b>
<b>00FBWL01-339 CO#11</b>	Brightview – Add Sod and Irrigation to Common Areas per Attached OST Takeoff	<b>\$106,405.00</b>
	Brightview – Add Bahia at Active Adult near Clear Court & Tulip Drop Dr	<b>\$6,380.00</b>
<b>SC-000758</b>	Ripa & Associates – Southshore Street Signs	<b>\$2,000.00</b>
<b>SC-000854</b>	Marolf – Installation of Feeder Wire from Disconnect to Meter that was cut by TECO	<b>\$2,793.00</b>
<b>SC-000880</b>	DunRite - Flatwork – Materials and Labor to remove and replace 5’x12’ & 4’x5’ section of sidewalks	<b>\$2,400.00</b>
<b>SC-000881</b>	DunRite – Flatwork – Materials and Labor Sidewalk Sent in Secondary Email of 75’x5’ section of sidewalk (Missed by developer)	<b>\$3,100.00</b>
<b>SC-000882</b>	DunRite - Flatwork – Materials and Labor Extend 32”x30’ of Mail Kiosk with Broom-Finished Concrete	<b>\$2,815.00</b>