

**MINUTES OF MEETING  
HARMONY WEST  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Harmony West Community Development District held a Special Meeting on July 7, 2022 at 10:30 a.m., at Johnston’s Surveying, Inc., 900 Cross Prairie Parkway, Kissimmee, Florida 34744.

**Present were:**

John Chris Tyree	Chair
William Fife (via telephone)	Vice Chair
Robyn Bronson	Assistant Secretary
Roger Van Auker	Assistant Secretary
John Wiggins	Assistant Secretary

**Also present were:**

Cindy Cerbone	District Manager
Andrew Kantarzhi	Wrathell, Hunt and Associates, LLC
Jamie Sanchez (via telephone)	Wrathell, Hunt and Associates, LLC
Jere Earlywine (via telephone)	District Counsel
Mark Hills	Field Operations Manager
RFP Respondents	

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Cerbone called the meeting to order at 10:36 a.m. Supervisors Tyree, Wiggins, Bronson and Van Auker were present. Supervisors Fife was present via telephone.

**SECOND ORDER OF BUSINESS**

**Public Comments**

Mr. Earlywine noted this is a public meeting with full participation but the Board will be scoring the responses to the Request for Proposals (RFP) for Landscaping Services and following the instructions within the RFP package. As such, he warned the RFP respondents in attendance who wish to speak, not to touch or augment on the RFP, as it will create an issue in considering the proposal.

Ms. Cerbone noted that both parties declined to speak.

**THIRD ORDER OF BUSINESS**

**Consideration of Proposals for Landscape Maintenance Services**

**A. RFP Package**

**B. Affidavit/Proof of Publication**

These items were included for informational purposes. Ms. Cerbone stated there were a few addendums to the RFP, which were sent out.

**C. Respondents**

- I. Brightview Landscape Services, Inc.**
- II. Cebra Landscape**
- III. Omegascares, Inc.**
- IV. United Land Services**
- V. Yellowstone Landscaping**

Ms. Cerbone stated that, of the five respondents to the RFP, Omegascares, Inc. (Omegascares) had two irregularities from the requirements in the RFP. She and Mr. Earlywine advised the Board of their options to either reject Omegascares’ bid or take the irregularities into account during the scoring process; the two irregularities did not meet the three specific criteria listed in the RFP package necessary to reject Omegascares.

Ms. Cerbone stated that Mr. Hills prepared and submitted his recommended scoring.

Mr. Fife and Mr. Hills provided information about the on-site pre-bid meeting that resulted in subsequent addendums to the RFP. The variances between the respondents are reflected in his scores, with the exception of pricing, as it is determined by a certain formula.

**D. Ranking**

Mr. Hills presented his scoring and ranking for each respondent, by category and by vendor, as follows:

#1	United Land Services	93.00 points
#2	Yellowstone Landscaping	88.22 points
#3	Cebra Landscape	80.38 points

#4	BrightView Landscape Services, Inc.	80.21 points
#5	Omegascares, Inc.	18.16 Points

Regarding quantity of mulch, Mr. Hills stated that some respondents’ calculations were either too low or too high. Of the choices given, the Board chose to accept Mr. Hills’ scoring and rankings.

**E. Authorization to Engage Respondent**

**On MOTION by Mr. Tyree and seconded by Mr. Wiggins, with all in favor, acceptance of the recommended scoring and rankings, ranking United Land Services, as the #1 ranked respondent to the Landscape Maintenance Services Request for Proposals and authorizing Staff to send a notice of award and to enter into a contract with United Land Services, was approved.**

Mr. Tyree advised the United Land Services representatives that their work will be scrutinized and the Board and Staff are expecting a high standard level of service from them.

**FOURTH ORDER OF BUSINESS**

**Ratification of Fox Signs Proposal for “No Trespassing” Signage**

Ms. Cerbone presented the executed Fox Signs proposal for “No Trespassing” signs. She indicated that the signs were installed as the first step to addressing resident complaints to Managements’ office about ATVs and other motorized vehicles trespassing and the police taking no action to their calls.

Mr. Hills stated that this is becoming a major problem but the police will take action once the signs are installed. A recent incident and a fatality at Holmly were discussed. Mr. Hills and Mr. Fife toured the area and felt that a long-term solution would be to install a fence to deter activity.

Discussion ensued regarding entering into an Encroachment Agreement with the gas company, residents contacting the Sheriff’s Office and Staff advising the Florida Fish and Wildlife Conservation Commission (FWCC) about the trespassing incidents.

Regarding the Agreement with the Sheriff’s Office, Ms. Cerbone stated that Mr. Hills will contact them; the HOA and CDD will be parties to the Agreement.

**On MOTION by Ms. Bronson and seconded by Mr. Van Auker, with all in favor, the Fox Signs Proposal for “No Trespassing” Signage, in a not-to-exceed amount of \$317.13, was ratified.**

**FIFTH ORDER OF BUSINESS**

**Consideration of Terrys’ Electric, Inc., Palm Tree Lighting Proposal #SP22267**

Ms. Cerbone presented Terrys’ Electric, Inc., Proposal #SP22267. Mr. Hill stated this is to rewire the palm tree landscape uplighting at the front entrance that was damaged by the landscapers. The invoice will be marked to show that services are directed to the District.

**On MOTION by Ms. Bronson and seconded by Mr. Van Auker, with all in favor, Terrys’ Electric, Inc., Proposal #SP22267 to rewire the Palm Tree landscape uplighting, in a not-to-exceed amount of \$4,880, was approved.**

**SIXTH ORDER OF BUSINESS**

**Consideration of Cascade Fountains Div. Fountain Design Group, Inc., Fountain Maintenance Proposal for Quarterly Cleaning of Four Lake Fountains**

Mr. Hills recommended approval to proceed with the maintenance program, as this will extend the life span of the equipment and enable the CDD to avoid incurring excessive repair costs.

Ms. Cerbone stated the fees will increase to \$725 per quarter, once the fifth fountain is installed.

**On MOTION by Mr. Wiggins and seconded by Mr. Van Auker, with all in favor, Cascade Fountains Div. Fountain Design Group, Inc., Proposal #6390 for quarterly maintenance and cleaning of four lake fountains, in the amount of \$580, and transitioning to \$725, once the fifth fountain is installed, was approved.**

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel: *KE Law Group, PLLC***

There was no report.

**B. District Engineer: *Poulos & Bennett, LLC***

There was no report.

**C. Field Operations Manager: *Association Solutions of Central Florida Inc.***

Mr. Hills stated that the last four weeks were difficult trying to resolve landscape issues.

**D. District Manager: *Wrathell, Hunt and Associates, LLC***

- **NEXT MEETING DATE: July 21, 2022 at 10:30 A.M.**

- **QUORUM CHECK**

The next meeting will be held on July 21, 2022, unless cancelled.

**EIGHTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**NINTH ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

**TENTH ORDER OF BUSINESS**

**Adjournment**

There being nothing further to discuss, the meeting adjourned at 11:09 a.m.

**On MOTION by Ms. Bronson and seconded by Mr. Tyree, with all in favor, the meeting adjourned at 11:09 a.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



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Secretary/Assistant Secretary



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Chair/Vice Chair