



Manatee County Utilities
4410 66th Street West
Bradenton, FL 34210
Phone: (941) 792-8811
www.mymanatee.org/utilities

March 29, 2019

Jack Mason
Sunny Shores Water Company
3827 116th Street West
Bradenton, FL 34210
jdsswc@tampabay.rr.com

Subject: Sunny Shores, Parrot Cove Marina, and Sagamore Estates

Dear Mr. Mason:

To process the transfer of ownership of these utilities, the following items will need to be addressed:

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CLERK

1. Provide a formal request through a letter to Mike Gore, Director - Utilities Department, 4410 66th Street West, Bradenton, Florida 34210. This letter, at a minimum, shall:
 - A. Be written by the individual representing the property owners in their request for Manatee County to accept the ownership and maintenance responsibilities of the utilities and this individual shall state that he or she is this person.
 - B. Contain a definition of the streets, number of housing units, and other structures that are served by the utility systems in this project.
 - C. Define the type of utilities (potable water, gravity sanitary sewer, lift station(s), force mains, etc.) that are being requested to be transferred to Manatee County.
 - D. Provide a drawing of the entire project under consideration labeling the utilities to be turned over and the structures that are served by these utilities.
 - E. Contain written permission for the County to enter any portion of the project's property for purposes of utility inspection. In this letter, please provide the name and telephone number of a representative of the association Manatee County may contact for access and information purposes.

2. The utilities are accepted by Manatee County through the approval of the Board of County Commissioners. Before the County Commissioners consider acceptance of any utilities, the utilities must pass an inspection by the County. This inspection determines if the subject utilities are in conformance with current Manatee County Utility Standards. During these utility inspections valves, pumps, and other appurtenances in the utility systems must be operated by an association representative in the presence of County personnel. After completion of this inspection, a list of the deficiencies found will be provided to the property owner's representative. The property owner should review the list bearing the following in mind:

- A. To be eligible for consideration of utility transfer to the County, any deficiencies found in this inspection will need to be corrected at the property owner's expense. Prior to beginning the County's inspection, the owner must provide a current video of the gravity sewer system, if applicable.
 - B. When corrections of the deficiencies have been completed, the County will need to be notified by the owner and the County will re-inspect and verify that the deficiencies have been corrected and are correctly shown on the record drawings.
 - C. Any further deficiencies or shortcomings discovered during re-inspection will also need to be corrected by the property owner at their expense.
 - D. Record Drawings on file for the subdivision will need to be verified for accuracy by a surveyor or engineer who is licensed in the State of Florida and hired by the home owners association. Any inconsistencies with actual current field conditions will need to be revised by this individual at the association's expense, before the transfer of ownership and maintenance of utilities takes place.
 - E. Operation and Maintenance Manual for lift stations shall be provided.
 - F. Defect security bond – the homeowners association must supply an agreement warranting the utilities being turned over and support the warranty through a 3 year defect security which represents an amount equal to 10% of the replacement cost (or original installation cost if the installation is less than 3 years old). This shall be calculated by the association's engineer and verified and accepted by this office. Once the amount of the bond has been approved you may contact Jane Oliver, Sr. Administrative Specialist at 708-7450 ext. 7613 for information and documentation required to execute the warranty. A sample warranty agreement is attached.
 - G. Easements for utilities to be transferred – Depending on the project, the documents associated with the easements may vary. Please contact Property Management at 749-3021, ext. 3021 regarding the necessary forms for required utility easements.
 - H. Manatee County Resolution 99-115 applies in all transfer of utility ownership and maintenance of this type to Manatee County. If the roadways are still privately owned and maintained at the time the utilities are to be transferred to the County, a POMD agreement between Manatee County and the owners of the roadways will need to be executed, approved by the Board of County Commissioners and recorded in the Manatee County Records before the utilities may be transferred to the County. A sample POMD agreement is attached.
3. When all of the above are received and accepted the issue will be placed on the next available Board of County Commissioners consent agenda for approval. Once the Board of County Commissioners has approved the turnover, the documents must be signed and recorded. Upon recordation, the County will notify the owner of the effective date of the turnover, which is typically no more than 3-5 business days after the Board Meeting. Until the effective date, the owner remains responsible for the infrastructure.

Upon acceptance of the utilities by Manatee County, the County will require at least three sets of keys or access cards to any gated or locked areas in the subdivision which would keep the County from performing maintenance or repair of the subject utilities. The subdivision shall provide at its expense, new access cards or keys to the County whenever the lock or access combinations are changed. When sanitary sewer lift stations are taken over by Manatee County, the County will replace the owner's locks with its locks at the time of takeover.

Please feel free to contact me at (941) 792-8811 ext. 5345, with any questions or concerns regarding this matter.

Sincerely,



Amy Pilson
Strategic Affairs Manager

cc: Mike Gore, Utilities Department Director
Chad Butzow, Interim Public Works Department Director
Sia Mollanazar, P.E., Deputy Director Engineering Services
Jeff Goodwin, Deputy Director, Wastewater Division
Mark Simpson, Deputy Director, Waster Division
Heather Dilldine, Utilities Business Operations Manager
Chris Mowbray, P.E., Utility Engineering Division Manager
Joy Leggett-Murphy, Property Acquisition Division Manager
File

List of required documents (not all may apply in every case):

1. Prior to Manatee County inspection of the facilities:
 - a. A description of who/what the infrastructure is serving, indicating streets, number and types of units served, etc.
 - b. Description of the facilities that are being requested to be turned over
 - c. A site drawing with utilities, streets and structures labeled
 - d. Written permission for the County to enter the property
 - e. Current video of the gravity sewer
2. Post inspection:
 - a. Notification that all deficiencies have been corrected
 - b. Current/corrected Record Drawings
 - c. O & M manuals for the lift station(s)
 - d. Engineer's estimate of replacement cost
 - e. Defect security (bond, letter of credit or cashier's check)
 - f. Warranty Agreement
 - g. Bill of Sale
 - h. Utility easement
 - i. Title Certificate
 - j. Consent and Joinder
 - k. Affidavit of Ownership & Encumbrances
 - l. Affidavit for Payment of Labor & Materials