

**Pine Tree Management Group
Rustic Ranches
Wellington, FL 33470**

April 17, 2017

Ms. Maria Fong, President, Mr. Travis Deering, Supervisor, Mr. Joel Arrieta, Supervisor
PINE TREE WATER CONTROL DISTRICT

c/o Mr Jeffrey S Kurtz, PA
Chancellor North
12012 South Shore Blvd – Suite 208
Wellington, FL 33414

Dear PTWCD Board of Supervisors:

As per the recommendation of Mr. Kurtz at the February 6th, 2017 PTWCD Board of Supervisors Meeting, to present at the April 17th meeting, please find our proposal for how we can serve as Manager for the Pine Tree Water Control District.

We believe the PTWCD Board will find advantages in awarding Pine Tree Management Group (PTMG) the management contract.

Before commenting on those advantages, we want to assure the Board that we understand that the PTWCD Charter and Water Control Plan are the governing documents guiding the mission of the independent 298 district; we intend to manage the needs of the district, inclusive of the board of supervisors' meetings, with full respect of those needs. Rustic Ranches home and land owners' issues, not pertaining to PTWCD business, will not be allowed to obscure the PTWCD mission, meetings or the effective, efficient management of the district.

PTMG is made up of four competent, qualified individuals that are familiar with the Pine Tree Water Control District, its current water control system and the types and levels of maintenance required. The Group is forming as a not for profit organization, with the suggestion that any compensation provided to PTMG is a function of a set amount for discrete, itemized time related functions – and then, only as approved by the PTWCD board. Therefore, there is no pre-set annual administrative fee included in this proposal; instead the proposal includes an estimated total annual cost based on nominal compensation awarded by function, subject to the approval by the PTWCD Board.

With the excellent work done in the past by the Village of Wellington and by South Florida Water Management, the current PTWCD maintenance and management requirements appear to be minimal, and not needing to be dependent on hiring entities with costs that reflect their need to charge to make a profit or a benefit.

We implore the PTWCD Board to take the time required to give appropriate consideration to the opportunity to minimize costs without sacrificing the quality of the services provided, by appointing the not-for-profit Pine Tree Management Group to manage the needs of Pine Tree Water Control District.

Sincerely,

Henry DeGouw, Peggi Hearn, Phil McLellan, Dennis Crivaro
Pine Tree Management Group

Pine Tree Management Group

Pine Tree Water Control District Management Proposal

April 17, 2017

Pine Tree Management Group

Pine Tree Management Group (PTMG) is a newly formed, not for profit organization, dedicated exclusively to providing management services to Pine Tree Water Control District (PTWCD), as directed and approved by the PTWCD Board of Supervisors.

Uniquely qualified to manage per the PTWCD Charter and Water Control Plan, PTMG offers intimate knowledge of the maintenance requirements of the district, including knowledge of the canals, ditches, swales, drainage system(s) and/or roadways, with over 100 years of combined knowledge of the area as Rustic Ranches residents and landowners.

The dedicated four member team brings competent, relevant experience and managerial capabilities to the Group, with knowledge of construction, turf/farm management, banking and property management, as well as the 24/7 advantages afforded by living in the District.

For the annual audit, and potentially for the tax roll, the group plans to enlist the support of an accounting firm it has identified – one experienced serving requirements of special 298 districts.

PTMG envisions that legal support will be contracted only on an “as needed basis”, given the current excellent and knowledgeable legal counsel to PTWCD provided by Jeff Kurtz.

Whereas in the past, PTWCD meetings were used not only to conduct the independent 298 district’s business, but also to function as a platform for Rustic Ranches residents to discuss broader issues, PTMG will focus only on the dictates of the PTWCD Charter and the tasks associated with the water management plan, as directed by the PTWCD board of supervisors, and will lead meetings and relations with the Rustic Ranches community accordingly.

The Group envisions that the current PTWCD web site be updated given the termination of the inter-local agreement with Wellington, and ported over to the web site management company PTMG has identified.

Meetings will be held at one of the PB County Public Library meeting rooms, at no cost; or at one of the local public schools, or similar, at a nominal cost.

No rent will be charged or billed to PTWCD for offices space; the PTM Group members will be responsive via PTMG dedicated e-mail and phone, with actual costs expensed.

No group member is salaried, but will receive nominal payments for identifiable tasks performed – the cost per task to be budgeted and approved in advance by the PTWCD Board.

Pine Tree Management Group

Tasks will include, but are not limited to: monthly bill paying and book keeping; liaison with auditor/accounting firm; meeting notification, preparation and attendance; monthly field inspections; bid/RFP creation; performance reviews with vendors as required.

Administrative expenses will be estimated and approved in advance, and will include the net cost of: meeting notice advertising, printing and mailings; web site hosting and maintenance; document archives; phone; meeting document preparation; meeting room rentals, recordings, transcripts, minutes; LLC formation and liability insurance, as needed.

PTMG will share its address with the home address of the registered agent. The mailing address will be a post office box. A PTMG dedicated phone number and answering service, when a staff member is unable to answer, will be provided, at cost.

Pine Tree Management Group

HENRY DEGOUW – District Manager

- Currently president of promotions company
- 1969 – 1989: DeGouw & Sons, Florida State Certified General Contractor, specializing in underground utilities, water, sewer, storm sewer, lift stations, electric, TV, phone – including land development and paving
- 40 year Rustic Ranches resident

PEGGI HEARN – District Administrator & Assistant Manager; Registered Agent

- 20 years experience in commercial and residential property management, winning multiple awards for highest customer/tenant satisfaction
- 13 years experience in banking, from Teller to Branch Manager/District Operations Officer, Carteret Savings Bank. Responsible for operational, audit and compliance for multiple offices.
- Retired, 2015
- Maintains a current State of Florida Real Estate License
- Maintains a State of Florida CAM (community association manager) License
- Notary
- 36 Year Rustic Ranches resident

PHIL McLELLAN – District Field Director & Works Supervisor

- 1997 to current: Owner/President company providing private farm sports field management
- Lifelong horseman and cattle farm operator
- 29 Year Wellington resident
- 7 year Property Owner, Rustic Ranches

DENNIS CRIVARO – District Field Director & Works Supervisor

- 27 years working with heavy equipment; turf management and tree trimming experience; responsible for inspections and overseeing day-to-day operations of grounds
- Maintains a current Pest Control License
- 36 year Rustic Ranches resident

Pine Tree Management Group

Example of PTMG functions with possible associated compensation to be discussed with and approved by PTWCD Board of Supervisors in advance; only functions performed will be charged.

<u>Function*</u>	<u>Comp Level</u>	<u>Times Performed</u>	<u>Total Cost</u>
Bookkeeping	\$100	12	\$1,200
Audit Liaison	\$50	1	\$50
Bid/RFP Requests	\$60	4	\$240
Meeting Prep	\$100	16	\$1,600
Meeting Attendance	\$50	16	\$800
Meeting Notification	\$75	4	\$300
Field Inspections	\$25	12	\$300
Vendor Reports	\$25	12	\$300
Document Archive	\$25	12	\$300
Inquiry Response	\$10	24	\$240

Total **\$5,330**

- Time only - no out of pocket or incurred expenses
- Assumes 4 meetings, with 4 staff members prepared and in attendance

Pine Tree Management Group

PINE TREE WATER CONTROL PTWCD

QUOTE FOR SPECIAL PTWCD MANAGEMENT & OPERATIONAL SERVICES

ANNUAL FEE SCHEDULE

Each contractor wishing to quote contract must submit this completed fee schedule.

Failure to submit a completed fee schedule will result in non-consideration.

SCOPE OF WORK	TERMS	AMOUNT
Management Services	<i>Estimate: PTWCD to approve annually</i>	\$5,330
Financial Services	<i>Will pay only for Mngt Services done</i>	Audit Separate
Financial Advisor		N/A
Collection Agent		N/A
Assessment Roll**		TBD
Computer Services	Net cost est web/archive hosting***	\$2,088
Operational Services	(Mowing Contract, Aquatic Weed Contract, Roadway Maintenance)	
Contract*	Cost to manage reflected in Mngt Services	
Expense Reimbursement	Net cost for expenses pre-approved by PTWCD	

*Current contracts for landscape maintenance and aquatic weed control are transferable.

**PTWCD to vote to manage through independent accounting firm or by PTMG

***Does not include one-time cost to transfer document archives

Submitted

by: Henry DeGouw, Mngr Name of Company: PTMG
Print Name and Title

H.DeGouw Address: 16871 Hollow Tree Lane
Signature Wellington FL 33470

Telephone: (561) 793-3394

PTMG is forming as a not-for-profit group, with no salaries or overhead.
 Please see written proposal and cost detail.