

# Laurel Road Community Development District

3501 Quadrangle Boulevard, Suite 270, Orlando, FL 32817

Phone 407-723-5900; Fax 407-723-5901

<https://laurelroadcdd.com/>

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The following is the agenda for the Board of Supervisors' Meeting of the **Laurel Road Community Development District** scheduled to be held **Wednesday, December 10, 2025, at 12:30 P.M. at 5800 Lakewood Ranch Blvd, Sarasota, FL 34240.**

Dial-In: 1-844-621-3956      Access Code: 2536 634 0209  
<https://pfmcdd.webex.com/join/carvalhov>

## **BOARD OF SUPERVISORS' MEETING AGENDA**

### **Administrative Matters**

- Roll Call to Confirm Quorum
- Public Comment Period *[for any members of the public desiring to speak on any proposition before the Board]*
- 1. Consent Agenda
  - 1. Minutes of the November 12, 2025, Board of Supervisors' Meeting
  - 2. Florida Fireplace Systems Proposal for Outdoor Fireplace Replacement
  - 3. Impact Proposal for Berm Re-Work
  - 4. Maddtraxx Proposal for Berm Clean-Up
  - 5. Payment Authorization Nos. 120 – 122
  - 6. Funding Request No. 193
  - 7. District Financial Statements *(provided under separate cover)*

### **Business Matters**

- 2. Consideration of Consulting Agreement with Dale Weidemiller

### **Other Business**

#### **Staff Reports**

- District Counsel
- District Engineer
- District Manager
  - Next meeting: January 14, 2026
- Field Services Operation Manager
- Lifestyle Director

#### **Supervisor Requests and Comments**

### **Adjournment**



# **Laurel Road Community Development District**

## **Consent Agenda**



# **Laurel Road Community Development District**

**Minutes of November 12, 2025,  
Board of Supervisors' Meeting**

## **MINUTES OF MEETING**

### **LAUREL ROAD COMMUNITY DEVELOPMENT DISTRICT BOARD OF SUPERVISORS' MEETING**

**Wednesday, November 12, 2025, at 12:30 p.m.**

**5800 Lakewood Ranch Blvd, Sarasota, FL 34240**

Board Members present:

Pete Williams	Chairperson
Janice Snow	Vice Chairperson
John Blakley	Assistant Secretary
Dale Weidemiller	Assistant Secretary
John Leinaweaver	Assistant Secretary

Also present:

Vivian Carvalho	PFM Group Consulting LLC – District Manager	
Amanda Lane	PFM Group Consulting LLC – District Accountant	(via phone)
Kwame Jackson	PFM Group Consulting LLC – ADM	(via phone)
Tom Panaseney	Neal Communities – Developer	(via phone)
John McKay	J.H. McKay, LLC – Consultant	
Sydney Pollock	WTS – Lifestyle Director	(via phone)
Bobbi Claybrooke	AM Engineering – District Engineer	(via phone)
Jeff Ramer	Neal Land & Neighborhoods – Field Services Operation Manager	(via phone)

## **FIRST ORDER OF BUSINESS**

### **Administrative Matters**

#### **Roll Call**

The Board of Supervisors' Meeting for Laurel Road CDD was called to order at 12:30 p.m. Those in attendance are outlined above either in person or via speakerphone.

### **Public Comment Period**

There were no public comments.

### **Consent Agenda Items #1 – 7**

- 1. Minutes of October 8, 2025, Board of Supervisors' Meeting**
- 2. Advanced Aquatics Proposal for**

- Midge Fly Treatment at Pond 700**
- 3. Geopoint Proposal for Phase 2 Surveys**
  - 4. Impact Proposal for Common Area Stake Painting and Tree Straightening**
  - 5. NaturZone Proposal for Bee Treatment at Amenity Center**
  - 6. NaturZone Proposal for Millipede Treatment at Amenity Center**
  - 7. Peacock Pavers Proposal for Paver Replacement at Clubhouse**
  - 8. Fiscal Year 2025 Goals & Objectives Annual Reporting Form**
  - 9. Payment Authorization Nos. 115 – 119**
  - 10. District Financial Statements**

The Board reviewed the consent agenda items.

ON MOTION by Mr. Weidemiller, seconded by Mr. Leinaweaver, with all in favor, the Board approved the Consent Agenda items 1 – 10.

## **SECOND ORDER OF BUSINESS**

### **Business Matters**

#### **Consideration of Resolution 2026-01, Adopting a Revised Fiscal Year 2025 O&M Budget**

Ms. Carvalho noted this amends and balances the budget, and adjusts line items based on actual expenses.

There was brief discussion regarding the amended budget.

ON MOTION by Mr. Williams, seconded by Ms. Snow, with all in favor, the Board approved Resolution 2026-01, Adopting a Revised Fiscal Year 2025 O&M Budget.

#### **Consideration of HVAC Preventative Maintenance Proposals**

- **Conditioned Plumbing**
- **Tri-County Air**

Ms. Carvalho gave an overview of the proposals and noted these were deferred from the last meeting. The Field Services Operation Manager recommended to proceed with Tri-County Air.

ON MOTION by Mr. Blakley, seconded by Ms. Snow, with all in favor, the Board approved the HVAC Preventative Maintenance Proposal from Tri-County Air.

### **THIRD ORDER OF BUSINESS**

### **Other Business**

### **Staff Reports**

**District Counsel** – No report.

**District Engineer** – Ms. Claybrooke noted the Laurel Road construction contract has been sent forward and is being reviewed. The goal is to have this sent out to the pre-qualified bidders before Thanksgiving.

**District Manager** – Ms. Carvalho noted the next Board meeting is scheduled for December 10, 2025, at 12:30 p.m.

**Field Manager** – No report.

### **Audience Comments and Supervisor Requests**

There were no further comments or requests at this time.

### **FOURTH ORDER OF BUSINESS**

### **Adjournment**

There was no further business to discuss.

ON MOTION by Ms. Snow, seconded by Mr. Weidemiller, with all in favor, the Board of Supervisors' Meeting for the Laurel Road Community Development District adjourned the meeting at 12:37 p.m.

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Secretary / Assistant Secretary

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Chairperson / Vice Chairperson



# **Laurel Road Community Development District**

## **Florida Fireplace Systems Proposal for Outdoor Fireplace Replacement**

6998 49th St N  
Pinellas Park, FL 33781

Phone: 727-527-4200

Email: info@thefloridafireplace.com

www.thefloridafireplace.com

Florida LP Gas License 31634



Home of the **FLORIDA** Fireplace!

# Estimate

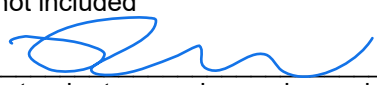
Date	Estimate #
11/18/2025	11773

Jobsite Address

Amenity/Clubhouse  
321 Vistara Blvd.  
Venice, FL 34285

Laurel Road Community Dev Dist  
12051 Corporate Blvd  
Orlando, FL 32817

Credit cards accepted for cash & carry sales only.  
Please see the cash & carry policy.  
Estimate expiration below.

Cust. Contact	Cust. Phone	Terms	Sales Rep	Job
		Special Order, See Below	Jim	FREESTANDING OD FP
Description			Qty	Total
Please review "IMPORTANT NOTES, TERMS & CONDITIONS" below.			1	0.00
White Mountain Hearth 24" Outdoor Harmony Burner, Remote Intermittent Pilot,			1	2,867.10
NATURAL Gas, Outdoor Wildwood Refractory Log Set, 7-Piece, 24-Inch, Installed			1	1,975.00
Stainless Steel Chase pan, Installed				
*IMPORTANT NOTES, TERMS & CONDITIONS*			1	0.00
Quote subject to site check				
Quote expires in 30 days				
Permit not included				
X 			1	0.00
To accept order terms, please sign and return with payment. Confirm gas:				
NATURAL				
Amount Due to place order: \$2867.10			1	0.00
Amount Due at time of material installation: \$1975.00				
Payment by check.				
Customer assumes all responsibility for compliance with applicable building codes and for utilizing all parts purchased from Florida Fireplace Systems in complete compliance with appliance and or part installation instructions supplied with the part, fireplace or stove. Customer has independently determined the appropriateness for the application of any parts purchased from Florida Fireplace Systems and has not relied upon Florida Fireplace Systems in that regard. It is understood and agreed that Florida Fireplace Systems is not responsible for the functionality of any parts installed by the customer. Florida Fireplace Systems employees will not install any parts in any way other than prescribed in the installation manual, and Florida Fireplace Systems will not install anything not covered by any applicable building permit. Florida Fireplace Systems will not install any parts not purchased from Florida Fireplace Systems. Gas appliances require connection by a licensed technician.				
Workmanship warranty is 1 year.				
Please call Jim Shasteen if you have questions. Our goal is 100% customer satisfaction. Thank you.				
			Subtotal	\$4,842.10
			Sales Tax (7.5%)	\$0.00
			<b>Total</b>	<b>\$4,842.10</b>

Estimate based upon current understanding of job. Price changes, up or down, may be required once final definition of job is determined. Prices good for 30 days, subject to change without notice.





# **Laurel Road Community Development District**

## **Impact Proposal for Berm Re-Work**



VISCDDP1 - Landscaping  
**PROPOSAL**

Name <u>Andy/Tom/Jeff</u>	Pref Vendor & PO <u>Amy Greco</u>
Address <u>Laurel Road CDD</u>	Sales Rep <u>11/6/2025</u>
Community <u>Vsitera Laurel Road CDD</u>	Date <u></u>
Email <u></u>	Approved By <u></u>
Phone <u></u>	Billable to <u></u>
Send To <u></u>	Budget Limit <u></u>
Job # or Name <u></u>	Warranty <u></u>

Irrigation: Open Call      Estimate      Technician for same day install

**Scope of Work:**

Install irrigation along the berm between the back to back lots between Allora and Vistera Blvd where there is no irrigation and then install St Augustine sod to connect the owners lots to the berm. Refresh Mulch on the entire berm afterward. Includes all pipe, two wire, heads, nozzles and MISC fittings, as well as 4 station solar controller. Install St Augustine after, Price includes spraying with herbicide and Neal will have final graded.

QUANTITY	DESCRIPTION	SIZE	UNIT COST	EXTENDED
1	Spray Bahia Grass to kill all weeds		\$ 275.00	\$ 275.00
23000	SQ FT ST AUGUSTINE SD		\$ 0.79	\$ 18,170.00
1	installation of Irrigation NTE		\$ 13,750.00	\$ 13,750.00
2200	Bags Coco Brown Mulch		\$ 5.75	\$ 12,650.00
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
<b>ADDITIONAL CHARGES</b>				
	Grounds Labor \$75/Hr		\$75.00	\$ -
	Disposal		\$ -	\$ -
1	Heavy Equipment		\$ 500.00	\$ 500.00
<b>TOTAL</b>				

Accepted

12/3/25  
Date

Proposal is good for 30 days.



# **Laurel Road Community Development District**

## **Maddtraxx Proposal for Berm Clean-Up**



# PROPOSAL

**MaddTraxx LLC**

3946 Sasser Rd

Zolfo Springs, FL 33890

863-832-4807

DATE	12/1/2025
PAYMENT TERMS	NET 30
PO NUMBER	12125VisteraRegrade

VISCDDP1 - Landscaping

BILL TO
Laurel Road CDD

JOB
Vistera Regrade

SCOPE	QUANTITY	RATE	AMOUNT
Provide labor and equipment to back drag / regrade landscape berm area in order to prep for re-sodding.	1	1	\$1,700.00

**Total : \$1,700.00**

Thank you for allowing MaddTraxx to service your land needs!  
Contact [office@maddtraxx.com](mailto:office@maddtraxx.com) for any questions or concerns.  
Please make check payable to MaddTraxx LLC.

**TERMS**

Bid price (as shown) for work described above is \$1700.00. Upon execution, it constitutes a binding purchase order.

\_\_\_\_\_  
Signature of Acceptance\_\_\_\_\_  
Signature of Acceptance



# **Laurel Road Community Development District**

**Payment Authorization  
Nos. 120 – 122**

LAUREL ROAD COMMUNITY DEVELOPMENT DISTRICT  
Payment Authorizations Nos. 120 - 122

PA #	Description	Amount	Total
120	Advanced Aquatic Services	\$ 1,888.00	
	Childlike Productions	\$ 525.00	
	Clean Sweep Parking Lot Maintenance	\$ 950.00	
	Doody Free 941	\$ 234.00	
	Gannett Florida LocaliQ	\$ 191.75	
	Impact Landscaping & Irrigation	\$ 579.00	
		\$ 1,986.00	
		\$ 657.00	
		\$ 15,334.67	
		\$ 1,986.00	
		\$ 3,535.41	
	Jan-Pro of Manasota	\$ 1,325.67	
	NaturZone	\$ 210.00	
	PFM Group Consulting	\$ 0.74	
	Pye Barker Fire & Safety	\$ 691.79	
		\$ 64.21	
	Safetouch	\$ 1,538.46	
	S & G Pools	\$ 1,552.00	
	TieTechnology	\$ 73.38	
	Valley	\$ 178.16	
		\$ 2,672.55	
	Vglobal Tech	\$ 160.00	
	WTS International	\$ 2,177.50	
		\$ 330.75	
		\$ 2,346.25	
		\$ 554.18	
			\$41,742.47
121	Alsco Uniforms	\$ 69.56	
	AM Engineering	\$ 4,565.00	
	Daystar Exterior Cleaning	\$ 1,530.00	
	FPL	\$ 29.76	
		\$ 44.10	
	PFM Group Consulting	\$ 4,625.00	
	Safetouch	\$ 2,034.55	
	Southern Land Services of SW Florida	\$ 875.00	
	Supervisor Fees	\$ 200.00	
		\$ 200.00	
		\$ 200.00	
		\$ 200.00	
		\$ 200.00	
	Trimmers Holiday Décor	\$ 11,302.50	
	Verizon Business	\$ 74.90	
			\$26,150.37
122	City of Venice	\$ 2,083.88	
		\$ 7.28	
		\$ 19.42	
		\$ 232.80	
		\$ 13.49	
		\$ 151.26	
		\$ 677.48	
		\$ 214.56	
		\$ 3.80	
		\$ 4,362.49	
		\$ 53.57	
		\$ 306.56	
	Comcast Business	\$ 1,414.40	
		\$ 194.95	
	FPL	\$ 43.16	
		\$ 2,552.77	
	John Russo	\$ 400.00	
	NaturZone	\$ 275.00	
	Navitas Credit Corp	\$ 2,465.17	
	Peacock Pavers Acquisition	\$ 532.00	
	TECO	\$ 43.07	
			\$16,047.11
	Total		\$83,939.95



# **Laurel Road Community Development District**

**Funding Request No. 193**

**LAUREL ROAD COMMUNITY DEVELOPMENT DISTRICT**

**Funding Requests Nos. 193**

<b>FR #</b>	<b>Description</b>	<b>Amount</b>	<b>Total</b>
<b>193</b>	<b>Safetouch</b>	<b>\$ 19,792.75</b>	
			<b>\$19,792.75</b>
		<b>Total</b>	<b>\$19,792.75</b>





# **Laurel Road Community Development District**

**District Financial Statements**  
***(provided under separate cover)***



# **Laurel Road Community Development District**

**Consideration of Consulting Agreement with  
Dale Weidemiller**

# CONSULTING AGREEMENT

This Consulting Agreement (the "Agreement") is effective as of November 1, 2025 (the "Effective Date") between:

**CLIENT:** Laurel Road Community Development District **Address:** 3501 Quadrangle Boulevard Suite 270 Orlando, Florida 32819 (Tel: 407-723-5900) (*Hereinafter "Client"*)

**AND**

**CONSULTANT:** Dale Weidemiller **Address:** 6730 Haverhill Court, Bradenton, Florida 34202 (Tel: 941-713-1116) (*Hereinafter "Consultant"*)

## 1. PREAMBLE / RECITALS

**1.1. Project Context:** This Agreement is executed in the context of the Laurel Road expansion project, which involves coordination between multiple governmental agencies, including **Sarasota County, the City of Venice, the Florida Department of Transportation (FDOT)**, and the Client (Laurel Road Community Development District).

**1.2. Consultant Expertise:** The Consultant possesses **forty (40) years of experience** in the field of communication and management related to complex infrastructure projects. Furthermore, the Consultant has significant prior experience working directly with the four aforementioned governmental agencies involved in this Project.

**1.3. Purpose:** Given the context outlined above, the Client desires to retain the specialized advisory services of the Consultant concerning the complex inter-agency coordination of the Project, and the Consultant agrees to provide such services on the terms and conditions set forth herein.

## 2. SERVICES AND TERM

**2.1. Services:** The Consultant agrees to provide the services described in the attached **Exhibit A** (the "Services"). **2.2. Term:** This Agreement begins on the Effective Date and continues until the Services are completed or until terminated by either Party as provided herein.

## 3. COMPENSATION

**3.1. Fees:** The Client shall pay the Consultant a fee of \$195.00 per hour for the Services. **3.2. Invoicing:** The Consultant shall submit invoices monthly. Payment is due within 15 days of receipt. **3.3. Expenses:** Client shall reimburse Consultant for pre-approved, reasonable expenses with documentation.

## 4. INDEPENDENT CONTRACTOR STATUS

The Consultant is an independent contractor and not an employee, partner, or agent of the Client. The Consultant is solely responsible for all taxes and liabilities related to the fees paid under this Agreement. The Client will not provide employee benefits.

## 5. CONFIDENTIALITY AND OWNERSHIP (IP)

**5.1. Confidentiality:** Both Parties agree to treat all non-public information received from the other Party as strictly confidential and will not disclose it to any third party without written consent, except as required by law. **5.2. Ownership of Work:** All ideas, works of authorship, and deliverables created by the Consultant during the performance of the Services (the "Work Product") shall be deemed "works made for hire." **The Consultant hereby irrevocably assigns to the Client** all rights, title, and interest, including all copyrights and intellectual property rights, in and to the Work Product upon full payment of fees. The Consultant retains ownership of any pre-existing tools or methods incorporated into the Work Product.

## 6. TERMINATION AND GOVERNING LAW

**6.1. Termination:** Either Party may terminate this Agreement upon **30 days'** written notice to the other Party. The Client will pay for all Services completed up to the termination date. **6.2. Governing Law:** This Agreement shall be governed by the laws of the State of **Florida**.

## SIGNATURES

CLIENT	CONSULTANT
Signature: _____	Signature: _____
Name: Pete Williams	Name: Dale Weidemiller
Date: _____	Date: _____

## EXHIBIT A – SCOPE OF WORK

1. **Project Title:** Laurel Road Expansion

2. **Project / Task Description:**

- **Service:** Provide ongoing consultation, strategic suggestions, and recommendations to the Client's project team regarding the Laurel Road expansion, with a specific focus on governmental agencies involved. **The Consultant's advice shall be strictly advisory and recommendation-only.**
- **Deliverable: Monthly Consulting Report** key findings, and recommendations for the month.

3. **Timeline:** Commencing November 1, 2025. The Term continues until the final payment is made to the project contractor, estimated to be thirty-six (36) months (October 31, 2028).



# **Laurel Road Community Development District**

## **Staff Reports**





## Monthly Summary Report

### *November 2025*

Submitted by:

Sydney Pollock, Lifestyle Director

Alex Murphy, Senior Regional Director, Lifestyle & Residential



VISTERA  
OF VENICE



# LIFESTYLE PROGRAMS AND EVENTS

## 1. Warm Wishes: Community Blanket Project

### WARM WISHES: COMMUNITY BLANKET PROJECT

Saturday, November 1st | 6:00 PM - 8:30 PM

Location: The Club

Join us to make cozy no-sew tie blankets for local shelters and families in need. All ages are welcome to help spread comfort and gratitude. Families or groups can create the blanket(s) using a pre-sized kit for a \$15 donation.



Crafting event for Homeowners and Under Contract

- Residents donated \$15 to receive a pre-sized blanket kit
- Kit was then used to create fall-handtied blankets for donation to a local non-profit.

## 2. Food Truck Visit: Lobstah Daze

### Food Truck Visit: *Lobstah Daze*

Wednesday, November 12th

5:00 pm - 8:00 pm

Location: The Club Parking Lot



Lobster Rolls ✨ Lobster Tacos ✨ Truffle Fries  
Grouper Po'boy ✨ Philly Cheesesteak  
*and more...*

Homeowner and Under Contract event.

- 1st food truck visit - food truck parked in The Club parking lot
- Residents were sent a Lobstah Daze menu prior, and could pre-order food



# LIFESTYLE PROGRAMS AND EVENTS

## 3. Friendsgiving Mix & Mingle



Homeowner and Under Contract event

- Event: Homeowner & Under Contract Gathering
- Type: Family-friendly
- Activities: Pie contest; attendees encouraged to bring a side dish to share
- Feedback: Residents thought the event was delightful

## 4. 1st Annual Vistera Tree Lighting



Homeowner and Under Contract event

- Family friendly event
- Lighting of Vistera's first community tree on the Yoga Lawn
- Entertainment: Venice Chorale

## 5. Vistera Recipe Book

Homeowner-Only month long program - November 1st-30th:

Residents were invited to help create our first-ever Vistera Recipe Book. Community members shared their favorite family recipes by dropping them off at the Clubhouse or emailing them to [lifestyle@laurelroadcdd.com](mailto:lifestyle@laurelroadcdd.com). This special collection will be curated to feature resident-submitted recipes along with photos from our events, and a completed copy will be available to browse in the Clubhouse. The request for recipes will be extended through the end of the year to gather additional submissions before the book goes to print.

# EVENT HIGHLIGHTS CONTINUED



## Warm Wishes: Community Blanket Project:

3 residents joined us to make blankets onsite, and two additional households pre-purchased blanket kits to complete at home as they were either feeling under the weather or called into work. Resident June W. also contributed beautifully hand-crocheted afghan blankets to the donation effort. Participants were pleasantly surprised by how simple and enjoyable the craft was, and several expressed interest in making more during their free time.



## Food Truck Visit: Lobstah Daze

Our first food truck visit at Vistera was a hit! Brought onsite at no cost to The Club, the truck served Lobster Rolls, Shrimp Po'Boys, Shrimp and Lobster Tacos, and more. While exact participation was hard to track, approximately 10 residents stopped by to make purchases. Overall, residents shared positive feedback and expressed interest in having food trucks visit more regularly.



# EVENT HIGHLIGHTS



## Friendsgiving Mix & Mingle

About 40–50 residents and under-contract attendees gathered at the Club for a Friendsgiving celebration. The Lifestyle Team provided the ham, turkey, and red and white wine, while guests contributed a variety of side dishes to share. The evening featured a full spread of Thanksgiving sides and a pie competition. Congratulations to resident John M. for winning Best Overall Pie.



## 1st Annual Visterra Tree Lighting

70 residents and under-contract guests attended Visterra's First Annual Tree Lighting Ceremony on the Yoga Lawn. From 5:30 to 6:15 PM, attendees enjoyed a hot chocolate bar, a paper snowflake station, a Glow Stick Scavenger Hunt, personal candy cane delivery, and a build and color-your-own gingerbread house activity. At 6:30 PM, the Venice Chorale performed a selection of Christmas carols. The tree lighting followed, with guests helping to countdown and raising their glowsticks to illuminate the tree. The Venice Chorale then performed additional songs, giving children jingle bells to join in the festive music.

# FACILITY UTILIZATION

This report has been generated using Proptia and provides insight into approximate credential scan activity. The data below offers our best estimate of visitor counts; however, please note that it may not be fully accurate. For instance, if a single individual scans into the pool eight times within four hours, we have counted them as one visitor rather than eight. We have tried our best to minimize duplicate counts. Additionally, the system does not capture instances where one person uses their credential to allow access for a group. Employee, builder, and vendor scans have been removed from all counts, except total scans.

OVERALL UTILIZATION	
Total Scans	Total Scans - 2,908 (58.04% increase from October)
Average visits per weekday	11.3
Average visits per weekend	19.25
TOTAL VISITS PER DAY	
Monday	Average 12.5 visits
Tuesday	Average 11.5 visits
Wednesday	Average 13 visits
Thursday	Average 9.75 visits
Friday	Average 9.75 visits
Saturday	Average 11 visits
Sunday	Average 8.25 visits

- 201 registered residents in Proptia as of 12/1/25
- **Technical Issue Noted:** No scan data was captured on Saturday, November 22nd and Sunday, November 23rd.
  - Likely negatively skewed scan data
- Sharp decline in scans noticed towards the ends of the month, likely due to lack of scan data capture and the Thanksgiving Holiday.

# FACILITY OPERATIONS & MAINTENANCE

ITEM	STATUS	CONCLUSION
Patio Fans and Lights	Fans and lights are turning on via remote, but not the wall switches made available to residents. David Harvey electric sent a technician on 11/4 to evaluate. New fan and light had been ordered in mid-November. Awaiting arrival and installation.	Ongoing as of 12/1/5.
Millipede Treatment	Treatment completed by NaturZone on 11/19/25	Completed. Club was closed for 1 day due to smell.
Outdoor Fireplace	Out of service and will not ignite. New fireplace proposal has been approved. Technician came out to measure cap for fireplace on 11/21.	Tom Panaseny leading replacement. Awaiting date of installation.
HVAC Proposal	Tri-County AC's maintenance proposal was approved by the LRCDD Board on 11/12. Their first service visit will occur on December 17th.	Completed. Tri-County will purchase and install HVAC filters on The Club's behalf.
Pye Barker Fire Alarm - FACP Room	In November, the fire alarm was triggered two to three times during the night. Sydney was notified of the incidents by the Venice Fire Department. A technician from Pye Barker responded and determined that the alarms were activating due to an accumulation of dead insects and dust inside the unit. The technician noted an opening in the ceiling that leads directly to the building's attic, which was likely the source of the debris. The opening was patched by Ati.	Closure of opening should prevent tripping of Fire Alarm going forward.
Club Parking Lot Lights	Lights are not turning on at night. Residents have been notified of light outage during community update on 11/26	Andy Richardson is collaborating with FPL to have the lights fixed within the next several weeks.

# FACILITY OPERATIONS & MAINTENANCE

ITEM	STATUS	CONCLUSION
Holiday Light Installation	All holiday décor, including wreaths on the Laurel Road gates, garland and lights on the Border Road gates, and the indoor and outdoor Christmas trees, was installed prior to 11/27/25. The Lifestyle team also purchased and arranged additional décor inside the Club.	Border Road lights on palm trees not turning on at night. Lifestyle Director has reached out to vendor: Trimmer's.
Paver Replacement	Pool pavers were replaced by Dustin Maddox on 9/25. Additional locations could not be completed, as the building GC did not provide pavers for those areas. The Field Manager counted outstanding pavers on 10/30, and will be ordering additional material to provide to Dustin Maddox.	Ongoing. No update as of 12/1/25.
Landscaping	Potted plants on Loggia and in front of Club are still struggling.	Ongoing. Discussed options for replacement with NLN on 10/31. No update as of 12/1/25.
Access Control	<p>Lifestyle Director notified of access issues for iPhone users over the Thanksgiving Holiday, where multiple residents were unable to scan into the Club.</p> <p>The app store released Proptia 2.1, which replaced version 2.0 causing some mobile credentials issued between September 2024 and July 2025 may no longer work with the new app.</p>	Lifestyle Director provided notice to residents via a Community Update email on 12/1. Sydney asked that they reach out to her for troubleshooting. She also provided the SafeTouch service line, so residents can be provided with help if she is unavailable. Service number will be added to the Who To Call sheet.
Amenity Indoor Fireplace	Glass cover shattered during regular maintenance and cleaning. New cover was ordered under warranty and was replaced.	Completed.



# CUSTOMER SERVICE & STAFFING

*Below is a summary highlighting positive employee-resident interactions within the Vistera of Venice community, with a focus on meaningful engagement and its impact on resident satisfaction and community atmosphere.*

POSITIVE (+) OR NEGATIVE (-)	COMMENT	ACTION TAKEN
Positive	Resident Adam D., approached me to share he really enjoys that we have hired Ati as part of the Lifestyle Team. His comment: "You guys really did a great job in hiring Ati, things were always clean, but since you've hired him, the entire Clubhouse sparkles."	Sydney commended employee Attila Toth for his hard work and consistent dedication to representing Vistera with excellence, which has clearly made a positive impression on residents.
Neutral	Lifestyle Director will receive additional Prospect Training on 12/3/25.	N/A
Positive	Amy R. and Eric B. hosted their daughter's birthday party in the Main Club Lounge on 11/22. They noted their family loved the space and layout of the Club, and they want to host more parties in the space going forward.	N/A

# FORECAST

Please see descriptions below of upcoming Lifestyle Events in August. All events for the remainder of the year will include Under Contract buyers, to drive closings.  
Action items are aimed to increase Amenity operating efficiency and overall resident satisfaction.

DESCRIPTION OF UPCOMING PROGRAM OR EVENT	DATE(S)	DETAILS
Cookies & Cheer With Santa	December 6th	Resident and Under Contract event, where children can decorate sugar cookies, have storytime with Mrs. Clause, get crafty with ornament making, and take pictures with Santa.
Toast the Season: A Champagne Affair	December 13th	Resident and Under Contract 21+ event. Guests will enjoy beer, wine, and champagne, and a white elephant gift exchange. Entertainment includes a live jazz singer and holiday cocktail attire is encouraged.
Menorah Lighting & Donut Social	December 14th	Resident and Under Contract event. Guests will enjoy the ceremonial lighting of the menorah on the 1 <sup>st</sup> night of Chanukah and a delicious spread of donuts.
Holiday Home Lighting Competition	Judging - December 19th	Homeowner only event. Lifestyle Director will partner with the HOA to judge which home in Visterra has the best holiday light display. Judging will take place on December 19 <sup>th</sup> .
Noon Year's Eve Bash	December 31st	Family friendly event with crafts, light snacks, music, mingling, and a mini balloon drop at noon. Guests are encouraged to dress in their sparkliest outfit and ring in the new year with friends and neighbors.

CURRENT ACTION ITEMS	WHO WILL DO THIS?	DUE DATE
Brainstorming ways to further activate the Game Room and Conference Room	Sydney + NLN Team	Ongoing - estimates and proposals are being generated



**THANK YOU.**

