

Emerald Forest HOA

TPS Association Management Services

4327 S Hwy 27 # 415 Clermont, Fl. 34711

www.TPSAMS.com

Date: Sept 8, 2026

Time: 6:30pm

Location: **Zoom**

<https://us06web.zoom.us/j/6149516641?pwd=MmZiWkZ6b1ZnY3VkYlhTcXlOZHBRZz09&omn=89059787758>

Meeting ID: 614 951 6641

Passcode: sKM71W

Board Meeting

1. Certify quorum:
2. Call to order:
3. Proof of meeting notice:
4. Approval of prior meeting minutes: 2-25-26
5. Old Business:
 - a.
6. New Business:
 - a. Flock Cameras
 - b. Street Parking Signage / letter
 - c. Poop station
7. Member Discussion on Agenda Items / Q&A
8. Next Meeting:
9. Adjournment:

Emerald Forest HOA

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Date: Feb 25, 2026

Time: 6:00pm

Location: Zoom

<https://us06web.zoom.us/j/6149516641?pwd=MmZiWkZ6b1ZnY3VkYlhTcXlOZHBRZz09&omn=86817182820> Meeting ID: 614 951 6641 --- Passcode: sKM71W

Board Meeting Minutes

Present – Kenny Bob, Judy Collins, Debr Mirek – Randy Treadwell with TPS Association Management

1. Certify quorum: with 3 of 5 directors present quorum was achieved
2. Call to order: The meeting was called to order at 6:00 pm
3. Proof of meeting notice: Mr. Bobb certified meeting notice posted on property and web portal at least 48 hours in advance
4. Approval of prior meeting minutes: 11/25 – Mrs. Collins motioned to approve. Mr. Bobb seconded. All were in favor. Motion carried 3:0
5. Old Business:
 - a. NONE
6. New Business:
 - a. Landscape issue – recent Freeze -The recent freeze weather was discussed and its effects on vegetation. The board had met with the landscaper to review replacement needs -It was believed by the landscaper that most plants and Palms would revive. There was discussion on getting information to all owners for general care and restorative measures for their individual property vegetation needs.
 - b. Perimeter wall The issue of trees and shrubs on the interior of the walls where growth was / could cause damage to the wall was discussed. Mr. Treadwell to have attorney provide opinion on whose responsibility repairs are if the tree causes cracks and breaks.

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- c. Wash Out area at Pond – The wash out area was discussed. 2 bids were provided for restoration. One involved concrete, there was brief discussion. Mrs. Mirek motioned that estimate 495 from Busy bee, for \$1900.00, be approved. Mrs. Collins seconded. All were in favor. Motion carried 3:0the bid that did not involve o
7. Member Discussion on Agenda Items / Q&A – Members present discussed
- a. Replacement of tree that had been removed around pond- In pricing stage
 - b. Mortgage foreclosure sale of properties in the community – HOA is not involved – Once sale happens the new ownership info is received and any monies due (up to one year) are collected. Any violation matters transfer to new owner
8. Next Meeting: TBD
9. Adjournment: The meeting was unanimously adjourned at 6:22 pm

District: 1

Orange County Traffic Engineering Work Order

Page 1 of 2



Location: **HIGHLAND WOODS CT and EMERALD WOODS AV**

ITEM	ACTION	MUTCD	Size	Quantity	Poles	Description
A	INSTALL	R8-3	12"x 12" 12"x 6"	1	1	INSTALL NO PARKING SIGNS (Right Arrow). See Location Map.
B	INSTALL	R8-3	12"x 12" 12"x 6"	1	1	INSTALL NO PARKING SIGNS (Left Arrow). See Location Map.
C	INSTALL	R8-3	12"x 12" 12"x 6"	3	3	INSTALL NO PARKING SIGNS (Bidirectional Arrow). See Location Map.

Notes: Location is approximate. Placement may be adjusted to accommodate existing physical conditions.

Source:

 Consent Agenda ☒ Complaint
 Engineering Other

☒ Signs

☐ Pvmr Markings

☐ Signals

☐ Construction

☐ BCC Agenda Date

Sign Legend

A



R8-3

B



R8-3

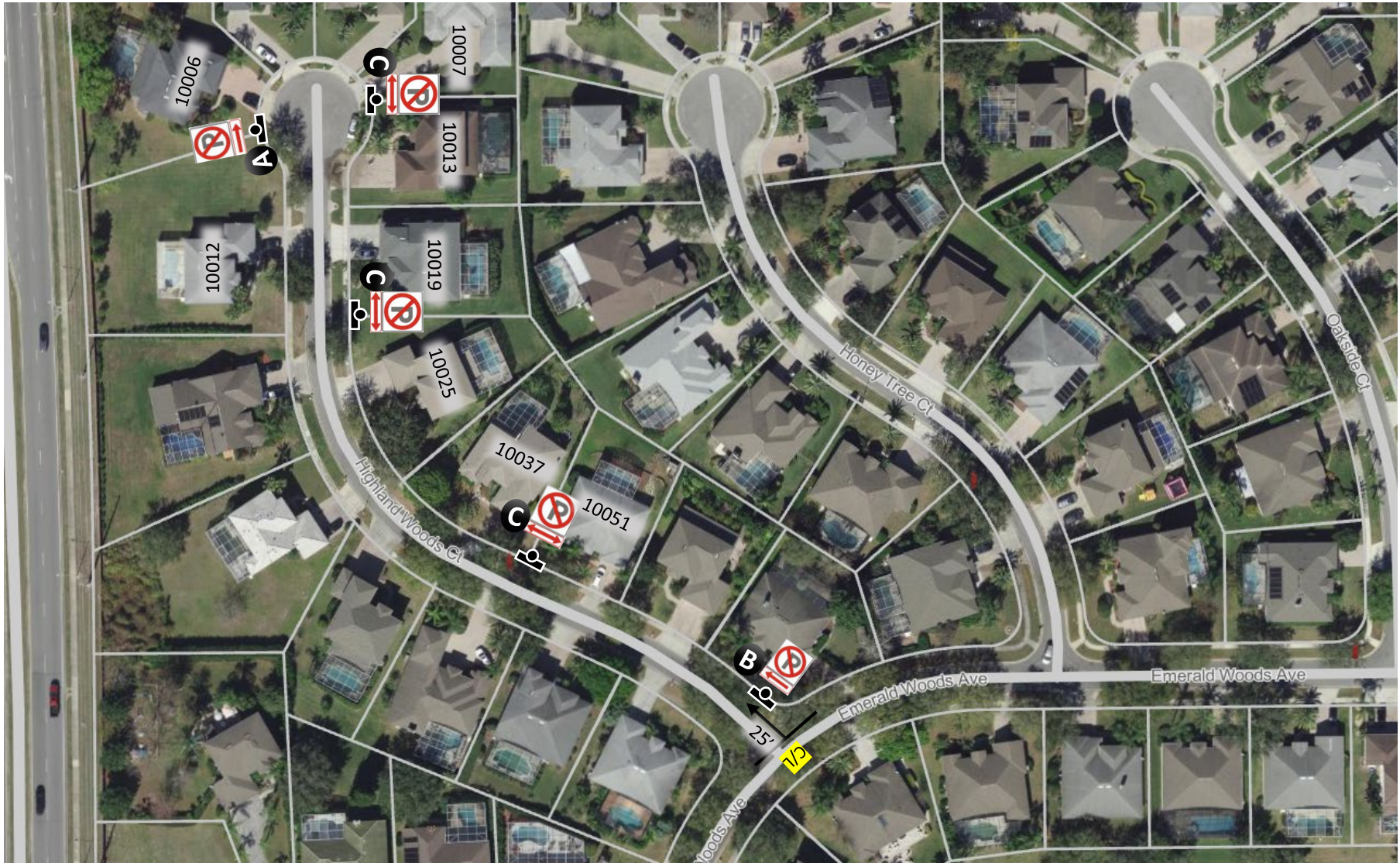
C



R8-3



Location Map



District: 1Orange County Traffic Engineering Work Order

Page 1 of 2

Location: AUTUMN GLEN CT and FOREST RUN LN

ITEM	ACTION	MUTCD	Size	Quantity	Poles	Description
A	INSTALL	R8-3	12"x 12" 12"x 6"	1	1	INSTALL NO PARKING SIGNS (Right Arrow). See Location Map.
B	INSTALL	R8-3	12"x 12" 12"x 6"	1	1	INSTALL NO PARKING SIGNS (Left Arrow). See Location Map.
C	INSTALL	R8-3	12"x 12" 12"x 6"	2	2	INSTALL NO PARKING SIGNS (Bidirectional Arrow). See Location Map.

Notes: Location is approximate. Placement may be adjusted to accommodate existing physical conditions.

Source:

 Consent Agenda ☒ Complaint
 Engineering Other

☒ Signs

☐ Pvmr Markings

☐ Signals

☐ Construction

☐ BCC Agenda Date

Sign Legend**A**

R8-3

B

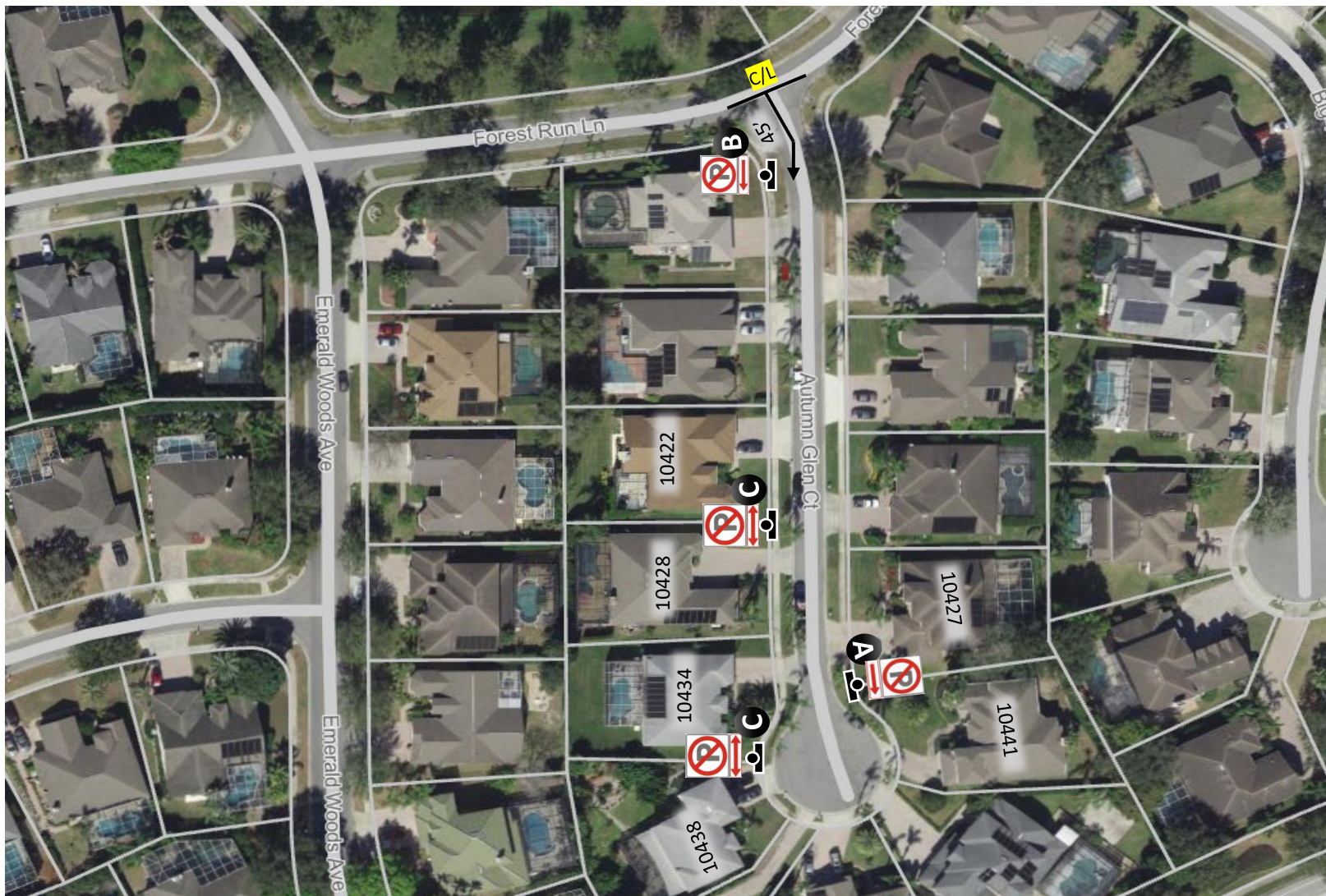
R8-3

C

R8-3



Location Map



District: 1

Orange County Traffic Engineering Work Order

Page 1 of 2



Location: **EMERALD WOODS AV and OAKSIDE CT**

ITEM	ACTION	MUTCD	Size	Quantity	Poles	Description
A	INSTALL	R8-3	12"x 12" 12"x 6"	3	3	INSTALL NO PARKING SIGNS (Right Arrow). See Location Map.
B	INSTALL	R8-3	12"x 12" 12"x 6"	3	3	INSTALL NO PARKING SIGNS (Left Arrow). See Location Map.
C	INSTALL	R8-3	12"x 12" 12"x 6"	6	6	INSTALL NO PARKING SIGNS (Bidirectional Arrow). See Location Map.

Notes: Location is approximate. Placement may be adjusted to accommodate existing physical conditions.

Source:

 Consent Agenda ☒ Complaint
 Engineering Other

☒ Signs

☐ Pvmr Markings

☐ Signals

☐ Construction

☐ BCC Agenda Date _____

Sign Legend

A



R8-3

B



R8-3

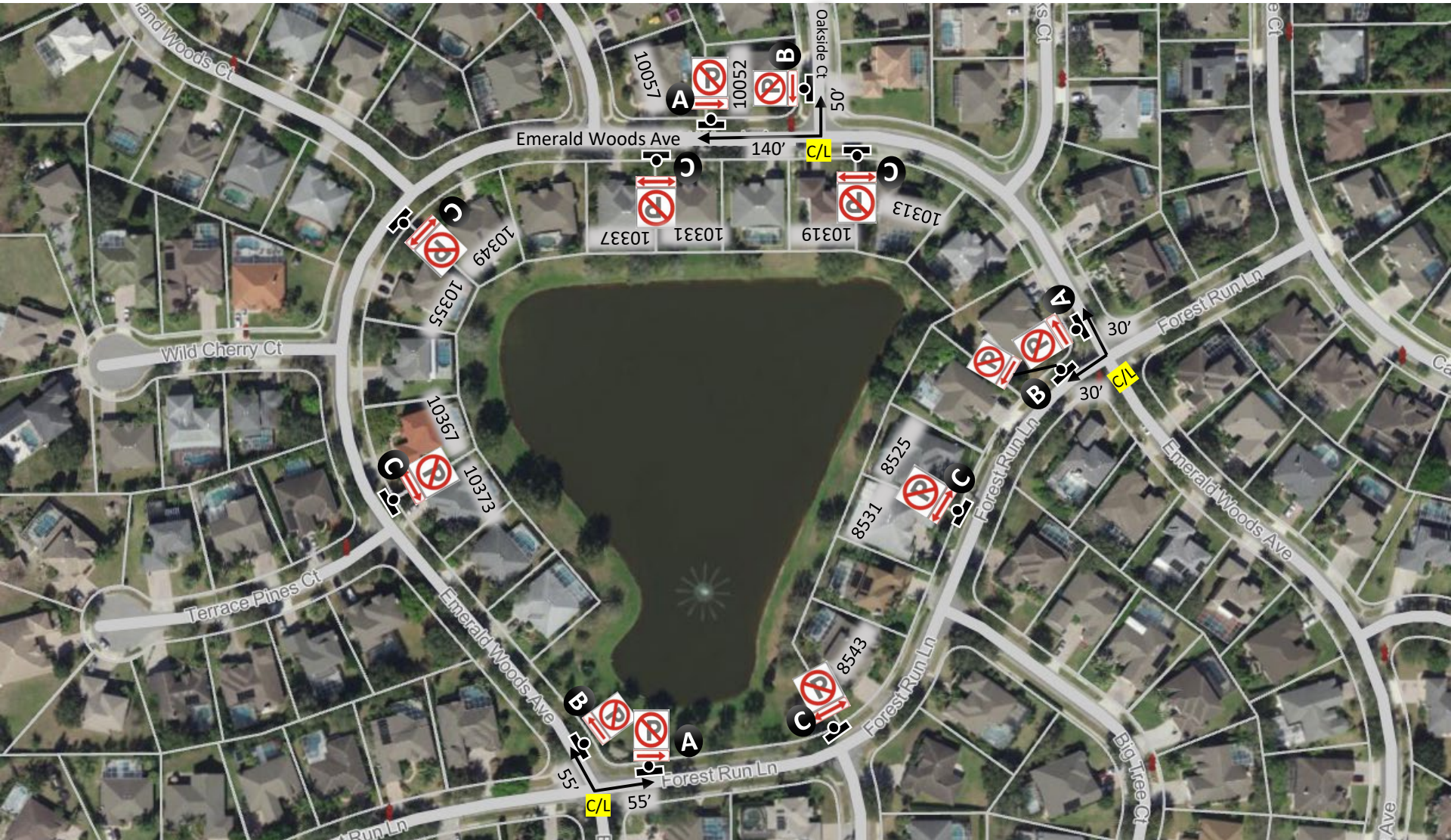
C



R8-3



Location Map





GENERAL SERVICE AGREEMENT

This Service Agreement (the "Agreement") is made and entered into as of January 1st, 2027, by and between **Emerald Forest HOA** ("the Company") and, Poop Bandit LLC located at 16227 Wind View Ln., Winter Garden, FL 34787, (the "Service Provider"). This agreement is for 12 months of service outlined herein:

WHEREAS, Service Provider independently engages in the business of dog waste station trash removal, and thus providing weekly services.

WHEREAS, the Company desires to hire the Service Provider to perform those services as described herein, and as such, the Service Provider does herein desire to provide such services in accordance with the terms and conditions of this Agreement.

NOW THEREFORE, in consideration of the mutual promises established and set forth herein, the Company and Service Provider hereby acknowledge and agree as follows:

SERVICE PROVIDER DUTIES & RESPONSIBILITIES

Services: It shall be agreed upon, that during the term of this Agreement the Service Provider shall provide the services ("Services") that are described within the attached Schedule 1 (the "Schedules") and on any such additional consecutively numbered supplementary schedules, as which may be executed at any time by both parties to this Agreement. Each attached, or subsequently attached Schedule shall contain a description of the deliverables required to be provided by the Service Provider (collectively "Deliverables"), a description of any completion deadlines that pertain to the Deliverables and a description of the corresponding payment terms, including any partial payments for completion of designated milestones comprising each Deliverable.

Service Provider's Control Over Services Provided: The Service Provider shall retain the unqualified right of control over the means, manner and methods by which their Services are rendered and performed, and the right to perform those Services at the location(s) and time(s) that the Service Provider independently determines and sets forth. The Service Provider shall be responsible for providing all equipment, materials and supplies that the Service Provider determines shall be required to timely provide those Services which have been requested by the Service Recipient.

Compliance with Applicable Law: The Service Provider shall be responsible for complying with any and all applicable federal, state and local laws, rules, ordinances, regulations, and/or codes that pertain to the performance of the Services requested and provided. The Service Provider's failure to comply with the responsibilities and duties described in this Paragraph shall constitute a material breach of the Agreement.

Insurance: The Service Provider agrees to secure and maintain, at the Service Providers sole cost and expense, Worker's Compensation Coverage where required by law and General Liability Insurance, as required by the Company.

Permits and Licenses: The Service Provider shall be responsible for acquiring and maintaining, during the term of this Agreement, any and all permits, licenses and authorizations, if applicable, required to conduct the Service Provider's business and to perform the Services requested. The Service Provider's failure to comply with the responsibilities and duties herein shall constitute a material breach of this Agreement.

DUTIES IMPOSED ON THE COMPANY

Fees: The Service Provider's entire compensation for the performance of the Services provided hereunder shall be set forth in specific detail contained within the Schedule that corresponds to the specific Services provided and shall be payable solely by the Company.

Form 1099 Compliance: The Company shall report the amounts it pays the Service Provider on IRS Form 1099, to the extent so required under the Internal Revenue Code.

INDEPENDENT CONTRACTOR RELATIONSHIP

For all intent and purposes, including, but not limited to the Federal Insurance Contributions Act ("FICA"), The Self Employment Contributions Act ("SECA"), the Social Security Act, the Federal Unemployment Tax Act ("FUTA"), the Internal Revenue Code and any and all other federal, state and local laws, rules and regulations, each party hereto, including its officers, agents and employees, shall be at all times an independent contractor relative to the other party. Nothing in this Agreement shall be construed to make or render either party, including any of its officers, agents or employees, an agent, servant or employee of, or a joint venture of with the other.

TERMS AND TERMINATION

Automatic Renewal: The parties agree that at the expiry of the Initial Term or any subsequent renewed term, this Agreement shall be renewed for a further term of 12 months on the same terms and conditions as contained in this Agreement, unless written notice is given by one party to the other parties of its intent not to renew the Agreement at least 60 Days before the expiry of the Initial Term or any subsequent renewed term. Should any price increases occur the Service Provider will give a 60-day notice before the changes take effect.

Breach/Cause for Termination: This Agreement may be terminated at any time by either party should a material breach by the other party remain uncured thirty (30) days after submission of written notice being provided of the breach thereof, or a shorter period of time as may be specified within this Agreement or within the applicable Schedule provided to the Service Provider by the Company.

INDEMNIFICATION

Both parties shall guarantee, guard against and hold harmless the other party, any current or former employees, shareholders, partners or any ownership interest and agents from and/or against any alleged claim, including, but not limited to third-party claims, demands, loss, damages and or expense, including any legal or attorney fees that may be in relation to:

- a) any negligence, recklessness or any willful misconduct of the indemnifying party or any other party under the direction or control of the indemnifying party;
- b) any material breach of this Agreement by the indemnifying party, or
- c) any damage, loss or destruction relating to any property of the indemnifying party or their client or clients, injury or death to any individuals that may result from the actions or inactions of any employee, agent or subcontractor of the indemnifying party as such damage may arise out of or is in the course of fulfilling their obligations under and with relation to this Agreement, and to the extent that such damage may be due to any negligence, unlawful conduct, omission or default of the indemnifying party, their employees, agents or subcontractors.

Full and Complete Agreement: This Agreement has set forth the full and complete agreement and shall supersede any and all prior agreements between the parties concerning all aspects of the subject matter herein contained. The Agreement may not and shall not be amended except by way of a written instrument that must be signed by both parties named hereto.

ARBITRATION AND DISPUTE RESOLUTION

Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration administered in accordance with the Commercial Arbitration Rules of the American Arbitration Association, as amended, and shall be governed by the laws of the State of Florida. The Federal Arbitration Act shall govern the interpretation and enforcement of this paragraph. The fees associated with the arbitrator shall be shared equally by both parties. The parties agree that this paragraph shall survive the termination of the Agreement.

IN WITNESS WHEREOF, the parties hereto, each acting pursuant with due and proper authority, have executed this Agreement as of the aforementioned Effective Date.

Company Representative

Print Name & Title

Date: _____



Poop Bandit LLC

Michael Wright/Owner

Print Name & Title

DELIVERABLE SERVICES AGREEMENT SCHEDULE 1

BY AND BETWEEN

"The Company" AND Poop Bandit LLC

EFFECTIVE DATE OF:

January 1st, 2027 – December 31st, 2027

Description of Services to be performed by Service Provider:

- As requested, (twice weekly) Poop Bandit will empty the pet stations (Qty 2) and refill the disposal bags for dog walkers. All dog waste collected will be double-bagged according to EPA standards for pet waste collection.
- **The Company** will be invoiced on a pre-paid monthly basis. First month service will be pro-rated depending on start date.
- Poop Bandit Pet Waste Removal Services is a great selling point for non-pet owners.
- Poop Bandit Pet Waste Removal Services is fully insured.

Costs:

- The pet stations will be serviced at a cost of \$65 per month per station.
- Dispenser roll bags are invoiced monthly at a flat rate of 5 roll bags per month at a cost of \$8.79 for 200 bags per box/roll. Total per month is \$43.95 (Pet station trash can liner included)
- **Monthly flat-rate service cost is \$173.95**

Extra Value-Added Services:

The Dog Waste Station Service Includes:

- Emptying dog waste stations on a weekly basis
- Removing all waste within a six-foot radius of waste stations
- Restocking the dog poop bag dispensers each week as needed (poop dispenser bags have a separate charged and will be invoice monthly)
- Maintaining an inventory of all supplies
- Ensuring that all stations are in good working order at all times

Additional Waste Station Services:

- Installation (separate cost as needed)
- Lubricating the locks
- Tightening hardware
- Performing repairs as necessary (separate cost if parts are need for repair)

The company will be invoiced on the 1st of every month:

Payment Terms: Net 30

Payment Method: ACH, Credit Card, Check

Late Payment Fee: at our discretion: \$50