Davenport Road South Community Development District

Agenda

*September 19, 2024* 

## Agenda

## Davenport Road South Community Development District

Meeting Agenda

Thursday September 19, 2024 10:30 a.m. Holiday Inn Winter Haven 200 Cypress Garden Blvd Winter Haven, Florida

Those members of the public wishing to attend the meeting can do so using the information below:

Zoom Video Link: <u>https://us06web.zoom.us/j/93981231590</u> Zoom Call-In Information: 1-646-876-9923 Meeting ID: 939 8123 1590

- 1. Roll Call
- 2. Public Comment Period
- 3. Approval of Minutes of the August 15, 2024 Board of Supervisors Meeting
- 4. Consideration of Letter of Engagement from Grau & Associates
- 5. Consideration of Renewal of Agreement for Janitorial Services for Fiscal Year 2025
- Consideration of Renewal of Agreement for Pool Maintenance Services for Fiscal Year 2025
- Consideration of Renewal of Agreement for Landscape Maintenance Services for Fiscal Year 2025
- 8. Staff Reports
  - A. Attorney
  - B. Engineer
    - i. Consideration of Work Authorization 2025-1
  - C. Field Manager's Report
  - D. District Manager's Report
    - i. Approval of Check Register
    - ii. Balance Sheet & Income Statement
- 9. Other Business
- 10. Supervisors Requests and Audience Comments
- 11. Adjournment

## MINUTES

## MINUTES OF MEETING DAVENPORT ROAD SOUTH COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Davenport Road South Community Development District was held Thursday, **August 15, 2024,** at 10:30 a.m. at the Holiday Inn Winter Haven, 200 Cypress Garden Blvd, Winter Haven, Florida.

Present and constituting a quorum:

Adam Rhinehart Lindsey Roden Jessica Petrucci Kristin Cassidy Bobbie Henley Chairman Vice Chairperson Assistant Secretary Assistant Secretary Assistant Secretary

Also present were:

Tricia Adams Meredith Hammock *by Zoom* Savannah Hancock Chace Arrington *by Zoom* Rey Malave *by Zoom* Marshall Tindall District Manager, GMS District Counsel, Kilinski Van Wyk District Counsel, Kilinski Van Wyk District Engineer District Engineer Field Services Manager, GMS

**Public Comment Period** 

**Public Hearing** 

### FIRST ORDER OF BUSINESS

Ms. Adams called the meeting to order at 10:31 a.m. and called roll. Five Board members were in attendance constituting a quorum.

### SECOND ORDER OF BUSINESS

Ms. Adams noted no members of the public were present nor attending on Zoom.

### **THIRD ORDER OF BUSINESS**

### A. Public Comment Period

Ms. Adams stated there is a public hearing to amend and restate the towing rules. She asked for a motion to open the public hearing.

## **Roll Call**

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, Opening the Public Hearing, was approved.

Ms. Adams stated the public hearing is open but there are no members of the public present nor members of the public on Zoom. She asked for a motion to close the public hearing.

On MOTION by Ms. Petrucci, seconded by Ms. Roden, with all in favor, Closing the Public Hearing, was approved.

## B. Consideration of Resolution 2024-11 Amending Parking and Towing Policies

Ms. Adams stated this resolution as well as the parking and towing rules have been provided by District Counsel. The reason for amending the rules is due to overnight activities happening at the amenity center as well as students from a public high school parking at the amenity center. Add language focused on amenity center parking limited to 4 hours for amenity users only.

On MOTION by Mr. Rhinehart, seconded by Ms. Roden, with all in favor, Resolution 2024-11 Amending Parking and Towing Policies Subject to Finalization by Staff, was approved.

## FOURTH ORDER OF BUSINESS

## Approval of Minutes of the June 20, 2024 Board of Supervisors Meeting

Ms. Adams presented the minutes from the June 20, 2024 Board of Supervisors meeting.

The minutes have been reviewed by District Management and District Counsel. The Board had no changes to the minutes.

On MOTION by Mr. Rhinehart, seconded by Ms. Henley, with all in favor, the Minutes of the June 20, 2024 Board of Supervisors Meeting, were approved.

## FIFTH ORDER OF BUSINESS

## Consideration of License Agreement for Aqua Zumba Classes

Ms. Adams noted a property owner in the District has been doing Aqua Zumba classes for two months. She is requesting the Board consider relicensing Aqua Zumba classes through September, every other Saturday.

On MOTION by Ms. Rhinehart, seconded by Ms. Roden, with all in favor, the License Agreement for Aqua Zumba Classes, was approved.

## SIXTH ORDER OF BUSINESS Staff Reports

## A. Attorney

Ms. Hancock noted Meredith circulated an agreement for the security services so that will be executed in the next few days.

## **B.** Engineer

## i. Presentation of Annual Engineer's Report & Stormwater Inspection Report

Mr. Malave stated there were some minor maintenance issues found in the stormwater system on inspection. Those issues have been corrected and well maintained. A copy of the report is in the agenda package. Everything is in working order and there is adequate budgeting and adequate insurance.

On MOTION by Ms. Roden, seconded by Ms. Petrucci, with all in favor, the Annual Engineer's Report & Stormwater Inspection Report, were approved.

## C. Field Manager's Report

Mr. Tindall presented the Field Manager's report on page 42 of the agenda package.

## **D.** District Manager's Report

## i. Approval of Check Register

Ms. Adams presented the check register from June 1, 2024 through June 30, 2024 totaling \$21,505.33. Immediately following the register is a detailed run summary. She asked for any questions, if not looking for a motion to approve as presented.

On MOTION by Mr. Rhinehart, seconded by Ms. Petrucci, with all in favor, the Check Register totaling \$21,505.33, was approved.

## ii. Balance Sheet and Income Statement

Ms. Adams presented the unaudited financials through the end of June. The District was fully collected in assessments on the tax roll as of the end of June. The funds have been collected from Highland Meadows West. There will be a transfer out to the Reserve Fund before the end of the fiscal year.

## SEVENTH ORDER OF BUSINESS Other Business

There being no comments, the next item followed.

EIGHTH ORDER OF BUSINESS Supervisors Requests and Audience Comments

Adjournment

There being no comments, the next item followed.

## NINTH ORDER OF BUSINESS

Ms. Adams adjourned the meeting.

On MOTION by Mr. Rhinehart, seconded by Ms. Roden with all in favor, the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

# SECTION IV



951 Yamato Road • Suite 280 Boca Raton, Florida 33431 (561) 994-9299 • (800) 299-4728 Fax (561) 994-5823 www.graucpa.com

September 9, 2024

Board of Supervisors Davenport Road South Community Development District 219 East Livingston Street Orlando, FL 32801

We are pleased to confirm our understanding of the services we are to provide Davenport Road South Community Development District, City of Davenport, Florida ("the District") for the fiscal year ended September 30, 2024. We will audit the financial statements of the governmental activities and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of Davenport Road South Community Development District as of and for the fiscal year ended September 30, 2024. In addition, we will examine the District's compliance with the requirements of Section 218.415 Florida Statutes. This letter serves to renew our agreement and establish the terms and fee for the 2024 audit.

Accounting principles generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary comparison schedule

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that information:

1) Compliance with FL Statute 218.39 (3) (c)

### Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District's financial statements. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the financial statements is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

### **Examination Objective**

The objective of our examination is the expression of an opinion as to whether the District is in compliance with Florida Statute 218.415 in accordance with Rule 10.556(10) of the Auditor General of the State of Florida. Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and will include tests of your records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our examination of the District's compliance. The report will include a statement that the report is intended solely for the information and use of management, those charged with governance, and the Florida Auditor General, and is not intended to be and should not be used by anyone other than these specified parties. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the District's compliance is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

### **Other Services**

We will assist in preparing the financial statements and related notes of the District in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Management Responsibilities**

Management is responsible for compliance with Florida Statute 218.415 and will provide us with the information required for the examination. The accuracy and completeness of such information is also management's responsibility. You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. In addition, you will be required to make certain representations regarding compliance with Florida Statute 218.415 in the management representation letter. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for designing, implementing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

### Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. 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 financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from your about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

#### Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

#### Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

### Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Grau & Associates and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Grau & Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. Notwithstanding the foregoing, the parties acknowledge that various documents reviewed or produced during the conduct of the audit may be public records under Florida law. The District agrees to notify Grau & Associates of any public record request it receives that involves audit documentation.

Furthermore, Grau & Associates agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, Florida Statutes. Auditor acknowledges that the designated public records custodian for the District is the District Manager ("Public Records Custodian"). Among other requirements and to the extent applicable by law, Grau & Associates shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if Auditor does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in Grau & Associate's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by Grau & Associates, Grau & Associates shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

# IF GRAU & ASSOCIATES HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE PUBLIC RECORDS CUSTODIAN AT: C/O GOVERNMENTAL MANAGEMENT SERVICES – CENTRAL FLORIDA LLC, 219 EAST LIVINGSTON STREET ORLANDO, FLORIDA 32801, OR RECORDREQUEST@GMSCFL.COM, PH: (407) 841-5524.

Our fee for these services will not exceed \$4,400 for the September 30, 2024 audit, unless there is a change in activity by the District which results in additional audit work or if additional Bonds are issued.

We will complete the audit within prescribed statutory deadlines, which requires the District to submit its annual audit to the Auditor General no later than nine (9) months after the end of the audited fiscal year, with the understanding that your employees will provide information needed to perform the audit on a timely basis.

All accounting records (including, but not limited to, trial balances, general ledger detail, vendor files, bank and trust statements, minutes, and confirmations) for the fiscal year ended September 30, 2024 must be provided to us no later than March 1, 2025, in order for us to complete the engagement by June 1, 2025.

Subject to timely receipt of the necessary information, we will submit a preliminary draft audit report by May 15, 2025 for the District's review, and a final draft audit report by June 1, 2025 for the District's review and approval.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Invoices will be submitted in sufficient detail to demonstrate compliance with the terms of this agreement. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all outof-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate.

This agreement may be renewed each year thereafter subject to the mutual agreement by both parties to all terms and fees. The fee for each annual renewal will be agreed upon separately.

The District has the option to terminate this agreement with or without cause by providing thirty (30) days written notice of termination to Grau & Associates. Upon any termination of this agreement, Grau & Associates shall be entitled to payment of all work and/or services rendered up until the effective termination of this agreement, subject to whatever claims or off-sets the District may have against Grau & Associates.

We will provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2022 peer review report accompanies this letter.

We appreciate the opportunity to be of service to Davenport Road South Community Development District and believe this letter accurately summarizes the terms of our engagement and, with any addendum, if applicable, is the complete and exclusive statement of the agreement between Grau & Associates and the District with respect to the terms of the engagement between the parties. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Grau & Associates

S

Antonio J. Grau

**RESPONSE:** 

Date:

This letter correctly sets forth the understanding of Davenport Road South Community Development District.

By: \_\_\_\_\_



FICPA Peer Review Program Administered in Florida by The Florida Institute of CPAs



Peer Review Program

AICPA Peer Review Program Administered in Florida by the Florida Institute of CPAs

March 17, 2023

Antonio Grau Grau & Associates 951 Yamato Rd Ste 280 Boca Raton, FL 33431-1809

Dear Antonio Grau:

It is my pleasure to notify you that on March 16, 2023, the Florida Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is December 31, 2025. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

FICPA Peer Review Committee

Peer Review Team FICPA Peer Review Committee

850.224.2727, x5957

cc: Daniel Hevia, Racquel McIntosh

Firm Number: 900004390114

Review Number: 594791

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Davenport Road South CDD Governmental Management Services Marshall Tindall Assistant Field Manager

Dear Marshall,

Thank you for giving CSS Clean Star Services of Central Florida, Inc. the opportunity to be part of the team working for the residents at Davenport Road South.

We have no plans of increasing price for our current services through October 2024 to September 2025. All provisions of the contract remain the same.

Thank you for your time and consideration,

Respectfully,

Tracy Chacon President CSS Clean Star Services of Central Florida

# SECTION VI



## **REQUEST FOR INCREASE IN SERVICE**

## DAVENPORT SOUTH CDD / ORCHID GROVE

To the Board

Resort Pool Services would like to request an increase in service cost to take effect October 2024. Increasing the monthly fee is always a difficult decision but unfortunately one that needs to be made due to rising costs in staff, gas, and supply costs.

Your current monthly service cost is \$1,880. 3 days week/6 days memorial – labor day

New monthly cost of \$1,975. 3 days week/6 days memorial – labor day.

Please feel free to discuss this increase with me if this causes any issues with your board. We hope to continue servicing your property in 2025.

Thank you,

Simon McDonnell

**Director of Operations** 

# SECTION VII



<u>Corporate (Orlando/ Polk County)</u> 200 South F Street Haines City, Florida 33844 <u>Tampa</u> 9513 US 92 East Tampa, Florida 33610

(863) 422-5207 www.princeandsonsinc.com

## Landscape Maintenance Proposal Orchid Grove

September 12, 2024

Orchid Grove/ Davenport Road South CDD c/o Marshall Tindall GMS- Central Florida

We will continue maintenance for the community at the current rates for the 2025 budget year.

We hereby propose the following for your review:

## LANDSCAPE MAINTENANCE FOR COMMON GROUNDS

Service	Price Per Month	Price Per Year
Landscape Maintenance	\$2,945	
Irrigation Inspection	\$180	
Amenity Center	\$1,030	
Amenity Center Irrigation	\$90	
<u>TOTAL</u>	<u>\$4,245</u>	<u>\$50,940</u>

# Landscape Maintenance Program Scope of Services

## **TURF CARE**

Mowing	Rotary lawn mowers will be used with sufficient power to leave a neat, clean, and uncluttered appearance <u>42 times</u> per calendar year (St. Augustine). It is anticipated that mowing services shall be provided weekly during the growing season <u>April through</u> <u>September</u> and every other week during the non-growing season or as needed <u>October through March</u> .		
	Bahia lake and pond banks will be mowed <u>32 times</u> per year.		
Trimming	Turf areas inaccessible to mowers, areas adjacent to buildings, trees, fences, etc. will be controlled by a string trimmer. When string trimming, a continuous cutting height will be maintained to prevent scalping.		
Edging	All turf edges of walks, curbs, and driveways shall be performed every mowing ( <u>42 times</u> per year). A soft edge of all bed areas will be performed every month. A power edger will be used for this purpose. A string trimmer may be used only in areas not accessible to a power edger.		
Fertilization	Bahia turf areas may be fertilized at an additional cost that is outside of the scope of work for this contract.		

## TREE, SHRUB, AND GROUNDCOVER CARE

Pruning	All shrubs and trees (up to 10 feet) shall be pruned and shaped a maximum of 10 times per year to ensure the following:			
	<ul> <li>Maintain all sidewalks to eliminate any overhanging branches or foliage which obstructs and/or hinders pedestrian or motor traffic.</li> <li>Retain the individual plant's natural form and prune to eliminate branches which are rubbing against walls and roofs.</li> <li>The removal of dead, diseased, or injured branches and palms will be performed as needed</li> <li>Ground covers and vines can maintain a neat and uniform appearance.</li> </ul>			
Weeding	Weeds will be removed from all plant, tree, and flower beds <u>18 times</u> per year. This incorporates <u>2 times</u> per month during the growing season and <u>1 time</u> per month during the non-growing season on an as-needed basis. Manual hand pulling and chemical herbicides will be used as control methods.			
Fertilization	Palms and hardwood trees will be fertilized <u>2 times</u> per year. Shrubs and groundcovers will be fertilized <u>4 times</u> per year. All fertilizations of tree, shrub, and groundcovers will be designed to address site specific nutritional needs. Timing of applications will be adjusted to meet horticultural conditions.			
Insect, & Disease Control	All landscape beds shall be monitored and treated with appropriate pesticides as needed throughout the contract period. Plants will be monitored, and issues addressed as necessary to effectively control insect infestation and disease as environmental, horticultural, and weather conditions permit. Prince and Sons does not guarantee the complete absence of any insect or disease. We will, however, notify the customer and provide professional options at an additional cost outside the scope of this contract.			
IDDICATION				

## **IRRIGATION**

Overview	At the commencement of the contract, we will perform a complete irrigation evaluation and furnish the customer with a summary of each clock and zone operation. Prince and Sons will submit recommendations for all necessary repairs and improvements to the system with an itemized cost for completing the proposed work. Prince and Sons is not responsible for turf or plant loss due to water restrictions set by city, county, and/or water management district ordinances.
Inspections	All irrigation zones shall be inspected <u>1 time</u> per month to insure proper operation. All zones will be turned on to check for proper coverage and any broken irrigation components. Management shall receive a monitoring report after each monthly irrigation inspection.
Repairs	Any repairs that have been caused by Prince and Sons will be repaired at no cost. All repairs to the irrigation system other than those caused by Prince and Sons will be performed on a time and materials basis with the hourly labor rate being <u>\$60.00</u> per hour. Faults and failures of the irrigation system communicated to Prince and Sons will be addressed in a fair and responsible time period, but Prince and Sons cannot guarantee a specific time response.

# SECTION VIII

# SECTION B

# SECTION 1



Dewberry Engineers Inc. 800 N. Magnolia Ave, Suite 1000

407 843 5120 407.649.8664 fax Orlando, FL 32803 www.dewberry.com

### Sent Via Email: tadams@gmscfl.com

September 13, 2024

Ms. Tricia Adams, District Manager Davenport Road South Community Development District c/o Governmental Management Services 219 East Livingston Street Orlando, Florida 32801

#### Subject: Work Authorization 2025-1 **Davenport Road South Community Development District District Engineering Services** Polk County, Florida

### Dear Ms. Adams:

Dewberry Engineers Inc. is pleased to submit this Work Authorization for the Davenport Road South Community Development District (District). The project is located in Polk County, Florida. We will provide these services pursuant to our current agreement ("District Engineering Agreement") as follows.

With this information in mind, we propose the following tasks and corresponding fees:

#### I. **General Engineering Services**

Davenport Road South Community Development District will engage the services of Dewberry Engineers Inc. (Engineer) as District Engineer to perform those services as necessary, pursuant to the District Engineering Agreement, including attendance at Board of Supervisors meetings, review and approval of requisitions, or other activities as directed by the District's Board of Supervisors.

Our fee for this task will be based on time and materials, in accordance with the enclosed Schedule of Charges. The referenced Schedule of Charges is valid for fiscal year 2025 only. We estimate a budget of \$10,000, plus other direct costs.

#### II. **Other Direct Costs**

Other direct costs include items such as printing, drawings, travel, deliveries, et cetera. This does not include any of the application fees for the various agencies, which are the owner's responsibility and have not been accounted for in this proposal. We estimate a budget of \$100.

This Work Authorization, together with the referenced Engineering Agreement, represents the entire understanding between the District and the Engineer with regard to the referenced work authorization. If you wish to accept this work authorization, please sign where indicated and return one complete copy to Aimee Powell, Administrative Assistant in our Orlando office at 800 N. Magnolia Avenue, Suite 1000, Ms. Tricia Adams Davenport Road South CDD Work Authorization 2025-1 September 13, 2024

Orlando, Florida 32803 (or via email at apowell@dewberry.com). Upon receipt, we will promptly schedule our services.

Thank you for choosing Dewberry Engineers Inc. We look forward to working with you and your staff.

Sincerely,

Joey V. Duncan, PE

**Principal Engineer** 

Reinardo Malavé, P.E. Associate Vice President

JD:RM:ap M:\Proposals - Public\Municipal\Davenport Road South CDD\Davenport Road South CDD District Engineering Services – 09-13-2024

APPROVED AND ACCEPTED

By:

Enclosures

Authorized Representative of Davenport Road South Community Development District

Date: \_\_\_\_\_

Dewberry

# SECTION C

# Davenport Road South CDD Field Management Report



September, 19 2024 Marshall Tindall Field Services Manager GMS

## Complete

## Amenity Review

- Vendors have kept pool area well maintained.
- Monthly playground review performed – equipment is in good condition. A couple of minor parts are being replaced.



## Complete

## Landscaping Review

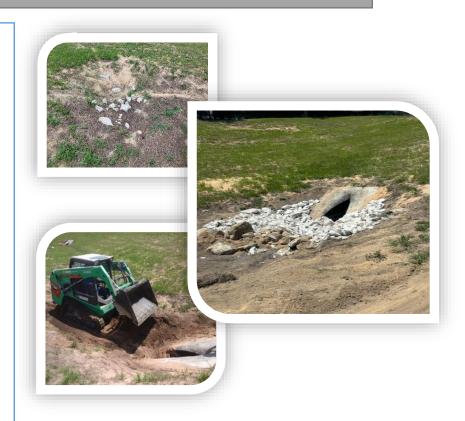
- Landscape areas are clean and well maintained.
- Some warranty replacements of entry plants were done.
- Reviewing walls for some fill ins.



## In Progress

## Storm drains

- Storm drains components are being cleaned as needed based on engineering report and staff review.
- Skid steer was brought in to clear worst areas with heavy sediment accumulation.
- Additional rip rap added as needed to stabilize.





## Conclusion

For any questions or comments regarding the above information, please contact me by phone at 407-346-2453, or by email at <u>mtindall@gmscfl.com</u>. Thank you.

Respectfully,

Marshall Tindall

# SECTION D

# SECTION 1

## **Davenport Road South** Community Development District

## Summary of Checks

Bank	Date	Check No.'s	Amount	
General Fund				
	7/10/24	523-524	\$	5 <i>,</i> 697.98
	7/12/24	525	\$	5,906.97
	7/19/24	526-532	\$	18,391.03
	7/26/24	533-536	\$	21,916.91
	8/2/24	537	\$	1,157.50
	8/14/24	538	\$	3,717.38
	8/16/24	539-543	\$	15,906.17
	8/23/24	544-551	\$	5,550.78
			\$	78,244.72

## July 1, 2024 to August 30, 2024

AP300R *** CHECK DATES	YEAR-TO-DATE AC 07/01/2024 - 08/30/2024 *** DAV BAN	COUNTS PAYABLE PREPAID/COMPUT 'ENPORT ROAD SOUTH-GENERAL IK B GENERAL FUND	ER CHECK REGISTER	RUN 9/16/24	PAGE 1
CHECK VEND# DATE	INVOICEEXPENSED TO DATE INVOICE YRMO DPT ACCT# SU	VENDOR NAME IB SUBCLASS	STATUS	AMOUNT	CHECK AMOUNT #
7/10/24 00039	6/28/24 22412690 202405 310-51300-31 ENGINEERING SVCS-MAY24	100	*	2,357.50	
	ENGINEERING SVCS-MAIZ4	DEWBERRY ENGINEERS.INC			2,357.50 000523
7/10/24 00050	6/30/24 11789058 202406 330-53800-12 SECURITY SVCS-JUN24	200		3,340.48	3 340 48 000524
7/12/24 00021	7/01/24 188 202407 310-51300-34 MANAGEMENT FEES-JUL24		*		
	7/01/24 188 202407 310-51300-35 WEBSITE MANAGEMENT-JUL24		*	125.00	
	7/01/24 188 202407 310-51300-35 INFORMATION TECH-JUL24		*	125.00	
	7/01/24 188 202407 310-51300-31	.300	*	416.67	
	DISSEMINATION SVCS-JUL24 7/01/24 188 202407 330-57200-49	000	*	500.00	
	AMENITY ACCESS-JUL24 7/01/24 188 202407 310-51300-51	.000	*	.24	
	OFFICE SUPPLIES 7/01/24 188 202407 310-51300-42	000	*	5.14	
	POSTAGE 7/01/24 189 202407 320-53800-12		*	1,391.25	
	FIELD MANAGEMENT-JUL24	GOVERMENTAL MANAGEMENT SERVIC	ES-CFL		5,906.97 000525
7/19/24 00045	6/30/24 12623 202406 330-53800-48		*	950.00	
	MNTHLY CLEANING-JUN24	CSS CLEAN STAR SERVICES CENTR.	AL FL		950.00 000526
7/19/24 00055 6/30/24 00065221 202406 310-51300-4 NOT PUBLIC HEAR FY25	6/30/24 00065221 202406 310-51300-48			768.40	
	GANNETT MEDIA CORP DBA			768.40 000527	
7/19/24 00021	5/31/24 190 202405 320-53800-47			432.75	
	GENERAL MAINTENANCE-MAY 5/31/24 190 202405 330-53800-48		*	432.75	
	AMENITY MAINTENANCE-MAY	GOVERMENTAL MANAGEMENT SERVIC	ES-CFL		865.50 000528
7/19/24 00031 7/16/24 9879 202406 310-51300-3				1,719.37	
	ATTORNEY SVCS-JUN24				1,719.37 000529
7/19/24 00008 7/03/24 26276257 202407 330-53800-4			65.99		
//IJ/21 00000	PEST CONTROL-JUL24	ORKIN		00.99	
					65.99 000530

DVRS DAVENPORT ROAD IARAUJO

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK *** CHECK DATES 07/01/2024 - 08/30/2024 *** DAVENPORT ROAD SOUTH-GENERAL BANK B GENERAL FUND	REGISTER	RUN 9/16/24	PAGE 2
CHECK VEND#INVOICEEXPENSED TO VENDOR NAME ST DATE DATE INVOICE YRMO DPT ACCT# SUB SUBCLASS	TATUS	AMOUNT	CHECK AMOUNT #
7/19/24 00011 5/21/24 12802 202405 320-53800-46201 ADD PLANT MATERIALS ENT	*	1,195.00	
5/28/24 12800 202405 330-57200-46201	*	6,530.00	
RPLD PLANTS POOL AREA 6/25/24 13168 202406 320-53800-47300	*	171.77	
RPLCD NOZZLES 7/01/24 13246 202407 320-53800-46200	*	3,125.00	
LANDSCAPE MAINT-JUL24 7/01/24 13246 202407 330-57200-46200 AMENITY LANDSCAPE-JUL24	*	1,120.00	
AMENIII LANDSCAPE-JUL24 PRINCE & SONS, INC			12,141.77 000531
7/19/24 00048 7/01/24 23490 202407 330-53800-48000 POOL MAINTENANCE-JUL24	*	1,880.00	
MCDONNELL CORPORATION DBA			1,880.00 000532
7/26/24 00057 5/13/24 INV-0221 202405 320-53800-49000 HDPE CORRUGATED PIPE RPR	*	19,106.85	
DEANGELO CONTRACTING SERVICES LLC			19,106.85 000533
7/26/24 00049 7/15/24 108799 202407 330-53800-12200 ACCESS CAM ADJUST TIME	*	150.00	
CURRENT DEMANDS ELECTRICAL &			150.00 000534
7/26/24 00021 6/30/24 193 202406 320-53800-47400 GENERAL-RPR & MAINTENANCE	*	395.00	
6/30/24 193 202406 330-53800-48700		1,341.07	
AMENIII-RFR & MAINIENANCE GOVERMENTAL MANAGEMENT SERVICES-CFL			1,736.07 000535
7/26/24 00011 7/10/24 13367 202407 320-53800-47300 RPLCD SPRAY HEADS/NOZZLES	*	923.99	
PRINCE & SONS, INC			923.99 000536
8/02/24 00039 7/26/24 22415744 202406 310-51300-31100 ENGINEERING SVCS-JUN24	*	1,157.50	
DEWBERRY ENGINEERS.INC			1,157.50 000537
8/14/24 00059 8/13/24 08132024 202408 300-20700-10200 REIM NB TTEE DP ERR CK373	*	3,717.38	
NORTH BOULEVARD CDD			3,717.38 000538
8/16/24 00045 7/26/24 12843 202407 330-53800-48200 MNTHLY CLEANING-JUL24	*	980.00	
CSS CLEAN STAR SERVICES CENTRAL FL			980.00 000539

DVRS DAVENPORT ROAD IARAUJO

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 9/16/24 PAGE 3
\*\*\* CHECK DATES 07/01/2024 - 08/30/2024 \*\*\* DAVENPORT ROAD SOUTH-GENERAL
BANK B GENERAL FUND

CHECK VEND# DATE	INVOICEEXPENSED TO DATE INVOICE YRMO DPT ACCT# S	VENDOR NAME SUB SUBCLASS	STATUS	AMOUNT	CHECK AMOUNT #
8/16/24 00021	8/01/24 191 202408 310-51300-3 MANAGEMENT FEES-AUG24	34000	*	3,343.67	
	8/01/24 191 202408 310-51300-3	35200	*	125.00	
	WEBSITE MANAGEMENT-AUG24 8/01/24 191 202408 310-51300-3 INFORMATION TECH-AUG24	35100	*	125.00	
	8/01/24 191 202408 310-51300-3 DISSEMINATION SVCS-AUG24	31300	*	416.67	
	BISSEMINATION SVCS-AUG24 8/01/24 191 202408 330-57200-4 AMENITY ACCESS-AUG24	49000	*	500.00	
	8/01/24 191 202408 310-51300- OFFICE SUPPLIES	51000	*	.21	
	8/01/24 191 202408 310-51300-4	42000	*	97.29	
	POSTAGE 8/01/24 192 202408 320-53800-3 FIELD MANAGEMENT-AUG24	12000	*	1,391.25	
	FIELD MANAGEMENI-AUG24	GOVERMENTAL MANAGEMENT SERVICES-CF	L		5,999.09 000540
8/16/24 00011	8/01/24 13671 202408 320-53800-4	47300	*	3,125.00	
	LANDSCAPE MAINT-AUG24 8/01/24 13671 202408 330-57200-4 AMENITY LANDSCAPE-AUG24	46200	*	1,120.00	
		PRINCE & SONS, INC			4,245.00 000541
8/16/24 00048	8/01/24 23833 202408 330-53800-4	48100	*	1,880.00	
	POOL MAINTENANCE-AUG24	MCDONNELL CORPORATION DBA			1,880.00 000542
8/16/24 00050	7/31/24 11827342 202407 330-53800-3	12200	*	2,802,08	
		SECURITAS SECURITY SERVICES USA, IN	C		2,802.08 000543
8/23/24 00035	8/15/24 AR081520 202408 310-51300-2	11000	*	200.00	
	SUPERVISOR FEES-08/15/24	ADAM RHINEHART			200.00 000544
8/23/24 00051	8/15/24 BH081520 202408 310-51300-2	11000	*	200.00	
	SUPERVISOR FEES-08/15/24	BOBBIE HENLEY			200.00 000545
8/23/24 00055	7/31/24 00065822 202407 310-51300-4	48000	*	617.12	
	NOT OF RULEMAKING	GANNETT MEDIA CORP DBA			617.12 000546
8/23/24 00021	7/31/24 194 202407 330-53800- AMENITY-RPR & MAINT-JUL24	48700	*	1,086.16	

DVRS DAVENPORT ROAD IARAUJO

*** CHECK DATES 07/01/2024 - 08/30/2024 *** DA	ACCOUNTS PAYABLE PREPAID/COMPUTE AVENPORT ROAD SOUTH-GENERAL ANK B GENERAL FUND	ER CHECK REGISTER	RUN 9/16/24	PAGE 4
CHECK VEND#INVOICEEXPENSED TO DATE DATE INVOICE YRMO DPT ACCT# S	VENDOR NAME SUB SUBCLASS	STATUS	AMOUNT	CHECK AMOUNT #
7/31/24 195 202407 320-53800-4 GENERAL-RPR & MAINT-JUL24	17400 GOVERMENTAL MANAGEMENT SERVICE	* S-CFL	2,460.50	3,546.66 000547
8/23/24 00053 8/15/24 JP081520 202408 310-51300-1		*		
SUPERVISOR FEES-08/15/24	JESSICA PETRUCCI-SPENCER			200.00 000548
8/23/24 00031 8/20/24 10130 202407 310-51300-3 ATTORNEY SVCS-JUL24	31500	*	387.00	
Allorney SVCS-JUL24	KILINSKI VAN WYK, PLLC			387.00 000549
8/23/24 00054 8/15/24 KC081520 202408 310-51300-1 SUPERVISOR FEES-08/15/24	11000	*	200.00	
	KRISTIN CASSIDY			200.00 000550
8/23/24 00046 8/15/24 LR081520 202408 310-51300-1 SUPERVISOR FEES-08/15/24	L1000	*	200.00	
	LINDSEY E RODEN			200.00 000551
	TOTAL FOR E	BANK B	78,244.72	
	TOTAL FOR F	REGISTER	78,244.72	

DVRS DAVENPORT ROAD IARAUJO

# SECTION 2

Community Development District

## Unaudited Financial Reporting

August 31, 2024



## Table of Contents

1	Balance Sheet
2-3	General Fund
4	Debt Service Fund - Series 2018
5	Capital Reserve Fund
6	Capital Reserve Fund - Amenity
7-8	Month to Month
7-0	
9	Assessment Receipt Schedule

# Davenport Road South Community Development District Combined Balance Sheet

August 31, 2024

		General Fund	De	ebt Service Fund	Cap	ital Reserve Fund	Totals Governmental Funds		
Assets:									
Operating Account	\$	507,932	\$	-	\$	-	\$	507,932	
Capital Reserve Account	\$	-	\$	-	\$	85,611	\$	85,611	
Capital Reserve Account - Amenity	\$	-	\$	-	\$	28,027	\$	28,027	
Due From Other	\$	163	\$	-	\$	-	\$	163	
Deposits	\$	1,121	\$	-	\$	-	\$	1,121	
Investments:									
Series 2018									
Reserve	\$	-	\$	223,506	\$	-	\$	223,506	
Revenue	\$	-	\$	394,793	\$	-	\$	394,793	
Prepayment	\$	-	\$	7	\$	-	\$	7	
Total Assets	\$	509,215	\$	618,306	\$	113,638	\$	1,241,160	
Liabilities:									
Accounts Payable	\$	4,109	\$	-	\$	-	\$	4,109	
Total Liabilites	\$	4,109	\$	-	\$	-	\$	4,109	
Fund Balance:									
Restricted For:									
Debt Service - Series 2018	\$	_	\$	618,306	\$	_	\$	618,306	
Assigned For:	Ψ	-	Ψ	010,500	Ψ	_	Ψ	010,500	
Capital Reserves	¢	-	\$	-	\$	85,611	\$	85,611	
Capital Reserves - Amenity	₽ \$	-	\$ \$	-	э \$	28,027	\$	28,027	
Unassigned	\$ \$	505,106	\$ \$	-	\$ \$	20,027	э \$	505,106	
onassigned	φ	303,100	φ	-	φ	-	φ	505,100	
Total Fund Balances	\$	505,106	\$	618,306	\$	113,638	\$	1,237,050	
Total Liabilities & Fund Balance	\$	509,215	\$	618,306	\$	113,638	\$	1,241,160	

### **Community Development District**

#### **General Fund**

### Statement of Revenues, Expenditures, and Changes in Fund Balance

	Adopted	Proi	ated Budget		Actual				
	Budget	Thr	u 08/31/24	Thr	u 08/31/24		Variance		
Revenues:									
Assessments-Tax Roll	\$ 355,842	\$	355,842	\$	357,201	\$	1,359		
Contributions - Highland Meadows West CDD	\$ 101,033	\$	101,033	\$	101,034	\$	1		
Other Income	\$ -	\$	-	\$	313	\$	313		
Total Revenues	\$ 456,876	\$	456,875	\$	458,548	\$	1,672		
Expenditures:									
<u>General &amp; Administrative:</u>									
Supervisor Fees	\$ 12,000	\$	11,000	\$	6,800	\$	4,200		
Engineering Fees	\$ 10,000	\$	9,167	\$	6,325	\$	2,842		
Dissemination Fees	\$ 5,000	\$	4,583	\$	4,583	\$	-		
Attorney Fees	\$ 18,000	\$	16,500	\$	10,986	\$	5,514		
Assessment Administration	\$ 5,000	\$	5,000	\$	5,000	\$	-		
Annual Audit	\$ 4,300	\$	4,300	\$	4,300	\$	-		
Trustee Fees	\$ 4,042	\$	4,042	\$	3,717	\$	325		
Management Fees	\$ 40,124	\$	36,780	\$	36,780	\$	-		
Information Technology	\$ 1,500	\$	1,375	\$	1,375	\$	-		
Website Maintenance	\$ 1,500	\$	1,375	\$	1,375	\$	-		
Postage	\$ 850	\$	779	\$	379	\$	400		
Telephone	\$ 100	\$	92	\$	-	\$	92		
Printing & Binding	\$ 150	\$	138	\$	32	\$	105		
Insurance	\$ 7,575	\$	7,575	\$	6,818	\$	757		
Legal Advertising	\$ 5,750	\$	5,271	\$	2,508	\$	2,762		
Contingency	\$ 2,500	\$	2,292	\$	465	\$	1,827		
Dues,Licenses & Fees	\$ 175	\$	175	\$	175	\$	-		
Total General & Administrative:	\$ 118,566	\$	110,443	\$	91,619	\$	18,824		

### **Community Development District**

#### **General Fund**

### Statement of Revenues, Expenditures, and Changes in Fund Balance

		Adopted	Pror	ated Budget		Actual	
		Budget		u 08/31/24	Thr	u 08/31/24	Variance
<b>Operation and Maintenance</b>							
Field Expenses							
Field Management	\$	16,695	\$	15,304	\$	15,304	\$ -
Electric	\$	3,750	\$	3,438	\$	2,410	\$ 1,027
Streetlights	\$	23,750	\$	21,771	\$	17,754	\$ 4,017
Landscape Maintenance	\$	41,400	\$	37,950	\$	36,615	\$ 1,335
Landscape Replacement & Enhancements	\$	25,000	\$	22,917	\$	3,965	\$ 18,952
Irrigation Repairs	\$	6,000	\$	5,500	\$	1,438	\$ 4,062
General Field Repairs & Maintenance	\$	12,500	\$	11,458	\$	11,873	\$ (415)
Contingency	\$	3,600	\$	3,600	\$	19,107	\$ (15,507)
Subtota	ıl \$	132,695	\$	121,937	\$	108,467	\$ 13,470
Amenity Expenses							
Property Insurance	\$	17,567	\$	17,567	\$	17,872	\$ (305)
Security	\$	35,000	\$	32,083	\$	29,737	\$ 2,347
Landscape Maintenance-Amenity	\$	13,500	\$	12,375	\$	10,080	\$ 2,295
Landscape Replacement-Amenity	\$	8,500	\$	7,792	\$	7,280	\$ 512
Pest Control	\$	750	\$	688	\$	624	\$ 64
Pool Maintenance	\$	22,800	\$	22,800	\$	26,075	\$ (3,275)
Pool Furniture Replacement & Repair	\$	5,000	\$	4,583	\$	-	\$ 4,583
Janitorial Services	\$	11,650	\$	10,679	\$	10,495	\$ 184
Amenity-Electric	\$	20,250	\$	18,563	\$	14,688	\$ 3,875
Amenity-Water	\$	2,500	\$	2,292	\$	1,623	\$ 669
Cable/Internet	\$	2,150	\$	1,971	\$	1,790	\$ 181
Playground Lease	\$	27,001	\$	24,751	\$	11,778	\$ 12,973
Pool Permit	\$	-	\$	-	\$	280	\$ (280)
Amenity Repairs & Maintenance	\$	8,000	\$	8,000	\$	11,450	\$ (3,450)
Amenity Access Management	\$	6,000	\$	5,500	\$	5,500	\$ -
Amenity Contingency	\$	4,713	\$	4,320	\$	-	\$ 4,320
Subtota	ıl \$	185,380	\$	173,963	\$	149,271	\$ 24,692
Total O&M Expenses:	\$	318,075	\$	295,900	\$	257,738	\$ 38,163
Total Expenditures	\$	436,642	\$	406,343	\$	349,357	\$ 56,987
Other Financing Sources/Uses:							
Transfer In/(Out)	\$	(20,234)	\$	-	\$	-	\$ -
Total Other Financing Sources/Uses	\$	(20,234)	\$	-	\$	-	\$ -
Excess Revenues (Expenditures)	\$	-			\$	109,190	
Fund Balance - Beginning	\$	-			\$	395,915	
Fund Balance - Ending	\$	-			\$	505,106	

## **Community Development District**

**Debt Service Fund - Series 2018** 

## Statement of Revenues, Expenditures, and Changes in Fund Balance

	Adopted	Pror	ated Budget		Actual		
	Budget	Thr	u 08/31/24	Thr	u 08/31/24	I	Variance
<u>Revenues:</u>							
Assessments - Tax Roll	\$ 447,274	\$	447,274	\$	448,981	\$	1,707
Interest	\$ -	\$	-	\$	21,664	\$	21,664
Total Revenues	\$ 447,274	\$	447,274	\$	470,645	\$	23,371
Expenditures:							
Interest Expense 11/1	\$ 158,250	\$	158,250	\$	158,250	\$	-
Principal Expense 11/1	\$ 130,000	\$	130,000	\$	130,000	\$	-
Interest Expense 5/1	\$ 155,813	\$	155,813	\$	155,813	\$	-
Total Expenditures	\$ 444,063	\$	444,063	\$	444,063	\$	-
Excess Revenues (Expenditures)	\$ 3,211			\$	26,582		
Fund Balance - Beginning	\$ 364,955			\$	591,724		
Fund Balance - Ending	\$ 368,166			\$	618,306		

## **Community Development District**

**Capital Reserve Fund** 

## Statement of Revenues, Expenditures, and Changes in Fund Balance

	A	dopted	Prorate	d Budget		Actual		
	Budget Thru 08/31/24 Th		Thru	08/31/24	Va	ariance		
Revenues:								
Interest	\$	-	\$	-	\$	-	\$	-
Total Revenues	\$	-	\$	-	\$	-	\$	-
Expenditures:								
Furniture Replacement/Repair	\$	10,000	\$	-	\$	-	\$	-
Speed Drive for Pool Pumps	\$	5,500	\$	-	\$	-	\$	-
Capital Outlay	\$	8,500	\$	-	\$	-	\$	-
Contingency	\$	-	\$	-	\$	367	\$	(367)
Total Expenditures	\$	24,000	\$	-	\$	367	\$	(367)
Other Financing Sources:								
Transfer In/(Out)	\$	20,234	\$	-	\$	-	\$	-
Total Other Financing Sources (Uses)	\$	20,234	\$	-	\$	-	\$	-
Excess Revenues (Expenditures)	\$	(3,766)			\$	(367)		
Fund Balance - Beginning	\$	71,672			\$	85,978		
Fund Balance - Ending	\$	67,906			\$	85,611		

## **Community Development District**

**Capital Reserve Fund - Amenity** 

## Statement of Revenues, Expenditures, and Changes in Fund Balance

	Ado	pted	Prorate	ed Budget		Actual			
	Buo	Budget Thru 08/31/24 Thru 08/31/24					Variance		
Expenditures:									
Contingency	\$	-	\$	-	\$	418	\$	418	
Total Expenditures	\$	-	\$	-	\$	418	\$	418	
Other Financing Sources:									
Transfer In/(Out)	\$	-	\$	-	\$	(101,034)	\$	101,034	
Total Other Financing Sources (Uses)	\$	-	\$	-	\$	(101,034)	\$	101,034	
Excess Revenues (Expenditures)	\$	-			\$	(418)			
Fund Balance - Beginning	\$	-			\$	28,445			
Fund Balance - Ending	\$	-			\$	28,027			

Community Development District Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Assessments-Tax Roll	\$ - \$	7,789 \$	344,375 \$	2,904 \$	- \$	1,263 \$	866 \$	5 \$	- \$	- \$	- \$	- \$	357,201
Contributions - Highland Meadows West CDD	\$ - \$	- \$	- \$	- \$	101,033 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	101,033
Other Income	\$ - \$	- \$	- \$	- \$	- \$	- \$	90 \$	- \$	223 \$	- \$	- \$	- \$	313
Total Revenues	\$ - \$	7,789 \$	344,375 \$	2,904 \$	101,033 \$	1,263 \$	956 \$	5\$	223 \$	- \$	- \$	- \$	458,547
Expenditures:													
<u>General &amp; Administrative:</u>													
Supervisor Fees	\$ 1,000 \$	- \$	- \$	1,000 \$	800 \$	800 \$	1,200 \$	400 \$	600 \$	- \$	1,000 \$	- \$	6,800
Engineering Fees	\$ 58 \$	- \$	575 \$	210 \$	460 \$	288 \$	535 \$	2,358 \$	1,158 \$	685 \$	- \$	- \$	6,325
Dissemination Agent	\$ 417 \$	417 \$	417 \$	417 \$	417 \$	417 \$	417 \$	417 \$	417 \$	417 \$	417 \$	- \$	4,583
District Counsel	\$ 949 \$	321 \$	- \$	1,970 \$	1,982 \$	1,384 \$	1,701 \$	574 \$	1,719 \$	387 \$	- \$	- \$	10,986
Assessment Administration	\$ 5,000 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	5,000
Annual Audit	\$ - \$	- \$	- \$	4,300 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	4,300
Trustee Fees	\$ - \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	3,717 \$	- \$	- \$	3,717
Management Fees	\$ 3,344 \$	3,344 \$	3,344 \$	3,344 \$	3,344 \$	3,344 \$	3,344 \$	3,344 \$	3,344 \$	3,344 \$	3,344 \$	- \$	36,780
Information Technology	\$ 125 \$	125 \$	125 \$	125 \$	125 \$	125 \$	125 \$	125 \$	125 \$	125 \$	125 \$	- \$	1,375
Website Maintenance	\$ 125 \$	125 \$	125 \$	125 \$	125 \$	125 \$	125 \$	125 \$	125 \$	125 \$	125 \$	- \$	1,375
Postage & Delivery	\$ 9 \$	11 \$	5 \$	146 \$	13 \$	17 \$	44 \$	18 \$	16 \$	5 \$	97 \$	- \$	379
Telephone	\$ - \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	-
Printing & Binding	\$ - \$	- \$	8 \$	- \$	- \$	- \$	- \$	- \$	24 \$	- \$	- \$	- \$	32
Insurance	\$ 6,818 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	6,818
Legal Advertising	\$ - \$	- \$	- \$	- \$	- \$	814 \$	- \$	309 \$	768 \$	617 \$	- \$	- \$	2,508
Contingency	\$ 40 \$	39 \$	40 \$	39 \$	41 \$	42 \$	41 \$	41 \$	58 \$	41 \$	42 \$	- \$	465
Dues,Licenses & Fees	\$ 175 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	175
Total General & Administrative:	\$ 18,058 \$	4,381 \$	4,638 \$	11,674 \$	7,306 \$	7,355 \$	7,531 \$	7,709 \$	8,354 \$	9,463 \$	5,149 \$	- \$	91,619

Community Development District Month to Month

		Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept Total
<b>Operation and Maintenance</b>													
Field Expenses													
Field Management	\$	1,391 \$	5 1,391 \$	1,391 \$	1,391 \$	1,391 \$	1,391 \$	1,391 \$	1,391 \$	1,391 \$	1.391 \$	1,391 \$	- \$ 15,304
Electric	\$	164 \$		324 \$	299 \$	277 \$	187 \$	167 \$	171 \$	208 \$	164 \$	161 \$	- \$ 2,410
Streetlights	\$	1,665 \$		1,661 \$	- \$	3,240 \$	1,604 \$	1,604 \$	1,598 \$	1,574 \$	1,574 \$	1,574 \$	- \$ 17,754
Landscape Maintenance	\$	4,245 \$	3,125 \$	4,245 \$	3,125 \$	3,125 \$	3,125 \$	3,125 \$	3,125 \$	3,125 \$	3,125 \$	3,125 \$	- \$ 36,615
Landscape Replacement & Enhancemen	ts \$	- \$	380 \$	- \$	- \$	- \$	- \$	- \$	3,585 \$	- \$	- \$	- \$	- \$ 3,965
Irrigation Repairs	\$	- \$	163 \$	114 \$	65 \$	- \$	- \$	- \$	- \$	172 \$	924 \$	- \$	- \$ 1,438
General Field Repairs & Maintenance	\$	1,503 \$	835 \$	2,478 \$	- \$	3,769 \$	- \$	- \$	433 \$	395 \$	2,461 \$	- \$	- \$ 11,873
Contingency	\$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	19,107 \$	- \$	- \$	- \$	- \$ 19,107
	Subtotal \$	8,968 \$	5 7,842 \$	10,213 \$	4,881 \$	11,803 \$	6,307 \$	6,287 \$	29,411 \$	6,865 \$	9,639 \$	6,252 \$	- \$ 108,467
Amenity Expenses													
Property Insurance	\$	17,872 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$ 17,872
Security	\$	3,441 \$	2,227 \$	2,467 \$	2,192 \$	2,264 \$	3,744 \$	2,264 \$	2,371 \$	3,340 \$	2,952 \$	2,474 \$	- \$ 29,737
Landscape Maintenance-Amenity	\$	- \$	5 1,120 \$	- \$	1,120 \$	1,120 \$	1,120 \$	1,120 \$	1,120 \$	1,120 \$	1,120 \$	1,120 \$	- \$ 10,080
Landscape Replacement-Amenity	\$	- \$	- \$	- \$	- \$	750 \$	- \$	- \$	6,530 \$	- \$	- \$	- \$	- \$ 7,280
Pest Control	\$	57 \$	5 57 \$	57 \$	57 \$	66 \$	66 \$	66 \$	66 \$	66 \$	66 \$	- \$	- \$ 624
Pool Maintenance	\$	1,650 \$	5 1,880 \$	1,880 \$	2,055 \$	1,880 \$	5,080 \$	1,880 \$	4,130 \$	1,880 \$	1,880 \$	1,880 \$	- \$ 26,075
Janitorial Services	\$	700 \$	5 1,020 \$	970 \$	950 \$	950 \$	1,045 \$	980 \$	1,000 \$	950 \$	980 \$	950 \$	- \$ 10,495
Amenity-Electric	\$	1,414 \$	5 1,385 \$	1,545 \$	1,235 \$	1,545 \$	1,299 \$	1,101 \$	1,327 \$	1,206 \$	1,292 \$	1,338 \$	- \$ 14,688
Amenity-Water	\$	128 \$	5 126 \$	130 \$	127 \$	127 \$	127 \$	126 \$	130 \$	313 \$	138 \$	151 \$	- \$ 1,623
Cable/Internet	\$	178 \$	5 178 \$	178 \$	178 \$	178 \$	180 \$	180 \$	180 \$	- \$	180 \$	180 \$	- \$ 1,790
Playground Lease	\$	2,250 \$	2,250 \$	2,250 \$	2,250 \$	2,250 \$	527 \$	- \$	- \$	- \$	- \$	- \$	- \$ 11,778
Pool Permit	\$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	280 \$	- \$	- \$	- \$	- \$ 280
Amenity Repairs & Maintenance	\$	2,317 \$	958 \$	1,556 \$	344 \$	689 \$	1,856 \$	495 \$	433 \$	1,716 \$	1,086 \$	- \$	- \$ 11,450
Amenity Irrigation Repairs	\$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$ -
Amenity Access	\$	500 \$	500 \$	500 \$	500 \$	500 \$	500 \$	500 \$	500 \$	500 \$	500 \$	500 \$	- \$ 5,500
Amenity Contingency	\$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$ -
	Subtotal \$	30,507 \$	5 11,701 \$	11,533 \$	11,008 \$	12,318 \$	15,545 \$	8,711 \$	18,067 \$	11,092 \$	10,195 \$	8,593 \$	- \$ 149,271
Total O&M Expenses:	\$	39,475 \$	5 19,543 \$	21,746 \$	15,889 \$	24,121 \$	21,852 \$	14,999 \$	47,478 \$	17,957 \$	19,834 \$	14,845 \$	- \$ 257,738
Total Expenditures	\$	57,533 \$	5 23,924 \$	26,384 \$	27,563 \$	31,427 \$	29,208 \$	22,530 \$	55,187 \$	26,311 \$	29,297 \$	19,994 \$	- \$ 349,357
Other Financing Sources/Uses:													
Transfer In/(Out)	\$	- \$	5 - \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$ -
Total Other Financing Sources/Uses	\$	- \$	; - <b>\$</b>	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$ -
Excess Revenues (Expenditures)	\$	(57,533) \$	5 (16,135) \$	317,991 \$	(24,659) \$	69,606 \$	(27,945) \$	(21,574) \$	(55,182) \$	(26,088) \$	(29,297) \$	(19,994) \$	- \$ 109,190

Community Development District Special Assessment Receipts Fiscal Year 2024

ON ROLL ASSESSMENTS

Gross Assessments	\$382,627.17	\$ 480,939.84	\$863,567.01
Net Assessments	\$355,843.27	\$ 447,274.05	\$803,117.32

												44%			56%		100%	
Date	Distribution	Gi	ross Amount	Dis	count/Penalty	(	Commision		Interest		Property Appraiser	Net Receipts	G	eneral Fund	201	8 Debt Service		Total
11/10/23	10/13/23 - 10/14/23	\$	2,333.17	\$	(122.49)	\$	(44.21)	\$	-	\$	-	\$ 2,166.47	\$	959.91	\$	1,206.56	\$	2,166.47
11/14/23	10/01/23 - 10/31/23	\$	4,680.58	\$	(187.21)		(89.87)			\$	-	\$ 4,403.50	\$	1,951.09	\$	2,452.41	\$	4,403.50
11/24/23	11/06/23 - 11/12/23	\$	11,701.45	\$	(468.05)	\$	(224.67)	\$	-	\$	-	\$ 11,008.73	\$	4,877.72	\$	6,131.01	\$	11,008.73
12/1/23	Inv#4652049	\$	-	\$	-	\$	-	\$	-	\$	(8,635.67)	\$ (8,635.67)	\$	(3,826.27)	\$	(4,809.40)	\$	(8,635.67)
12/8/23	11/13/23 - 11/22/23	\$	21,991.29	\$	(842.48)	\$	(422.98)	\$	-	\$	-	\$ 20,725.83	\$	9,183.15	\$	11,542.68	\$	20,725.83
12/21/23	11/23/23 - 11/30/23	\$	807,400.05	\$	(32,295.76)	\$	(15,502.09)	\$	-	\$	-	\$ 759,602.20	\$	336,562.69	\$	423,039.51	\$7	59,602.20
12/29/23	12/01/23 - 12/15/23	\$	5,854.29	\$	(199.00)	\$	(113.11)	\$	-	\$	-	\$ 5,542.18	\$	2,455.62	\$	3,086.56	\$	5,542.18
1/10/24	12/16/23 - 12/31/23	\$	4,680.58	\$	(163.82)	\$	(90.34)	\$	-	\$	-	\$ 4,426.42	\$	1,961.25	\$	2,465.17	\$	4,426.42
1/16/24	10/01/23 - 12/31/23	\$	-	\$	-	\$	-	\$	2,127.13	\$	-	\$ 2,127.13	\$	942.48	\$	1,184.65	\$	2,127.13
3/13/24	02/01/24 - 02/29/24	\$	2,931.28	\$	(23.41)	\$	(58.16)	\$	-	\$	-	\$ 2,849.71	\$	1,262.64	\$	1,587.07	\$	2,849.71
4/10/24	03/01/24 - 03/31/24	\$	1,994.32	\$	-	\$	(39.89)	\$	-	\$	-	\$ 1,954.43	\$	865.96	\$	1,088.47	\$	1,954.43
5/20/24	01/01/24-03/31/24	\$	-	\$	-	\$	-	\$	10.93	\$	-	\$ 10.93	\$	4.84	\$	6.09	\$	10.93
	Total	\$	863,567.01	\$	(34,302.22)	\$	(16,585.32)	\$	2,138.06	\$	(8,635.67)	\$ 806,181.86	\$	357,201.08	\$	448,980.78	\$8	806,181.86

100%Net Percentage Collected0Balance Remaining To Collect