MINUTES OF MEETING
BAY LAUREL CENTER
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Bay Laurel Center Community Development District was held on Tuesday, September 16, 2025 at 10:00 a.m. at Circle Square Commons, Cultural Center, 8395 S.W. 80th Street, Ocala, Florida.

Present and constituting a quorum were:

Kenneth D. Colen	Chairman
Paul Brunner	Vice Chairman
John Gysen	Assistant Secretary
Robert "Bo" Stepp	Assistant Secretary
William D. McLeod	Assistant Secretary

Also present were:

George Flint	District Manager
Rachel Wagoner	District Counsel
Bryan Schmalz	BLCCDD
Crystal House	BLCCDD
Robert Szozda	Field Manager
Patty Soriano	OTOW
Residents	

FIRST ORDER OF BUSINESS **Roll Call**

Mr. Colen called the meeting to order at 10:00 a.m. and Mr. Flint called the roll. All Supervisors were present.

SECOND ORDER OF BUSINESS **Public Comment Period**

Mr. Colen: Do we have anybody in the public who would like to comment or anything related to the District? Hearing none, I will close the Public Comment Period.

THIRD ORDER OF BUSINESS **Notice of Meeting**

Mr. Colen: We have the notice of the meeting. The meeting was duly noticed on September 27th.

FOURTH ORDER OF BUSINESS **New Business Items**

Mr. Colen: The next order of business is New Business Items, which consist of the consideration of a Lease Agreement with On Top of the World Communities for the District's customer service building. There is also the consideration of an Agreement with Grau & Associates to provide auditing services for Fiscal Year 2025.

A. Consideration of Lease Agreement with On Top of the World Communities, LLC for Administration/Customer Service Building

Mr. Colen: Now, on Item A, I have a clear conflict, because I'm the President of On Top of the World Communities, who would be the lessor. So, Mr. Brunner, would you take over the meeting and conduct the discussion?

Mr. Brunner: Yes, indeed. The Lease Agreement between On Top of the World Communities and the Bay Laurel Center Community Development District is here. When I was going through it, I got a little confused. I had to make a phone call on it, because there's not only a Lease Agreement, but there's also a Purchase Agreement. So, Mr. Schmalz, if you don't mind, would you walk us through this a little bit, please?

Mr. Schmalz: Mr. Bryan Schmalz, Utility Director of Bay Laurel Center CDD. The Lease Agreement provided in your agenda package with On Top of the World, is for the new administration/customer service building located in Calesa. The lease is for a 10,367 square foot office building, in the amount of $18,223.86 per month, for a term of one year. After one year, the District will have the option to purchase the facility, including the land to the east of the parking lot area, which is a total of 20.25 acres.

Mr. Brunner: Now, that land would be where the new Water Treatment Plant was going?

Mr. Schmalz: Yes, sir. That is where Water Treatment Plant #4 is going. The Lease Agreement also allows the District, which I provided a plan set for you, so you can see the actual location of the property, compared to the building. In the Lease Agreement, it does permit the District to begin test wells in that area starting next year, as we prepare to construct the Water Treatment Plant #4 facility. In addition, the District is planning on subleasing 808 square feet to the Calesa Township Master Association. So, it's following the same format as this lease. We weren't able to get it quite ready for the Board to present today, but we would ask for the Board to approve this lease, as well as the sublease for the Calesa Township Master Association, once finalized and District Counsel approves the final version.

Mr. Brunner: Are there any questions for Mr. Schmalz? Hearing none, then I guess we would need a motion to go ahead and accept the Lease Agreement as written, with the one-year option on the lease with a purchase to buy.

Mr. Flint: And the sublease as well for Calesa Township.

Mr. McLeod MOVED to approve the Lease Agreement with On Top of the World Communities, LLC for the Administration/Customer Service Building and sublease of 808 square feet to the Calesa Township Master Association and Mr. Gysen seconded the motion

Mr. Stepp: As an employee of On Top of the World, I'll abstain my vote as well.

Mr. Brunner: Okay.

Mr. Flint: Mr. Colen has declared a conflict. He's prepared the Form 8B as required. I'll provide the same form to Mr. Stepp, so that Mr. Stepp and Mr. Colen will recuse themselves of this vote.

On VOICE VOTE with Mr. Brunner, Mr. Gysen and Mr. McLeod in favor and Mr. Stepp and Mr. Colen abstaining, the Lease Agreement with On Top of the World Communities, LLC for the administration/customer service building and sublease of 808 square feet to the Calesa Township Master Association was approved. (Motion Passed 3-2)

B. Consideration of Agreement with Grau & Associates to Provide Auditing Services for Fiscal Year 2025

Mr. Colen: Next is the consideration of an Agreement with Grau & Associates, to provide auditing services for Fiscal Year 2025. It looks to me to be in order. I couldn't tell if there were any changes from last year on that, Mr. Flint. Is it still the same format?

Mr. Flint: The agreement is the same and the fees are in accordance with what they submitted when you bid out the services. Those are on Page 4. It's a not to exceed of $18,000 for the Fiscal Year 2025 audit.

Mr. Colen: Thank you. Alright. We need a motion to accept or reject it.

On MOTION by Mr. Gysen seconded by Mr. McLeod with all in favor the Agreement with Grau & Associates for the Fiscal Year 2025 Audit in the amount of $18,000 was approved.

FIFTH ORDER OF BUSINESS **Ratification Items**

A. Agreement with Florida Express Waste & Recycling for Dumpster at Admin Building

Mr. Colen: The next item of business is Item 5, an Agreement with Florida Express Waste and Recycling for the dumpster at the administration building. It is pretty straightforward. So, we need a motion to accept it.

On MOTION by Mr. Brunner seconded by Mr. McLeod with all in favor the Agreement with Florida Express Waste & Recycling for the dumpster at administrative building was approved.

B. Series 2022B Requisition #90

Mr. Colen: The next item, under 5B, is the Series 2022B Requisition #90 With Wharton Smith, in the total amount of $214,980. The balance to complete after this contract, remains at $203,000. So, the application amount is $4,863.40. Do I hear a motion to approve payment of that amount?

On MOTION by Mr. McLeod seconded by Mr. Brunner with all in favor the approval of Requisition #90 for Series 2022B was ratified.

C. Retainer Agreement for Legal Services with Colen & Wagoner, P.A. Regarding Class Action Settlement

Mr. Colen: Next is a Retainer Agreement for legal services. Is this one that I should abstain from? Seriously?

Mr. Flint: No. Rachel, do you want to explain what this is? There is an existing agreement in place for District Counsel services, but this is related to a specific class action lawsuit settlement.

Mr. Colen: Oh, okay.

Mr. Flint: They required this agreement to be eligible to get payment under that class action suit.

Mr. Colen: Okay. Alright. Has the Board had opportunity to review it?

Mr. Brunner: Yes.

Mr. Colen: What's your pleasure?

> On MOTION by Mr. Brunner seconded by Mr. Gysen with all in favor approval of the Retainer Agreement for Legal Services with Colen & Wagoner, P.A. regarding a class action settlement was ratified.

D. Line Safety Systems Testing & Inspection Service Agreement with Cox Fire Protection

Mr. Colen: Last but not least, we have a Line Safety Systems Testing and Inspection Service Agreement with Cox Fire Protection. That would be for the fire sprinkler system, fire alarm system and the extinguishers, as well as the emergency lighting, fire suppression and gas suppression systems. Alright. Do you want to make any comments on that, Mr. Schmalz?

Mr. Schmalz: I'll just add, this is for the North Water Reclamation Facility operations building. So, with that coming online and that system being active, this is the required services and inspection under FPA 25.

Mr. Colen: Alright. Do I have a motion to approve the Life Safety Systems Testing and Inspection Service Agreement with Cox Fire Protection?

> On MOTION by Mr. Gysen seconded by Mr. Brunner with all in favor approval of the Line Safety Systems Testing & Inspection Service Agreement with Cox Fire Protection was ratified.

SIXTH ORDER OF BUSINESS Other Business

Mr. Flint: Mr. Chairman, there are a couple other items related to the administration building. The first would be for landscape maintenance. Bryan solicited proposals. I think he received four responses. We don't have the form of the agreement, but we would like for the Board to authorize the Chair to execute the agreement with the recommended vendor. Bryan, I think you're recommending MHS.

Mr. Schmalz: Yes, sir.

Mr. Colen: Okay. Please do tell.

Mr. Schmalz: In looking over the Request for Proposals (RFP) that was submitted and the completeness over the RFP, MHS met that. They did come in second on the overall cost, but the only item that they did not provide, was the insurance certificate. We typically require the same insurance requirements as On Top of the World, which they do a lot of work for. So, once we clarify that they have the proper insurance, they would be the recommended contractor for the customer service landscape maintenance. That would be in the amount of $1,450 per month. The other document that you have is the RFP for the North Water Reclamation Facility and we received four respondents on that as well, with EarthScapes Unlimited providing the complete form of everything that was asked for within the RFP. They came in second as well, at a monthly cost of $4,936.83. That's who we would recommend for that contract.

Mr. Colen: Alright. Okay. Thank you. We can make this one motion for these separate contracts. The first recommendation is for MHS to provide landscape maintenance at the administration building and EarthScapes for the North Water Reclamation facility. What's your pleasure? Is there any discussion?

Mr. Flint: These do fall below any bidding thresholds that we're required to follow. The bidding threshold is $195,000. So, any contracts for maintenance under $195,000, the Board has full discretion about how you make decisions on who you hire. There's no bidding requirement on these services at this dollar amount.

Mr. Brunner: Then I would suggest that we follow Bryan's guidance on that, because he's done the homework on it and accept it as he recommends.

Mr. Brunner MOVED to select MHS as the contractor for the customer service office. There being no second to the motion, the motion failed.

Mr. Colen: Mr. Stepp, what's been our experience with MHS in Calesa?

Mr. Stepp: You're picking my brain, Mr. Chairman. I was about to interject here. So, MHS overall in the Calesa neighborhood, has not been performing very well. On Top of the World and the Associations within Calesa Township have gone away from MHS, because of the quality of service that's been provided lately. I will say that our landscape professional is intending on holding the maintenance contract with the installing contractor for the warranty period. So, my suggestion would be to consider possibly extending that contract with the warranty holder beyond the warranty period.

Mr. Schmalz: That would be for?

Mr. Stepp: For the customer service facility.

Mr. Schmalz: That would be EarthScapes Unlimited. They did come in at the highest. The one weird part with this particular submittal, we did request these at the same time though there were two different RFPs. We simply got a quotation from EarthScapes and we didn't get a full RFP submittal, whereas we received a full RFP submittal from MHS, which made MHS the highest bidder out of the four. So, if we were to look at the next in line, the third one would be Tidy Tribe. They came in very close to EarthScapes at $1,557.66.

Mr. Stepp: I can tell you that company is also performing work in Calesa to great satisfaction.

Mr. Schmalz: Yes at the Florida Aquatic Swimming Training Facility, as I understand and the model park.

Mr. Stepp: That's right. I believe that they have the Sorrel Glen neighborhood of Calesa as well. They're generally very happy with their services.

Mr. Flint: So, despite the name, they do perform well?

Mr. Stepp: Yes, they do.

Mr. Flint: Okay. So, what is your recommendation?

Mr. Schmalz: Based on that discussion and hearing the experiences that is occurring within Calesa On Top of the World, I would recommend that we move to Tidy Tribe as the recommended selection for the contract of the customer service office.

Mr. Flint: We already had a motion. So, the motion dies for lack of a second. Is there a motion to support Bryan's revised recommendation?

On MOTION by Mr. Gysen seconded by Mr. Brunner with all in favor awarding the Landscape Maintenance Customer Service contract to Tidy Tribe and the Landscape Maintenance for the North Wastewater Reclamation Facility to EarthScapes was approved.

Mr. Colen: Alright, what about the sublease? Well, let's talk about what is in front of us here, which is the proposal for janitorial services for the Bay Laurel Center CDD, 5575 Southwest 67th Avenue.

Mrs. House: Mrs. Crystal House, Office Manager. The proposal that you have in front of you, is from Image One Janitorial. When I found out that we needed to have cleaning services in the new administration building, I did reach out to multiple contacts that On Top of the World had, to find out who they would recommend. Image One was recommended. I did reach out to some other cleaning companies. What we're looking for, is there are going to be 12 private offices that will handle their own cleaning but have trash disposal daily. It includes cleaning of the laminate and the carpeted flooring and the regular maintenance in the common areas, seven bathrooms, two smaller conference rooms, one large conference room and one break room daily. This includes Leland's portion. Image One was the most cost effective. They did come in at $2,066 per month, which includes 8,800 square feet. This was budgeted and it is a month-to-month cancellation.

Mr. Colen: How did you arrive at five days a week on that?

Mrs. House: It's five days a week for the common areas, not for the offices.

Mr. Colen: Alright. We need to look very good in the common areas. Always.

Mrs. House: Yes.

Mr. Colen: No matter how messy they keep their offices. Alright. Is there a motion to accept a proposal for janitorial services?

On MOTION by Mr. Gysen seconded by Mr. Brunner with all in favor the proposal with Image One Janitorial for Janitorial Services in the Administration Building was approved.

Mr. Colen: Mr. Flint, do we want to talk about authorizing the sublease?

Mr. Flint: Mr. Chairman, I believe that was included in the motion on the Lease Agreement.

Mr. Colen: Alright. Very good. Do we have any other business to come before the Board today?

SEVENTH ORDER OF BUSINESS Supervisor's Requests

Mr. Colen: Do we have any requests from our Supervisors? Hearing none,

EIGHTH ORDER OF BUSINESS Next Meeting Date – October 21, 2025

Mr. Colen: The next meeting date is October 21, 2025. We need a motion to adjourn.

NINTH ORDER OF BUSINESS Adjournment

On MOTION by Mr. Brunner seconded by Mr. Gysen with all in favor the meeting was adjourned at 11:03 a.m.

Secretary/Assistant Secretary

Chair

Chairman/Vice Chairman