

PURCHASING POLICY EXCEPTION FORM

FROM:

DATE: 09/05/2025

DEPARTMENT: Public Works

VENDOR: High Point Community Property Owners, Inc.

DEPT DIRECTOR/

MGR SIGNATURE: 

DATE: 9/29/2025

Amount of Invoice: \$7,553.00

Invoice Date: 9/3/2025

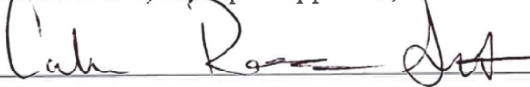
The attached request for disbursement does not appear to be in compliance with County Purchasing Policy, for the following reason:

Requisition entry was delayed due to vendor compliance with insurance requirements stated in Right of Way Maintenance Agreement 19-10. Multiple corrections were needed to ultimately achieve an acceptable Certificate of Insurance meeting all requirements listed in Agreement 19-10. During the delay caused by the COI corrections High Point performed right of way maintenance without having an issued purchase order for reimbursement.

Please forward all documentation with this form attached, and letter of explanation, to the Chief Procurement Officer.

TO: CHIEF PROCUREMENT OFFICER

Please review, and upon approval, forward to County Administration.



Date: 9/29/25

Resolution: Approved.

To process this disbursement, the request must be approved by the County Administrator.

TO: COUNTY ADMINISTRATOR

Please review, and upon approval, forward to the Finance Department for processing.

APPROVED FOR PAYMENT:

COUNTY ADMINISTRATOR (or designee): 

DATE: 09/30/2025

APPROVED FOR PAYMENT:

FINANCE DIRECTOR/

ASST. FINANCE DIRECTOR

APPROVED

By Joshua Stringfellow at 2:49 pm, Sep 30, 2025

Date: _____

**High Point Community
Property Owners, Inc.**

8008 Baltic Street
Brooksville, FL 34613
Phone: 352-596-2397

INVOICE

INVOICE # Q12025
DATE: SEPTEMBER 3, 2025

TO:

Hernando County DPW
1525 East Jefferson Street
Building A
Brooksville, FL 34601

COMMENTS OR SPECIAL INSTRUCTIONS:

Invoice for Hernando County median mowing in High Point Community.

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
	Hernando County median Maintenance Q1, 2025	1888.25	1888.25
SUBTOTAL			1888.25
SALES TAX			
SHIPPING & HANDLING			
TOTAL DUE			1888.25

Make all checks payable to, and remit to

HPCPO
8008 Baltic Street
Brooksville, FL 34613

If you have any questions concerning this invoice,
contact HPCPO, 352-596-2397, info@retireflorida.net

THANK YOU FOR YOUR BUSINESS!

**High Point Community
Property Owners, Inc.**

8008 Baltic Street
Brooksville, FL 34613
Phone: 352-596-2397

INVOICE

INVOICE # Q22025
DATE: SEPTEMBER 3, 2025

TO:

Hernando County DPW
1525 East Jefferson Street
Building A
Brooksville, FL 34601

COMMENTS OR SPECIAL INSTRUCTIONS:

Invoice for Hernando County median mowing in High Point Community.

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
	Hernando County median Maintenance Q2, 2025	1888.25	1888.25
SUBTOTAL			1888.25
SALES TAX			
SHIPPING & HANDLING			
TOTAL DUE			1888.25

Make all checks payable to, and remit to

HPCPO
8008 Baltic Street
Brooksville, FL 34613

If you have any questions concerning this invoice,
contact HPCPO, 352-596-2397, info@retireflorida.net

THANK YOU FOR YOUR BUSINESS!

**8008 Baltic Street
Brooksville, FL 34613
Phone: 352-596-2397**

INVOICE # Q32025
DATE: SEPTEMBER 3, 2025

COMMENTS OR SPECIAL INSTRUCTIONS:
Invoice for Hernando County median mowing in High Point Community.

THANK YOU FOR YOUR BUSINESS!

**High Point Community
Property Owners, Inc.**

8008 Baltic Street
Brooksville, FL 34613
Phone: 352-596-2397

INVOICE

INVOICE # Q42025
DATE: SEPTEMBER 3, 2025

TO:

Hernando County DPW
1525 East Jefferson Street
Building A
Brooksville, FL 34601

COMMENTS OR SPECIAL INSTRUCTIONS:

Invoice for Hernando County median mowing in High Point Community.

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
	Hernando County median Maintenance Q4, 2025	1888.25	1888.25
SUBTOTAL			1888.25
SALES TAX			
SHIPPING & HANDLING			
TOTAL DUE			1888.25

Make all checks payable to, and remit to

HPCPO
8008 Baltic Street
Brooksville, FL 34613

If you have any questions concerning this invoice,
contact HPCPO, 352-596-2397, info@retireflorida.net

THANK YOU FOR YOUR BUSINESS!

AGREEMENT FOR GROUNDS MAINTENANCE

This is an agreement by and between HERNANDO COUNTY ("COUNTY") and *THE HIGH POINT COMMUNITY PROPERTY OWNERS, INC. REQUESTOR*) for reimbursement from COUNTY and for assumption of liability and provision of insurance coverage with respect to providing grounds maintenance of the county-owned properties described below. The type of maintenance work to be performed, anticipated frequency, and estimated annual cost is provided. The COUNTY'S liability for reimbursement in any fiscal year under this agreement shall not exceed the total estimated annual reimbursement set forth below. Reimbursement pursuant to this agreement shall be made upon presentation of records, invoices and/or receipts sufficient for COUNTY to determine that the right to reimbursement exists. The COUNTY reserves the right to conduct an audit of REQUESTOR'S record to confirm the accuracy and/or propriety of reimbursement requests, and REQUESTOR, agrees to make such records available at reasonable times upon COUNTY request therefor. Reimbursement is based on the services which the COUNTY would have provided only. Any premium cuts beyond this contract are at the discretion and the financial responsibility of the REQUESTOR. The maintenance work described shall be performed by REQUESTOR, its agents or contractors, subject to the provisions below.

Maintenance shall include but is not limited to all mowing, edging along sidewalks and litter removal, as outlined in the attached subdivision map, eight (8) times per year.

Annual maintenance of County rights-of-ways along High Point Boulevard (approximately 3.1 miles) and one (1) Drainage Retention Area (DRA) on Western Circle, all included within the High Point Subdivision, as indicated on attached map.

Total Annual reimbursement amount is \$7,553.00 for referenced areas; paid quarterly at \$1,888.25.

REQUESTOR agrees to indemnify fully and hold harmless COUNTY, its officers, agents, and employees from and against all losses, damages, claims, liabilities, and causes of action of every kind or character and nature as well as costs and fees, including reasonable attorney's fees connected therewith, and the expense of the investigation thereof, based upon or arising out of damages or injuries to third persons or their property caused by the willful conduct or negligence of REQUESTOR, its agents or contractors in performing the work contemplated by this Agreement. COUNTY shall give to REQUESTOR prompt and reasonable notice of any such claims, or actions and REQUESTOR shall have the right to investigate, compromise and defend the same to the extent of its own interest.

REQUESTOR or its agents or contractors actually performing reimbursable maintenance work under this agreement shall provide, pay for and maintain with companies satisfactory to COUNTY the types of insurance described herein from responsible insurance companies eligible to do business in Florida. Insurance coverage and limits required herein are designed to meet the minimum requirements of COUNTY and are not designed as a recommended insurance program for REQUESTOR.

Required insurance per County Policy for all informal bids/quotes:

1) WORKERS' COMPENSATION: As required by law:

State	Statutory
Applicable Federal	Statutory
Employer's Liability – Minimum	\$100,000 each accident \$100,000 each employee \$500,000 policy limit

2) GENERAL LIABILITY: Comprehensive General Liability including, but not limited to, Independent Contractor Contractual Premises/Operations and Personal Injury covering the

liability assumed under indemnification provisions of this contract, with limits of liability for personal injury and/or bodily injury, including death. Coverage as follows:

Each Occurrence	\$1,000,000
General Aggregate	\$2,000,000
Personal/Advertising Injury	\$1,000,000
Products-Completed Operations Aggregate	\$2,000,000

- 1) **ADDITIONAL INSURED:** Contractor agrees to endorse Hernando County as an additional insured on the Commercial General Liability. The Additional Insured shall read "Hernando County Board of County Commissioners." Proof of Endorsement is required.
- 2) **WAIVER OF SUBROGATION:** Contractor agrees by entering into this contract to a Waiver of Subrogation for each required policy herein. When required by the insurer, or should a policy condition not permit Contractor to enter into a pre-loss agreement to waive subrogation without an endorsement, then Contractor agrees to notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy which includes a consideration specifically prohibiting such an endorsement or voids coverage should Contractor enter into such an agreement on a pre-loss basis.
- 3) **AUTOMOBILE LIABILITY:** Comprehensive automobile and truck liability covering any auto, all owned autos, scheduled autos, hired autos, and non- owned autos. Coverage shall be on an "occurrence" basis. Such insurance to include coverage for loading and unloading hazards. **COVERAGE AS FOLLOWS:**

COMBINED SINGLE LIMIT (CSL)	\$300,000
BODILY INJURY (Per Person)	\$100,000
BODILY INJURY (Per Accident)	\$300,000

This Agreement is made with the understanding that it may be terminated at any time, with or without cause, by either party, upon thirty (30) days written notice. The Agreement otherwise is valid until September 30, 2025 at which time the Agreement may be renewed for an extended period shall both parties agree.

Hatherine J. Russell President
REQUESTOR

By: The High Point Community Property Owners, Inc.

10-27-22
Date:

J. Scott Herring
HERNANDO COUNTY

By: J. Scott Herring, P.E.
Public Works Director

10/27/22
Date:

Or

By: _____
County Engineer

Casey Phillips

From: Tiffany Smith
Sent: Wednesday, August 6, 2025 8:50 AM
To: Casey Phillips
Subject: Re: High Point -Hernando County ROW maintenance agreement - COI needs to add WOS (Carrie, Bill)

Follow Up Flag: Follow up
Flag Status: Flagged

Good Morning Casey,

Yes, the Waiver of Transfer of Rights of Recovery Against Others To Us showing HCBOCC as a named organization works great. The WOS on the COI as Waiver of Subrogation is the same thing. This page is the actual endorsement for it. Some organizations won't even accept the marked COI and require the endorsement page to be provided as proof. We try not to make it more complicated on the vendors so we don't do this but if they prefer to send the endorsement page it is truly better than the marked COI.

Happy Wednesday! 🌸



Tiffany Smith
Hernando County Risk Management
15470 Flight Path Drive, Brooksville, FL 34604
Office (352) 540-6289 Ext. 27018
Fax (352) 754-4025
Email TESmith@hernandocounty.us
www.HernandoCounty.us

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From: Casey Phillips <cphillips@co.hernando.fl.us>
Sent: Wednesday, August 6, 2025 8:19 AM
To: Tiffany Smith <TESmith@co.hernando.fl.us>
Subject: FW: High Point -Hernando County ROW maintenance agreement - COI needs to add WOS (Carrie, Bill)

Good morning, Tiffany,

All this HOA was missing on their COI was subrogation. He states after telling the insurance company they sent him this form and he is wanting to know if we will accept this.

I am by no means an expert so can you read over this and give me your thoughts?

Thank you,



Casey Phillips
ACCOUNTING CLERK III
Hernando County Department of Public Works
1525 E. Jefferson Street, Brooksville, FL 34601
Office: (352) 754-4060 x17006
Email: cphillips@co.hernando.fl.us
www.HernandoCounty.us



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From: Bill Rutledge, LCAM <BR@retireflorida.net>
Sent: Wednesday, August 6, 2025 8:08 AM
To: Casey Phillips <cphillips@co.hernando.fl.us>
Cc: Bill Rutledge, LCAM <BR@retireflorida.net>
Subject: FW: High Point -Hernando County ROW maintenance agreement - COI needs to add WOS (Carrie, Bill)

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Morning, Casey.

I got the attached from our insurance agent. Will this suffice?

Let me know if you need anything else.

Thanks.

Bill Rutledge, C.A.M.

High Point Community Property Owners, Inc.
8008 Baltic Street
Brooksville, FL 34613
PH:352-596-2397
FX:352-596-5201

From: Casey Phillips <cphillips@co.hernando.fl.us>
Sent: Tuesday, July 22, 2025 8:42 AM
To: Bill Rutledge, LCAM <BR@retireflorida.net>
Subject: RE: Hernando County ROW maintenance agreement

Good morning,

I apologize for the delay. I had risk management look over your COI to verify if any changed needed to be made. Risk Management is our expert on insurance. They stated you are only missing one thing otherwise it's great. You are missing the waiver of subrogation endorsement which is required according to the ROW maintenance

Casey Phillips

From: Tiffany Smith
Sent: Tuesday, July 22, 2025 8:22 AM
To: Casey Phillips
Subject: Re: Hernando County ROW maintenance agreement

Good Morning Casey,

Happy to help 😊

General Liability - Limits are met and policy in effect. You are correct that they are missing the waiver of subrogation endorsement as required in the agreement.

Auto - They have \$1M combined single limit. On a COI not all 3 of those lines will be filled in. They will either have the Bodily Injury (per person) and (per accident) lines with limits or only the Combined Single Limit since that is the combination of those two. It's all in how they insure it on their policy. Most often you'll see the combined single limit. With that said, the agreement requires \$300k and they have \$1M so they have more than what we required so its all good.

Workers Compensation - Workers Compensation is rated on a function of payroll and as an HOA they have no payroll or employees for them to insure. This would not be applicable to them.

Excess/Umbrella Liability- I did not see this required in the agreement, they don't need it. This policy would be added for higher risk/safety agreements.

Overall, the waiver of subrogation requirement needs to be met. Everything else is good.

Thanks,



Tiffany Smith
Hernando County Risk Management
15470 Flight Path Drive, Brooksville, FL 34604
Office (352) 540-6289 Ext. 27018
Fax (352) 754-4025
Email TESmith@hernandocounty.us
www.HernandoCounty.us

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From: Casey Phillips <cphillips@co.hernando.fl.us>
Sent: Friday, July 18, 2025 7:54 AM
To: Tiffany Smith <TESmith@co.hernando.fl.us>
Subject: FW: Hernando County ROW maintenance agreement

Good morning, Tiffany,

I have attached the COI High Point Property Owners HOA sent over for their ROW maintenance agreement. I also attached the maintenance agreement with the insurance requirements and a copy of the COI with the corrections I believe need to be made in red. Can you look it over and confirm that I am correct and not missing anything before I send it back to them to make the corrections? Please 😊

Thank you,



Casey Phillips
ACCOUNTING CLERK III
Hernando County Department of Public Works
1525 E. Jefferson Street, Brooksville, FL 34601
Office: (352) 754-4060 x17006
Email: cphillips@co.hernando.fl.us
www.HernandoCounty.us



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From: Bill Rutledge, LCAM <BR@retireflorida.net>
Sent: Thursday, July 17, 2025 3:40 PM
To: Casey Phillips <cphillips@co.hernando.fl.us>
Cc: Bill Rutledge, LCAM <BR@retireflorida.net>
Subject: FW: Hernando County ROW maintenance agreement

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Casey,

Here is the info for High Point. Please let me know if this is OK or if you need anything else.

Thanks.

Bill Rutledge, C.A.M.
High Point Community Property Owners, Inc.
8008 Baltic Street
Brooksville, FL 34613
PH:352-596-2397
FX:352-596-5201

From: Bill Rutledge, LCAM
Sent: Monday, June 30, 2025 7:13 AM
To: br@retireflorida.net
Subject: FW: Hernando County ROW maintenance agreement

Casey Phillips

From: Bill Rutledge, LCAM <BR@retireflorida.net>
Sent: Monday, August 18, 2025 2:16 PM
To: Casey Phillips
Cc: Bill Rutledge, LCAM
Subject: FW: High Point -Hernando County ROW maintenance agreement - COI needs to add WOS (Carrie, Bill)
Attachments: High Point Community COI for Hernando County.pdf
Follow Up Flag: Follow up
Flag Status: Completed

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi, Casey,

Here is the latest from our insurance. Let me know how this looks. 😊

Thanks.

Bill Rutledge, C.A.M.

High Point Community Property Owners, Inc.
8008 Baltic Street
Brooksville, FL 34613
PH:352-596-2397
FX:352-596-5201

From: Carrie Rhoades <carrie@italianoinsurance.com>
Sent: Monday, August 18, 2025 9:35 AM
To: Todd Allen <Todd@italianoinsurance.com>; Bill Rutledge, LCAM <BR@retireflorida.net>
Subject: RE: High Point -Hernando County ROW maintenance agreement - COI needs to add WOS (Carrie, Bill)

Thanks,
Carrie



Carrie Rhoades
PO Box 18425
Tampa, FL 33679-8425
813.877.7799 Main
813.725.2091 Direct
carrie@italianoinsurance.com

Please note- insurance cannot be bound, amended, or cancelled through email.

From: Todd Allen <Todd@italianoinsurance.com>
Sent: Monday, August 18, 2025 9:25 AM
To: Bill Rutledge, LCAM <BR@retireflorida.net>
Cc: Carrie Rhoades <carrie@italianoinsurance.com>
Subject: RE: High Point -Hernando County ROW maintenance agreement - COI needs to add WOS (Carrie, Bill)

Bill,

We have work comp in place. It renewed a month later than the other lines, so guess that is why they are asking for the updated on to show the renewal in March (other lines were all Feb 1).

I have copied Carrie to ask her to help with a COI that will show the renewed comp.

Thanks

Todd



Todd Allen
3021 W Swann Ave
Tampa, FL 33609
813.549.2210 Direct
813.877.7799 Main
todd@italianoinsurance.com

Please note- insurance cannot be bound, amended, or cancelled through email.

FL License: 0L42002
CA License: 4389232

From: Bill Rutledge, LCAM <BR@retireflorida.net>
Sent: Monday, August 18, 2025 8:06 AM
To: Todd Allen <Todd@italianoinsurance.com>
Cc: Bill Rutledge, LCAM <BR@retireflorida.net>
Subject: FW: High Point -Hernando County ROW maintenance agreement - COI needs to add WOS (Carrie, Bill)

Todd,

Please see the latest from Hernando County and our COI saga. Thanks for all your help with this.

Bill Rutledge, C.A.M.

High Point Community Property Owners, Inc.
8008 Baltic Street
Brooksville, FL 34613
PH:352-596-2397
FX:352-596-5201

From: Casey Phillips <cphillips@co.hernando.fl.us>
Sent: Friday, August 15, 2025 10:57 AM
To: Bill Rutledge, LCAM <BR@retireflorida.net>
Subject: RE: High Point -Hernando County ROW maintenance agreement - COI needs to add WOS (Carrie, Bill)

Good morning,

Procurement reached out and stated you still need the required statutory workers compensation coverage on your COI. If you do not have employees and are exempt you would need to provide the state issued exemption form. I noticed last year you did have workers compensation coverage. Here is the coverage you had on the Fiscal Year 2024 COI.

D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N			
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/>	N/A	52060089	03/04/2023

Thank you,



Casey Phillips
ACCOUNTING CLERK III
Hernando County Department of Public Works
1525 E. Jefferson Street, Brooksville, FL 34601
Office: (352) 754-4060 x17006
Email: cphillips@co.hernando.fl.us
www.HernandoCounty.us



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From: Bill Rutledge, LCAM <BR@retireflorida.net>

Sent: Wednesday, August 6, 2025 8:08 AM

To: Casey Phillips <cphillips@co.hernando.fl.us>

Cc: Bill Rutledge, LCAM <BR@retireflorida.net>

Subject: FW: High Point -Hernando County ROW maintenance agreement - COI needs to add WOS (Carrie, Bill)

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Let me know if you need anything else.

Thanks.

Bill Rutledge, C.A.M.

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To: Bill Rutledge, LCAM <BR@retireflorida.net>
Subject: RE: Hernando County ROW maintenance agreement

Good morning,

I apologize for the delay. I had risk management look over your COI to verify if any changed needed to be made. Risk Management is our expert on insurance. They stated you are only missing one thing otherwise it's great. You are missing the waiver of subrogation endorsement which is required according to the ROW maintenance agreement. I have placed a red X on the COI you sent to show you where that would be indicted on the COI after the insurance company adds it. Generally, it'll be marked with either be an X or Y.

Thank you,



Casey Phillips
ACCOUNTING CLERK III
Hernando County Department of Public Works
1525 E. Jefferson Street, Brooksville, FL 34601
Office: (352) 754-4060 x17006
Email: cphillips@co.hernando.fl.us
www.HernandoCounty.us



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Sent: Thursday, July 17, 2025 3:40 PM
To: Casey Phillips <cphillips@co.hernando.fl.us>
Cc: Bill Rutledge, LCAM <BR@retireflorida.net>
Subject: FW: Hernando County ROW maintenance agreement

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Casey,

Here is the info for High Point. Please let me know if this is OK or if you need anything else.

Thanks.

Bill Rutledge, C.A.M.
High Point Community Property Owners, Inc.
8008 Baltic Street
Brooksville, FL 34613
PH:352-596-2397

FX:352-596-5201

From: Bill Rutledge, LCAM
Sent: Monday, June 30, 2025 7:13 AM
To: br@retireflorida.net
Subject: FW: Hernando County ROW maintenance agreement

Bill Rutledge, C.A.M.

High Point Community Property Owners, Inc.
8008 Baltic Street
Brooksville, FL 34613
PH:352-596-2397
FX:352-596-5201

From: Casey Phillips <cphillips@co.hernando.fl.us>
Sent: Friday, June 27, 2025 1:39 PM
To: Ginger Flynn <gf@retireflorida.org>
Subject: Hernando County ROW maintenance agreement

Good afternoon,

I am reaching out because we are approaching the end of quarter 3 for ROW maintenance reimbursement. I have not received the COI (Certificate of Insurance) that we require. Once I have this document with the correct and current information, I can then create a requisition/purchase order to reimburse Highpoint for the ROW mowing maintenance. I have attached a sample COI, the COI check list, and the signed agreement that has the agreed COI terms listed. I hope this helps 😊

Thank you



Casey Phillips
ACCOUNTING CLERK III
Hernando County Department of Public Works
1525 E. Jefferson Street, Brooksville, FL 34601
Office: (352) 754-4060 x17006
Email: cphillips@co.hernando.fl.us
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