



DOWN TO EARTH

LANDSCAPE & IRRIGATION

Service Proposal



INSTALL | IMPROVE | IMPRESS

Vintage Grand Condominium Association, Inc.



November 6th, 2020

Vintage Grand Condominium Association, Inc.
c/o Progressive Community Management, Inc.
3701 South Osprey Avenue
Sarasota, Florida 34239

RE: Vintage Grand Condominium Association, Inc. - 2020 Landscape Maintenance Proposal

Dear Prospective Client,

Thank you for the opportunity to bid on landscape services for your respective organization. Down To Earth Landscape & Irrigation has been in business for more than 30 years and we pride ourselves on providing our clients superior service that enhances the beauty of their landscape. We understand the standards required for a property of this magnitude and will deliver uncompromising quality that will exceed your expectations.

There are many reasons Down To Earth should be your first choice for landscape management services. Our high standard and attention to detail will ensure you are receiving the best service available. Our communication process is truly second to none and will provide you with a soundly recorded report of all services rendered in your community. Our proactive/preventative approach and warranty after inception of the property will provide peace of mind that your needs are being managed properly. Our expansive experience and resources ensure smooth and efficient property turnover – without compromise. We will worry about your landscaping, so you don't have to!

In taking great care to ensure that your property will be maintained at the highest possible level, we have proposed a plan specifically tailored to your current needs. Please see below for a few innovative processes that we feel will help make the transition and quality control at your organization seamless.

1. **DTE Service** - Dedicated onsite crew(s) for 51 weeks a year, including the following scheduled services: mowing, shrub maintenance, fertilization/pest control, mulch, and tree trimming.
2. **Reports** - Customized schedule of services for all 51 weeks of the year (sample attached) as well as detailed reports included in each month's bill. Please call any of our references to discuss our "take the initiative" attitude.
3. **Communication** – One-day turn-around time for all correspondence. Should an issue arise on your property, you can call or email any of our key personnel and we will respond before the end of the day. All our managers and technicians have email access via phone or vehicle laptop.
4. **MaxPanda Customer Service System** - Homeowners will have the ability to communicate directly with DTE staff via our *Customer Care* tab on our website and our work order system called MaxPanda. Homeowners can report issues, ask questions, and provide direct service feedback. Responses on all inquiries will be made within two business days (48 hours) or less (see submitted example).
5. **Work Orders** - Any work orders that are issued to us will be addressed within one (1) business day (24 hours) or less.

Down To Earth's proven reputation for success and client commitment makes us your premier landscaping choice. We invite you to contact any references listed in the proceeding descriptions so that they can explain the type of positive impact we will have for your organization. Thank you for your consideration and we look forward to working with you!

Respectfully,

A handwritten signature in blue ink, appearing to read "V. Sean Cusack".

V. Sean Cusack
Chief Executive Officer
321-263-2700
Sean.Cusack@down2earthinc.com



Proposal Overview



- Company Credentials



- Leading Full-Service Landscape Partner
- Meet Your Team



- Maintenance Service Outline
- Customer Service & Communication
- Sample Service Reports

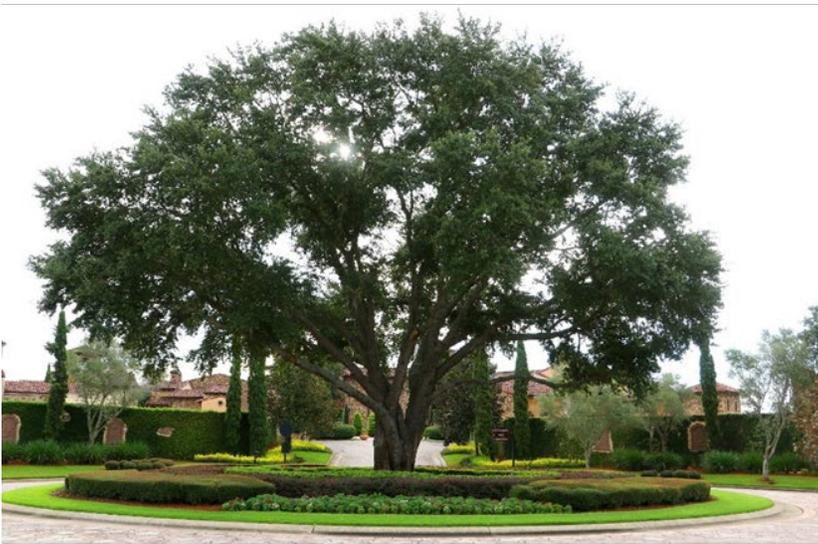


- Safety Plan & Policy
- Disaster & Storm Relief Protocol



- Licenses & Certifications
- Maintenance Projects & References
- Community Development Projects
- Custom Maintenance Proposal

Experience the Down To Earth Difference

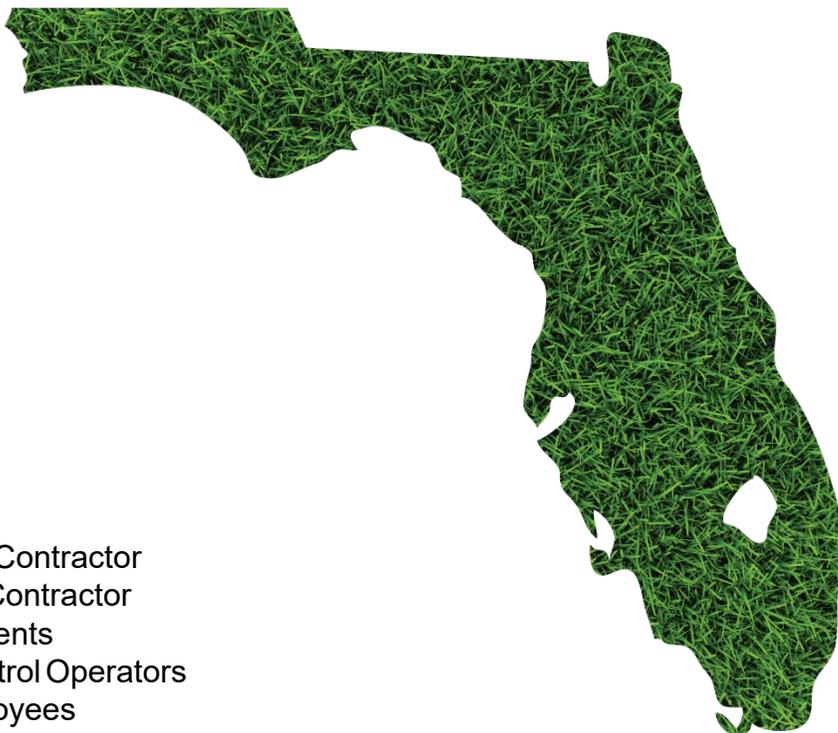


Proven Success/Continued Growth

Company Credentials

- **12 Branches Throughout Florida**

- o Fort Myers
- o Fort Pierce
- o Jacksonville
- o Kissimmee
- o Lake Nona
- o Maitland
- o Mount Dora
- o Naples
- o Sarasota
- o Tampa
- o Vero Beach
- o The Villages



- **1400+ Employees**

- o Certified State Licensed Irrigation Contractor
- o Certified State Licensed General Contractor
- o Certified Golf Course Superintendents
- o Certified State Licensed Pest Control Operators
- o Certified Rain Bird Maxicom Employees
- o Certified Arborists
- o Certified Horticulturists
- o Certified Employees in Maintenance of Traffic
- o On-Staff Mechanics (Certified Diesel Mechanics, Certified 2-Cycle Mechanics)

- **450+ Employee Vehicles**

- o Maintenance/Construction Trucks/ Irrigation Vans (Managers/Crews)
- o Large Semi-Trucks, Goose Neck Trucks, Equipment Repair Trucks

Company Equipment List

Augers/Tillers for Annual Beds	30	PSI Washer	30
Dump Trailer	23	Pull Behind Buffalo Blower	23
Dump Trailer with Large Leaf Vacuum	2	Roller	2
Dump Trucks	3	Semi with Drop Trailer	3
Enclosed Trailer	98	Service Truck	3
GMC/Chevy 1500 Crew Cab	35	Skid steer	2
GMC/Chevy 2500 Extra Cab	89	Smithco Sprayer (Fert/Pest)	15
GMC/Chevy Van	12	Sodcutter	15
Golf Cart	60	Stihl Backpack Blowers	600
Hustler 104" Commercial Mower	3	Stihl Edgers	375
John Deere 21" Commercial Mower	60	Stihl Long Trimmers	375
John Deere 36" Commercial Mower	53	Stihl Medium Trimmers	300
John Deere 48" Stand Up Mower	15	Stihl Pole Saw	120
John Deere 60" Commercial Mower	225	Stihl Short Trimmers	225
John Deere 72" Commercial Mower	128	Stihl Weed eaters	375
John Deere Gator Spray Unit (Fert/Pest)	23	TCM Loaders	20
John Deere Gators (2 Seat)	38	Toro Side Winder	3
John Deere Gators (4 Seat)	15	Tractor with Bushhog	6
8' Ladders	113	Tractor with Disk	2
Large Isuzu Truck with Landscape Bed	3	Trenchers	14
Large Truck with Gooseneck Trailer	5	Vortex Blower	38
Leaf Vacuum	5	Water Trailer	6
8' Open Trailer	48	Water Truck	3
20' Open Trailer	45	"Z" Sprays (Fert/Pest)	14



From Seed to Scenic

Your Full-Service Landscape Partner

As a leading full-service landscape, irrigation and landscape construction company proudly serving multiple regions across Florida for more than 30 years, Down To Earth specializes in large-scale commercial, residential and resort services.

In addition to the latest maintenance techniques, we also provide a diversified range of specialty services guaranteed to accommodate any project – and exceed client expectations.

From design and installation to ongoing maintenance, we can enhance *any* property!

Design/Development



Custom design/development plans including:

- Concept
- Drainage
- Lighting
- Plant Palette
- Planting Plan

Maintenance



Professional recurring service regimens tailored to your needs:

- Fertilization
- Mowing
- Mulching
- Pest Control
- Trimming, Pruning, Edging

Enhancements



Choose from a variety of features that will fit your vision/budget:

- Hardscapes & Pavers
- Outdoor Lighting
- Water Feature



Professionals Who Care

Meet Your Team

Down To Earth approaches each project with the same strategy and principles that have made us successful for 30 years: surround yourself with personnel that care and offer services that exceed client expectations.

When we say, "Experience the Down To Earth Difference", it is backed with the full confidence of knowing that only the highest-skilled and trained landscape technicians will be onsite to care for your property each day. Our staff of certified horticulturalists, arborists, pest control operators, irrigation specialist and equipment operators are committed to creating the healthiest and most vibrant landscape for you possible.

Regional Director



Tom Trombly

Here to oversee entire team and operations for your property.

- Tom.Trombly@down2earthinc.com
- (239) 580-8785

Branch Manager



Carson Matthews

Here to ensure the highest quality and efficiency for your maintenance program.

- Carson.Matthews@down2earthinc.com
- (941) 376-2932

Business Development



Nathan Peirce

Committed to providing a smooth client onboarding process and providing information on services and contract details.

- Nathan.Peirce@down2earthinc.com
- (813) 597-4419

Healthy Landscapes By Hand

Maintenance Service Outline



Mowing

Down To Earth uses size specific mowers for each turf variety and area based on site conditions. For small residential areas, we will use commercial 21" – 36" mowers to eliminate ruts and improve aesthetics. For larger, more open areas, we will use 48" – 72" mowers. We also utilize alternating mow patterns to ensure the finest quality of turf with minimal wear from the mowers.

NOTE: We train personnel to take special care not to damage plant material or property while mowing and prevent clippings from discharging into bodies of water or landscaping mulch beds and tree rings.

- **Frequency:** Approximately 40 cuts annually
- St. Augustine and Bahia turf to be maintained at 3 ½" to 4 ½" height, with no more than ½ of a leaf blade removed
- Zoysia turf to be maintained at 1" to 2" in height, with no more than 1/2 of leaf blade removed. The initial cut in the beginning of the season can be shorter to remove dead leaf tissue and increase the rate of green up.
- Bermuda Sod to be maintained at height of 1"



Trimming/Edging



Trimming

Mechanical string trimmers will be used during all mow cycles around all obstacles the mowers cannot service. We also string trim around the edge of all waterways during each mow cycle if weather and site conditions allow for safe completion.

- **Frequency:** Trimming to correspond with turf maintenance, with exception of lake banks, roadside drainage ditches and Bahia turf areas

Edging

Mechanical edgers are utilized during all mow cycles for hardscapes and landscape bed edges (plant beds, trees, curbs, buildings, etc.) to maintain their design intent and ensure clean, crisp lines.

In addition, all walks will be blown or vacuumed after edging to maintain a clean, well-groomed appearance. Also, all grass runners will be removed after edging to maintain mulch areas free of weeds or encroaching grass.

- **Frequency:** Edging to correspond with turf mowing

Debris Blowing

Mechanical blowers will be used after each mow/detail cycle to clean serviced areas. All personnel have been trained to carefully blow clippings away from residential lanais and garage door openings to avoid debris. We also take special care not to blow debris into parked vehicles, moving traffic, personal property, landscape beds or other hardscape surfaces.



Maintenance Service Outline



Fertilization

Down To Earth mandates the use of proper fertilization techniques by state-licensed expert professionals in every community that we service. All fertilizers applied will be based on the contract specifications for each turf, shrub, or palm variety after confirming soil conditions and associated test results. We also will confirm irrigation systems are functioning properly before any applications are made.

NOTE: All sidewalks, roads, curbs, and patios will be swept clean of any granular fertilizer after application to minimize staining.

- **Rate:** Turf fertilized four times per year using premium materials with minor elements
- Each application to consist of 1.0 lb. nitrogen per 1,000 sq. ft. of turf
- Weed and feed applied in spring/fall



Mulching

When installed properly, mulch can enhance the beauty of a landscape quickly and efficiently. Down To Earth will employ proper mulching techniques to provide a thick and consistent 2" layer of mulch throughout your property. We also will make sure that the grade of all landscape beds remain smooth and does not contain areas with visible bare ground. To ensure this, installation areas will be prepared by removing all foreign debris and excess mulch material. Additionally, a defined uniform edge running to all bed lines and tree rings will be established.

- Plants, hedges, shrubbery, and trees obstructing pedestrian or automobile traffic (as well as damaged plants) pruned as needed
- All areas will be free of clippings following service



Pest/Weed Control

Insects and pests can play a detrimental role in ruining a community's landscape. Down To Earth takes pride in performing proactive measures to make sure that trees, plants, and turf are not compromised by a preventable disease or infestation. Our team will conduct inspections of the entire landscape and search for any presence of insect and disease activity. If related activity is found, we then will perform all associated treatments, report issues and conduct follow up treatments as necessary.

- **Protocol:** Pest Management Program implemented to minimize excessive use of pesticide/continually monitor insect levels
- All products applied as directed by manufacturer
- Strict compliance with state/federal regulations
- Down To Earth maintains active certified pest control license through Florida Department of Agriculture and Consumer Services

Weed Control

Down to Earth uses trained personnel to focus on weed control. These individuals have been instructed and certified to apply chemicals safely and properly based on weather and site conditions. We apply pre and post emergent chemicals, if applicable, along with hand pulling all weeds larger than 3" inches. Paver driveways and concrete crack weeds are also sprayed or removed during each detail rotation or as needed.





Annual Flowers

Annual flowers tend to become the focal point of a landscape when present in a community. As such, it is one of Down To Earth's top priorities to make sure these plants remain in a quality condition. If required, we will also use a 1" thick layer of pine fines at the top of all annual bedding during every rotation to enhance their aesthetic.

In addition, 8-10" triangular spacing is utilized between annuals (pending the variety selected) to ensure proper growth while creating a full, continuous bed. It is our policy to annually excavate and replace all existing bed soil before spring installation. This is vital as it provides a nutrient-rich environment for flowers to thrive. As soil begins to settle over time, it can become difficult for the flower root system to penetrate and find nutrients. To solve this issue, we will till the entire bed during every annual rotation and install granular slow-release fertilizer as well as granular systemic fungicide. Once installed, additional fertilizer, fungicide, and insecticide is applied as needed.

Program Overview

Seasonal Color: 4" pots planted in the following recommend schedule and spacing to correspond with the associated installation period:

- January - March = Annuals
- April - June = Annuals
- July - September = Annuals
- October - December = Annuals

Proper Annual Spacing:

- Annual Bedding Plants 8-10"
- Perennial Color 12-14"



Constant Color Maintenance

- Down To Earth is responsible for complete care of all Seasonal Color plantings (watering, mulching, spraying, fertilization, pruning, etc.)



Irrigation

Irrigation is the most vital procedure to ensure a healthy-looking landscape year-round. This is precisely why Down To Earth takes meticulous measures to employ the most knowledgeable and experienced managers and technicians possible. Our certified personnel will manage watering schedules by utilizing local weather stations that report evapotranspiration.

All findings are then included in detailed system reports for each POC, controller and property zones. Our team also is trained and certified to repair any irrigation system, from mainline to controller repairs. In addition, our technicians will conduct monthly inspections and repairs to ensure proper operation. All reports will be submitted monthly to our management staff.

- Down To Earth responsible for designated area irrigation system operation
- Operated to provide watering frequencies sufficient for soil moisture replacement below root zone of planted areas (including lawns)
- Rainfall amounts factored



Communication is Key

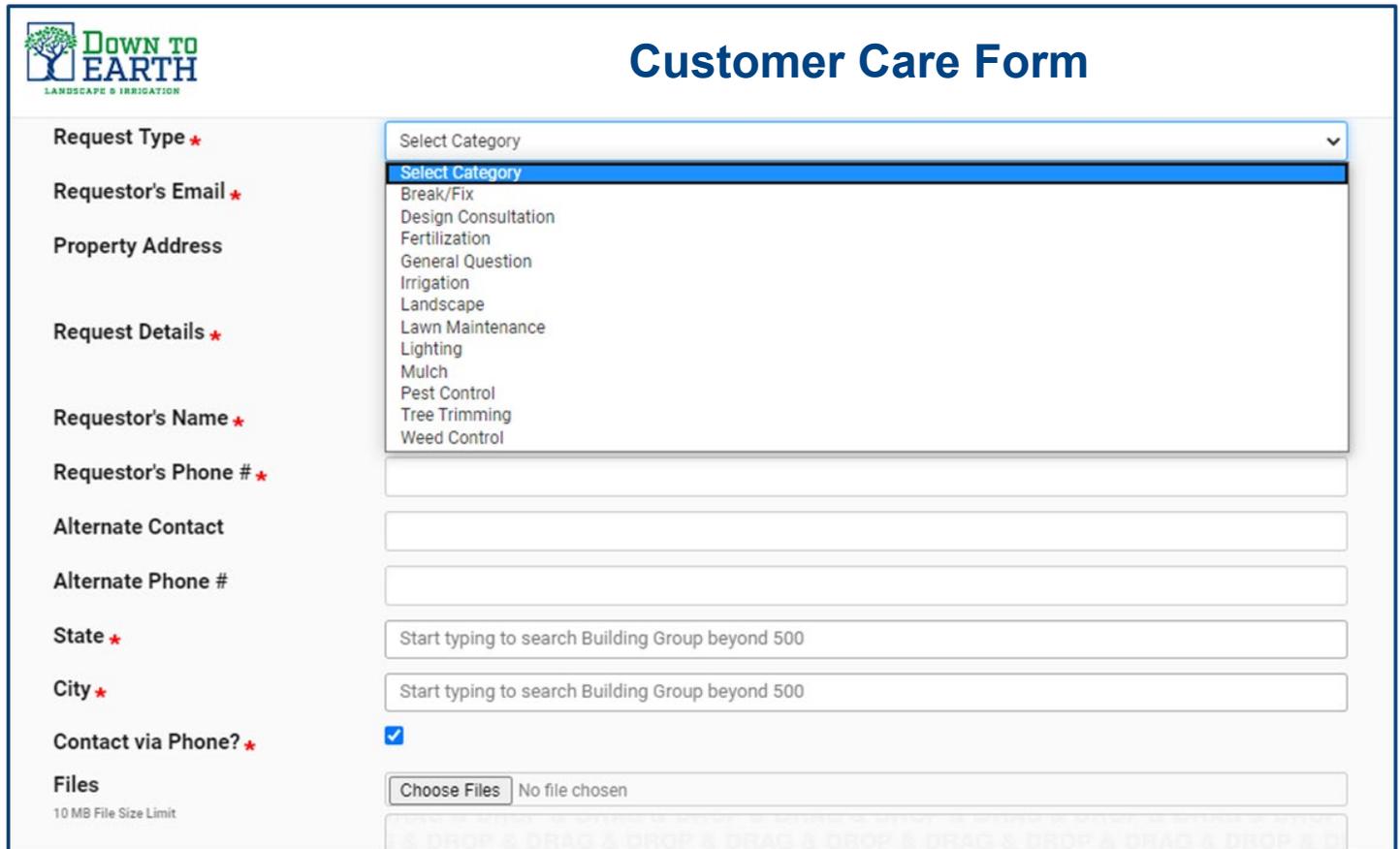
Customer Service & Communication

As open communication is integral to client satisfaction, we have implemented a variety of ways to make our team available when you need us most.

Should an issue arise on your property, you can call or email any of our key personnel and we will respond before the end of the day. All our managers and technicians have been equipped with email access via phone or through their vehicle laptops. We strictly enforce a one-day turn-around time for all correspondence

Additionally, we also have integrated the MaxPanda Work Order system into our central operations hub. This sophisticated software features a suite of tools that allow us to track properties in real time and stay ahead of client requests to keep your priorities front and center.

Through access on our website, homeowners can report issues, ask questions, and provide direct service feedback. Responses on all related inquiries will be made within two business days (48 hours) or less.

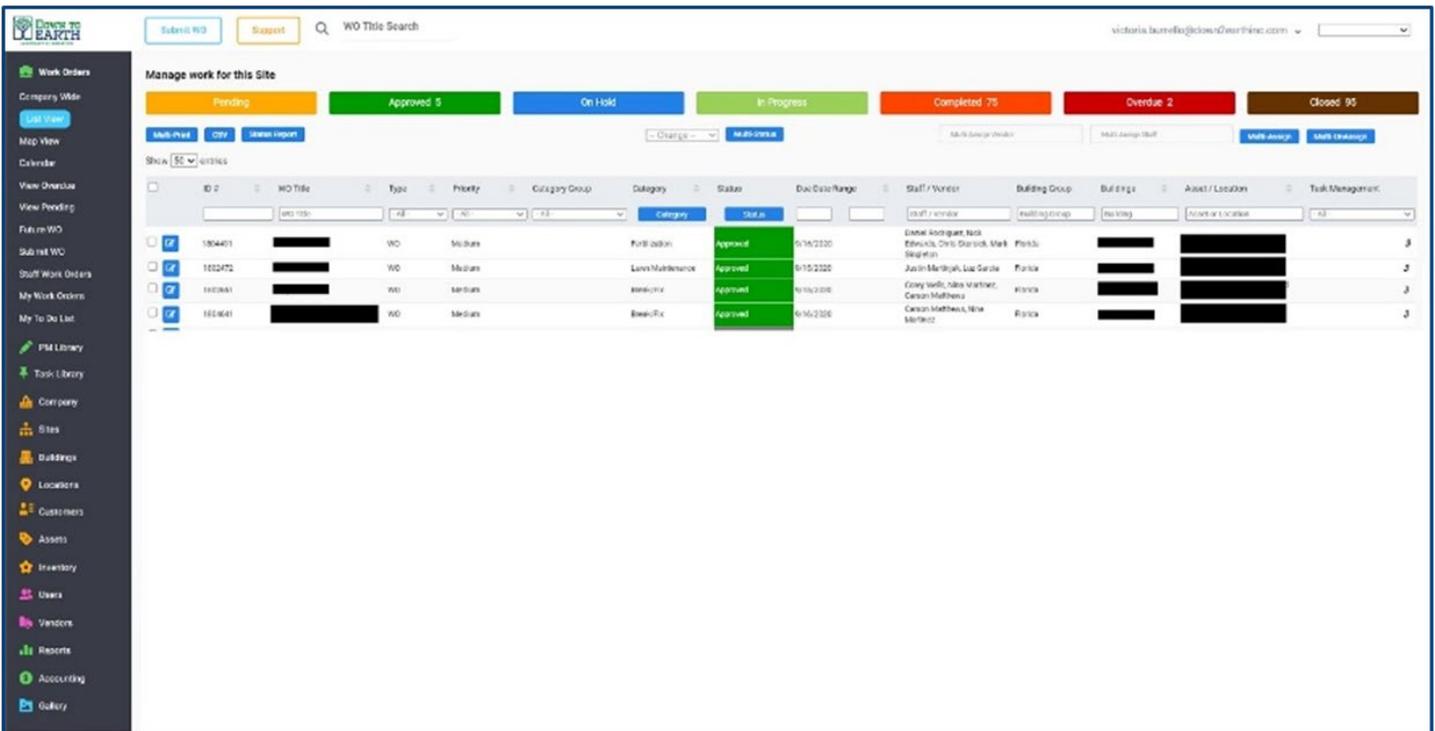


The screenshot shows a web form titled "Customer Care Form" with the "Down to Earth" logo in the top left. The form contains several input fields and a dropdown menu. The fields are: "Request Type" (with a dropdown menu open showing categories like Break/Fix, Design Consultation, Fertilization, etc.), "Requestor's Email", "Property Address", "Request Details", "Requestor's Name", "Requestor's Phone #", "Alternate Contact", "Alternate Phone #", "State", "City", "Contact via Phone?" (checked), and "Files" (with a "Choose Files" button and "No file chosen" text). A "10 MB File Size Limit" note is visible below the file field.

Customer Service: MaxPanda Interface



- Real-time property tracking
- Work orders can be created in website portal
- Submitters receive email alert notification as orders are serviced
- Business cards/instructional flyers provided to all residents
- Reinforces accountability
- Improves client/vendor communication



Manage work for this Site

Pending
Approved 5
On Hold
In Progress
Completed 75
Overdue 2
Closed 95

[Multi-Prod](#)
[CSI](#)
[View report](#)

[Charge](#)
[Multi-Create](#)
[Multi-Assign Order](#)
[Multi-Assign Staff](#)
[Multi-Assign](#)
[Multi-Assignage](#)

[Show](#)

ID #	WO Title	Type	Priority	Category Group	Category	Status	Due Date/Range	Staff / Vendor	Building Group	Building	Asset / Location	Task Management
1804401	[REDACTED]	WO	Medium	Fertilization	Fertilization	Approved	5/16/2020	Daniel Koenigsmann, Neil Ebersole, Chris Starbuck, Mark Siegelman	Fertilizer	[REDACTED]	[REDACTED]	3
1802472	[REDACTED]	WO	Medium	Lawn Maintenance	Lawn Maintenance	Approved	6/15/2020	Justin Marigli, Lisa Garcia	Fertilizer	[REDACTED]	[REDACTED]	3
1803841	[REDACTED]	WO	Medium	Inspection	Inspection	Approved	6/16/2020	Corey Wells, John Winkler, Carson Matthews	Fertilizer	[REDACTED]	[REDACTED]	3
1803641	[REDACTED]	WO	Medium	Inspection	Inspection	Approved	6/16/2020	Carson Matthews, Mike Marshall	Fertilizer	[REDACTED]	[REDACTED]	3

[Maxpanda Interface \(click for enhanced view\)](#)



Merging Tradition and Technology

State-Of-The-Art Service

Florida's family-owned and leading full-service commercial landscape company, [Down To Earth Landscape & Irrigation](#), leverages the latest technology and expert staff to deliver best-in-class service to each and every client. Serving our customers for **more than 30 years**, we stay on the cutting-edge of landscaping, fertilization and pesticide practices, irrigation systems and communication. A commitment to embrace the tools of the future while staying rooted in traditional customer service principles is a key component to deliver superior work and exceed client expectations.

Down To Earth actively partners with equipment manufacturers, fertilization/pesticide companies and technology providers to directly incorporate their products into our services. As just one example, we frequently consult with the [University of Florida Institute of Food and Agricultural Sciences \(UF/IFAS\)](#) to enhance our fertilization formulas and schedules. This allows us to custom blend fertilizers based on soil samples, water quality, water availability and climate.

When it comes to tree care, Down To Earth has implemented a best-in-class hybrid approach utilizing the expertise of in-house and vendor-partnered [International Society of Arboriculture \(ISA\) Certified Arborists](#). This enables us to remain at the forefront of botanical practices to optimize proper pruning, trimming and other services to nurture entire landscapes.

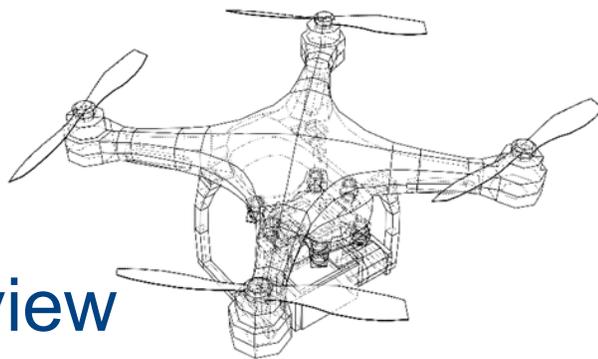
Our approach to pest control goes far beyond just spraying bug killer all over your community as we actively practice world-class [Integrated Pest Management \(IPM\)](#). IPM is a sustainable, science-based process that combines biological, physical, and chemical tools to identify, manage and reduce threats from pests in a way that minimizes overall economic, health and environmental risks. Results are less intrusive on the environment and safer for residents and pets.

IPM Benefits

- Sustainable
- Science-Based
- Minimal Health Risks
- Less Environmentally Intrusive



Crop Scouting



Unmanned Aerial Vehicles (UAV)

Service Technology Overview

Over the last several years, Down To Earth has adopted the use of **Unmanned Aerial Vehicles (UAV)** for a variety of business practices while adhering to established federal and local regulations. Although occasionally utilized for promotional purposes, we primarily employ vehicles to document irrigation systems as well as to monitor turf and plant conditions.

Often, the view provided from a UAV will alert us to issues before they are noticeable on the ground. Our professionals apply data layers over aerial images to visualize *otherwise invisible threats* such as **dehydrated or overwatered turf, invasive pests (such as chinch bugs or water larvae) and fungus, disease and stress**. Early detection dramatically reduces the long-term negative impact on turf and allows for lower application rates of fertilizers or pesticides.



[CLICK FOR VIDEO 1](#)



[CLICK FOR VIDEO 2](#)

Company Safety Plan

Down To Earth understands that safety is the number one priority for both you and our employees. As such, all personnel wear the following necessary protective equipment during the performance of their duties:

- Reflective, high visibility safety vests
- Protective eye wear or face shields
- Respiratory protection (as necessary)
- Gloves
- Protective clothing

Down To Earth personnel will adhere to all local, state, and federal safety guidelines and will observe all safety precautions when performing services on property, roadways, and rights-of-way. The following measures will be employed when active in these areas:

- Safe location of parked vehicles
- Use of safety cones/signage
- Flag personnel as necessary
- Use of reflective, high visibility safety vests on all personnel and vehicles (which are clearly identifiable)

In addition, all personnel will wear ANSI Class III approved reflective safety vests anytime work is being performed on property within road right-of-way. Down To Earth will provide appropriate Maintenance of Traffic (MOT) per Florida Department of Transportation (FDOT) specification when personnel and equipment will be conducting work in or around traffic or pedestrians. Employees working within three feet of any traffic shall have a personal flag stake.

Furthermore, Down To Earth will include basic and intermediate level FDOT/MOT certified staff on each maintenance crew. All landscaping will be maintained in a manner that allows clear passage of vehicles and pedestrians, which will in turn provide open visibility where necessary for safety and not obstruct lighting.



**Long-sleeve Enhanced
Visibility Shirt**



**Class 2
High-Visibility Vest**



**Flat-Front Industrial
Work Pant**

Safety Training Program & Traffic Control

Down To Earth acknowledges that proper employee training is essential for maintaining your property at the highest level. As such, we take several steps with new employees to ensure they are qualified to perform landscape duties that match our rigorous standards. We also strive to hire employees with extensive experience within the landscape industry. Along with background knowledge, we expect all employees to be hard working, detail oriented, friendly and efficient.

Furthermore, we realize that the safety of our employees and our clients are of the utmost importance. As a safeguard, we administer a thorough training program and strictly enforce proper traffic control items to ensure that our employees are working in a safe environment.

- **Hiring Program**

- Mandatory drug screening prior to employment – zero tolerance policy.
- Upon hiring, each employee is given a two-week training period to make sure they know basic landscape maintenance techniques and can operate machinery properly.

- **Safety Training Program**

- Down To Earth employees are **Maintenance of Traffic (MOT) Certified**.
- Each employee views a mandatory video on preventing injuries in the workplace.
- Use of safety uniforms, vests, hats, glasses, and earplugs are strictly enforced.
- Employees participate in an equipment training program demonstrating the correct way to operate machinery and tools utilized for day-to-day job activities.
- All Fertilizer/Pest Control Applicators must take the Florida Best Management Practices Class and stay up-to-date on continuing education units.

- **Preventative Maintenance Program**

- Participate in weekly toolbox talks to review the correct maintenance procedures and inspect current equipment.
- Clean equipment daily as well as sharpen mower blades and service equipment to ensure proper working order.

- **Traffic Control Program**

- Reflective & highly visible uniforms
- Traffic cone & barricade placement procedures
- Traffic directional sign placement procedures
- Work in progress signs
- Equipment safety indication signals (lights & reflectors)
- Personal flag stake

- **Required Safety Items List for Each Crew**

- Orange cones (all crews)
- Orange triangles (all mowers/equipment)
- Strobe lights (all vehicles/carts)
- “Men Working Ahead” signs (roadway crews)
- Arrow message boards (roadway crews)
- Fire extinguisher (all crews)
- First aid kit (all crews)
- ANSI Class III safety vests (company provided)
- Safety glasses (company provided)
- Work gloves
- Hearing protection (company provided)
- Steel toe boots
- Hard hats (company provided when required)
- FDOT training/certifications (mandatory for all staff)



Employee General Safety Rules

- Report an injury to your employer/supervisor immediately.
- Report any observed unsafe condition to your employer/supervisor.
- Horseplay is prohibited at all times.
- The drinking of alcoholic beverages is not permitted on the job. Any employee discovered under the influence of alcohol or drugs will not be permitted to work.
- If you do not have current first aid training, do not move or treat an injured person unless there is an immediate peril, such as profuse bleeding or stoppage of breathing.
- Appropriate Down To Earth uniforms must be worn on the job at all times.
- Where there exists the hazard of falling objects, an approved hard hat must be worn.
- You should not perform any task unless you are trained to do so and are aware of the hazards associated with that task.
- You may be assigned certain personal protective safety equipment. This equipment should be available for use on the job, be maintained in good condition and worn when required.
- Learn safe work practices. When in doubt about performing a task safely, contact your supervisor for instruction and training.
- The riding of a hoist hook, or on other equipment not designed for such purposes, is prohibited at all times.
- Never remove or by-pass safety devices.
- Do not approach operating machinery from the blind side; let the operator see you.
- Learn where fire extinguishers and first aid kits are located.
- Maintain a general condition of good housekeeping in all work areas at all times.
- Obey all traffic regulations when operating vehicles on public highways.
- Seatbelts shall be worn when operating or riding in company vehicles or using your personal vehicle for business purposes.
- Be alert to hazards that could affect you and your co-employees.
- Obey safety signs and tags.
- Always perform your assigned task in a safe and proper manner and do not take shortcuts. Taking shortcuts and ignoring established safety rules are leading causes of employee injury.



Disaster & Storm Relief Protocol

Down To Earth understands firsthand the unpredictability of weather. There have been many occasions throughout the years where we have offered immediate disaster and storm relief, in addition to frost protection services to our clients. Our extensive resources allow us to act quickly and address any issues efficiently and in a timely manner.

Supplemental to our current maintenance staff in Central Florida, we also are equipped with roaming Quality Control Crews that are available at any time to restore your property to pre-disaster condition. Additionally, our Landscape & Irrigation Installation Division works throughout the state year-round and is always ready to provide assistance.

While adequate manpower is essential, having the necessary equipment plays just as large of a role for performing effectively in these types of extreme situations. That is why we maintain a certain number of loaders/machines that are ready to deploy as needed at a moment's notice.

For more than 30 years, our track record has proven that we will do everything necessary to protect our clients' interests and eliminate stress during hurricanes, storms and frost. One way we achieve this is by implementing preventative measures that work to lessen direct impacts. These include pre-storm tree trimming, removal of loose debris to avoid wind damage and covering plants with frost cloth.

When disaster strikes, you can count on Down To Earth to keep your property safe, healthy and operating smoothly.



Licenses & Certifications

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL
REGULATION

CERTIFIED GENERAL CONTRACTOR

CGC1523147 ISSUED: 04/14/2015

**NOWOTNY, JOHN CHARLES
DOWN TO EARTH LANDSCAPE, LLC**

IS CERTIFIED under the provisions of Ch.489 FS.
L1504140000467

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL
REGULATION

CERTIFIED IRRIGATION CONTRACTOR

SCC131151493 ISSUED: 06/18/2014

**NOWOTNY, JOHN CHARLES
DOWN TO EARTH LANDSCAPE, LLC**

IS CERTIFIED under the provisions of Ch.489 FS.
L1405180001551

STATE OF FLORIDA
DEPARTMENT OF AGRICULTURE AND CONSUMER
SERVICES
BUREAU OF LICENSING AND ENFORCEMENT

Date	File No.	Expires
September 12, 1998	JF9270	June 1, 2021

THE **CERTIFIED PEST CONTROL OPERATOR** NAMED BELOW HAS REGISTERED UNDER THE PROVISIONS OF CHAPTER 482 FOR THE PERIOD EXPIRING: **June 1, 2021**

Lawn and Ornamental BRUCE WARSAW

STATE OF FLORIDA
DEPARTMENT OF AGRICULTURE AND CONSUMER
SERVICES
BUREAU OF LICENSING AND ENFORCEMENT

Date	File No.	Expires
MAY 11, 2012	LF194454	MAY 11, 2021

THE **LTD COMMERCIAL FERTILIZER APPLICATOR HOLDER** NAMED BELOW HAS REGISTERED UNDER THE PROVISIONS OF CHAPTER 482 FOR THE PERIOD EXPIRING: **May 11, 2021**

MARK TRAVIS SINGLETON

STATE OF GEORGIA
ABRAHAM BALDWIN AGRICULTURAL COLLEGE

ASSOCIATE OF APPLIED SCIENCE IN ENVIRONMENTAL
HORTICULTURE TECHNOLOGY

**TRAVIS CHRISTOPHER ANDERSON
DOWN TO EARTH LAWN CARE II, INC.**

Completion Date
July 28, 2005

INTERNATIONAL SOCIETY OF ARBORCULTURE
CERTIFIED ARBORIST

**RONALD H. HUGHES
DOWN TO EARTH LAWN CARE II, INC.**

Date	Cert. Number	Expires
Aug 18, 2015	FL-6761A	December 31, 2021

HAVING SUCCESSFULLY COMPLETED THE REQUIREMENTS SET BY THE ARBORIST CERTIFICATION BOARD OF THE INTERNATIONAL SOCIETY OF ARBORCULTURE, THE ABOVE NAME IS HEREBY RECOGNIZED AS AN
ISA CERTIFIED ARBORIST

W-9 Certificate

Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification ▶ Go to www.irs.gov/FormW9 for instructions and the latest information.	Give Form to the requester. Do not send to the IRS.
--	---	--

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. SSS Down To Earth OPCO LLC</p> <p>2 Business name/disregarded entity name, if different from above Down To Earth</p> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input checked="" type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate </p> <p> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <i>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</i> </p> <p> <input type="checkbox"/> Other (see instructions) ▶ _____ </p> <p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i> </p> <p>5 Address (number, street, and apt. or suite no.) See instructions. 2701 Maitland Center Boulevard, Suite 200</p> <p>6 City, state, and ZIP code Maitland, FL 32751</p> <p>7 List account number(s) here (optional)</p> <p style="text-align: right;">Requester's name and address (optional)</p>
--	--

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
OR	
Employer identification number	
3 8 - 4 0 0 6 3 3 6	

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶  officer	Date ▶ 8.5.19
------------------	--	---------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



COI Certificate

Client#: 75192 SCGPA
ACORD™ CERTIFICATE OF LIABILITY INSURANCE DATE (MM/DD/YYYY)
8/21/2020

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 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).

PRODUCER Acrisure dba Gulfshore Ins SWF 4100 Goodlette Road N Naples, FL 34103 239 261-3646	CONTACT NAME: Michelle Kalicharan PHONE (A/C, No, Ext): 239 435-7143 FAX (A/C, No): 239 213-2803 E-MAIL ADDRESS: mkalicharan@gulfshoreinsurance.com														
INSURED SSS Down to Earth Opco, LLC P.O. Box 738 Tangerine, FL 32777	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A : Pennsylvania Manufacturers Assn Ins Com</td> <td>12262</td> </tr> <tr> <td>INSURER B : Evanston Insurance Company</td> <td>S1123</td> </tr> <tr> <td>INSURER C :</td> <td></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(S) AFFORDING COVERAGE	NAIC #	INSURER A : Pennsylvania Manufacturers Assn Ins Com	12262	INSURER B : Evanston Insurance Company	S1123	INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER E :															
INSURER F :															

COVERAGES **CERTIFICATE NUMBER:** **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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> BI/PD Ded:100000 GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJ/JCOT <input type="checkbox"/> LOC			3020751268333	08/22/2020	02/01/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			1520751268333	08/22/2020	02/01/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$0			MKLV7EUL11604	08/22/2020	02/01/2021	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ WC STATUTORY LIMITS <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Certificate Holder is included as Additional Insured on a primary and noncontributory basis with regards to General Liability Only as required by contract per form CG2001 1219, Ongoing Operations per form CG2010 0413 and Completed Operations per form G2037 0413. Waiver of Subrogation per form CG2404 1219. Additional Insured in regards to Auto Liability Only as required by written contract per form CA2048 1013 and Waiver of Subrogation per PCA0531 0414.

CERTIFICATE HOLDER <p style="text-align: center;">*For Information Purposes Only</p>	CANCELLATION 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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Workers' Compensation Certificate



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/18/2019

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).

PRODUCER Bouchard Insurance for WBS - TG PO Box 6090 Clearwater, FL 33758-6090	CONTACT NAME: Todd George PHONE (A/C No, Ext): (866) 293-3600 ext. 623 FAX (A/C No): E-MAIL ADDRESS:														
INSURED Workforce Business Services, Inc. Alt. Emp: SSS Down To Earth OPCO LLC dba: Down to Earth & Irrigation 1401 Manatee Ave. West Ste 600 Bradenton, FL 34205-6708	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A : American Zurich Insurance Company</td> <td>40142</td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></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(S) AFFORDING COVERAGE	NAIC #	INSURER A : American Zurich Insurance Company	40142	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER A : American Zurich Insurance Company	40142														
INSURER B :															
INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															

COVERAGES **CERTIFICATE NUMBER:** 19FL079994491 **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	ADD'L SUBR INSD / 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 \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
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 <input type="checkbox"/> N/A	WC 90-00-818-09	12/31/2019	12/31/2020	<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
			Location Coverage Period:	12/31/2019	12/31/2020	Client# 054886

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Coverage is provided for only those co-employees of, but not subcontractors to:
 SSS Down To Earth OPCO LLC dba: Down to Earth & Irrigation
 2701 Maitland Center Parkway #200
 Maitland, FL 32751

CERTIFICATE HOLDER SSS Down To Earth OPCO LLC dba: Down to Earth & Irrigation 2701 Maitland Center Parkway #200 Maitland, FL 32751	CANCELLATION 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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Maintenance Projects & References

The Villages Community Development District

1894 Laurel Manor Dr., The Villages, FL 32162

John Olters: (352) 266-1483

mail@mpala.net

Time: Various properties for 15-20 years

Value: \$5,600,000

Along with providing 100% of all commercial landscape installation projects, we also provide full-service landscape maintenance, irrigation, fertilization, and pest control for many areas throughout The Villages. Areas of service include: recreation centers, roadways, townhomes, villas and golf courses, along with many other common areas.

Independence HOA

14123 Pleach St., Winter Garden, FL 34787

C/O First Service Residential

Kristina Morant: (407) 654-7479

Kristina.Morant@FRSresidential.com

Time: January 2010 - Present

Value: \$750,000

We offer full-service landscape maintenance, irrigation, fertilization, and pest control for all common areas throughout the community as well as 200+ townhomes.

Village Walk at Lake Nona

HOA President 8524 Insular Ln., Orlando, FL 32827

Tom Rose: (740) 525-0913

vwlnpresident@gmail.com

Time: May 2014 - Present

Value: \$2,300,000

We offer full-service landscape maintenance, irrigation fertilization and pest control of the master association and all subdivisions consisting of 1200+ homes.

Stoneybrook South/ChampionsGate

1403 Moon Valley Drive, ChampionsGate, FL 33896

C/O Icon Management

Mick Toscano: (858) 351-8069

MToscano@TheIconTeam.com

Time: January 2013 - Present

Value: \$1,250,000.00

We offer full-service landscape maintenance, irrigation, fertilization & pest control of the master association and all subdivision of 700+ homes.

Heritage Hills

3195 Heritage Hills Blvd, Clermont, FL 34711

C/O Leland Management

David Estilette: (407) 656-9600

destilette@lelandmanagement.com

Time: August 2014 - Present

Value: \$1,100,000.00

We offer full-service landscape maintenance, irrigation, fertilization & pest control of the master association and all subdivision of 700+ homes.

Lakewood Ranch Community Development Districts 1, 2, 4, 5, 6

8175 Lakewood Ranch Blvd., Lakewood Ranch, FL 34202

Steve Lakey: (941) 907-4106

Steve.Lakey@lwrtownhall.com

Time: January 2012 - Present

Value: \$2,300,000

We offer full-service landscape maintenance, irrigation, fertilization and pest control services for districts 1,2,4,5,6. We highly recommend you call to hear about the instant impact we can have on your community as well as our smooth transition process.

Kings Ridge Master Association & HOA

1900 Kings Ridge Blvd., Clermont, FL 34711

C/O Leland Management Co.

Flory Barahona: (352) 223-3580

fbarahona@lelandmanagement.com

Time: February 2011 - Present

Value: \$950,000.00

We offer full-service landscape maintenance, irrigation, fertilization & pest control of the master association and subdivisions consisting of 500+ homes.

TSR CDD - Starkey Ranch

2500 Heart Pine Ave, Odessa, FL 33556

C/O Governmental Management Services LLC

– Central Florida

Matt Call: (813) 785-7959

matt.call@mylandteam.com

Time: October 2019 - Present

Value: \$1,000,000.00+

We offer full-service landscape maintenance, irrigation, fertilization & pest control for all common areas Village parks, roadways, ponds, and athletic fields.

Federation of Kings Point Sections 2 & 4

1902 Clubhouse Drive, Sun City Center, FL 33573

C/O First Service Residential

Ryan Roark: 813-642-8990

KPFederation@tampabay.rr.com

Time: February 2018 – Present

Value: \$1,700,000+

We offer full-service landscape maintenance, fertilization & pest control of all common areas and residential units throughout Sections 2 & 4.



Community Development District Projects

The Villages Community Development District

- *85+ Maintained Neighborhoods, Common and Recreation Areas*
- *The Villages, Florida*



Narcoossee Community Development District

- *La Vina, Nona Crest and Preserve*
- *Lake Nona, Orlando, Florida*

Lakewood Ranch Community Development Districts 1,2,4,5,6

- *Bradenton, Florida*

Sumter Landing Community Development District

- *The Villages, Florida*



Shingle Creek Community Development District

- *Orlando, Florida*

Stoneybrook South Community Development District

- *Kissimmee, Florida*

Sawgrass Bay Community Development District

- *Clermont, Florida*



Community Development District Projects

Highlands Community Development District

- *Wimauma, Florida*

Town of Kindred Community Development District

- *Kissimmee, Florida*

Seven Oaks Community Development District

- *Wesley Chapel, Florida*



Estancia at Wiregrass Community Development District

- *Wesley Chapel, Florida*



Cordoba Ranch Community Development District

- *Lutz, Florida*



Asturia Community Development District

- *Odessa, Florida*

Pine Ridge Community Development District

- *Middleburg, Florida*

We will be there for you, through all the peaks and valleys of the business cycle.

Credit Worthy Partner

Down to Earth partners with JP Morgan Chase for our banking needs. See the following pages for a reference from JP Morgan Chase.

Down To Earth engages Plante and Moran, PLLC to perform a financial statement audit on an annual basis. Plante and Moran, PLLC is a leading national accounting firm with offices throughout the United States and internationally. We have received a clean (unqualified) opinion on every audit performed to date. See following pages for the 2019 Audit Opinion.

Down to Earth enjoys stable and consistent revenue growth as a result of high-quality work and stellar customer relations. This growth is sustained by best-in-class customer retention, 91.1% from 2018 to 2019.

	2017	2018	2019
Total Revenue*	\$ 95,000,000	\$ 100,000,000	\$ 109,000,000
Revenue Growth		5%	9%

*Revenue presented above is adjusted for acquisition activity

The company-wide growth is not exclusive to any one operating division, with all divisions seeing growth every year. We pride ourselves in providing exceptional service and quality across all landscaping services.

Down to Earth maintains a strong working capital position, providing us the flexibility needed to meet customer demands and changing market conditions.

	12/31/2017	12/31/2018	12/31/2019
Current Assets	\$14,000,000	\$18,000,000	\$17,000,000
Current Liabilities*	(\$10,000,000)	(\$10,000,000)	(\$10,000,000)
Working Capital	\$4,000,000	\$8,000,000	\$7,000,000

*Current Liabilities above exclude current portions of long-term debt.

Down to Earth is committed to maintaining a best-in-class fleet of vehicles and landscaping equipment. We have made substantial investments in fixed assets every year to maintain our superior level of quality. We currently maintain a fleet of over 450 vehicles.

	12/31/2017	12/31/2018	12/31/2019
Fixed Assets (Gross)	\$14,000,000	\$19,000,000	\$26,000,000





August 31, 2020

Seasons Service Select LLC (DBA Down To Earth)
Attention: Joe Iafigliola
7887 Hub Parkway
Valley View, OH 44125

Re: Seasons Service Select, LLC (the "Company")

Dear Mr. Iafigliola:

In response to a request from the Company to provide certain information in regard to its account relationship with JPMorgan Chase Bank, N.A. ("Chase") at the request of the Company's customer, Chase provides the following summary:

Relationship began:	July 7, 2016
Account Name:	SSS Down To Earth OPKO LLC
Account Registration Location:	Ohio
Performance to Contract:	Yes

The information in this letter is provided as an accommodation to the inquirer. This letter, together with any information provided in it, is furnished on the condition that it is strictly confidential; that no liability or responsibility whatsoever in connection therewith shall attach to Chase or any of its officers, employees, or agents; that this letter makes no representations regarding the general condition of the companies named herein, their management, or their future ability to meet their obligations, and that information provided in this letter or in connection therewith is subject to change without notice.

Please be advised that this letter refers only to facts as they exist as of the date of this letter and that Chase shall have no duty or obligation to inform the addressee hereof of any future changes in such facts. This letter is solely for the benefit of the addressee hereof for the referenced purpose, and may not be relied on by any other person or for any other purpose. Questions posed but not answered are either questions to which Chase does not respond or questions for which the Company has specifically advised us to keep the information confidential. No positive or negative inference should be drawn from the fact that a question was asked but not answered.

Sincerely,

JPMORGAN CHASE BANK, N.A.

Matthew J. Gausman
Executive Director - Commercial Banking
1300 East Ninth Street - OH2-5444,
Cleveland, OH 44114
T: 216 781 2320
matthew.j.gausman@chase.com

Cc: Chase credit file



Plante & Moran, PLLC
Suite 1250
1111 Superior Ave.
Cleveland, OH 44114
Tel: 216.823.1010
Fax: 216.523.1025
planteandmoran.com

Independent Auditor's Report

To the Board of Directors
Seasons Service Select, LLC and Subsidiaries

We have audited the accompanying consolidated financial statements of Seasons Service Select, LLC and Subsidiaries (the "Company"), which comprise the consolidated balance sheet as of December 31, 2019 and 2018 and the related consolidated statements of operations, members' deficit, and cash flows for the year ended December 31, 2019, and the related notes to the consolidated financial statements.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of Seasons Service Select, LLC and Subsidiaries as of December 31, 2019 and 2018 and the results of their operations and their cash flows for the year ended December 31, 2019 in accordance with accounting principles generally accepted in the United States of America.

Because we were not engaged to audit the consolidated statements of operations, members' deficit, and cash flows for the year ended December 31, 2018, we did not extend our auditing procedures to enable us to express an opinion on the results of operations and cash flows for the year ended December 31, 2018. Accordingly, we express no opinion on them for the year ended December 31, 2018.

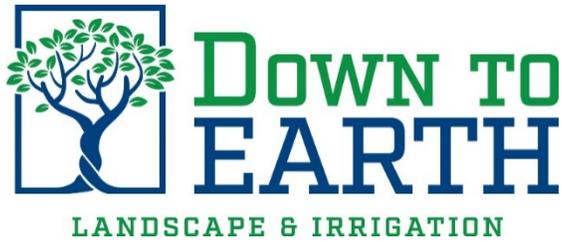


As described in Note 15 to the consolidated financial statements, on March 11, 2020, the World Health Organization declared the outbreak of a respiratory disease caused by a new coronavirus a pandemic, resulting in impacts on the Company's operations and subsequent financial results. Our opinion is not modified with respect to this matter.

Plante & Moran, PLLC

June 19, 2020





Landscape Maintenance Proposal

Attn: **Vintage Grand Condominium Association, Inc.**
 c/o Glenn Aitelli, LCAM
 Progressive Community Management, Inc.
 3701 South Osprey Avenue
 Sarasota, Florida 34239

Submitted By: **Down To Earth**

Vintage Grand Condominium Association, Inc.

Landscape Maintenance Summary

Basic Maintenance	\$ 224,767.00	Annually
Irrigation Inspection	Not Included	
Fertilization/Pest Control	Included	Annually

Grand Total Annually	\$ 224,767.00
Grand Total Monthly	\$ 18,730.58

Additional Items

Mulch
 4" Seasonal Annuals (4 times/year)
 Palm Trimming

Priced Upon Request
 Priced Upon Request
 Up to 12' Included
 Over 12' Priced Upon Request





Landscape Maintenance Agreement

THIS LANDSCAPE MAINTENANCE AGREEMENT ("Agreement") dated this _____ day of _____ 2020, and between, **Vintage Grand Condominium Association, Inc.** hereinafter referred to as, "Customer"), and **Down To Earth** (hereinafter referred to as "Contractor").

Property address: 4012 Crockers Lake Boulevard, Sarasota, Florida 34238

- 1. Scope of Work:** Contractor shall furnish all labor, materials, and necessary equipment to maintain the grounds at **Vintage Grand Condominium Association, Inc.** for five (5) year period commencing _____ and ending _____. The contract shall automatically renew for three (3) additional one (1) year periods. At the end of the eight (8) year period, the contract should then continue to renew annually until either party terminates the contract. The contract amount shall increase by 3% for each year of the contract. In fulfillment of its obligation, Contractor shall use its best efforts to perform the Grounds Maintenance specifications attached as Exhibit "A" and specifically incorporated herein. In the event that the performance by Contractor shall be interrupted or delayed by any occurrences not occasioned by Contractor, such as acts of God, the Contractor shall be excused from such performance for such a period of time as is reasonably necessary after such occurrence to remedy the effects thereof.
- 2. Indemnification:** Contractor shall indemnify and hold harmless Customer from any and all injuries, damages, causes of action or claims to the extent they are caused by acts, omissions or negligence on the part of Contractor, its agents, subcontractor, employees, or others acting on behalf of Contractor, in the performance of its obligations under this Agreement.
- 3. Liability Insurance:** Contractor, for itself, its subcontractors, agents and employees, shall carry liability and personal insurance with a responsible insurance company qualified to do business in the state of Florida. The limits of such insurance coverage shall be at least two million dollars (\$2,000,000) per occurrence for liability due to injury to or death of a person or persons and at least five million dollars (\$5,000,000) for public liability due to property damage and at least two million dollars (\$2,000,000) per occurrence in Contractor pollution liability. Contractor shall additionally provide Workers' Compensation Insurance on behalf of each of its employees or laborers working on the property in accordance with all applicable laws. Such insurance shall remain in effect during the entire term of this Agreement. Contractor shall deliver to Customer an insurance certificate evidencing such insurance prior to the signing of this contract.
- 4. Standard of Performance:** Contractor shall use due care, skill and diligence in the performance of its obligations under this Agreement and shall perform all its obligations in its best workmanlike manner and in accordance with the accepted standards for professional landscape contractors in the state of Florida. All materials used in performing any obligation under this Agreement shall be of first quality and shall be used strictly in accordance with manufacturer's specifications.
- 5. Time:** Time is of the essence in performing the obligations under this Agreement.
- 6. Independent Contractor Relationship:** All work performed by Contractor under this Agreement shall be as an independent contractor, and in no way shall Contractor be considered an employee of the Customer.



7. **Price and Payment Terms:** Contractor shall be paid on a monthly basis. On the first (1st) day of each month, the Contractor shall tender to Customer a bill or invoice for those services rendered during the current month, which shall be paid by Customer within 30 days of the date of the invoice (Net 30 Terms). If we do not receive payment in full on any invoice within terms, late charges at 1.5% interest per month (18% per year) will be imposed on your unpaid balance after 30 days. Your unpaid balance is determined by taking the beginning balance of your account for each month, adding any new charges and subtracting any payments made to your account. Customer shall remit Contractor a monthly fee of **\$ 18,730.58**
8. **Termination:** Given the nature of the work contemplated by this Agreement, the parties acknowledge that conditions change due to the natural growing cycle, weather patterns, wear and tear of the grounds, and other causes, both foreseen and unforeseen. As a result, should Customer believe that conditions exist that would give it cause to terminate this Agreement, Customer shall promptly (within 24 hours) notify Contractor and give Contractor an opportunity to inspect such condition. Customer acknowledges that it shall have an affirmative obligation to photograph any condition that it believes would give it cause to terminate this Agreement within 24 hours of discovery of that condition and that the failure to do so shall constitute spoliation of evidence. Customer shall provide written notice of the alleged defective performance and shall provide Contractor no less than seven (7) days to acknowledge and verify such defects. Contractor will then be given 30 days to cure the defect. If Contractor fails to commence cure of the alleged defects within the prescribed time, and continue to cure in a diligent fashion, Customer may terminate the agreement with no further liability; providing Contractor is given ninety (90) day notice of termination. Contractor will not accept any deduction or offset unless such written notice is provided. Contractor must adhere to all requirements outlined in this contract.
9. **Notices:** Any notice required to be sent to Customer or Contractor under this Agreement shall be sent to the parties at the following address unless otherwise specified:

Customer:

Vintage Grand Condominium Association, Inc.
c/o Glenn Aitelli, LCAM
Progressive Community Management, Inc.
3701 South Osprey Avenue
Sarasota, Florida 34239

Contractor:

Down to Earth
2701 Maitland Center Parkway
Suite 200
Maitland, Florida 32751
Phone: 321-263-2700
Fax: 352-385-7229
www.dtelandscap.com

10. **Governing Law and Binding Effect; Venue.** This Agreement and the interpretation and enforcement of the same will be governed by and construed in accordance with the laws of the State of Florida and will be binding upon, inure to the benefit of, and be enforceable by the parties hereto as well as their respective heirs, personal representatives, successors and assigns. Venue for all actions arising from this agreement shall be located within the applicable Florida county of the property address.
11. **Integrated Agreement, Waiver and Modification.** This Agreement represents the complete and entire understanding and agreement between the parties hereto with regard to all matters involved in this transaction and supersedes any and all prior or contemporaneous agreements, whether written or oral. No agreements or provisions, unless incorporated herein, will be binding on either party hereto. This Agreement may not be modified or amended nor may any covenant, agreement, condition, requirement, provision, warranty or obligation contained herein be waived, except in writing signed by both parties or,



in the event that such modification, amendment or waiver is for the benefit of one of the parties hereto and to the detriment of the other, then the same must be in writing signed by the party to whose detriment the modification, amendment or waiver inures.

- 12. Litigation and Attorneys' Fees.** In the event that it is necessary for either party to this Agreement to bring suit to enforce any provision hereof or for damages on account of any breach of this Agreement or of any warranty, covenant, condition, requirement or obligation contained herein, the prevailing party in any such litigation, including appeals, will be entitled to recover from the other party, in addition to any damages or other relief granted as a result of such litigation, all costs and expenses of such litigation and reasonable attorneys' fees.
- 13. Late Payment Charges.** Any unpaid installment of Contractor's fee or any expense reimbursement to Contractor due and payable under this Agreement will bear interest at the rate of eighteen percent (18%) per annum from its due date until paid in full. So long as any payment remains past due for a period in excess of ten (10) days, Contractor's obligations under this Agreement will be suspended until paid in full.
- 14. Severability.** Each provision of this Agreement is severable from any and all other provisions of this Agreement. Should any provision of this Agreement be for any reason unenforceable, the balance shall nonetheless remain in full force and effect, but without giving effect to such provision.
- 15. No Third-Party Beneficiaries.** The parties hereto intend that this Agreement shall not benefit or create any right or cause of action in or on behalf of any person other than the parties hereto. No future or present employee or customer of either of the parties nor their affiliates, successors or assigns or other person shall be treated as a third-party beneficiary in or under this Agreement.

**Vintage Grand
Condominium Association, Inc.**

Down To Earth

Name _____

Name _____

Title _____

Title _____

Signature Date

Signature Date



Exhibit "A"

Service Agreement Specifications

Between **Down To Earth** (herein "**Contractor**" or "**DTE**") and **Vintage Grand Condominium Association, Inc.** the services to be performed hereunder for the Basic Monthly Fee are set forth below. Any work performed in addition to these services will be separately invoiced as provided in this Agreement.

LANDSCAPE MAINTENANCE PROGRAM

I. TURF GRASS SPECIFICATIONS

i. Mowing

Mowing shall be performed as frequently as is required to maintain a height level as outlined below with power lawn mowers of sufficient horsepower to leave a neat, clean appearance. (Approximately 40 cuts annually.)

Mower blades will be kept sharp to prevent the tearing of grass blades.

Various mowing patterns will be employed to ensure the even distribution of clippings and to prevent ruts in the turf caused by mowers.

St. Augustine and Bahia turf should be maintained at a mowing height of 3 1/2" to 4 1/2" in height, with no more than 1/2 of leaf blade removed during mowing.

Zoysia turf should be maintained at a mowing height of 1" to 2" in height, with no more than 1/2 of leaf blade removed during mowing. The initial cut in the beginning of the season can be shorter to remove dead leaf tissue and increase the rate of green up.

All Bermuda Sod shall be maintained at a mow height of 1".

ii. Edging

Edging will be completed as needed around plant beds, curbs, streets, trees, and buildings. The shape and configuration of plant beds will be maintained.

Hard surfaces will be blown to support a clean, well-groomed appearance.

Frequency of edging shall correspond to frequency of turf mowing.

iii. Trimming

Areas agreed to be inaccessible to mowing machinery will be maintained with string trimmers, or as environmental conditions permit.

Frequency of string trimming will correspond to frequency of turf maintenance except for lake banks, roadside drainage ditches, and Bahia turf areas.



iv. Debris Removal

Removal of all landscape debris generated on the Property during landscape maintenance is the responsibility of Contractor.

v. Fertilization

Irrigated Turf shall be fertilized up to four (4) times per year as to maintain good appearance and color. The method of application of fertilizer shall be the responsibility of Contractor.

At times, environmental conditions may require additional applications of nutrients augmenting the above fertilization programs to ensure that turf areas in top condition. Contractor can provide service upon customer request at an additional cost.

All fertilizer applications will adhere to UF recommended Nitrogen application rates for the turf varieties present, using GI-BMP guidelines to help reduce the need for chemical intervention and protect the ground water.

vi. Insect & Disease Control

Contractor will implement an integrated Pest Management Program to minimize excessive use of pesticide and will rely heavily on continual monitoring of insect levels.

All products will be applied as directed by the manufacturer. Contractor will strictly comply with all state and federal regulations.

Contractor employs an active certified Pest Control License issued through the Florida Department of Agriculture and Consumer Services.

II. PLANTING BEDS, SHRUBS, WOODY ORNAMENTAL, GROUNDCOVERS, ALL PALM TREES AND ALL OTHER TREE CARE SPECIFICATION

i. Pruning

Customer will be on a selective, continuous prune cycle as needed to avoid the loss of landscape integrity and aesthetic structure.

Individual plant service will be pruned using guidelines of the UF/IFAS.

All pruning and thinning will have the distinct objective of retaining the plant's natural shape and the original design specifications, unless Customer requests otherwise.

Plants, hedges, shrubbery and trees obstructing pedestrian or automobile traffic and damaged plants, shall be pruned as needed. All areas are to be left free of clippings following pruning.



ii. Tree Pruning

Trees shall be maintained with clear trunks with lower branch elevations to 10 feet.

Tree interior sucker branches and dead wood shall be removed up to a height not exceeding 12' from ground. Moss removal and tree spraying may be performed at an additional charge.

iii. Palm Pruning

All palms up to a maximum height of 12' overall shall be pruned and shaped as required removing dead fronds and spent seed pods. Palms up to a maximum of height 12' overall are to be thoroughly detailed with all fronds trimmed to lateral position annually.

Contractor can provide service for Palms over a maximum height of 12' upon customer request at an additional cost.

iv. Crape Myrtle Pruning

Crape Myrtles up to a maximum height of 12' overall must be pruned and shaped each February to promote vigorous blooming and maintain desired size. All sucker branching, seedpods, and ball moss must also be removed.

Contractor can provide service for Crape Myrtles over a maximum height of 12' upon customer request at an additional cost.

v. Edging and Trimming

Groundcovers will be confined to plant bed areas by manual or chemical means, as environmental condition permits. "Weed eating" type edging will not be used around trees.

vi. Insect and Disease control

Plants will be treated chemically as required to effectively control insect infestation and disease as environmental, horticultural and weather conditions permit.

vii. Weed Control

Open ground between plants shall be maintained in a condition of acceptable weed density by manual or chemical means, as environmental, horticultural and weather conditions permit.

All mulch areas or plant beds shall be maintained in a condition of acceptable weed density.

viii. Fertilization

Plant beds, shrubs, woody ornamental and ground covers shall be fertilized up to two (2) times per year as to maintain good appearance and color. The method of application of fertilizer shall be the responsibility of Contractor.

All ornamentals will be fertilized utilizing a product with a balanced analysis and good minor nutrient content. Nitrogen source should consist of a minimum of 50% slow release product.



ix. Mulching

All beds or otherwise bare ground areas and tree rings should be maintained with a layer of mulch sufficient to cover the bare ground.

Mulch is not provided under this Agreement. Contractor can provide service for mulching upon customer request at an additional cost.

III. ANNUAL FLOWERS MAINTENANCE PROGRAM

Annual Flowers are not provided under this Agreement. Contractor can provide service for Annual Flowers upon customer request at an additional cost.

Contractor will not be held responsible for any acts of God (i.e., wind damage, freeze damage). The practice of covering plant material during a freeze to prevent damage is an extra charge to this contract and does not guarantee plant survival.

IV. ADDITIONAL SERVICES

Contractor is a full-service Landscape, Irrigation, and Pest Control Company. We offer many solutions to all horticultural-related needs such as Annuals, Mulch, Irrigation, Landscape Lighting and many other landscape improvements. We offer Free Estimates & Designs.

Contractor shall provide services over and above the contract specifications with written authorization from Customer. Rates for labor shall be provided upon request.

V. REQUIRED ADDENDUMS / LANDSCAPE ALTERATIONS

DTE shall not be responsible for damage caused to decorative concrete curbing unless an addendum to the contract is approved for this additional service request.

DTE shall not be responsible for damage caused to stucco on homes if a maintenance strip is not installed unless an addendum to the contract is approved for this additional service request.

DTE shall not be responsible for maintenance of additional landscape installed by the homeowner unless an addendum to the contract is approved for this additional service request.

DTE shall not be responsible for maintenance of backyards if a privacy fence is installed unless an addendum to the contract is approved for this additional labor service request which requires smaller push mowers and string trimming to entire perimeter fence.



Thank you for an opportunity to partner with you!

