

**Riverwood Community  
Development District**

**JUNE 11, 2019**

**AGENDA PACKAGE**

**Riverwood Community Development District**  
**Inframark, Infrastructure Management Services**  
210 N. University Drive, Suite 702, Coral Springs, FL 33071  
Tel: 954-603-0033 Fax: 954-345-1292

June 4, 2019

Board of Supervisors  
Riverwood Community  
Development District

Dear Board Members:

The workshop meeting of the Board of Supervisors of Riverwood CDD will be held on Tuesday, June 11, 2019 at 1:00 p.m. immediately followed by the regular meeting at 2:00 p.m. in the Riverwood Activity Center, 4250 Riverwood Drive, Port Charlotte, FL. Following is the advance agenda.

**Workshop Agenda**

1. Call to Order and Roll Call
2. Discussion of the FY2020 Budget
3. Adjournment

**Regular Meeting Agenda**

1. Call to Order and Roll Call
2. Approval of the June 11, 2019 Agenda
  - **Audience Comment will be limited to three minutes**
  - **No personal attacks allowed**
  - **If there are follow-up questions, they will be addressed in the meeting notes after the meeting is over or at the next Board meeting**
3. Audience Comments on Agenda Items
4. Approval of Consent Agenda
  - A. Approval of the Minutes of May 21, 2019 Meeting
5. Monthly Client Report
6. Manager's Report
  - A. Presentation of the Proposed Budget for Fiscal Year 2020
  - B. Consideration of Resolution 2019-08, Accepting the Proposed Budget and Setting the Public Hearing for August 20, 2019
  - C. Discussion of Management Contract
  - D. On-Site Manager's Report
7. Attorney's Report

8. Old Business
  - A. Activities Center Campus Construction Update-
  - B. Riverwood Dr. and Club Dr. Invasive Tree Removal
9. New Business
  - A. Purchase of Outdoor Furniture
10. Other Reports
  - A. RV Park Report
  - B. Activities and Communications Report
11. Committee Reports
  - A. Sewer Committee
  - B. Water/Utility Billing Committee
  - C. Financial Advisory Committee
    - i. Committee Financial Reports
    - ii. Preparation for the Reserve Study in July
  - D. Strategic Planning Committee
  - E. Environmental Committee
  - F. Beach Club Committee
  - G. Dog Park Committee
  - H. Safety & Access Control Committee
12. Supervisor Comments
13. Audience Comments
14. Adjournment

Any supporting documents not enclosed in your agenda package will be distributed at the meeting. The balance of the agenda is routine in nature and staff will present their reports at the meeting. I look forward to seeing you at the meeting and in the meantime if you have any questions, please give me a call.

Sincerely,

Robert Koncar  
District Manager

## **Fourth Order of Business**

**4A.**

# **MINUTES OF MEETING RIVERWOOD COMMUNITY DEVELOPMENT DISTRICT**

The meeting of the Board of Supervisors of the Riverwood Community Development District was held on Tuesday, May 21, 2019 at 2:00 p.m. at the Riverwood Activity Center, 4250 Riverwood Drive, Port Charlotte, Florida.

Present and constituting a quorum were:

Rita Anderson	Chairperson
Richard Knaub	Vice Chairperson
Jim Martone	Assistant Secretary
Dolly Syrek	Assistant Secretary
Michael Spillane	Assistant Secretary

Also present were:

Robert Koncar	District Manager
Mark P. Barnebey	District Attorney
Brad McKnight	Project Coordinator
Susan MacPherson	Operations
Kreg Maheu	DMK Associates
Christopher Beers	Johnson Engineering
Residents	

*The following is a summary of the minutes and actions taken at the May 21, 2019 Riverwood CDD meeting.*

## **FIRST ORDER OF BUSINESS**

## **Call to Order and Roll Call**

Ms. Anderson called the meeting to order and Mr. Koncar called the roll.

## **SECOND ORDER OF BUSINESS**

## **Approval of the May 21, 2019 Agenda**

On MOTION by Mr. Knaub seconded by Ms. Syrek with all in favor the May 21, 2019 agenda was approved.
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## **THIRD ORDER OF BUSINESS**

## **Audience Comments on Agenda Items**

- Audience comments were received.

## **FOURTH ORDER OF BUSINESS**

## **Approval of Consent Agenda**

### **A. Approval of the Minutes of the April 16, 2019 Meeting**

**B. Acceptance of the Financial Statements and Check Registers**

On MOTION by Mr. Knaub seconded by Mr. Martone with all in favor the Consent Agenda was approved.

**FIFTH ORDER OF BUSINESS****Monthly Client Report**

- Ms. MacPherson gave the Monthly Client Report, noting last month's operations at the facilities were in accordance with contract and regulatory requirements.
- She received calls from Mr. McKnight and others that at the plant there was low pressure in the system.
- She immediately sent someone over to the interconnect to see what the pressure was. When they got there, it was 13 PSI.
- She immediately called Charlotte County and was informed they were flushing hydrants in the area. When they received a phone call about low pressure, they instructed their people to cut back on the flushing.

**SIXTH ORDER OF BUSINESS****Manager's Report**

- Mr. McKnight noted we assisted and detailed items in the construction project for a pickle ball court. We were able to put up some pickle ball rule signs.
- We were able to get equipment there as needed for daily maintenance.
- We put some benches and shade structures in the Bocce Ball Courts area.
- The golf cart area is another detailed work where we assisted. We put in some additional shade structures.
- Around the campus we have been identifying where we can detail some needs.
- We are working closely with the HOA making sure we identify who is responsible.
- As of Friday of last week, we shut down the irrigation pump station for the community water. With construction ending soon and the campus opening up, we have some new plantings.
- We have a punch list of sod installed last week. It has not taken full effect yet because it is so new. He is worried about not having any irrigation water going to some common areas, campus area and the amount of plant loss we could potentially receive.
- Mr. McKnight developed a contingency plan with Mainscape, who is our current vendor, to provide us with manually watering at night. It would be an eight-hour event throughout

the night and the truck would go around to the locations we deemed necessary and manually water.

- The charge for this is an \$800 per night with a minimum of five nights.

Ms. Anderson MOVED to authorize Mr. Knaub to use his own judgement in deciding on water distribution and Ms. Syrek seconded the motion.
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- Mr. Knaub noted he will hold off at least one week before deciding.

On VOICE vote with all in favor the prior motion was approved.
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**A. ADA Compliance on Website**

- Mr. Koncar noted we have discussed from time to time ADA website compliance.
- He noted the Board instructed us to take everything off the website not legally required. We started the process.
- If you are looking for something on the website, which is not there, you will need to contact us and we will give you everything you need.
- Together with his meeting notes, he will send the proposal received for ADA compliance to the Board. The first year's cost will be around \$7,800. An estimated \$3,000 is the creation of a new website.
- An issue with ADA Compliance is navigation. If you cannot navigate the website and are handicapped in some way, that is part of the recent lawsuits. They want to create a new website for the District and for maintaining the website.
- We recommend, and we have been working with Mr. Rudacille on this, something should be budgeted for ADA compliance.
- The Board noted agenda packages sent out each month are too big. They discussed ways to reduce the size, including the necessity of including financials and all invoices.
- They discussed how long records need to be saved. Everything on the website must be ADA compliant.
- The RCA are working on their new website and asked Ms. Anderson for different forms of ours, for example, Beach Club forms and Dog Park forms.



**B. Engineering – ADA Inspection**

- Mr. Koncar discussed ADA compliance on our new facilities. This should have been covered under the County Inspection. When you do your building permit, they come and do the final signoff and inspection.

**C. On-Site Manager's Report**

- Mr. Koncar noted our tentative budget hearing is on June 11<sup>th</sup>. He recommends having a workshop at 1:00 p.m. on June 11<sup>th</sup>.

On MOTION by Ms. Anderson seconded by Mr. Martone with all in favor scheduling a workshop meeting on June 11, 2019 at 1:00 p.m. to discuss the budget, was approved.

**SEVENTH ORDER OF BUSINESS****Attorney's Report**

- Mr. Barnebey followed up on the email Mr. Rudacille sent on Friday related to the Grand Vista Lake Bank Project.
- They did not do any work on the CDD owned portion of the lake.
- The Board originally approved \$14,000, which was to address a portion of the lake bank adjacent to District property.
- They will follow up on this issue.

**EIGHTH ORDER OF BUSINESS****Old Business****A. Activities Center Campus Construction Update**

- Ms. Syrek noted we had our Grand Opening and people are using the facility. However, drainage problems came to light and a solution is being pursued.
- Willis Smith did the original drainage work according to the plan and where it was supposed to go, however, there is an issue with the drainage that cannot be maintained.
- We have to hire someone to fix this. We will look for an independent contractor.

**B. Discussion of Potable Water Interconnect Upgrade Engineering Project**

- Mr. Knaub noted Mr. Kreg Maheu, P.E. of DMK Associates, is in attendance.
- Work Authorizations No. 03 and No. 04 were included in the agenda package.

- Mr. Maheu discussed the Water System Interconnect Modeling and Water System Interconnect and a summary of services to be rendered.
- Mr. Knaub noted CPH Engineering did the initial remodeling and already did the interconnect remodeling. It has already been done.

On MOTION by Mr. Knaub seconded by Mr. Spillane with all in favor, Work Authorization No. 03, water system modeling, in an amount not-to-exceed \$12,000, was approved.

- Mr. Maheu explained what Work Authorization No. 04 covers.
- Mr. Spillane noted homes in Stonebridge will lose their pressure up to 20%.
- Mr. Spillane noted we should start publicizing to Stonebridge what may happen to them.
- Mr. Spillane noting we will do everything, but the County has to pay for their line. We will do the design, the contract administration, we will do the permit and all the County has to do is pay for the pipe.

On MOTION by Mr. Knaub seconded by Mr. Spillane with all in favor, Work Authorization No. 04 in an amount not-to-exceed \$86,585, requesting Scott Rudacille, District Counsel, write a letter to the County asking them to pay for everything outside of the District and Riverwood CDD will pay for the rest, was approved.

**C. Activity Campus Access Control Discussion (Survey Report Summary)**

- Mr. Knaub gave a slide presentation of the Access Control Survey that was submitted to 920 residents. There were 488 responses.
- He reviewed every single question and response in the survey.
- At this time, there is no action to take.

**NINTH ORDER OF BUSINESS**

**New Business**

**A. Authorization of District Direct Charge Card**

- Mr. McKnight noted there will be a debit card from Valley National Bank for authorization for permit renewals. He will handle this.

On MOTION by Ms. Anderson seconded by Mr. Knaub with all in favor a District Charge Card for use by Mr. McKnight for district expenditures was approved.

**B. Johnson Engineering Proposals for Additional Sidewalks on Rivermarsh Drive and Riverwood Drive**

- Ms. Anderson noted we asked Johnson Engineering for proposals for additional sidewalks on Rivermarsh Drive and Riverwood Drive.
- Mr. McKnight noted the two proposals from Johnson Engineering were included in the agenda package; one for Rivermarsh Drive Pathway and the other for Riverwood Drive Pathway.
- Mr. Christopher Beers introduced himself and described what the work would entail.
- After the Board discussed the proposals, they decided not to pursue these proposals stating among other reasons they were not good use of residents funds.

**C. Pool Table Discussion**

- A discussion ensued on the pool table.
- Stretching will now be moved to the hall of the Fitness Center.

**D. Review Beach Club Attendant Proposals**

- Ms. Anderson noted she had asked both Weiser Security Services and Inframark for a proposal for Club Attendant. Inframark declined to give a bid.
- Weiser submitted a proposal, which was included in the agenda package.
- Weiser's proposal was in the amount of \$49,000 which will be included in the budget.

Ms. Anderson MOVED to accept the Weiser Security Services proposal for staffing at the Beach Club in the amount of \$49,000 annually and Mr. Knaub seconded the motion.

- Ms. Anderson described the duties the Weiser Security's Beach Club Attendants including the following:
  - Clean restrooms, pavilion and office areas.
  - Clean beach furniture and pavilion furniture.
  - Maintain landscape items to include grass moving, landscape maintenance, trimming bushes.

- Set up chairs and lounges on the beach for members.
- Enforce member sign-in photo.
- Dispose of ashes and clean grills on a daily basis or more if needed.
- Clean beach area when needed.
- Inform CDD supervisor responsible for Beach Club immediately by phone or email regarding issues involving members not following rules or other incidents that need attention.

On MOTION by Ms. Anderson seconded by Mr. Knaub with all in favor Weiser Security Services proposal for staffing at the Beach Club in the amount of \$49,000 annually, was accepted.

**E. Riverwood Drive and Club Drive Invasive Tree Removal**

- To be discussed later.

**TENTH ORDER OF BUSINESS**

**Other Reports**

**A. RV Park Report**

- Mr. Martone updated the Board on the RV Park.

**B. Activities and Communications Report**

- Ms. Anderson noted the committees are very active. They are getting a brand new website with more capabilities.

**ELEVENTH ORDER OF BUSINESS**

**Committee Reports**

**A. Sewer Committee**

- Mr. Martone noted there are three areas where he has a number of Work Authorizations.
- The first regards rehabilitation of our Scada system. He received a quote for \$145,000.
- The second is trying to rehabilitate our lift stations. There are three left. A quote was received for all three lift stations for \$172,000, averaging under \$60,000 each. The cost keeps going up because we have to buy the pumps overseas.
- The third is the plant needs new blowers. The cost of this project is \$320,000.
- In total, we have Work Authorizations in the amount of \$633,880. This year, 2019, we would be spending \$433,000 and then the other \$200,000 would come next November.
- Mr. Knaub noted we have money in the Reserves.

On MOTION by Mr. Martone seconded by Mr. Knaub with all in favor the three proposals to address the major maintenance issues at the sewer plant, i.e., blowers, lift station rehabilitation and the Scada System, for a total cost of \$633,880, was accepted.

## **NINTH ORDER OF BUSINESS**

### **New Business (continued)**

#### **E. Riverwood Drive and Club Drive Invasive Tree Removal**

- Mr. McKnight discussed a proposal to remove invasives on Club Drive and Riverwood Drive. He gave background information.
- The Board noted there was no proposal in the agenda package.
- We are constantly cutting back on Brazilian peppers encroaching on sidewalks there.
- The RCA is looking to improve the area and beautify it. This is the first step in coordination with the RCA to beautify this area.
- There were four bids from four contractors. Brightview came in just under \$15,000.
- Long discussion ensued on where the money would come from to pay for this.
- Ms. Anderson noted we need to know the estimated price of the green fence.
- The Board agreed to table this to the next meeting to look at where the money would come from and they wanted to see a copy of the proposal.
- This item will be on the next agenda.

## **ELEVENTH ORDER OF BUSINESS**

### **Committee Reports (continued)**

#### **B. Water/Utility Billing Committee**

- Mr. Knaub noted we have Work Authorization received yesterday to replace a water line.

Mr. Knaub MOVED to approve a Work Order to replace a water line in the amount of \$29,459.93 with the funds to be taken from the Water Reserve Fund and Mr. Martone seconded.

- Mr. Spillane noted this time make sure they fix the trench better.

On VOICE vote with all in favor the prior motion was approved.

#### **C. Financial Advisory Committee**

##### **i. Committee Financial Reports**

- Ms. Anderson noted someone on her committee suggested changes to the financial format where you see every month a total year-to-date, the budget and the percentage of the budget. They are running trials to see if the Board likes it.
- She noted she is almost finished negotiating the management contract. Mr. Koncar will contact each Supervisor to discuss.

**D. Strategic Planning Committee**

- Ms. Syrek noted the committee did not meet this month. Their next meeting will take place in June.

**E. Environmental Committee**

- Mr. Spillane noted this was already discussed.

**F. Beach Club Committee**

- Ms. Anderson noted the air conditioner is totally malfunctioning. It is the original air conditioner and has been there for at least 12 years.
- They have enough in the Fund Balance Reserve to cover it and still have enough to cover the roof.
- Mr. McKnight noted an anonymous person donated some beach furniture, a metal glider, two chairs, a lounge and other items.

On MOTION by Ms. Anderson seconded by Mr. Knaub with all in favor a donation of Beach Club furniture was accepted and the donor will be asked to sign the necessary paperwork to donate it to the District without restrictions was approved.
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**G. Dog Park Committee**

- Ms. Syrek noted one committee member, Michelle, resigned.
- They will meet again in September.
- There are six new Committee members, which she asked to be approved.

On MOTION by Ms. Syrek seconded by Mr. Knaub with all in favor the following new committee members to the Dog Park Committee were approved: Linda Belknap, Anne Maria Demonte, Sonny Frank, John Larson, Linda Morley and Judith Rosall were approved.
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- In the future, the Dog Park Committee would like to make some improvements there and also plant two trees.
- Security at the Dog Park was discussed.

**H. Safety & Access Control Committee**

- Mr. Knaub received an email about an accident by a pickle ball player this weekend and they did not make it to the restroom in the Fitness Center.
- No one cleaned up after this incident.
- He will be in contact with Security to go through the proper process because they did not know what to do afterwards.
- Mr. Spillane brought up the issue of the stop sign at the entrance.

**TWELFTH ORDER OF BUSINESS**

**Supervisor Comments**

- There not being any, the next item followed.

**THIRTEENTH ORDER OF BUSINESS**

**Audience Comments**

- Audience comments were received.

**FOURTEENTH ORDER OF BUSINSS**

**Adjournment**

There being no further business at this time, the meeting adjourned.

On MOTION by Mr. Knaub seconded by Mr. Martone with all in favor the meeting adjourned.
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Secretary

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Rita Anderson  
Chairperson

## **Sixth Order of Business**



**6A.**

**RIVERWOOD**  
**Community Development District**

***Annual Operating and Debt Service Budget***  
**Fiscal Year 2020**

**Version 2 - Revised Proposed Budget:**  
**(Printed on 6/3/2019 11am)**

**Prepared by:**



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**Riverwood**  
**Community Development District**

**Operating Budget**  
**Fiscal Year 2020**

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2020 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	ADOPTED BUDGET FY 2019	ACTUAL THRU APR-2019	PROJECTED MAY- SEP-2019	TOTAL PROJECTED FY 2019	ANNUAL BUDGET FY 2020
<b>REVENUES</b>							
Interest - Investments	\$ 7,189	\$ 10,726	\$ 4,500	\$ 14,114	\$ -	\$ 14,114	\$ 4,500
Special Assmnts- Tax Collector	776,461	1,426,142	1,351,848	1,332,013	19,835	1,351,848	1,518,870
Special Assmnts- Discounts	(26,274)	(45,365)	(54,074)	(46,345)	-	(46,345)	(60,755)
Other Miscellaneous Revenues	2,603	3,412	100	253	-	253	100
Dog Park Revenue	3,159	637	2,000	-	2,000	2,000	2,000
RV Parking Lot Revenue	17,342	18,938	18,500	19,688	-	19,688	18,500
<b>TOTAL REVENUES</b>	<b>780,480</b>	<b>1,414,490</b>	<b>1,322,874</b>	<b>1,319,723</b>	<b>21,835</b>	<b>1,341,558</b>	<b>1,483,215</b>
<b>EXPENDITURES</b>							
<i>Administrative</i>							
P/R-Board of Supervisors	2,220	4,176	4,350	2,610	1,740	4,350	3,900
FICA Taxes	170	320	333	200	133	333	298
ProfServ-Engineering	1,530	1,729	2,030	-	1,750	1,750	500
ProfServ-Legal Services	24,302	17,084	11,600	6,708	4,892	11,600	10,400
ProfServ-Mgmt Consulting Serv	28,837	46,627	46,627	27,199	19,428	46,627	80,583
ProfServ-Trustee Fees	3,098	-	3,408	-	3,408	3,408	3,408
Auditing Services	1,050	2,030	2,030	2,030	-	2,030	1,820
Postage and Freight	1,307	931	522	702	501	1,203	390
Communications-Other	-	4,904	6,510	1,546	1,104	2,650	6,510
Insurance - Property	13,762	1,172	1,289	1,937	-	1,937	700
Insurance - General Liability	1,757	6,552	9,275	9,032	-	9,032	12,232
Printing and Binding	220	200	580	-	250	250	260
Legal Advertising	587	2,071	827	489	349	838	780
Miscellaneous Services	8,021	793	1,618	422	301	723	1,451
Misc-Non Ad Valorem Taxes	-	4,055	4,500	2,341	-	2,341	3,000
Misc-Records Storage	75	348	348	203	145	348	-
Misc-Assessmnt Collection Cost	5,361	12,813	27,037	25,713	397	26,110	30,377
Misc-Web Hosting	414	983	696	406	290	696	5,200
Office Supplies	305	144	174	466	333	799	1,170
<b>Total Administrative</b>	<b>93,016</b>	<b>106,932</b>	<b>123,754</b>	<b>82,004</b>	<b>35,022</b>	<b>117,026</b>	<b>162,980</b>
<i>Environmental Services</i>							
Contracts-Preserve Maintenance	95,750	76,600	75,000	50,109	24,891	75,000	75,000
Contracts-Lakes	25,596	25,596	30,000	14,931	10,665	25,596	30,000
ProfServ-Consultants	-	-	-	-	-	-	36,264
R&M-Aquascaping	4,410	3,179	15,000	-	6,250	6,250	-
R&M-Lake	5,646	4,820	10,000	1,307	4,167	5,474	10,000
R&M-Storm Drain Cleaning	901	10,603	10,000	25,366	-	25,366	10,000
R&M-Preserves	56,143	125,816	110,000	1,418	108,582	110,000	110,000
R&M-Lake Erosion	-	-	25,000	29,921	-	29,921	25,000
Lakes & Preserve Planting	-	-	-	-	-	-	15,000
Misc-Contingency	118	362	5,000	69	4,931	5,000	20,000
<b>Total Environmental Services</b>	<b>188,564</b>	<b>246,976</b>	<b>280,000</b>	<b>123,121</b>	<b>159,486</b>	<b>282,607</b>	<b>331,264</b>

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2020 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2017	FY 2018	BUDGET FY 2019	THRU APR-2019	MAY- SEP-2019	PROJECTED FY 2019	BUDGET FY 2020
<b>Field</b>							
ProfServ-Field Management	19,308	-	-	-	-	-	-
Contracts-On-Site Maintenance	22,221	-	-	-	-	-	-
Electricity - General	40,111	-	-	-	-	-	-
Utility - Water & Sewer	15,876	-	-	-	-	-	-
R&M-General	3,095	-	-	-	-	-	-
Misc-Contingency	4,435	-	-	-	-	-	-
<b>Total Field</b>	<b>105,046</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Road and Street Facilities</b>							
Gatehouse Attendants	-	89,242	200,000	106,297	75,926	182,223	200,000
Contracts-On-Site Maintenance	-	-	-	-	-	-	23,124
Electricity - General	-	1,902	2,400	1,239	885	2,124	2,400
Utility - Water & Sewer	-	1,587	1,550	802	573	1,375	1,550
R&M-Gate	7,952	3,539	5,000	4,865	3,475	8,340	6,000
R&M-Gatehouse	-	5,398	1,000	2,827	2,019	4,846	4,000
R&M-Sidewalks	9,878	7,887	10,000	11,735	8,382	20,117	8,000
R&M-Signage	-	477	1,000	295	211	506	1,000
R&M-Roads	13,560	11,633	20,000	4,341	3,101	7,442	15,000
R&M-Road Striping	-	454	1,000	-	417	417	2,000
R&M-Security Cameras	4,562	99	3,000	481	344	825	2,500
R&M-Road Scaping	13,667	5,842	11,000	3,094	2,210	5,304	5,000
Preventative Maint-Security Systems	-	3,475	5,000	4,000	2,083	6,083	7,500
Misc-Gatehouse Administration	-	-	6,000	5,865	2,500	8,365	7,000
Misc-Contingency	2,962	1,232	2,000	130	833	963	7,028
Capital Outlay	124,162	11,976	-	55,040	-	55,040	-
<b>Total Road and Street Facilities</b>	<b>176,743</b>	<b>144,743</b>	<b>268,950</b>	<b>201,011</b>	<b>102,959</b>	<b>303,970</b>	<b>292,102</b>
<b>Activity Center Campus</b>							
Contracts-On-Site Maintenance	-	9,136	12,000	5,833	4,166	9,999	76,630
Electricity - General	-	28,417	29,705	19,745	14,104	33,849	50,000
Utility - Water & Sewer	-	13,480	14,000	8,348	5,963	14,311	20,000
Electricity-Pool	-	-	20,420	4,486	3,204	7,690	21,000
Insurance - Property	-	16,011	22,000	25,238	-	25,238	31,200
Insurance - General Liability	-	1,322	1,720	1,690	-	1,690	5,175
R&M-Gatehouse	1,032	-	-	-	-	-	-
R&M-Pools	15,897	13,711	3,000	1,803	1,288	3,091	10,000
R&M-Tennis Courts	-	-	18,000	14,957	10,684	25,641	24,000
R&M-Fitness Equipment	-	-	3,000	250	179	429	3,000
R&M-Activity Center	35,620	29,145	64,100	31,116	22,226	53,342	30,000
R&M-Security Cameras	-	253	9,000	1,067	762	1,829	2,000
R&M-Recreation Center	6,103	13,955	3,000	1,784	1,274	3,058	5,000
Activity Ctr Cleaning-Outside Areas	-	417	47,845	15,717	11,226	26,943	-
Activity Ctr Cleaning- Inside Areas	-	-	20,325	7,523	5,374	12,897	38,000
Pool Daily Maintenance	-	-	18,000	4,995	3,568	8,563	20,000
R&M-Croquet Turf Maintenance	-	-	19,000	12,274	8,767	21,041	22,000
Tennis Courts-Daily Maintenance	-	-	19,000	14,747	10,534	25,281	29,494
Misc-Special Projects	-	-	30,000	18,449	13,178	31,627	-
Misc-Contingency	6,589	5,907	45,555	2,870	18,981	21,851	27,870
Capital Outlay	173,477	502,909	-	219,915	-	219,915	-

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2020 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	ADOPTED BUDGET FY 2019	ACTUAL THRU APR-2019	PROJECTED MAY- SEP-2019	TOTAL PROJECTED FY 2019	ANNUAL BUDGET FY 2020
<b>Total Activity Center Campus</b>	<b>238,718</b>	<b>634,663</b>	<b>399,670</b>	<b>412,807</b>	<b>135,477</b>	<b>548,284</b>	<b>415,369</b>
<b>Reserves</b>							
Reserve - Dog Park	720	509	2,000	-	-	-	2,000
Reserve - Ponds	5,907	-	-	-	-	-	-
Reserves-Rec Facilities	3,750	102,821	-	91,796	-	91,796	11,000
Reserve - Roadways	33,878	308,870	230,000	-	-	-	250,000
Reserve - RV Park	(1,262)	19,023	18,500	4,345	-	4,345	18,500
<b>Total Reserves</b>	<b>42,993</b>	<b>431,223</b>	<b>250,500</b>	<b>96,141</b>	<b>-</b>	<b>96,141</b>	<b>281,500</b>
<b>TOTAL EXPENDITURES &amp; RESERVES</b>	<b>845,080</b>	<b>1,564,537</b>	<b>1,322,874</b>	<b>915,084</b>	<b>432,944</b>	<b>1,348,028</b>	<b>1,483,215</b>
Excess (deficiency) of revenues							
Over (under) expenditures	(64,600)	(150,047)	-	404,639	(411,109)	(6,470)	-
<b>OTHER FINANCING SOURCES (USES)</b>							
Interfund Transfer - In	-	942,046	-	-	-	-	-
Loan/Note Proceeds	-	126,803	-	98,629	-	98,629	-
Operating Transfers-Out	-	(490,228)	-	-	-	-	-
<b>TOTAL OTHER SOURCES (USES)</b>	<b>-</b>	<b>578,621</b>	<b>-</b>	<b>98,629</b>	<b>-</b>	<b>98,629</b>	<b>-</b>
Net change in fund balance	(64,600)	428,574	-	503,268	(411,109)	92,159	-
<b>FUND BALANCE, BEGINNING</b>	<b>979,461</b>	<b>914,861</b>	<b>1,343,435</b>	<b>1,343,435</b>	<b>-</b>	<b>1,343,435</b>	<b>1,435,594</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 914,861</b>	<b>\$ 1,343,435</b>	<b>\$ 1,343,435</b>	<b>\$ 1,846,703</b>	<b>\$ (411,109)</b>	<b>\$ 1,435,594</b>	<b>\$ 1,435,594</b>

**Budget Narrative**  
Fiscal Year 2020**REVENUES****Interest-Investments**

The District earns interest on the monthly average collected balance for their operating accounts.

**Special Assessments-Tax Collector**

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District in order to pay for the operating expenditures during the Fiscal Year.

**Special Assessments-Discounts**

Per Section 197.162, Florida Statutes, discounts are allowed for early payment of assessments. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

**Other Miscellaneous Revenues**

The District receives amounts for other miscellaneous items.

**Dog Park Revenue**

The District receives funds for dog park fees.

**RV Park Revenue**

The District receives funds for the rental of RV parking spaces.

**EXPENDITURES****Administrative****P/R-Board of Supervisors**

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting that they attend. The amount for the Fiscal Year is based upon all supervisors attending all of the meetings.

**Professional Services - Engineering**

The District's engineer provides general engineering services to the District, i.e. attendance and preparation for monthly board meetings when requested, review of invoices, and other specifically requested assignments.

**Professional Services-Legal Services**

The District's Attorney provides general legal services to the District, i.e., attendance and preparation for monthly Board meetings, review of contracts, review of agreements and resolutions, and other research as directed or requested by the Board of Supervisors and the District Manager.

**Professional Services-Management Consulting Services**

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Inframark Infrastructure Management Services. Also included are costs for Information Technology charges to process all of the District's financial activities, i.e. accounts payable, financial statements, budgets, etc., on a mainframe computer owned by Inframark in accordance with the management contract and the charge for rentals. The budgeted amount for the fiscal year is based on the contracted fees outlined in Exhibit "A" of the Management Agreement, with a moderate proposed increase.

**Professional Services - Trustee**

The District issued these Series of 2007A Special Assessment Bonds that are deposited with a Trustee to handle all trustee matters. The annual trustee fee is based on standard fees charged plus any out-of-pocket expenses.



**Budget Narrative**  
Fiscal Year 2020**EXPENDITURES****Administrative** (continued)**Professional Services - Trustee**

The District issued these Series of 2007A Special Assessment Bonds that are deposited with a Trustee to handle all trustee matters. The annual trustee fee is based on standard fees charged plus any out-of-pocket expenses.

**Auditing Services**

The District is required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm. The budgeted amount for the fiscal year is based on contracted fees from an existing engagement letter.

**Postage and Freight**

This includes the District's actual postage and/or freight used for mailings including projects, vendor checks and other correspondence.

**Communications-Other**

This includes monthly charges for internet services and the phone bridge used at meetings.

**Insurance-Property**

The District's Property Insurance policies are with the major rated carriers operating in Florida placed through our Brokers, McGriff Insurance Services (Ft. Myers, Fla.). Flood Insurance Coverage is placed with the servicing carriers affiliated with the National Flood Program.

**Insurance-General Liability**

The District's General Liability Coverage including Public Official Liability, Auto, and Worker's Compensation are with "A" rated carriers placed through our broker, McGriff Insurance Services, in Ft. Myers, Fla.

**Printing and Binding**

Copies used in the preparation of required mailings and other special projects.

**Legal Advertising**

The District is required to advertise various notices for monthly Board meetings and other public hearings in a newspaper of general circulation.

**Miscellaneous Services**

This includes monthly bank charges, room rental, annual district filing fee, travel and per diem, and other miscellaneous expenses that may be incurred during the year.

**Misc-Non Ad Valorem Taxes**

This includes annual payments of the District for non ad valorem taxes to the county.

**Records Storage**

This is the annual fee for the storage of district records as part of the agreement with Inframark.

**Miscellaneous-Assessment Collection Costs**

The District reimburses the Tax Collector for her or his necessary administrative costs. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 2% on the amount of special assessments collected and remitted, whichever is greater. The budgeted amount for collection costs was based on a maximum of 2% of the anticipated assessment collections.

**Budget Narrative**  
Fiscal Year 2020**EXPENDITURES****Administrative** (continued)**Miscellaneous-Web Hosting**

This includes web hosting fees and Inframark fees for management of the website.

**Office Supplies**

Supplies used in the preparation and binding of required mailings-and other special projects.

**Flood Control/Stormwater Management****Contracts-Preserve Maintenance**

The District currently has a bi-monthly maintenance contract with a company to ensure the proper maintenance of the preserves that includes the spraying of all preserves to control invasive species.

**Contracts-Lakes**

The District currently has a contract with a certified lake maintenance company to ensure the proper flow and function of the storm water system.

**ProfServ-Consultants**

The District will hire consultants to ensure the proper flow and function of the storm water system.

**R&M-Lake**

This item is for the allocation of funding for extraordinary repairs to the lakes.

**R&M-Storm Drain Cleaning**

This item funds the engineering inspection of the storm drains and any needed cleaning.

**R&M-Preserves**

This includes the cutting, cleaning and removal of unwanted vegetation and debris in the preserves. There is a five-year plan for the clearing of all preserves.

**R&M-Lake Erosion**

This includes any cost of erosion restoration of the RCDD property bordering the lakes.

**Lake & Preserve Planting**

This includes the replanting of the native species in our preserves and lakes. A long-range plan will be prepared and will cover the next 3 to 5 years.

**Misc-Contingency**

This includes any unanticipated environmental expenses

**Road & Street Facilities****Gatehouse Attendants**

This includes the cost of Access Control Gate Attendants.

**Contracts-On-Site Maintenance**

The District has a contract with a firm to provide on-site maintenance.

**Electricity-General**

This includes general electricity usage for District facilities and assets.

**Budget Narrative**  
Fiscal Year 2020

<b>EXPENDITURES</b>
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**Road & Street Facilities (continued)****Utility-Water & Sewer**

This includes water and sewer usage for District facilities and assets.

**R&M-Gate**

This includes needed repairs and replacement of the gate(s) and/or gate system.

**R&M-Gatehouse**

This includes funds for needed repairs and replacement of the gatehouse.

**R&M-Sidewalks**

This includes needed repairs and replacement of the sidewalks.

**R&M-Signage**

This includes needed repairs and replacement of street and speed limit signs.

**R&M-Roads**

This includes needed repairs and replacement of the roads.

**R&M-Road Striping**

This includes funds for striping crosswalks and stop bars.

**R&M-Security Cameras**

This includes needed repairs and replacement of the security cameras.

**R&M-Road Scaping**

This includes funds for road scaping.

**Preventative Maintenance-Security Systems**

This includes funds for a contract for preventative maintenance of the gates and security cameras.

**Misc-Gatehouse Administrative**

This includes bar codes and other miscellaneous supplies for the Gatehouse.

**Misc-Contingency**

This includes any expenses that were not anticipated in the budget.

**Activity Center Campus****Contracts-On-Site Maintenance**

This includes the services of a Project and Maintenance Coordinator and of additional maintenance personnel as part of an agreement with Inframark Infrastructure Management Services.

**Electricity-General**

This includes general electricity usage for District facilities and assets on the Activity Center Campus.

**Utility-Water & Sewer**

This includes water and sewer usage for District facilities and assets on the Activity Center Campus.

**Electricity-Pool**

This includes general electricity usage for the pool heaters and other equipment on the Activity Center Campus.

**Budget Narrative**  
Fiscal Year 2020

<b>EXPENDITURES</b>
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**Activity Center Campus (continued)****Insurance-Property**

The District's Property Insurance policies are with the major rated carriers operating in Florida placed through our Brokers, McGriff Insurance Services (Ft. Myers, Fla.). Flood Insurance Coverage is placed with the servicing carriers affiliated with the National Flood Program.

**Insurance-General Liability**

The District's General Liability Coverage including Public Official Liability, Auto, and Worker's Compensation are with "A" rated carriers placed through our broker, McGriff Insurance Services, in Ft. Myers, Fla.

**R&M-Pools**

This includes funds for repairs to the pool.

**R&M-Tennis Courts**

This includes any repairs and maintenance of the Tennis Courts.

**R&M-Fitness Equipment**

This includes any repairs and maintenance of the fitness equipment at the Activity Center campus.

**R&M-Activity Center**

This includes funds for repairs and maintenance to the Activity Center Buildings.

**R&M-Security Cameras**

This includes the purchase of additional cameras and the needed repairs or replacement of security cameras.

**R&M-Recreation Center**

This includes any repairs and maintenance of the recreation areas at the Activity Center campus.

**Activity Center Cleaning-Inside Areas**

This includes the services of a Contracted Cleaning Company.

**Pools Daily Maintenance**

This includes funds for any chemicals and daily maintenance of the pool.

**R&M-Croquet Turf Maintenance**

This includes daily maintenance of the Turf on the Croquet Courts.

**Tennis Courts – Daily Maintenance**

This includes grooming and maintenance of the Tennis Courts.

**Misc-Contingency**

This includes any expenses that were not anticipated in the budget.

**Budget Narrative**  
Fiscal Year 2020

<b>EXPENDITURES</b>
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**Reserves**

**Reserve-Dog Park**

This includes expenses related to the dog park.

**Reserve-Rec Facilities**

This includes expenses related to the Activity Center Buildings, Recreational Areas and the Activity Center Campus.

**Reserve-Roadways**

The District will set aside funds for improvements of the roadways.

**Reserve-RV Park**

This includes expenses related to the RV parking lot.

**Exhibit "A"**  
Allocation of Fund Balances

**AVAILABLE FUNDS**

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2020	\$ 1,435,594
Net Change in Fund Balance - Fiscal Year 2020	-
Reserves - Fiscal Year 2020 Additions	281,500
<b>Total Funds Available (Estimated) - 9/30/2020</b>	<b>1,717,094</b>

**ALLOCATION OF AVAILABLE FUNDS*****Assigned Fund Balance***

Operating Reserve - First Quarter Operating Capital		300,429 <sup>(1)</sup>
Reserves - Dog Park	10,229 <sup>(2)</sup>	
FY 2019 Funding	2,000	
FY 2020 Funding	2,000	14,229
Reserves - Ponds	86,242	
FY 2019 Funding	-	
FY 2020 Funding	-	86,242
Reserves - Recreation Facilities	340,751 <sup>(3)</sup>	
FY 2019 Funding	-	
FY 2020 Funding	11,000	351,751
Reserves - Roadways	534,282 <sup>(3)</sup>	
FY 2019 Funding	230,000	
Transfer to Unassigned Cash	(130,006) <sup>(4)</sup>	
FY 2020 Funding	250,000	884,276
Reserves - RV Park	43,168 <sup>(2)</sup>	
FY 2019 Funding	18,500	
FY 2020 Funding	18,500	80,168
	Subtotal	1,717,095

<b>Total Allocation of Available Funds</b>	<b>1,717,095</b>
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<b>Total Unassigned (undesignated) Cash</b>	<b>\$ (0)</b>
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**Notes**

- (1) Represents approximately 3 months of operating expenditures  
(2) Balance as of April 30, 2019, includes FY 2019 expenses and funding equals actual revenues  
(3) Balance as of April 30, 2019, includes FY 2019 expenses  
(4) Per motion to be passed at June 11, 2019 meeting

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2020 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	ADOPTED BUDGET FY 2019	ACTUAL THRU APR-2019	PROJECTED MAY- SEP-2019	TOTAL PROJECTED FY 2019	ANNUAL BUDGET FY 2020
<b>REVENUES</b>							
Interest - Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Miscellaneous Revenues	118	81	-	124	-	124	-
Membership Dues	129,150	149,466	148,000	153,200	-	153,200	148,000
Initiation Fees	2,437	3,650	800	3,450	-	3,450	800
Wait List Fees	1,293	1,050	500	650	-	650	500
Amenities Revenue	1,200	1,100	1,000	500	-	-	1,000
<b>TOTAL REVENUES</b>	<b>134,198</b>	<b>155,347</b>	<b>150,300</b>	<b>157,924</b>	<b>-</b>	<b>157,424</b>	<b>150,300</b>
<b>EXPENDITURES</b>							
<b>Parks and Recreation - General</b>							
ProfServ-Mgmt Consulting Serv	61,182	61,076	61,076	35,628	25,448	61,076	11,002
Contracts-On-Site Maintenance	1,191	800	1,000	573	409	982	4,129
Contracts-Landscape	-	2,650	3,000	545	389	934	600
Contracts-Admin. Service	6,591	-	-	-	-	-	3,949
Attendants	-	-	-	-	-	-	49,000
Communication - Telephone	2,429	1,890	2,000	1,093	781	1,874	2,000
Postage and Freight	94	14	50	-	25	25	-
Utility - General	965	1,080	900	485	346	831	900
Utility - Refuse Removal	373	364	425	261	186	447	475
Utility - Water & Sewer	1,951	827	2,000	654	467	1,121	1,400
Insurance - Property	3,403	8,611	9,367	8,679	-	8,679	9,130
Insurance - General Liability	1,687	1,499	1,950	2,046	-	2,046	2,000
R&M-Buildings	3,706	1,019	5,200	4,486	3,204	7,690	6,000
R&M-Equipment	6,710	1,413	2,300	1,513	1,081	2,594	3,000
Preventative Maint-Security Systems	-	1,738	1,750	-	729	729	1,750
Misc-Special Projects	-	5,629	9,000	11,232	-	11,232	7,000
Misc-Records Storage	25	-	-	-	-	-	-
Misc-Taxes	618	632	675	652	-	652	575
Misc-Contingency	137	44	500	28	292	320	1,326
Misc-Web Hosting	40	-	-	-	-	-	-
Office Supplies	85	245	550	-	229	229	-
Op Supplies - General	619	1,389	400	319	228	547	1,000
Cleaning Supplies	42	-	-	-	-	-	-
<b>Total Parks and Recreation - General</b>	<b>91,848</b>	<b>90,920</b>	<b>102,143</b>	<b>68,194</b>	<b>33,815</b>	<b>102,009</b>	<b>105,236</b>
<b>Debt Service</b>							
Principal Debt Retirement	-	-	21,970	-	21,970	21,970	20,634
Interest Expense	2,601	2,404	2,404	-	2,404	2,404	6,430
<b>Total Debt Service</b>	<b>2,601</b>	<b>2,404</b>	<b>24,374</b>	<b>-</b>	<b>24,374</b>	<b>24,374</b>	<b>27,064</b>
<b>Reserves</b>							
Capital Reserve	-	-	18,000	-	-	-	18,000
<b>Total Reserves</b>	<b>-</b>	<b>-</b>	<b>18,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>18,000</b>
<b>TOTAL EXPENDITURES &amp; RESERVES</b>	<b>94,449</b>	<b>93,324</b>	<b>144,517</b>	<b>68,194</b>	<b>58,189</b>	<b>126,383</b>	<b>150,300</b>
Excess (deficiency) of revenues							
Over (under) expenditures	39,749	62,023	5,783	89,730	(58,189)	31,041	-

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2020 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	ADOPTED BUDGET FY 2019	ACTUAL THRU APR-2019	PROJECTED MAY- SEP-2019	TOTAL PROJECTED FY 2019	ANNUAL BUDGET FY 2020
<b>OTHER FINANCING SOURCES (USES)</b>							
Operating Transfers-Out	(21,774)	(21,970)	-	-	-	-	-
Contribution to (Use of) Fund Balance	-	-	5,783	-	-	-	-
<b>TOTAL OTHER SOURCES (USES)</b>	<b>(21,774)</b>	<b>(21,970)</b>	<b>5,783</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	17,975	40,053	5,783	89,730	(58,189)	31,041	-
<b>FUND BALANCE, BEGINNING</b>	(5,805)	12,170	52,223	52,223	-	52,223	83,264
<b>FUND BALANCE, ENDING</b>	<b>\$ 12,170</b>	<b>\$ 52,223</b>	<b>\$ 58,006</b>	<b>\$ 141,953</b>	<b>\$ (58,189)</b>	<b>\$ 83,264</b>	<b>\$ 83,264</b>



**Budget Narrative**  
Fiscal Year 2020**REVENUES****Other Miscellaneous Revenues**

This includes other fees charged by the Beach Club.

**Membership Dues**

This includes District charges of the annual resident membership fee for the use of the Beach Club by members and their guests.

**Initiation Fees**

This includes the charge of an initiation fee when a resident joins the Beach Club as a member.

**Wait List Fees**

This includes a fee charged to residents to be placed on the wait list for Beach Club membership.

**Amenities Revenues**

This includes event fees charged by the Beach Club.

**EXPENDITURES****Parks & Recreation****Professional Services-Management Consulting Services**

This includes fees for Beach Club Management, Accounting and Administrative services as part of a Management Agreement with Inframark Infrastructure Management Services. In addition, Inframark provides employees for the operations of the beach club.

**Contracts-On-Site Maintenance**

This includes fees to use the services of a part time optional maintenance person as described in the agreement with Inframark Infrastructure Management Services.

**Contracts-Landscaping**

This includes all expenses related to landscaping at the Beach Club.

**Contracts-Administrative Service**

This includes fees to use the services of a part time administrative person as described in the agreement with Inframark Infrastructure Management Services.

**Communication-Telephone**

This includes charges for telephone, internet and fax machine.

**Utility-General**

This includes charges for electricity-used at the Beach Club.

**Utility-Refuse Removal**

This includes charges for Beach Club trash removal.

**Utility-Water & Sewer**

This includes charges for potable water and sewer at the Beach Club.

**Budget Narrative**  
Fiscal Year 2020

<b>EXPENDITURES</b>
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**Parks & Recreation** (continued)**Insurance-Property**

This includes charges for the allocation of the Beach Club's portion of the District's annual Property Insurance Policy premium.

**Insurance-General Liability**

This includes charges for the allocation of the Beach Club's portion of the District's annual Liability Insurance Policy premium.

**R&M-Buildings**

This includes charges related to the repair and maintenance of the Beach Club building and stairways.

**R&M-Equipment**

This includes charges related to Beach Club equipment repair and maintenance.

**Preventative Maintenance-Security Systems**

This includes charges for the preventative maintenance agreement on the Beach Club gate and security cameras.

**Misc-Special Projects**

This includes charges for Beach Club special projects approved by the District.

**Misc-Taxes**

This includes charges to the Beach Club for annual non-ad-valorem taxes from Charlotte County.

**Misc-Contingency**

This includes any charges that were not anticipated in the annual budget.

**Operating Supplies-General**

This includes charges for any supplies necessary for the operation of the Beach Club.

**Riverwood**  
**Community Development District**

**Debt Service Budgets**  
Fiscal Year 2020

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2020 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	ADOPTED BUDGET FY 2019	ACTUAL THRU APR-2019	PROJECTED MAY- SEP-2019	TOTAL PROJECTED FY 2019	ANNUAL BUDGET FY 2020
<b>REVENUES</b>							
Interest - Investments	\$ -	\$ 1,902	\$ -	\$ 5,907	\$ 1,000	\$ 6,907	\$ 2,000
Special Assmnts- Tax Collector	-	-	698,412	687,794	10,618	698,412	698,412
Special Assmnts- Discounts	-	-	(27,937)	(24,072)	-	(24,072)	(27,936)
<b>TOTAL REVENUES</b>	<b>-</b>	<b>1,902</b>	<b>670,475</b>	<b>669,629</b>	<b>11,618</b>	<b>681,247</b>	<b>672,475</b>
<b>EXPENDITURES</b>							
<i>Debt Service</i>							
Misc-Assessmnt Collection Cost	-	-	13,968	13,274	212	13,486	13,968
Principal Expense	-	-	-	-	378,000	378,000	392,000
Interest Expense	-	5,473	167,570	52,245	105,088	157,333	270,280
Cost of Issuance	-	162,449	-	-	-	-	-
<b>Total Debt Service</b>	<b>-</b>	<b>167,922</b>	<b>181,538</b>	<b>65,519</b>	<b>483,301</b>	<b>548,820</b>	<b>676,248</b>
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>167,922</b>	<b>181,538</b>	<b>65,519</b>	<b>483,301</b>	<b>548,820</b>	<b>676,248</b>
Excess (deficiency) of revenues							
Over (under) expenditures	-	(166,020)	488,937	604,110	(471,683)	132,427	(3,773)
<b>OTHER FINANCING SOURCES (USES)</b>							
Interfund Transfer - In	-	107,228	-	-	-	-	-
Loan/Note Proceeds	-	364,743	-	-	-	-	-
Contribution to (Use of) Fund Balance	-	-	488,937	-	-	-	(3,773)
<b>TOTAL OTHER SOURCES (USES)</b>	<b>-</b>	<b>471,971</b>	<b>488,937</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(3,773)</b>
Net change in fund balance	-	305,951	488,937	604,110	(471,683)	132,427	(3,773)
<b>FUND BALANCE, BEGINNING</b>	<b>2</b>	<b>2</b>	<b>305,953</b>	<b>305,953</b>	<b>-</b>	<b>305,953</b>	<b>438,380</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 2</b>	<b>\$ 305,953</b>	<b>\$ 794,890</b>	<b>\$ 910,063</b>	<b>\$ (471,683)</b>	<b>\$ 438,380</b>	<b>\$ 434,607</b>

Series 2018 Note  
Amortization Schedule

<b>Date</b>	<b>Total Outstanding Principal Balance</b>	<b>Principal</b>	<b>Interest Rate</b>	<b>Interest</b>	<b>ADS</b>
11/1/2019	7,122,000.00		3.795%	135,139.96	
5/1/2020	7,122,000.00	392,000	3.795%	135,139.96	662,279.92
11/1/2020	6,730,000.00		3.795%	127,701.76	
5/1/2021	6,730,000.00	407,000	3.795%	127,701.76	662,403.52
11/1/2021	6,323,000.00		3.795%	119,978.94	
5/1/2022	6,323,000.00	424,000	3.795%	119,978.94	663,957.88
11/1/2022	5,899,000.00		3.795%	111,933.53	
5/1/2023	5,899,000.00	440,000	3.795%	111,933.53	663,867.06
11/1/2023	5,459,000.00		3.795%	103,584.53	
5/1/2024	5,459,000.00	458,000	3.795%	103,584.53	665,169.06
11/1/2024	5,001,000.00		3.795%	94,893.98	
5/1/2025	5,001,000.00	475,000	3.795%	94,893.98	664,787.96
11/1/2025	4,526,000.00		3.795%	85,880.85	
5/1/2026	4,526,000.00	493,000	3.795%	85,880.85	664,761.70
11/1/2026	4,033,000.00		3.795%	76,526.18	
5/1/2027	4,033,000.00	512,000	3.795%	76,526.18	665,052.36
11/1/2027	3,521,000.00		3.795%	66,810.98	
5/1/2028	3,521,000.00	533,000	3.795%	66,810.98	666,621.96
11/1/2028	2,988,000.00		3.795%	56,697.31	
5/1/2029	2,988,000.00	553,000	3.795%	56,697.31	666,394.62
11/1/2029	2,435,000.00		3.795%	46,204.13	
5/1/2030	2,435,000.00	574,000	3.795%	46,204.13	666,408.26
11/1/2030	1,861,000.00		3.795%	35,312.48	
5/1/2031	1,861,000.00	597,000	3.795%	35,312.48	667,624.96
11/1/2031	1,264,000.00		3.795%	23,984.40	
5/1/2032	1,264,000.00	620,000	3.795%	23,984.40	667,968.80
11/1/2032	644,000.00		3.795%	12,219.91	
5/1/2033	644,000.00	644,000	3.795%	12,219.91	668,439.82
		7,122,000		2,193,738	9,315,738

**Budget Narrative**  
Fiscal Year 2020**REVENUES****Interest-Investments**

The District earns interest income on their trust accounts with US Bank.

**Special Assessments-Tax Collector**

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District in order to pay for the debt service expenditures during the Fiscal Year.

**Special Assessments-Discounts**

Per Section 197.162, Florida Statutes, discounts are allowed for early payment of assessments. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

**EXPENDITURES****Administrative****Miscellaneous-Assessment Collection Cost**

The District reimburses the County Tax Collector for her or his necessary administrative costs. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 2% on the amount of special assessments collected and remitted, whichever is greater. The budgeted amount for collection costs was based on a maximum of 2% of the anticipated assessment collections.

**Exhibit "B"**  
Allocation of Fund Balances

	<u>Debt Service Series 2018</u>
<b><u>AVAILABLE FUNDS</u></b>	
Beginning Fund Balance - Fiscal Year 2020	\$ 438,380
Net Change in Fund Balance - Fiscal Year 2020	(3,773)
Reserves - Fiscal Year 2020 Additions	-
<b>Total Funds Available (Estimated) - 9/30/2020</b>	<b>434,607</b>

**ALLOCATION OF AVAILABLE FUNDS**

***Restricted Fund Balance***

Interest Payment - November 2020	127,702
Place Reserve balances here.	127,702

***Assigned Fund Balance***

Place balances here.	-
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<b>Total Allocation of Available Funds</b>	<b>255,404</b>
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<b>Total Unassigned Cash</b>	<b><u>\$ 179,204</u></b>
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**Notes**

**Riverwood**  
**Community Development District**

**Supporting Budget Schedules**  
Fiscal Year 2020



## Community Development District

**ANNUAL ASSESSMENT RATES**

<b>FISCAL YEAR 2019-2020</b>					
<b>Parcel</b>	<b>Product Type</b>	<b># of Total Units</b>	<b>O&amp;M per unit</b>	<b>2018 DS</b>	<b>Total per unit</b>
<b>Residential</b>					
Fairway Lakes	Single Family	81.00	\$1,079.25	\$515.98	\$1,595.23
Lakeshore Village	Single Family	59.00	\$1,079.25	\$515.98	\$1,595.23
Riverside	Single Family	15.00	\$1,079.25	\$515.98	\$1,595.23
Riverside	Single Family	8.00	\$1,079.25	\$515.98	\$1,595.23
Royal Oaks	Single Family	39.00	\$1,079.25	\$515.98	\$1,595.23
Royal Oaks	Single Family	6.00	\$1,079.25	\$515.98	\$1,595.23
Eagle Trace	Single Family	43.00	\$1,079.25	\$515.98	\$1,595.23
Bayridge	Single Family	48.00	\$1,079.25	\$515.98	\$1,595.23
Osprey Landing	Single Family	92.00	\$1,079.25	\$515.98	\$1,595.23
Reserves	Twin Villas	26.00	\$1,079.25	\$515.98	\$1,595.23
Grand Vista	Multifamily	90.00	\$1,079.25	\$515.98	\$1,595.23
Silver Lakes	Estate Single Family	56.00	\$1,079.25	\$515.98	\$1,595.23
Myakka Pt - Logan Pt	Estate Single Family	35.00	\$1,079.25	\$515.98	\$1,595.23
Myakka Pt - Baileys Pond	Single Family	53.00	\$1,079.25	\$515.98	\$1,595.23
Myakka Pt - Marlin Cove	Twin Villas	18.00	\$1,079.25	\$515.98	\$1,595.23
Myakka Pt - Villas at Tarpon Harbor II	Twin Villas	12.00	\$1,079.25	\$515.98	\$1,595.23
Myakka Pt - Tarpon Harbor	Multifamily	36.00	\$1,079.25	\$515.98	\$1,595.23
Myakka Pt - Tarpon Harbor II	Multifamily	56.00	\$1,079.25	\$515.98	\$1,595.23
Sawgrass - Westport Ridge	Estate Single Family	32.00	\$1,079.25	\$515.98	\$1,595.23
Sawgrass - Estuary	Single Family	37.00	\$1,079.25	\$515.98	\$1,595.23
Sawgrass - Driftwood Pt	Single Family	39.00	\$1,079.25	\$515.98	\$1,595.23
Sawgrass - Oyster Bay	Twin Villas	28.00	\$1,079.25	\$515.98	\$1,595.23
Sawgrass - Pompano Cove	Twin Villas	34.00	\$1,079.25	\$515.98	\$1,595.23
Sawgrass - River Run	Estate Single Family	59.00	\$1,079.25	\$515.98	\$1,595.23
Sawgrass - Channel Ridge	Estate Single Family	25.00	\$1,079.25	\$515.98	\$1,595.23
Sawgrass - Clipper Cove	Single Family	13.00	\$1,079.25	\$515.98	\$1,595.23
Sawgrass - Fisher Landing	Single Family	21.00	\$1,079.25	\$515.98	\$1,595.23
Sawgrass - Still Water Trace	Twin Villas	68.00	\$1,079.25	\$515.98	\$1,595.23
Sawgrass - Redfin Shores	Multifamily	50.00	\$1,079.25	\$515.98	\$1,595.23
Stonebridge	Single Family	60.00	\$1,079.25	\$515.98	\$1,595.23
Willow Glen Phase 1	Single Family	30.00	\$1,079.25	\$515.98	\$1,595.23
Willow Glen Phase 2	Single Family	10.00	\$1,079.25	\$515.98	\$1,595.23
Willow Glen Phase 3	Single Family	24.00	\$1,079.25	\$515.98	\$1,595.23
Willow Glen - 1st Choice	Single Family	20.00	\$1,079.25	\$515.98	\$1,595.23
<b>Total Residential</b>		<b>1,323.00</b>			
<b>Commercial</b>					
402121328003	Maintenance Bldg	2	\$ 752.21	\$130.33	\$882.54
402121151003	Club	119.00	\$ 752.21	\$130.33	\$882.54
<b>Total Commercial</b>		<b>121.00</b>			\$0.00
<b>TOTAL</b>		<b>1,444.00</b>			

**Riverwood**  
**Community Development District**

**Operating Budget**  
**Fiscal Year 2020**

**Summary of Revenues, Expenses and Changes in Net Assets**  
Fiscal Year 2020 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2017	FY 2018	BUDGET FY 2019	THRU APR-2019	MAY- SEP-2019	PROJECTED FY 2019	BUDGET FY 2020
OPERATING REVENUES							
Interest - Investments	\$ 12,310	\$ 20,181	\$ 5,000	\$ 13,181	\$ 7,000	\$ 20,181	\$ 5,000
Water-Base Rate	267,041	267,288	282,517	151,239	131,278	282,517	353,052
Water-Usage	151,437	157,944	159,047	109,930	49,117	159,047	176,000
Irrigation-Base Rate	158,175	158,262	157,678	88,591	69,087	157,678	158,400
Irrigation-Usage	121,185	128,976	110,000	84,899	25,101	110,000	114,000
Sewer Revenue	1,307,421	1,301,181	1,213,430	749,348	464,082	1,213,430	1,213,430
Meter Fees	-	-	1,000	-	1,000	1,000	1,000
Standby Fees	14,115	13,687	-	8,247	-	8,247	-
Water Quality Surcharge	-	-	23,094	-	23,094	23,094	-
Other Miscellaneous Revenues	5,159	11,140	9,800	18,805	12,016	30,821	9,800
Connection Fees - W/S	-	1,720	-	-	-	-	-
Compliance Fees	23,710	42,805	48,720	-	48,720	48,720	48,720
TOTAL OPERATING REVENUES	2,060,553	2,103,184	2,010,286	1,224,240	830,495	2,054,735	2,079,402
OPERATING EXPENSES							
Personnel and Administration							
P/R-Board of Supervisors	12,580	10,080	10,500	6,300	4,200	10,500	8,700
FICA Taxes	963	771	803	482	321	803	666
ProfServ-Engineering	9,736	19,892	9,590	16,218	9,000	25,218	9,600
ProfServ-Legal Services	26,760	41,826	29,400	19,220	10,414	29,634	23,200
ProfServ-Mgmt Consulting Serv	113,776	136,686	136,686	79,734	56,952	136,686	165,319
Auditing Services	5,950	4,900	4,900	4,900	-	4,900	4,060
Contracts-On-Site Maintenance	21,012	-	-	-	-	-	-
Postage and Freight	842	839	1,260	601	659	1,260	870
Insurance - Property	8,037	14,577	35,337	14,006	-	14,006	14,880
Insurance - General Liability	5,275	30,064	37,174	38,064	-	38,064	38,160
Printing and Binding	1,301	484	1,400	-	898	898	580
Legal Advertising	3,448	2,234	1,996	1,424	846	2,270	1,740
Miscellaneous Services	5,170	4,844	3,906	2,822	2,016	4,838	3,236
Misc-Records Storage	400	840	840	490	350	840	-
Misc-Web Hosting	2,305	1,680	1,680	980	700	1,680	11,600
Office Supplies	36	-	420	-	175	175	2,610
Total Personnel and Administration	217,591	269,717	275,892	185,241	86,531	271,772	285,221
Water-Sewer Comb Services							
ProfServ-Utility Billing	2,076	2,256	3,570	751	536	1,287	-
Contracts-Other Services	414,633	424,406	429,025	250,524	178,946	429,470	437,773
Communication - Telephone	3,310	3,795	3,580	3,637	2,598	6,235	6,500
Electricity - General	68,761	72,805	79,000	52,181	37,272	89,453	90,000
Utility - Water & Sewer	2,860	3,668	2,500	1,974	1,410	3,384	3,500
Utility - Base Rate	122,500	122,500	124,888	72,852	52,037	124,889	138,528
Utility - Water-Usage	198,045	241,063	243,000	165,975	118,554	284,529	290,000
Utility-CCU Admin Fee	-	-	42	25	18	43	50
R&M-General	395,951	396,928	306,405	265,710	189,793	455,503	317,766
R&M-Sludge Hauling	58,140	70,613	76,620	35,847	25,605	61,452	76,620
Preventative Maint-Security Systems	-	1,738	1,750	-	729	729	1,750
Misc-Bad Debt	-	-	3,500	-	1,458	1,458	3,500
Misc-Licenses & Permits	135	35	140	3,560	-	3,560	5,140

**Summary of Revenues, Expenses and Changes in Net Assets**  
Fiscal Year 2020 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	ADOPTED BUDGET FY 2019	ACTUAL THRU APR-2019	PROJECTED MAY- SEP-2019	TOTAL PROJECTED FY 2019	ANNUAL BUDGET FY 2020
Misc-Contingency	1,594	1,965	5,296	1,224	1,146	2,370	5,234
Op Supplies - Chemicals	39,859	39,582	40,500	19,389	13,849	33,238	41,700
Back Flow Preventors	23,295	42,769	48,720	-	20,300	20,300	48,720
Depreciation Expense	335,886	336,532	-	-	-	-	-
Reserves - Irrigation System	7,632	2,306	40,000	-	-	-	50,000
Reserve - Sewer System	24,644	356,005	355,000	342,647	-	342,647	334,000
Reserve - Water System	12,000	81,348	-	42,000	-	42,000	14,000
<b>Total Water-Sewer Comb Services</b>	<b>1,711,321</b>	<b>2,200,314</b>	<b>1,763,536</b>	<b>1,258,296</b>	<b>644,251</b>	<b>1,902,547</b>	<b>1,864,781</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>1,928,912</b>	<b>2,470,031</b>	<b>2,039,428</b>	<b>1,443,537</b>	<b>730,782</b>	<b>2,174,319</b>	<b>2,150,002</b>
Operating income (loss)	131,641	(366,847)	(29,142)	(219,297)	99,713	(119,584)	(70,600)
Change in net assets	131,641	(366,847)	(29,142)	(219,297)	99,713	(119,584)	(70,600)
<b>TOTAL NET ASSETS, BEGINNING</b>	9,681,379	9,813,020	9,446,173	9,446,173	-	9,446,173	9,326,589
<b>TOTAL NET ASSETS, ENDING</b>	<b>\$ 9,813,020</b>	<b>\$ 9,446,173</b>	<b>\$ 9,417,031</b>	<b>\$ 9,226,876</b>	<b>\$ 99,713</b>	<b>\$ 9,326,589</b>	<b>\$ 9,255,989</b>

**Summary of Revenues, Expenses and Changes in Net Assets**  
Fiscal Year 2020 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	ADOPTED BUDGET FY 2019	ACTUAL THRU APR-2019	PROJECTED MAY- SEP-2019	TOTAL PROJECTED FY 2019	ANNUAL BUDGET FY 2020
<b>OPERATING REVENUES</b>							
Sewer Revenue	1,307,468	1,301,181	1,213,430	749,348	464,082	1,213,430	1,213,430
Standby Fees	14,115	13,687	-	8,247	-	8,247	-
Other Miscellaneous Revenues	9,027	11,140	8,000	15,423	11,016	26,439	8,000
Connection Fees - W/S	-	1,720	-	-	-	-	-
<b>TOTAL OPERATING REVENUES</b>	<b>1,330,610</b>	<b>1,327,728</b>	<b>1,221,430</b>	<b>773,018</b>	<b>475,098</b>	<b>1,248,116</b>	<b>1,221,430</b>
<b>OPERATING EXPENSES</b>							
<i>Personnel and Administration</i>							
P/R-Board of Supervisors	9,620	10,080	6,450	3,870	2,580	6,450	5,400
FICA Taxes	736	771	493	296	197	493	413
ProfServ-Engineering	5,215	19,892	3,080	16,218	3,000	19,218	3,080
ProfServ-Legal Services	17,234	41,826	17,600	12,703	5,000	17,703	14,400
ProfServ-Mgmt Consulting Serv	85,091	136,686	83,964	48,979	34,985	83,964	104,804
Auditing Services	4,550	4,900	3,010	3,010	-	3,010	2,520
Postage and Freight	642	839	774	369	405	774	540
Insurance - Property	7,107	14,577	34,640	13,618	-	13,618	14,430
Insurance - General Liability	1,759	30,064	26,500	27,770	-	27,770	27,800
Printing and Binding	1,008	484	860	-	358	358	360
Legal Advertising	2,638	2,234	1,226	875	625	1,500	1,080
Miscellaneous Services	4,009	4,844	2,399	1,734	1,239	2,973	2,009
Misc-Records Storage	300	840	516	301	215	516	-
Misc-Web Hosting	1,754	1,680	1,032	602	430	1,032	7,200
Office Supplies	27	-	258	-	108	108	1,620
<b>Total Personnel and Administration</b>	<b>141,690</b>	<b>269,717</b>	<b>182,802</b>	<b>130,345</b>	<b>49,142</b>	<b>179,487</b>	<b>185,656</b>
<i>Water-Sewer Comb Services</i>							
ProfServ-Utility Billing	1,476	2,256	2,542	378	270	648	-
Contracts-Other Services	332,966	424,406	345,841	200,848	143,463	344,311	352,758
Communication - Telephone	3,310	3,795	3,580	3,637	2,598	6,235	6,500
Electricity - General	40,618	72,805	50,000	34,492	24,637	59,129	60,000
Utility - Water & Sewer	2,860	3,668	2,500	1,974	1,410	3,384	3,500
R&M-General	278,296	396,928	158,810	158,626	113,304	271,930	158,810
R&M-Sludge Hauling	58,140	70,613	76,620	35,847	25,605	61,452	76,620
Preventative Maint-Security Systems	-	1,738	1,750	-	729	729	1,750
Misc-Bad Debt	-	-	3,500	-	1,458	1,458	3,500
Misc-Licenses & Permits	135	35	140	3,280	-	3,280	140
Misc-Contingency	1,594	1,965	4,645	1,224	874	2,098	4,496
Op Supplies - Chemicals	32,840	39,582	33,700	14,668	10,477	25,145	33,700
Depreciation Expense	335,886	336,532	-	-	-	-	-
Reserve - Sewer System	24,644	356,005	355,000	342,647	-	342,647	334,000
<b>Total Water-Sewer Comb Services</b>	<b>1,112,765</b>	<b>1,710,328</b>	<b>1,038,628</b>	<b>797,621</b>	<b>324,826</b>	<b>1,122,447</b>	<b>1,035,774</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>1,254,455</b>	<b>1,980,045</b>	<b>1,221,430</b>	<b>927,966</b>	<b>373,968</b>	<b>1,301,934</b>	<b>1,221,430</b>
Operating income (loss)	76,155	(652,317)	-	(154,948)	101,131	(53,817)	(0)

**Summary of Revenues, Expenses and Changes in Net Assets**  
Fiscal Year 2020 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	ADOPTED BUDGET FY 2019	ACTUAL THRU APR-2019	PROJECTED MAY- SEP-2019	TOTAL PROJECTED FY 2019	ANNUAL BUDGET FY 2020
<b>OPERATING REVENUES</b>							
Water-Base Rate	267,041	267,288	282,517	151,239	131,278	282,517	353,052
Water-Usage	151,437	157,944	159,047	109,930	49,117	159,047	176,000
Water Quality Surcharge	-	-	23,094	-	23,094	23,094	-
Water Quality Fee	-	-	-	-	-	-	75,600
Other Miscellaneous Revenues	(3,868)	11,140	1,800	3,382	1,000	4,382	1,800
Compliance Fees	23,710	42,805	48,720	-	48,720	48,720	48,720
<b>TOTAL OPERATING REVENUES</b>	<b>438,320</b>	<b>479,177</b>	<b>515,178</b>	<b>264,551</b>	<b>253,209</b>	<b>517,760</b>	<b>655,172</b>
<b>OPERATING EXPENSES</b>							
<i><b>Personnel and Administration</b></i>							
P/R-Board of Supervisors	1,480	10,080	2,550	1,530	1,020	2,550	2,100
FICA Taxes	113	771	195	117	78	195	161
ProfServ-Engineering	87	19,892	1,190	-	1,000	1,000	1,200
ProfServ-Legal Services	4,763	41,826	6,800	4,103	3,000	7,103	5,600
ProfServ-Mgmt Consulting Serv	14,343	136,686	33,195	19,364	13,831	33,195	38,509
Auditing Services	700	4,900	1,190	1,190	-	1,190	980
Postage and Freight	101	839	306	146	160	306	210
Insurance - General Liability	1,757	30,064	6,200	6,539	-	6,539	6,590
Printing and Binding	146	484	340	-	340	340	140
Legal Advertising	405	2,234	485	346	139	485	420
Miscellaneous Services	553	4,844	949	685	489	1,174	781
Misc-Records Storage	50	840	204	119	85	204	-
Misc-Web Hosting	276	1,680	408	238	170	408	2,800
Office Supplies	4	-	102	-	43	43	630
<i><b>Total Personnel and Administration</b></i>	<i><b>24,778</b></i>	<i><b>255,140</b></i>	<i><b>54,114</b></i>	<i><b>34,377</b></i>	<i><b>20,355</b></i>	<i><b>54,732</b></i>	<i><b>60,121</b></i>
<i><b>Water-Sewer Comb Services</b></i>							
ProfServ-Utility Billing	600	2,256	1,028	373	266	639	-
Contracts-Other Services	54,458	424,406	56,877	34,056	24,326	58,382	58,015
Utility - Base Rate	122,608	122,500	124,888	72,852	52,037	124,889	138,528
Utility - Water-Usage	165,806	241,063	193,000	150,272	107,337	257,609	260,000
Utility-CCU Admin Fee	-	-	42	25	18	43	50
R&M-General	65,046	396,928	70,000	54,134	38,667	92,801	70,000
Misc-Licenses & Permits	-	35	-	280	-	280	5,000
Misc-Contingency	-	1,965	651	-	271	271	738
Back Flow Preventors	23,295	42,769	48,720	-	20,300	20,300	48,720
Reserve - Water System	12,000	81,348	-	42,000	-	42,000	14,000
<i><b>Total Water-Sewer Comb Services</b></i>	<i><b>443,813</b></i>	<i><b>1,313,270</b></i>	<i><b>495,206</b></i>	<i><b>353,992</b></i>	<i><b>243,223</b></i>	<i><b>597,215</b></i>	<i><b>595,051</b></i>
<b>TOTAL OPERATING EXPENSES</b>	<b>468,591</b>	<b>1,568,410</b>	<b>549,320</b>	<b>388,369</b>	<b>263,577</b>	<b>651,946</b>	<b>655,172</b>
Operating income (loss)	(30,271)	(1,089,233)	(34,142)	(123,818)	(10,368)	(134,186)	-

**Summary of Revenues, Expenses and Changes in Net Assets**  
Fiscal Year 2020 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	ADOPTED BUDGET FY 2019	ACTUAL THRU APR-2019	PROJECTED MAY- SEP-2019	TOTAL PROJECTED FY 2019	ANNUAL BUDGET FY 2020
<b>OPERATING REVENUES</b>							
Irrigation-Base Rate	158,175	158,262	157,678	88,591	69,087	157,678	158,400
Irrigation-Usage	121,139	128,976	110,000	84,899	25,101	110,000	114,000
Meter Fees	-	-	1,000	-	1,000	1,000	1,000
<b>TOTAL OPERATING REVENUES</b>	<b>279,314</b>	<b>287,238</b>	<b>268,678</b>	<b>173,490</b>	<b>95,188</b>	<b>268,678</b>	<b>273,400</b>
<b>OPERATING EXPENSES</b>							
<i><b>Personnel and Administration</b></i>							
P/R-Board of Supervisors	1,480	10,080	1,500	900	600	1,500	1,200
FICA Taxes	113	771	115	69	46	115	92
ProfServ-Engineering	4,434	19,892	5,320	-	5,000	5,000	5,320
ProfServ-Legal Services	4,763	41,826	5,000	2,414	2,414	4,828	3,200
ProfServ-Mgmt Consulting Serv	14,343	136,686	19,527	11,391	8,136	19,527	22,006
Auditing Services	700	4,900	700	700	-	700	560
Postage and Freight	99	839	180	86	94	180	120
Insurance - Property	930	14,577	697	388	-	388	450
Insurance - General Liability	1,759	30,064	4,474	3,755	-	3,755	3,770
Printing and Binding	146	484	200	-	200	200	80
Legal Advertising	405	2,234	285	203	82	285	240
Miscellaneous Services	608	4,844	558	403	288	691	446
Misc-Records Storage	50	840	120	70	50	120	-
Misc-Web Hosting	276	1,680	240	140	100	240	1,600
Office Supplies	4	-	60	-	25	25	360
<b>Total Personnel and Administration</b>	<b>30,110</b>	<b>269,717</b>	<b>38,976</b>	<b>20,519</b>	<b>17,035</b>	<b>37,554</b>	<b>39,444</b>
<i><b>Water-Sewer Comb Services</b></i>							
Contracts-Other Services	27,208	424,406	26,307	15,620	11,157	26,777	27,000
Electricity - General	28,143	72,805	29,000	17,689	12,635	30,324	30,000
Utility - Water-Usage	32,131	241,063	50,000	15,703	11,216	26,919	30,000
R&M-General	52,609	396,928	77,595	52,950	37,821	90,771	88,956
Op Supplies - Chemicals	7,019	6,800	6,800	4,721	3,372	8,093	8,000
Reserves - Irrigation System	7,632	2,306	40,000	-	-	-	50,000
<b>Total Water-Sewer Comb Services</b>	<b>154,742</b>	<b>1,144,308</b>	<b>229,702</b>	<b>106,683</b>	<b>76,202</b>	<b>182,885</b>	<b>233,956</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>184,852</b>	<b>1,414,025</b>	<b>268,678</b>	<b>127,202</b>	<b>93,237</b>	<b>220,439</b>	<b>273,400</b>
Operating income (loss)	94,462	(1,126,787)	-	46,288	1,951	48,239	0

**Budget Narrative**  
Fiscal Year 2020**REVENUES****Interest-Investments**

This includes earned interest on the monthly average collected balance for utility operating accounts.

**Water-Base Rate**

This includes revenue from the monthly water base rate fees.

**Water-Usage**

This includes revenue from the monthly water usage fees.

**Irrigation-Base Rate**

This includes revenue from the monthly irrigation base rate fees.

**Irrigation-Usage**

This includes revenue from the monthly irrigation usage fees.

**Sewer Revenue**

This includes revenue from the monthly sewer base rates.

**Meter fees**

This includes revenue from water and irrigation meter fees.

**Standby Fees**

This includes fees paid by the owners of undeveloped lots-to guarantee the availability of future sewer service.

**Other Miscellaneous Revenues**

This includes-miscellaneous utility billing revenue such as bad check & charges, late charges, meter read charges and service turn-on charges.

**Compliance Fees**

This includes the revenue received for re-certification of resident back-flow preventers.

**EXPENDITURES****Administrative****P/R-Board of Supervisors**

This includes compensation of \$200 per meeting attended by each member of the Board of Supervisors as provided in Chapter 190 of the Florida Statutes. The amount budgeted for the Fiscal Year is based upon all supervisors attending all of the authorized board meetings.

**Professional Services-Engineering**

This includes charges of the District's engineering firm for general engineering services, i.e. attendance and preparation for monthly board meetings when requested, review of invoices, and other specifically requested assignments.

**Professional Services-Legal Services**

This includes charges from the District's Attorney for general legal services i.e., attendance and preparation for monthly Board meetings as needed, review of contracts, agreements and resolutions, and other research/tasks as directed or requested by the Board and the District Manager.



**Budget Narrative**  
Fiscal Year 2020**EXPENDITURES****Administrative** (continued)**Professional Services-Management Consulting Services**

This includes charges for District Management, Accounting and Administrative services as part of a Management Agreement with Inframark Infrastructure Management Services. Also included are charges for Information Technology to process all of the District's financial activities, i.e. accounts payable, financial statements, budgets, etc., on a mainframe computer owned by Inframark in accordance with the management contract. The budgeted amount for the fiscal year is based on the contracted fees outlined in Exhibit "A" of the Management Agreement, with a moderate annual increase.

**Auditing Services**

This includes charges for the conduct of an annual District audit of its financial records by an Independent Certified Public Accounting Firm. The budgeted amount for the fiscal year is based on contracted fees from an existing engagement letter.

**Postage and Freight**

This includes charges for actual postage and/or freight used for District mailings including vendor checks and other correspondence.

**Insurance-Property**

This includes charges for the District's Property Insurance policy premium with the Preferred Governmental Insurance Trust. They specialize in providing insurance coverage to governmental agencies. The budgeted amount allows for a projected increase in the premium.

**Insurance-General Liability**

This includes charges for the District's General Liability & Public Officials Liability Insurance policy premium with Allied World Surplus Lines Insurance. They specialize in providing insurance coverage to governmental agencies. The budgeted amount allows for a projected increase in the premium.

**Printing and Binding**

This includes charges for copies used in the preparation of required mailings, and other special projects.

**Legal Advertising**

This includes charges required charges for the District to advertise various notices for monthly Board meetings and other public hearings in a newspaper of general circulation.

**Miscellaneous Services**

This includes monthly bank charges, room rental and other miscellaneous charges that may be incurred during the year.

**Miscellaneous-Web Hosting**

This includes web hosting charges and Inframark fees for management of the RCDD website.

**Office Supplies**

This includes charges for supplies and copies used in the preparation of, required mailings, and other special projects.

**Budget Narrative**  
Fiscal Year 2020**EXPENDITURES****Water-Sewer Comb Services****Contracts-Other Services**

This includes contract charges from Inframark for various services related to operations and maintenance of the wastewater treatment plant and operations and maintenance of the water system, hydrant flushing, water testing, etc.

**Communication-Telephone**

This includes charges for telephone, internet and fax machine.

**Electricity-General**

This includes charges for electricity use for the sewer plant and lift stations.

**Utility-Water & Sewer**

This includes charges for potable water and sewer service used at the sewer plant.

**Utility-Base Rate**

This includes charges for water base rates charged by Charlotte County Utilities.

**Utility-Water-Usage**

This includes charges for water use charged by Charlotte County Utilities.

**Utility-CCU Admin Fee**

This includes an administration charged by Charlotte County Utilities.

**R&M-General**

This includes charges to make periodic repairs to ensure continuous operation of the sewer plant, lift stations, water system and irrigation system.

**R&M-Sludge Hauling**

This includes hauling of sludge from the sewer plant.

**Preventative Maintenance-Security Systems**

This includes charges for the preventative maintenance agreement for the gates and security cameras.

**Misc-Licenses and Permits**

Licenses and permits for the sewer plant.

**Misc-Contingency**

This includes any charges that were not anticipated in the annual approved budget.

**Operating Supplies-Chemicals**

This includes charges for chemicals necessary for sewer plant operation.

**Back Flow Preventors**

This includes charges for the billing of recertification of backflow devices.

**Reserve-Irrigation System**

This includes funds the District sets aside for improvements to the irrigation system.

**Budget Narrative**  
Fiscal Year 2020

<b>EXPENDITURES</b>
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**Water-Sewer Comb Services (continued)**

**Reserve-Sewer System**

This includes funds the District sets aside for improvements of the WWTP and lift stations.

**Reserve-Water System**

This includes funds the District sets aside for improvements to the water system.

**6B.**

**RESOLUTION 2019-08**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE  
RIVERWOOD COMMUNITY DEVELOPMENT DISTRICT  
APPROVING THE BUDGET FOR FISCAL YEAR 2020 AND  
SETTING A PUBLIC HEARING THEREON PURSUANT TO  
FLORIDA LAW**

WHEREAS, the District Manager has heretofore prepared and submitted to the Board a proposed operating and/or debt service budget for Fiscal Year 2020; a copy of which is attached hereto, and

WHEREAS, the Board of Supervisors has considered said proposed budget and desires to set the required public hearing thereon;

**NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF  
SUPERVISORS OF THE RIVERWOOD COMMUNITY  
DEVELOPMENT DISTRICT;**

1. The budget proposed by the District Manager for Fiscal Year 2020 is hereby approved as the basis for conducting a public hearing to adopt said budget.
2. A public hearing on said approved budget is hereby declared and set for the following date, hour and place:

Date: August 20, 2019  
Hour: 2:00 p.m.  
Place: Riverwood Activity Center  
4250 Riverwood Drive  
Port Charlotte, Florida

Notice of this public hearing shall be published in the manner prescribed in Florida Law.

**Adopted this 11<sup>th</sup> day of June, 2019.**

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Rita Anderson  
Chairperson

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Robert Koncar  
Secretary

## **Eighth Order of Business**

**8B.**

## Proposal for Extra Work at Club Drive - RV area Installation

Property Name	Club Drive - RV area Installation	Contact	Brad McKnight
Property Address	4250 Riverwood Dr Port Charlotte , FL 33953	To	Riverwood CDD
		Billing Address	4250 Riverwood Dr Port Charlotte , FL 33953
Project Name	Club Drive - RV area Installation		
Project Description	CDD - Plant Installation		

### Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
<b>RV Lot Plantings</b>			<b>Subtotal</b>	<b>\$5,936.00</b>
88.00	EACH	Clusia 'Rosea' 7gal (Planted 4' OC.)	\$65.00	\$5,720.00
24.00	EACH	Pine Straw Bales	\$9.00	\$216.00

### Images

#### Club Drive - RV



For internal use only

SO# 6943337  
JOB# 344300000  
Service Line 130

**Total Price** \$5,936.00

### THIS IS NOT AN INVOICE

This proposal is valid for 60 days unless otherwise approved by BrightView Landscape Services, Inc.  
550 Theresa Blvd, Port Charlotte, FL 33954 ph. (941) 249.9831 fax (941) 249.9834



## TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only, contained or referred to herein. All materials shall conform to bid specifications.
2. **Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. **License and Permits:** Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license and permit requirements of the City, State and Federal Governments, as well as all other requirements of law.
4. **Taxes:** Contractor agrees to pay all applicable taxes, including sales tax where applicable on material supplied.
5. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Client/Owner, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. **Liability:** Contractor shall indemnify the Client/Owner and its agents and employees from and against any third party liabilities that arise out of Contractor's work to the extent such liabilities are adjudicated to have been caused by Contractor's negligence or willful misconduct. Contractor shall not be liable for any damage that occurs from Acts of God are defined as those caused by windstorm, hail, fire, flood, earthquake, hurricane and freezing, etc. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this agreement within sixty (60) days. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Client/Owner or not under Client/Owner management and control shall be the sole responsibility of the Client/Owner.
7. **Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
8. **Additional Services:** Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
9. **Access to Jobsite:** Client/Owner shall provide all utilities to perform the work. Client/Owner shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the owner makes the site available for performance of the work.
10. **Invoicing:** Client/Owner shall make payment to Contractor within fifteen (15) days upon receipt of invoice. In the event the schedule for the completion of the work shall require more than thirty (30) days, a progress bill will be presented by month end and shall be paid within fifteen (15) days upon receipt of invoice.
11. **Termination:** This Work Order may be terminated by the either party with or without cause, upon seven (7) work days advance written notice. Client/Owner will be required to pay for all materials purchased and work completed to the date of termination and reasonable charges incurred in demobilizing.
12. **Assignment:** The Owner/Client and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Owner/Client nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
13. **Disclaimer:** This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Owner. If the Client/Owner must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Client/Owner directly to the designer involved.

14. **Cancellation:** Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Client/Owner will be liable for a minimum travel charge of \$150.00 and billed to Client/Owner.

The following sections shall apply where Contractor provides Customer with tree care services:

15. **Tree & Stump Removal:** Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Client/Owner. Defined backfill and landscape material may be specified. Client/Owner shall be responsible for contacting Underground Service Alert to locate underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Client/Owner's expense.
16. **Waiver of Liability:** Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (international Society of Arboricultural) standards will require a signed waiver of liability.

### Acceptance of this Contract

Contractor is authorized to perform the work stated on the face of this Contract. Payment will be 100% due at time of billing. If payment has not been received by BrightView within fifteen (15) days after billing, BrightView shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Client/Owner. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 30 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY

### Customer

Signature

Title

Printed Name

Date

May 31, 2019

BrightView Landscape Services, Inc. "BrightView"

Enhancement Manager

Signature

Title

Paul Aponte

May 31, 2019

Printed Name

Date

Job #: 344300000

Proposed Price: \$5,936.00

SO # 6943337

## Proposal for Extra Work at Riverwood Community Associatio

Property Name	Riverwood Community Associatio	Contact	Brad Mcknight
Property Address	4250 Riverwood Drive Port Charlotte , FL 33953	To	Riverwood Community Association Board
		Billing Address	4250 Riverwood Dr Port Charlotte , FL 33953
Project Name	Riverwood CDD		
Project Description	Club Drive RV Lot Clearing		

### Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
1.00	LUMP SUM	Remove pepper & willow trees from along Club Drive at RV parking area, leave all palms & pines in place. Brush hogging & disposing of large debris & stumps. Mark out will determine sensitive areas where stumps will be unable to be pulled.	\$12,000.00	\$12,000.00
25.00	EACH	Pine Tree Removal (including stumps). Per unit price, and may vary based on actual removals. Customer to mark specific trees.	\$125.00	\$3,125.00

### Images

#### Riverwood CDD



For internal use only

SO# 6896819  
JOB# 344300071  
Service Line 130

**Total Price** \$15,125.00

#### THIS IS NOT AN INVOICE

This proposal is valid for 60 days unless otherwise approved by BrightView Landscape Services, Inc.  
550 Theresa Blvd, Port Charlotte, FL 33954 ph. (941) 249.9831 fax (941) 249.9834

## TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only, contained or referred to herein. All materials shall conform to bid specifications.
2. **Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. **License and Permits:** Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license and permit requirements of the City, State and Federal Governments, as well as all other requirements of law.
4. **Taxes:** Contractor agrees to pay all applicable taxes, including sales tax where applicable on material supplied.
5. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Client/Owner, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. **Liability:** Contractor shall indemnify the Client/Owner and its agents and employees from and against any third party liabilities that arise out of Contractor's work to the extent such liabilities are adjudicated to have been caused by Contractor's negligence or willful misconduct. Contractor shall not be liable for any damage that occurs from Acts of God are defined as those caused by windstorm, hail, fire, flood, earthquake, hurricane and freezing, etc. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this agreement within sixty (60) days. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Client/Owner or not under Client/Owner management and control shall be the sole responsibility of the Client/Owner.
7. **Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
8. **Additional Services:** Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
9. **Access to Jobsite:** Client/Owner shall provide all utilities to perform the work. Client/Owner shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the owner makes the site available for performance of the work.
10. **Invoicing:** Client/Owner shall make payment to Contractor within fifteen (15) days upon receipt of invoice. In the event the schedule for the completion of the work shall require more than thirty (30) days, a progress bill will be presented by month end and shall be paid within fifteen (15) days upon receipt of invoice.
11. **Termination:** This Work Order may be terminated by the either party with or without cause, upon seven (7) work days advance written notice. Client/Owner will be required to pay for all materials purchased and work completed to the date of termination and reasonable charges incurred in demobilizing.
12. **Assignment:** The Owner/Client and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Owner/Client nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
13. **Disclaimer:** This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Owner. If the Client/Owner must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Client/Owner directly to the designer involved.

14. **Cancellation:** Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Client/Owner will be liable for a minimum travel charge of \$150.00 and billed to Client/Owner.

The following sections shall apply where Contractor provides Customer with tree care services:

15. **Tree & Stump Removal:** Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Client/Owner. Defined backfill and landscape material may be specified. Client/Owner shall be responsible for contacting Underground Service Alert to locate underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Client/Owner's expense.
16. **Waiver of Liability:** Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (international Society of Arboricultural) standards will require a signed waiver of liability.

### Acceptance of this Contract

Contractor is authorized to perform the work stated on the face of this Contract. Payment will be 100% due at time of billing. If payment has not been received by BrightView within fifteen (15) days after billing, BrightView shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Client/Owner. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 30 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY

### Customer

**CDD**

Signature

Title

**Brad Mcknight**

**April 18, 2019**

Printed Name

Date

**BrightView Landscape Services, Inc. "BrightView"**

**Enhancement Manager**

Signature

Title

**Paul Aponte**

**April 18, 2019**

Printed Name

Date

**Job #: 344300071**

**Proposed Price: \$15,125.00**

**SO # 6896819**



# Estimate





Inframark (Riverwood CDD) 20190418

Thursday, April 18, 2019

Inframark (Riverwood CDD)  
 Bradley McKnight  
 4250 Riverwood Dr  
 Port Charlotte, FL 33952  
 239-672-0698

**Worksite:** 4250 Riverwood Dr  
 Port Charlotte, FL 33952

**Salesperson:** Brian Pope  
 Brian@JTSFL.com  
 2397708112

Qty	Item	Description	Section	Cost
1	Exotic Vegetation	<b>Removal complete with stump (dig up)</b> Complete removal of exotics including removal of stumps within area as indicated on map		\$16,250.00
				
25	Pine	<b>Removal and standard grind stump</b> Complete removal of 25 pine trees within area as indicated in map and standard grind stumps. Pricing based on per unit cost of \$150 a tree and subject to change based on quantity actually removed plus or minus.		\$3,750.00
				

Thank you for the opportunity to provide this quote, we look forward to hearing from you,  
 Brian Pope

**Total: \$20,000.00**



Certified Arborist David Johnson FL-6279A  
 Certified Arborist Brian Pope FL-5649A  
 ISA Membership ID: 200303



**Greentopps Landscape  
Maintenance and Tree Services**  
P.O. Box 7452  
North Port, FL 34290  
(941)468-1655  
Greentopps2@gmail.com  
Please include the invoice  
number on your check



**Estimate 3942**

**ADDRESS**

Brad McKnight  
Riverwood CDD  
4250 Riverwood Dr  
Port Charlotte, FL 33953  
239-672-0698

DATE  
04/12/2019

TOTAL  
**\$46,375.00**

**ACTIVITY**

**QTY**

**AMOUNT**

**Garry Emery**

Estimate created by Garry Emery

1

0.00

**Landscape Services**

clean up:

1

46,375.00

Remove all the vegetation that is above ground from the intersection of Riverwood Blvd and club drive south to entrance to RV parking and golf maintenance on the East side of club dr.

The area consists of mainly  
Brazilian peppers, Carolina willows and wax myrtle with a couple of palms mixed in.

Grind all stumps in work area mentioned in line 1 above 6-12" below surface to to guarantee no re-growth and smooth out the same area.

Remove up to 25 pine trees closer to the intersection and sidewalk on club dr.

Green Topps will be granted access for equipment to facilitate the removal of all plant material for the duration of the project.

**Tree Removal/Stump Grinding**

1

0.00

Remove trees and Grind down stumps:

\$600.00to \$900.00 per tree depending on access.

To remove 5 or more at 1 time

\$350.00 to \$500.00 per tree.

**Equipment Needed**

1

0.00

Skid steer with bucket,claw and forks, stump grinder (large), miscellaneous hand tools.

Please review this proposal carefully, by agreeing to this estimate  
you understand :

**TOTAL**

**\$46,375.00**

Greentopps is not liable for any damages sustained to unmarked underground utilities or irrigation systems. You are allowing Greentopps access to your property with our trucks and equipment.

**THANK YOU.**

Invoices will be sent via email once the job is complete and are

Sincerely,  
Greentopps Landscape Maintenance

due upon receipt. After 90 days of non-payment Greentopps may place a contractor's lien on the property. Any fees associated with this process are the responsibility of the client and/or the property owner.

Tree removals often require a permit from either the city, county or H.O.A. It is the responsibility of the client to determine if a permit is needed to complete any kind of landscape work on their property.

Greentopps asks that you provide at least 48 hours notice if a job needs to be cancelled. We reserve the right to charge a 10% cancellation fee if a client does not provide 48 hours notice.

Thank you for the opportunity!

Accepted By

Accepted Date

Sincerely,  
Greentopps Landscape Maintenance

# Proposal

Florida Tree & Ground Maintenance Inc.  
 23422 Janice Ave.  
 Punta Gorda, FL 33980  
 941-613-3613  
 fax: 941-249-8192  
 floridatree@gmail.com



Name/Address
Riverwood CDD 4250 Riverwood Drive Port Charlotte, FL 33953

Date	Estimate No.
04/10/19	3794

Item	Description	Quantity	Cost	Total
Lot Clearing	SE corner of Riverwood Dr & Club Dr Clearing of all underbrush, root grubbing, and stump excavation, work are is approximately 51,200sf		30,000.00	30,000.00
Tree Removal	Approximaately 25 pine removals including stump excavation. All debris hauled away.	25	600.00	15,000.00
			Total	\$45,000.00

Customer Signature \_\_\_\_\_

To remove and dispose of generated debris and complete overall cleanup after completion, is included in estimate total unless specified otherwise. Agenda Page 84

**PLEASE NOTE:** IT IS OWNERS RESPONSIBILITY TO RELOCATE ANY IRRIGATION, WATER, WIRES OR UTILITIES BELOW GROUND. PLEASE ASSESS AREA(S) BEFORE MEN AND MACHINERY ARRIVE SO ANY RELOCATIONS (OR RESULTANT REPAIRS AFTERWARDS) THAT MAY BE NEEDED ARE ADDRESSED. NO CUTS DOES NOT MARK THE ITEMS LISTED ABOVE BECAUSE THEY ARE PRIVATELY OWNED, THEREFORE WE HAVE NO WAY OF KNOWING THEY ARE THERE. WE ALSO DO NOT KNOW IF WE HIT ANYTHING WHILE WORKING, SUCH AS SPRINKLERS, BECAUSE THEY ARE NOT RUNNING AT THAT TIME.

**Acceptance of Estimate** – The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. **I understand that payment is due upon completion.** If I do not pay upon completion, I understand that I will be liable for all costs with collection, including attorney fees, if necessary. Furthermore, I understand that in any dispute, action, or litigation arising out of this transaction, the prevailing party shall recover its attorney fees and taxable costs, including without limitation, any pre-suit fees and costs related to the investigation or demands for payment. I understand that interest in the amount of 18% shall accrue on any unpaid amounts owed hereunder. And finally, I understand that if a cancellation is needed for any reason, that a notice must be given within 24 hours from the date of approval, or at least 24 hours prior to the scheduled start date. The notice must be given by both phone (voicemail or text), and in writing (email or fax), to ensure timely receipt. If a cancellation notice is not given within the 24-hour notice period, I agree to pay the minimum trip charge of \$150.00.

Signature of Approval/Printed Name \_\_\_\_\_ Date of Acceptance \_\_\_\_\_



Certified Arborist David Johnson FL-6279A  
Certified Arborist Brian Pope FL-5649A  
ISA Membership ID: 200303





## **Ninth Order of Business**

**9A.**

# LEGERE'S COASTAL CONCRETE CREATIONS

Agenda Page 67

State Road 776  
1340 El Jobean Road  
PORT CHARLOTTE, FLORIDA 33948  
(941) 625-4888

4819

AREA CODE 239	PHONE 672-0698	DATE 5/31/2019
NAME BRAD MCKNIGHT		
ADDRESS RIVERWOOD		
E-MAIL ADDRESS		

QTY.	DESCRIPTION	PRICE	AMOUNT
14	3 BENCH CERAMIC TABLE SETS		12500.00
2	MATCHING BENCHES WITH BACKS.		650.00
	DELIVER		
			13150.00
	EXEMPT. TAX		<del>200.00</del>
RECEIVED BY		TOTAL	<del>13350.00</del> 13150.00

All claims and returned goods must be accompanied by this bill.

THANK YOU

## SHOP POLICIES:

\*STORE PURCHASES MAY BE RETURNED FOR STORE CREDIT ONLY.

\*Special orders are non-refundable.

\*Deposits forfeited if...

Pete's Patio Furniture Estimate

10- Acrylic 42 inch tables, no hole

40- Ocean Breeze dining chairs / bolt thru / with heat seal

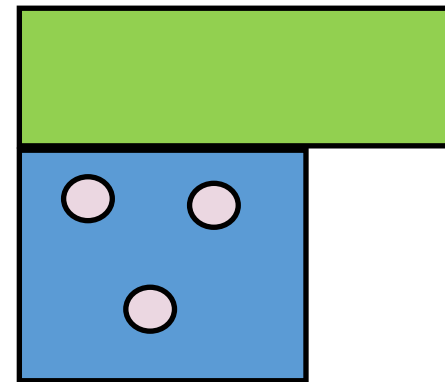
Sahara frame / C73 Sumba Mocha sling

885.00 per set

10 sets @ 885.00      8850.00

4-5 weeks delivery Free Delivery

## Pickle Ball Area

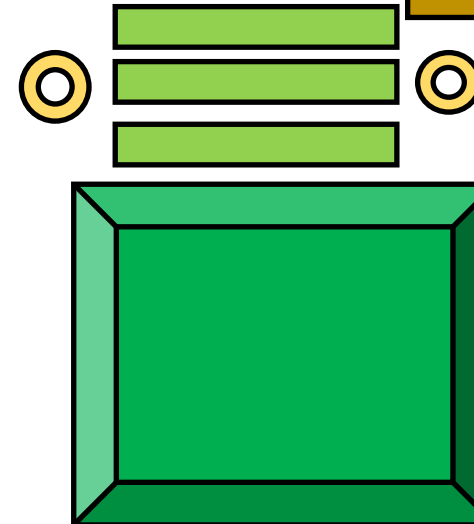


\*Fiberglass topped tables from the pool area will be placed here along with 12 of the patio chairs. These will be a “temporary” placement until it has been determined what is needed on a more permanent basis.

## Bocce Ball Court

The same types of tables and chairs from the pool area will be used until it is determined what is needed.

Blue Umbrellas will be used



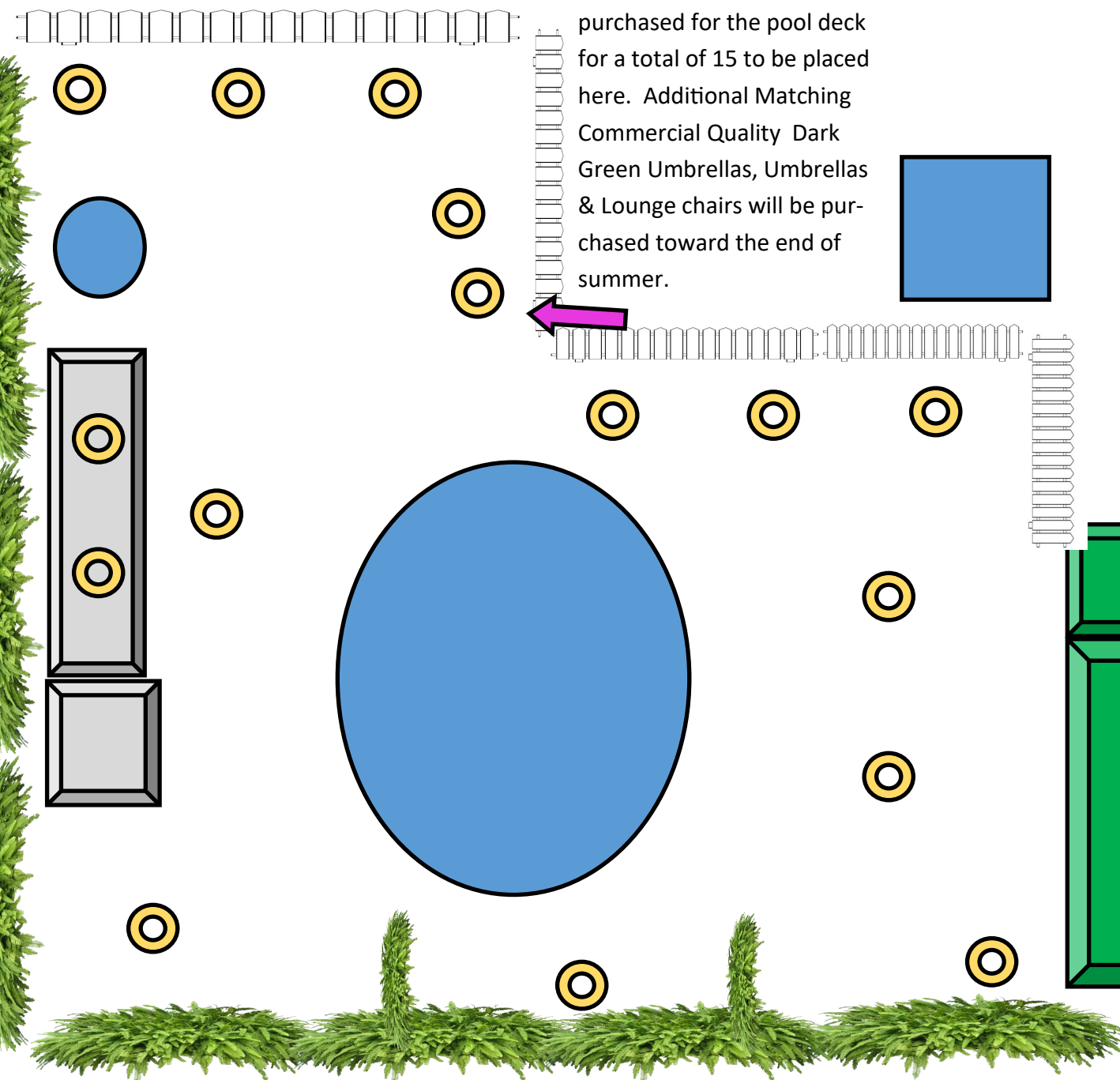
## Dog Park

CDD will purchase 4 concrete tables with seating for this area. They will be consistent with those located at the pool area for consistency throughout the Activity Campus. Blue Umbrellas will be used.



## Pool Deck

Additional matching Concrete tables and seating shall be purchased for the pool deck for a total of 15 to be placed here. Additional Matching Commercial Quality Dark Green Umbrellas, Umbrellas & Lounge chairs will be purchased toward the end of summer.



## Under New Canopy and exterior of Activities Building Veranda.

The existing patio tables and matching chairs will all be placed under the canopy and additional tables/chairs to match will be purchased. There will be a total of 22 tables with 4 chairs each.

\*\*Also 2 additional concrete benches will be purchased for the walkway entering the main door to the Activities Building.



= Concrete Tables with matching benches



= Current Patio Tables & Chairs. Additional being purchased that match to make total of 22 sets