

**Riverwood Community
Development District**

JANUARY 21, 2020

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

January 14, 2020

Board of Supervisors
Riverwood Community
Development District

Dear Board Members:

The meeting of the Board of Supervisors will be held on Tuesday, January 21, 2020 at 2:00 p.m. in the Riverwood Activity Center, 4250 Riverwood Drive, Port Charlotte, FL. Following is the advance agenda.

1. Call to Order and Roll Call
2. Approval of the January 21, 2020 Agenda
3. Audience Comments on Agenda Items
4. Approval of Consent Agenda
 - A. Approval of the Minutes of December 17, 2019 meeting
 - B. Acceptance of the Financial Statements and Check Registers
5. Discussion of Detail Reports of All Department Budgets
6. Monthly Client Report
7. Manager's Report
 - A. On-Site Manager's Report
 - B. Consideration of Resolution 2020-03, Designating a Co-Treasurer
8. Attorney's Report
9. Old Business
 - A. Focus Group Report
 - B. Delinquent Water Accounts
 - C. TEM PCA Service Agreement
 - D. Activities Construction Project Update
10. New Business
 - A. Discussion of Realtor Signs
 - B. Discussion of 2nd Waterline
 - C. Discussion of Pool Update
 - D. Life Safety Sprinkler System Deficiencies
 - E. Brightview Storage Container Location
 - F. Wayne Auto Fire Alarm Antenna Mounting
11. Other Reports
12. Committee Reports
 - A. Sewer Committee
 - B. Water/Utility Billing Committee
 - C. Financial Advisory Committee

- D. Strategic Planning Committee
- E. Environmental Committee
 - i. Lake Maintenance Proposals
- F. Beach Club Committee
- G. Dog Park Committee
- H. Safety & Access Control Committee
- 13. Supervisor Comments
- 14. Audience Comments
- 15. 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,

Bob Koncar

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, December 17, 2019 at 2:00 p.m. at the Riverwood Activity Center, 4250 Riverwood Drive, Port Charlotte, Florida.

Present and constituting a quorum were:

Michael Spillane
Richard Knaub
Dolly Syrek
James Martone
Donald Myhrberg

Chairperson
Vice Chairperson
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present were:

Robert Koncar
Brad McKnight
Scott Rudacille
Jerry Hahn
Residents

District Manager
Project Manager
District Attorney
Lead Operations

The following is a summary of the minutes and actions taken at the December 17, 2019 meeting of the Riverwood CDD.

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

Mr. Spillane called the meeting to order and Mr. Koncar called the roll.

SECOND ORDER OF BUSINESS

Approval of the December 17, 2019 Agenda

On MOTION by Mr. Knaub seconded by Ms. Syrek with all in favor the December 17, 2019 agenda was approved.

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 November 19, 2019 Meeting
- B. Acceptance of the Financial Statements and Check Registers

Mr. Knaub MOVED to approve the Consent Agenda and Ms. Syrek seconded the motion.

- A minor correction was made to the November 19, 2019 minutes and will be incorporated into the final copy.

On VOICE vote with all in favor the prior motion passed.

FIFTH ORDER OF BUSINESS

**Discussion of Detail Report of All
Department Budgets**

- Mr. Spillane questioned the expenditure of \$10,000 for R&M Gatehouse in the first month of the new fiscal year.
- Mr. Knaub felt this was a misappropriation and will check into this.

SIXTH ORDER OF BUSINESS

Monthly Client Report

- Mr. Hahn reviewed the Monthly Client Report.
- All water requirements and all wastewater plant requirements were met.
- Mr. Hahn reviewed the reuse pump station status and performance metrics.
- He noted 9,878,000 was invoiced from CCU.
- He noted 4,213,850 gallons were flushed.

SEVENTH ORDER OF BUSINESS

Manager's Report

A. On Site Manager's Report

- This item will be discussed later in the meeting.

EIGHTH ORDER OF BUSINESS

Attorney's Report

- There being no report, the next item followed.

NINTH ORDER OF BUSINESS

Old Business

A. Focus Group Report

- Mr. Myhrberg noted the Focus Group has been meeting regularly.
- The Focus Group placed a job ad for a Site Manager position. They closed the ad on Friday and received 36 responses and whittled the number down to seven.
- The Focus Group will conduct face-to-face interviews over the next few weeks. They intend to finish by January 10th and be able to recommend several individuals for interviews by the CDD Board.

- He noted they have not advertised yet for the Maintenance Tech who will care for the tennis courts and other cleaning duties.
- Mr. Myhrberg spoke with Mr. Chris Tarase, Inframark Vice President of Management, who noted it will all be worked out. Mr. Tarase was very flexible on the April 1st date.

SEVENTH ORDER OF BUSINESS**Manager's Report****A. On Site Manager's Report**

- Mr. Spillane noted this item was skipped over.
- Mr. McKnight noted there was one Work Order submitted in November.
- He discussed the following:
 - ✓ Maintenance techs completed the Field Operations Report on the District's storm water system through the curb inlets. Report will follow the Environmental Committee.
 - ✓ The Field Services Scope included verifying field identification locations.
 - ✓ The back gate at Willow Bend was discussed. Last month, he reported the readers were swapped to see if the problem would follow the reader. To date, no new or additional issues have been reported or observed.
 - ✓ Activity Center Camps; the Administrative Building: Regarding the CDD file storage design, he is asking for a volunteer Board member to assist in designing the file storage area for CDD files. Mr. Martone volunteered to assist.
 - ✓ Fitness Room fans were discussed. Additional fans were requested. They cost approximately \$40 per fan.
 - ✓ Piano tuning has been completed.
 - ✓ Pool umbrellas were discussed.
 - ✓ HPAC made a final inspection was performed and passed regarding electricals.
 - ✓ Refrigerator: the water main meter has been removed.

NINTH ORDER OF BUSINESS**Old Business (continued)****B. Delinquent Water Accounts**

- Mr. Spillane noted there is a resident in Sawgrass Marsh Court with a four-month delinquent water account.

- At the prior Water/Utility meeting, Mr. Hahn was asked to tag him for seven days and then turn his water off. Mr. Hahn did not do it because he was told you cannot turn the water off on a delinquent account.
- Mr. Rudacille asked if it was our water? He was told it was. He cannot understand why the water cannot be turned off.
- Mr. Hahn noted we must develop a process to ensure we are adhering to the rules and following a process.
- The Board agreed to review the CDD Rules & Regulations for giving the resident seven days to pay his delinquent bill.
- Mr. Knaub noted in the past, there was a resident who did not pay his bill for four months, but once he was told his water would be turned off, he paid his bill in full.

C. Gate Access

- This will be discussed later.

D. ADA Website Progress

- Mr. Koncar noted now that we have the contract with Campus Suite signed, we should have the new website up should be up and running by the first week of January.
- The Board will notice the agenda package has lost a lot of weight and we are within the 55 page per meeting limit.
- The Board was impressed with the new agenda package.

E. Status of Offsite Cloud Storage Project

- Mr. Myhrberg noted given what Mr. Koncar said, we had a one-time charge for conversion and then a charge for the annual maintenance of that website.
- Mr. Myhrberg noted given that, currently in the budget we have Miscellaneous Web Posting at \$20,000. We should have some additional money.
- The Board went back to discussing the Rules regarding delinquent water bills.
- Mr. Rudacille noted the Rules say if termination of services is something the resident can remedy, they must be provided notice “or they will be shut off”. It does not specify the number of days.
- Mr. Rudacille noted we should have an internal policy in the rules regarding this.

- Mr. Spillane noted the Water/Utility Committee will draft a policy and bring to the next Board meeting.

C. Gate Access

- Mr. Knaub noted the computer and software are ready, we are just waiting for the badges. They are supposed to be drop shipped, all 3,000 of them. The printers are in, as well as the software and computer. We have a part-time security person who should be ready to start sometime in January.
- As soon as we get the badges, we will spend a week or two making sure everyone is comfortable with the process.
- The badges will be designed with the Riverwood Heron on them. There will be different color badges: yellow for renters; green for homeowners and red for staff, so in this way they will be easily identifiable.

TENTH ORDER OF BUSINESS

New Business

A. Discussion of Club Drive

D. RV Park/WWTP Stockade Fence

- Mr. Spillane noted 10A and 10D are the same item.
- Mr. Spillane noted Mr. McKnight gave two proposals for a 6' wood stockade fence.
- The Supervisors did not want to spend money on an unnecessary item.
- Mr. Rudacille noted it was unnecessary to make a motion.

B. Storm Pipe Cleaning Proposal

- Ms. Syrek noted the \$7,500 for the M.R.I. Inspection for the Storm Pipe Vactor Cleaning has already been done.
- The pipes were very clogged.
- She wanted to hire someone to design a French drainage system for around the pickleball court and down the dog park court.
- Mr. Spillane noted we should have our counsel notify Willow Smith that we are going to be looking to them to do these repairs.

C. Lake Fountain Repair

- Mr. Spillane noted there are two fountains that need repair, one on Hole #8 and one on Hole #13. To repair the fountain on Hole #8, which broke in the spring, Mr. McKnight received a proposal at the time that would cost approximately \$3,400 to repair.
- At the time, Mr. Spillane made a motion to ask the Golf Course if they wanted to participate. They did not want to participate. Then the fountain on Hole #13 broke.
- Mr. Spillane received a proposal from Solitude Lake Management to repair both fountains in an estimated amount of \$1,523. That is just for replacement of the motors.
- Mr. Spillane noted we own all the ponds.

Ms. Syrek MOVED to deny the repair of the Golf Course pumps in the two ponds and Mr. Martone seconded the motion.

- Mr. Martone noted they have been a problem ever since the Golf Course was built. He does not know if we can gather the amount of money spent repairing them and replacing motors. The Golf Course does not want to take any responsibility or spend any money.

On VOICE vote with Mr. Knaub, Mr. Martone, Ms. Syrek and Mr. Myhrberg voting aye to deny and Mr. Spillane voting nay to deny the prior motion passed.

- Mr. Spillane noted in the next Friday Facts, it will be noted that the Board is removing the fountains because they are burdensome to repair, and we do not feel it is totally our responsibility.

ELEVENTH ORDER OF BUSINESS**Other Reports**

- There not being any, the next item followed.

TWELFTH ORDER OF BUSINESS**Committee Reports****A. Sewer Committee**

- Mr. Martone reported our blowers were finally delivered to the plant. The electrical is being run right now. The controller work has started. We are looking at a completion date by the week of January 5th.

- We lost one of our Project Coordinators at the Sewer Plant. Inframark is working on replacing her. The Regional Manager volunteered to take her place, however, that is not really a solution and he missed our first meeting this morning.
- Mr. Koncar noted he will be following up.

B. Water/Utility Billing Committee

- Mr. Spillane noted we are putting in a water line and asked for County participation. The County, through Commissioner Deutsch's Assistant, noted they will not give us any significant monies towards the water line.
- Mr. Spillane noted they created a hardship on the District. If they reduce our water by 20%, we would not have the ability to provide services to Sawgrass that would meet State standards. Our residents would not have enough water and would have water problems.
- If we file a notice that we intend to sue the County to get them to stop the pump station, then we will be alright. At least it will get in the newspaper and we can get someone's attention.
- Mr. Rudacille noted he does not want to send a notice to the County unless we believe something can be done. These are elected officials, and this is a large community. We must get in front of them, but I do not know if you need to send them a demand letter or a notice of filing suit in order to do that. He thinks we can apply political pressure.
- Mr. Spillane noted we tried that. We wrote to him on June 12th. Did you get a response?
- M. Rudacille responded no.
- Mr. Knaub suggested attending a County's Board of Commissioners meeting, notifying the newspapers, be interviewed by the press and getting on television. Another effective way would be having the meeting room packed with Riverwood people.
- Mr. Koncar suggested getting something in writing with the facts and use to distribute to the press, to each County Commissioner and to the County Manager.
- Mr. Spillane noted he will start, send to Mr. Koncar for review and may prepare something in time for the next CDD meeting.
- Mr. Koncar will discuss this with the District Engineer. He hoped to have something to distribute to the press and get it in the hands of the County Commissioner.
- Mr. Rudacille noted sometimes, depending on the rules for Charlotte County, they will allow speakers 10 minutes rather than the usual 3 minutes for a group of people.

- Mr. Rudacille suggested another thing that would be effective is if you had the room packed with Riverwood people.
- Mr. Knaub noted when he addressed the Board Meeting for the rate increase, the press was in attendance.
- Mr. Spillane noted the plans are moving along, but very slowly. We have not had a 30% meeting with the County yet. We are scheduled to be out to bid on the 1st of February.
- He notified the people in Stonebridge that they are not participants in our efforts and that they will have a problem. He met with personnel from Stonebridge including the President of Association and gave him an up-to-date report.
- He has been trying to get NHC to give us the water line so we can convert. He did not receive a response from them. He also called the DEP. If anyone from Stonebridge wants to know the status of what is going on at the DEP, the man to call is Andrew Price, phone 239-344-5621. Everyone from Stonebridge should call him. He oversees testing and managing of the water systems in the State of Florida, particularly in Riverwood, Stonebridge, Vizcaya and El Jobean.
- Mr. Spillane noted the next item is **irrigation** stating we have three days' supply of water. The County has shut down their non-potable water supply to us until December 30, 2019. We are not going to be able to supply water to the neighborhoods. We are going to turn the water back on tomorrow and Thursday. We are looking into getting a pump to take water out of the big pond and pump it into our pond. We can get 700,000 gallons a day for a month. The water will be on and off for the next two weeks. There is a 70% chance of rain tonight.

C. Financial Advisory Committee

- Ms. Syrek noted the Finance Committee meets every second Tuesday of the month.
- At our prior meeting, we discussed basically two areas: accounts payable process and the service area billing, which is sewer and water.
- She discussed sales tax.
- She had a meeting with Ben, the Regional Manager, who said Inframark gets a large discount on purchasing from a supplier which would save us money over and above the 7% sales tax and 15% markup on that.

- Mr. Martone noted we use a lot of chlorine and we have a supplier. He gets thousands and thousands of gallons of chlorine at a very discounted price. And he pays a sales tax on it. If we think he will supply us a 1,000-gallon tank of chlorine and not charge us that sales tax he paid, you will have to find another source of chlorine.
- Ms. Syrek discussed the invoice approval process describing in detail the process of looking at each invoice.

Ms. Syrek MOVED to approve the new purchase order system for the General Fund for District Purchases and Mr. Myhrberg seconded the motion.

- Discussion ensued on the above.

On VOICE vote with all in favor the prior motion passed.

D. Strategic Planning Committee

- Mr. Myhrberg noted we are aiding the Financial Committee. They will send out a better spreadsheet.

E. Environmental Committee

- Mr. Myhrberg noted at the last meeting he learned the two methods of trimming by the RCA and the CDD.
- They have a \$95,000 budget which was cut from the prior year.

F. Beach Club Committee

- Mr. Knaub noted he has four Beach Club members who decided to stay with the Beach Club Committee. He has two new names for the Beach Club Committee who are full time residents. He now has four full time residents and hopes to have five full time residents.

On MOTION by Mr. Knaub seconded by Ms. Syrek with all in favor the appointments of members Judith Rosall and Betty Smith to the Beach Club were approved.

G. Dog Park Committee

- Ms. Syrek noted we had our meeting on Friday. There are over 140 full time members. They are working on a list of priorities with a time line. They want a sign post at the

entrance to the Dog Park noting it is for members only and that dogs should have tags. The metal bench at the small dog park is broken and needs to be replaced.

- They would like a few more benches in the park. The Committee would like to know whether they can submit a survey to all Dog Park members.
- The Committee wants to know would it be possible if the CDD can include the Dog Park as an adjunct website to the main website.
- The Dog Park asked Ms. Syrek why they must pay for things when the CDD pays for tennis, pickle ball, crochet, bocce ball, etc.
- They want to know why they pay dues each year, when tennis does not, bocce ball does not, croquet players do not.
- If they do not pay dues, then anyone can go and use the Dog Park.
- The Dog Park Committee would like the CDD to contribute some money to have them make it a better park because we advertise that as an amenity for Riverwood.
- They would like two trees, some benches and umbrellas for right now.

H. Safety & Access Control Committee

- Mr. Knaub noted the Committee wanted to send out letters to the residents who had violation issues, noting this type of behavior will not be tolerated.
- Due to bad behavior, Weiser Security has had issues maintaining staff. Due to rude behavior by residents, two guards quit in the gatehouse.
- One of the new attendants at the Beach Club is going to be working at the office and not at the Beach Club anymore.
- Mr. Knaub will work with Mr. Koncar regarding serving notice to residents about enforcing the rules.
- Mr. Koncar noted he will work with Mr. Knaub about sending letters to residents on violation issues.
- Mr. Knaub asked Mr. McKnight whether he addressed the generator for the guardhouse? Mr. McKnight noted he is trying to get quotes.

THIRTEENTH ORDER OF BUSINESS

Supervisor Comments

- Mr. Myrhberg noted the Environmental Committee is also in need of additional members.
- Mr. Spillane noted most of the committees need additional members.

- Ms. Syrek noted she is appalled by the incident at the gatehouse and the Beach Club. If things do not get better, Riverwood will get a reputation, and it will affect real estate, it will affect who we get to be our guard.
- Mr. Spillane noted every month he will send the incident report before every meeting. He does not want them in the agenda package.
- Mr. Spillane asked Mr. McKnight about separating the lap lanes in the pool.

FOURTEENTH ORDER OF BUSINESS

Audience Comments

- There being no comments, the next item followed.

FIFTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Knaub and Ms. Syrek with all in favor the meeting was adjourned.

Secretary

Chairperson

4B

Riverwood
Community Development District

Financial Report

December 31, 2019

Prepared by



Riverwood
Community Development District

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Riverwood
Community Development District

Financial Statements

(Unaudited)

December 31, 2019

Balance Sheet
December 31, 2019

	I	J	Y	Z	AE	AH	AN	AQ	AT	AW
18										
19	ACCOUNT DESCRIPTION	GENERAL FUND (001)	BEACH CLUB FUND (OPERATIONS)	BEACH CLUB FUND (LOAN)	2018 VALLEY NATIONAL BANK LOAN - DSF FUND	2018 VALLEY NATIONAL BANK - CPF FUND	WATER, SEWER & IRRIGATION FUND	TOTAL		
21										
23	ASSETS									
26	Cash - Checking Account	\$ 1,323,150	\$ -	\$ -	\$ -	\$ -	\$ 502,363	\$ 1,825,513		
28	Accounts Receivable	-	3	-	-	-	170,270	170,273		
29	Accounts Receivable > 120	-	-	-	-	-	51,658	51,658		
33	Due From Beach Club (Loan)	233,212	-	-	-	-	-	233,212		
35	Interest/Dividend Receivables	-	-	-	-	-	3,772	3,772		
62	Due From Other Funds	-	174,025	-	76,213	356,283	117,615	724,136		
65	Investments:									
68	Certificates of Deposit - 12 Months	-	-	-	-	-	214,706	214,706		
77	Money Market Account	1,024,748	-	-	-	-	902,126	1,926,874		
88	Interest Account	-	-	-	150	-	-	150		
101	Reserve Fund	-	-	-	131,148	-	-	131,148		
104	Revenue Fund	-	-	-	559,028	-	-	559,028		
115	Fixed Assets									
116	Land	-	-	-	-	-	330,000	330,000		
117	Buildings	-	-	-	-	-	1,413,584	1,413,584		
118	Accum Depr - Buildings	-	-	-	-	-	(723,857)	(723,857)		
119	Infrastructure	-	-	-	-	-	9,756,749	9,756,749		
120	Accum Depr - Infrastructure	-	-	-	-	-	(3,275,548)	(3,275,548)		
121	Equipment and Furniture	-	-	-	-	-	10,477	10,477		
122	Accum Depr - Equip/Furniture	-	-	-	-	-	(5,534)	(5,534)		
129										
130	TOTAL ASSETS	\$ 2,581,110	\$ 174,028	\$ -	\$ 766,539	\$ 356,283	\$ 9,468,381	\$ 13,346,341		
131										
135	LIABILITIES									
138	Accounts Payable	\$ 34,170	\$ 2,917	\$ -	\$ -	\$ -	\$ 1,852	\$ 38,939		
139	Accrued Expenses	16,022	6,890	-	-	-	82,217	105,129		
140	Contracts Payable	-	-	-	-	17,964	-	17,964		
141	Retainage Payable	-	-	-	-	8,373	-	8,373		
146	Sales Tax Payable	906	4,872	-	-	-	-	5,778		
147	Deposits	-	-	-	-	-	179,472	179,472		
155	Due To Other Funds	724,136	-	-	-	-	-	724,136		
156	Due To General Fund (Loan)	-	-	233,212	-	-	-	233,212		
164										
165	TOTAL LIABILITIES	775,234	14,679	233,212	-	26,337	263,541	1,313,003		
166										

Balance Sheet
December 31, 2019

	I	J	Y	Z	AE	AH	AN	AQ	AT	AW
18										
19	ACCOUNT DESCRIPTION	GENERAL FUND (001)	BEACH CLUB FUND (OPERATIONS)	BEACH CLUB FUND (LOAN)	2018 VALLEY NATIONAL BANK LOAN - DSF FUND	2018 VALLEY NATIONAL BANK - CPF FUND	WATER, SEWER & IRRIGATION FUND	TOTAL		
168	FUND BALANCES / NET ASSETS									
170	<i>Fund Balances</i>									
181	Restricted for:									
182	Debt Service	-	-	-	766,539	-	-	766,539		
183	Capital Projects	-	-	-	-	329,946	-	329,946		
184	Special Revenue	-	159,349	-	-	-	-	159,349		
193	Assigned to:									
194	Operating Reserves	330,718	-	-	-	-	-	330,718		
195	Reserves - Dog Park	10,702	-	-	-	-	-	10,702		
196	Reserves - Emergency	-	-	-	-	-	240,667	240,667		
197	Reserves - Ponds	86,242	-	-	-	-	-	86,242		
198	Reserves-Recreation Facilities	39,661	-	-	-	-	-	39,661		
199	Reserves - Roadways	538,581	-	-	-	-	-	538,581		
200	Reserves - RV Park	52,450	-	-	-	-	-	52,450		
207	Unassigned:	747,522	-	(233,212)	-	-	-	514,310		
215	<i>Net Assets</i>									
216	Invested in capital assets,									
217	net of related debt	-	-	-	-	-	7,505,871	7,505,871		
224	Reserves - Sewer System	-	-	-	-	-	817,961	817,961		
225	Reserves - Water System	-	-	-	-	-	301,229	301,229		
226	Reserves - Irrigation System	-	-	-	-	-	17,199	17,199		
230	Unrestricted/Unreserved	-	-	-	-	-	321,913	321,913		
234	TOTAL FUND BALANCES / NET ASSETS	\$ 1,805,876	\$ 159,349	\$ (233,212)	\$ 766,539	\$ 329,946	\$ 9,204,840	\$ 12,033,338		
236										
239	TOTAL LIABILITIES & FUND BALANCES / NET ASSETS	\$ 2,581,110	\$ 174,028	\$ -	\$ 766,539	\$ 356,283	\$ 9,468,381	\$ 13,346,341		

	M	N	X	N	Z	A	AB	A	AD	A	AL	A	AN	A	AP	A	AT
25	Statement of Revenues, Expenditures and Changes in Fund Balances																
27	For the Period Ending December 31, 2019																
29																	
31																	
32																	
33																	
34																	
36	REVENUES																
38	Interest - Investments	\$	4,500	\$	1,125	\$	3,263	\$	2,138	72.51%	\$	375	\$	1,262	\$	887	
39	Special Assmnts- Tax Collector		1,351,847		812,102		894,654		82,552	66.18%		582,504		676,133		93,629	
40	Special Assmnts- Discounts		(54,073)		(32,484)		(35,099)		(2,615)	64.91%		(23,300)		(26,526)		(3,226)	
41	Other Miscellaneous Revenues		100		25		1		(24)	1.00%		8		-		(8)	
42	Dog Park Revenue		2,000		500		-		(500)	0.00%		167		-		(167)	
43	RV Parking Lot Revenue		18,500		4,625		13,166		8,541	71.17%		1,542		12,944		11,402	
49																	
50	TOTAL REVENUES		1,322,874		785,893		875,985		90,092	66.22%		561,296		663,813		102,517	
51																	
61	EXPENDITURES																
63	Administration																
64	P/R-Board of Supervisors		4,350		1,088		1,172		(84)	26.94%		363		293		70	
65	FICA Taxes		333		83		90		(7)	27.03%		28		22		6	
66	ProfServ-Engineering		1,170		293		-		293	0.00%		98		-		98	
67	ProfServ-Legal Services		11,600		2,900		10,402		(7,502)	89.67%		967		1,186		(219)	
68	ProfServ-Mgmt Consulting Serv		46,627		11,657		11,657		-	25.00%		3,886		3,886		-	
69	ProfServ-Trustee Fees		3,717		3,717		-		3,717	0.00%		3,717		-		3,717	
70	Auditing Services		2,030		1,015		-		1,015	0.00%		1,015		-		1,015	
71	Postage and Freight		980		245		266		(21)	27.14%		82		87		(5)	
72	Communications-Other		3,200		800		589		211	18.41%		267		(294)		561	
73	Insurance - Property		2,050		2,050		2,237		(187)	109.12%		-		-		-	
74	Insurance - General Liability		9,500		9,500		6,112		3,388	64.34%		-		-		-	
75	Printing and Binding		60		15		56		(41)	93.33%		5		-		5	
76	Legal Advertising		827		207		86		121	10.40%		69		22		47	
77	Miscellaneous Services		800		200		175		25	21.88%		67		-		67	
78	Misc-Non Ad Valorem Taxes		3,000		3,000		2,341		659	78.03%		-		-		-	
79	Misc-Records Storage		348		87		87		-	25.00%		29		29		-	
80	Misc-Assessmnt Collection Cost		27,037		16,242		17,191		(949)	63.58%		11,650		12,992		(1,342)	
81	Misc-Contingency		2,000		500		78		422	3.90%		167		(199)		366	
82	Misc-Web Hosting		5,900		1,475		244		1,231	4.14%		492		58		434	
83	Office Supplies		700		175		114		61	16.29%		58		93		(35)	
85	Total Administration		126,229		55,249		52,897		2,352	41.91%		22,960		18,175		4,785	

	M	N	X	N	Z	A	AB	A	AD	A	AL	A	AN	A	AP	A	AT
25	Statement of Revenues, Expenditures and Changes in Fund Balances																
27	For the Period Ending December 31, 2019																
29																	
31																	
32																	
33																	
34																	
86																	
97	<u>Environmental Services</u>																
98	ProfServ-Consultants	15,000	3,750	2,200	1,550	14.67%	1,250	2,200	(950)								
99	Contracts-Preserve Maintenance	75,000	18,750	19,150	(400)	25.53%	6,250	-	6,250								
100	Contracts-Lakes	30,000	7,500	6,399	1,101	21.33%	2,500	2,133	367								
101	R&M-Lake	5,000	1,250	-	1,250	0.00%	417	(200)	617								
102	R&M-Storm Drain Cleaning	10,000	2,500	7,500	(5,000)	75.00%	833	7,500	(6,667)								
103	R&M-Preserves	95,000	23,750	129	23,621	0.14%	7,917	129	7,788								
104	R&M-Lake Erosion	15,000	3,750	-	3,750	0.00%	1,250	-	1,250								
105	Lakes & Preserve Planting	5,000	1,250	-	1,250	0.00%	417	-	417								
106	Misc-Contingency	10,000	2,500	23	2,477	0.23%	833	-	833								
108	Total Environmental Services	260,000	65,000	35,401	29,599	13.62%	21,667	11,762	9,905								
109																	
111	<u>Road and Street Facilities</u>																
112	Gatehouse Attendants	210,000	52,500	55,317	(2,817)	26.34%	17,500	18,025	(525)								
113	Electricity - General	2,400	600	599	1	24.96%	200	189	11								
114	Utility - Water & Sewer	2,000	500	512	(12)	25.60%	167	148	19								
115	R&M-Gate	7,000	1,750	3,939	(2,189)	56.27%	583	-	583								
116	R&M-Gatehouse	2,000	500	1,011	(511)	50.55%	167	(9,268)	9,435								
117	R&M-Sidewalks	20,000	5,000	-	5,000	0.00%	1,667	-	1,667								
118	R&M-Signage	1,000	250	866	(616)	86.60%	83	866	(783)								
119	R&M-Roads	15,000	3,750	3,576	174	23.84%	1,250	-	1,250								
120	R&M-Road Striping	1,000	250	-	250	0.00%	83	-	83								
121	R&M-Security Cameras	2,000	500	-	500	0.00%	167	-	167								
122	R&M-Road Scaping	5,000	1,250	3,706	(2,456)	74.12%	417	3,642	(3,225)								
123	Preventative Maint-Security Systems	5,000	1,250	-	1,250	0.00%	417	-	417								
124	Misc-Gatehouse Administration	6,000	1,500	455	1,045	7.58%	500	-	500								
125	Misc-Contingency	8,075	2,019	-	2,019	0.00%	673	-	673								
127	Total Road and Street Facilities	286,475	71,619	69,981	1,638	24.43%	23,874	13,602	10,272								
128																	

	M	N	X	N	Z	A	AB	A	AD	A	AL	A	AN	A	AP	A	AT
25	Statement of Revenues, Expenditures and Changes in Fund Balances																
27	For the Period Ending December 31, 2019																
29																	
31																	
32																	
33																	
34																	
130	Activity Center Campus																
131	Contracts-On-Site Maintenance	12,000	3,000	2,500	500	20.83%	1,000	833	167								
132	Electricity - General	52,000	13,000	9,131	3,869	17.56%	4,333	2,929	1,404								
133	Utility - Water & Sewer	16,000	4,000	4,493	(493)	28.08%	1,333	1,224	109								
134	Electricity-Pool	10,000	2,500	1,804	696	18.04%	833	703	130								
135	Insurance - Property	34,000	34,000	37,095	(3,095)	109.10%	-	-	-								
136	Insurance - General Liability	3,000	3,000	1,087	1,913	36.23%	-	-	-								
137	R&M-Pools	10,000	2,500	179	2,321	1.79%	833	(98)	931								
138	R&M-Tennis Courts	22,000	5,500	11,412	(5,912)	51.87%	1,833	4,230	(2,397)								
139	R&M-Fitness Equipment	3,000	750	729	21	24.30%	250	-	250								
140	R&M-Activity Center	30,000	7,500	8,876	(1,376)	29.59%	2,500	1,188	1,312								
141	R&M-Security Cameras	2,000	500	-	500	0.00%	167	-	167								
142	R&M-Recreation Center	7,000	1,750	1,407	343	20.10%	583	751	(168)								
143	Activity Ctr Cleaning-Outside Areas	35,000	8,750	2,858	5,892	8.17%	2,917	-	2,917								
144	Activity Ctr Cleaning- Inside Areas	32,000	8,000	6,414	1,586	20.04%	2,667	3,139	(472)								
145	Pool Daily Maintenance	18,000	4,500	3,330	1,170	18.50%	1,500	3,330	(1,830)								
146	R&M-Croquet Turf Maintenance	22,000	5,500	3,000	2,500	13.64%	1,833	-	1,833								
147	Tennis Courts-Daily Maintenance	29,494	7,374	2,820	4,554	9.56%	2,458	-	2,458								
148	Misc-Special Projects	30,000	7,500	1,729	5,771	5.76%	2,500	495	2,005								
149	Misc-Contingency	32,176	8,044	10,729	(2,685)	33.34%	2,681	25	2,656								
150	Capital Outlay	-	-	22,700	(22,700)	0.00%	-	-	-								
152	Total Activity Center Campus	399,670	127,668	132,293	(4,625)	33.10%	30,221	18,749	11,472								
153																	
170	Reserves																
171	Reserve - Dog Park	2,000	2,000	-	2,000	0.00%	-	-	-								
172	Reserves-Rec Facilities	-	-	131,110	(131,110)	0.00%	-	26,981	(26,981)								
173	Reserve - Roadways	230,000	230,000	-	230,000	0.00%	-	-	-								
174	Reserve - RV Park	18,500	18,500	516	17,984	2.79%	-	166	(166)								
176	Total Reserves	250,500	250,500	131,626	118,874	52.55%	-	27,147	(27,147)								
177																	
178																	
179	TOTAL EXPENDITURES & RESERVES	1,322,874	570,036	422,198	147,838	31.92%	98,722	89,435	9,287								
180																	

	M	N	X	N	Z	A	AB	A	AD	A	AL	A	AN	A	AP	A	AT
25	Statement of Revenues, Expenditures and Changes in Fund Balances																
27	For the Period Ending December 31, 2019																
29																	
31																	
32																	
33																	
34																	
181	Excess (deficiency) of revenues																
182	Over (under) expenditures		-	215,857	453,787	237,930	0.00%	462,574	574,378	111,804							
183																	
194	Net change in fund balance	\$	-	\$ 215,857	\$ 453,787	\$ 237,930	0.00%	\$ 462,574	\$ 574,378	\$ 111,804							
195																	
199	FUND BALANCE, BEGINNING (OCT 1, 2019)		1,352,089	1,352,089	1,352,089												
200																	
201	FUND BALANCE, ENDING	\$	1,352,089	\$ 1,567,946	\$ 1,805,876												

	M	N	X	N	Z	M	AB	M	AD	M	AL	M	AN	M	AP	M	AT
25	Statement of Revenues, Expenditures and Changes in Fund Balances																
27	For the Period Ending December 31, 2019																
29																	
31																	
32																	
33																	
34																	
36	REVENUES																
38	Interest - Investments	\$	-	\$	-	\$	-	\$	-	0.00%	\$	-	\$	-	\$	-	-
39	Other Miscellaneous Revenues		-		-		19		19	0.00%		-		18		18	
40	Membership Dues		148,000		37,000		119,550		82,550	80.78%		12,333		69,550		57,217	
41	Initiation Fees		800		200		650		450	81.25%		67		50		(17)	
42	Wait List Fees		500		125		-		(125)	0.00%		42		-		(42)	
43	Amenities Revenue		1,000		250		300		50	30.00%		83		-		(83)	
49																	
50	TOTAL REVENUES		150,300		37,575		120,519		82,944	80.19%		12,525		69,618		57,093	
51																	
61	EXPENDITURES																
71	Parks and Recreation - General																
72	ProfServ-Mgmt Consulting Serv		12,076		3,019		7,090		(4,071)	58.71%		1,006		5,090		(4,084)	
73	Contracts-On-Site Maintenance		1,000		250		-		250	0.00%		83		-		83	
74	Contracts-Landscape		3,000		750		-		750	0.00%		250		-		250	
75	Attendant		49,000		12,250		11,480		770	23.43%		4,083		4,517		(434)	
76	Communication - Telephone		2,000		500		841		(341)	42.05%		167		312		(145)	
77	Postage and Freight		50		12		14		(2)	28.00%		4		14		(10)	
78	Utility - General		900		225		186		39	20.67%		75		57		18	
79	Utility - Refuse Removal		475		119		100		19	21.05%		40		33		7	
80	Utility - Water & Sewer		1,800		450		246		204	13.67%		150		92		58	
81	Insurance - Property		9,130		9,130		9,961		(831)	109.10%		-		-		-	
82	Insurance - General Liability		2,200		2,200		1,415		785	64.32%		-		-		-	
83	R&M-Buildings		7,000		1,750		421		1,329	6.01%		583		19		564	
84	R&M-Equipment		2,300		575		1,386		(811)	60.26%		192		57		135	
85	Preventative Maint-Security Systems		1,750		438		-		438	0.00%		146		-		146	
86	Misc-Special Projects		7,000		1,750		800		950	11.43%		583		-		583	
87	Misc-Taxes		675		675		678		(3)	100.44%		-		-		-	
88	Misc-Contingency		2,530		633		150		483	5.93%		211		(19)		230	
89	Misc-Web Hosting		800		200		-		200	0.00%		67		-		67	
90	Office Supplies		550		138		-		138	0.00%		46		-		46	
91	Op Supplies - General		1,000		250		1,757		(1,507)	175.70%		83		199		(116)	
93	Total Parks and Recreation - General		105,236		35,314		36,525		(1,211)	34.71%		7,769		10,371		(2,602)	

	M	N	X	N	Z	A	AB	A	AD	A	AL	A	AN	A	AP	A	AT
25	Statement of Revenues, Expenditures and Changes in Fund Balances																
27	For the Period Ending December 31, 2019																
29																	
31																	
32																	
33																	
34																	
94																	
109	Debt Service																
110	Principal Debt Retirement	20,634	-	-	-	-	0.00%	-	-	-	-	-	-	-	-	-	-
111	Interest Expense	6,430	-	-	-	-	0.00%	-	-	-	-	-	-	-	-	-	-
113	Total Debt Service	27,064	-	-	-	-	0.00%	-	-	-	-	-	-	-	-	-	-
114																	
118	Reserves																
119	Capital Reserve	18,000	18,000	-	18,000	0.00%	-	-	-	-	-	-	-	-	-	-	-
121	Total Reserves	18,000	18,000	-	18,000	0.00%	-	-	-	-	-	-	-	-	-	-	-
122																	
123																	
124	TOTAL EXPENDITURES & RESERVES	150,300	53,314	36,525	16,789	24.30%	7,769	10,371	(2,602)								
125																	
126	Excess (deficiency) of revenues	-	(15,739)	83,994	99,733	0.00%	4,756	59,247	54,491								
127	Over (under) expenditures	-	(15,739)	83,994	99,733	0.00%	4,756	59,247	54,491								
128																	
139	Net change in fund balance	\$ -	\$ (15,739)	\$ 83,994	\$ 99,733	0.00%	\$ 4,756	\$ 59,247	\$ 54,491								
140																	
144	FUND BALANCE, BEGINNING (OCT 1, 2019)	75,355	75,356	75,355													
145																	
146	FUND BALANCE, ENDING	\$ 75,355	\$ 59,617	\$ 159,349													

	M	X	Z	AB	AD	AL	AN	AP	AT
25	Statement of Revenues, Expenditures and Changes in Fund Balances								
27	For the Period Ending December 31, 2019								
29									
31									
32		ANNUAL	YEAR TO DATE	YEAR TO DATE	VARIANCE (\$)	YTD ACTUAL	DEC-19	DEC-19	VARIANCE (\$)
33	ACCOUNT DESCRIPTION	ADOPTED	BUDGET	ACTUAL	FAV(UNFAV)	AS A % OF	BUDGET	ACTUAL	FAV(UNFAV)
34		BUDGET				ADOPTED BUD			
36	REVENUES								
38	Interest - Investments	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -
46	TOTAL REVENUES	-	-	-	-	0.00%	-	-	-
57	EXPENDITURES								
94	TOTAL EXPENDITURES	-	-	-	-	0.00%	-	-	-
96	Excess (deficiency) of revenues	-	-	-	-	0.00%	-	-	-
97	Over (under) expenditures	-	-	-	-	0.00%	-	-	-
109	Net change in fund balance	\$ -	\$ -	\$ -	\$ -	<u>0.00%</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
114	FUND BALANCE, BEGINNING (OCT 1, 2019)	-	-	(233,212)					
116	FUND BALANCE, ENDING	\$ -	\$ -	\$ (233,212)					

	M	X	Z	AB	AD	AL	AN	AP	AT
25	Statement of Revenues, Expenditures and Changes in Fund Balances								
27	For the Period Ending December 31, 2019								
29									
31									
32									
33	ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	DEC-19 BUDGET	DEC-19 ACTUAL	VARIANCE (\$) FAV(UNFAV)
34									
36	REVENUES								
37									
38	Interest - Investments	\$ 2,000	\$ 500	\$ 1,489	\$ 989	74.45%	\$ 167	\$ 323	\$ 156
39	Special Assmnts- Tax Collector	698,412	419,560	479,582	60,022	68.67%	300,942	362,443	61,501
40	Special Assmnts- Discounts	(27,936)	(16,783)	(18,815)	(2,032)	67.35%	(12,038)	(14,219)	(2,181)
46									
47	TOTAL REVENUES	672,476	403,277	462,256	58,979	68.74%	289,071	348,547	59,476
48									
58	EXPENDITURES								
59									
81	Debt Service								
82	Misc-Assessmnt Collection Cost	13,968	8,391	9,215	(824)	65.97%	6,019	6,964	(945)
83	Principal Debt Retirement	392,000	-	-	-	0.00%	-	-	-
84	Interest Expense	270,280	135,140	135,140	-	50.00%	-	-	-
86	Total Debt Service	676,248	143,531	144,355	(824)	21.35%	6,019	6,964	(945)
87									
96									
97	TOTAL EXPENDITURES	676,248	143,531	144,355	(824)	21.35%	6,019	6,964	(945)
98									
99	Excess (deficiency) of revenues								
100	Over (under) expenditures	(3,772)	259,746	317,901	58,155	-8427.92%	283,052	341,583	58,531
101									
103	OTHER FINANCING SOURCES (USES)								
104									
108	Contribution to (Use of) Fund Balance	(3,772)	-	-	-	0.00%	-	-	-
110	TOTAL FINANCING SOURCES (USES)	(3,772)	-	-	-	0.00%	-	-	-
111									
112	Net change in fund balance	\$ (3,772)	\$ 259,746	\$ 317,901	\$ 58,155	-8427.92%	\$ 283,052	\$ 341,583	\$ 58,531
113									
117	FUND BALANCE, BEGINNING (OCT 1, 2019)	448,638	448,638	448,638					
118									
119	FUND BALANCE, ENDING	\$ 444,866	\$ 708,384	\$ 766,539					

	M	X	Z	AB	AD	AL	AN	AP	AT
25	Statement of Revenues, Expenditures and Changes in Fund Balances								
27	For the Period Ending December 31, 2019								
29									
31									
32		ANNUAL	YEAR TO DATE	YEAR TO DATE	VARIANCE (\$)	YTD ACTUAL	DEC-19	DEC-19	VARIANCE (\$)
33	ACCOUNT DESCRIPTION	ADOPTED	BUDGET	ACTUAL	FAV(UNFAV)	AS A % OF	BUDGET	ACTUAL	FAV(UNFAV)
34		BUDGET				ADOPTED BUD			
36	REVENUES								
38	Interest - Investments	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -
46	TOTAL REVENUES	-	-	-	-	0.00%	-	-	-
57	EXPENDITURES								
94	TOTAL EXPENDITURES	-	-	-	-	0.00%	-	-	-
96	Excess (deficiency) of revenues								
97	Over (under) expenditures	-	-	-	-	0.00%	-	-	-
109	Net change in fund balance	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -
114	FUND BALANCE, BEGINNING (OCT 1, 2019)	-	-	329,946					
116	FUND BALANCE, ENDING	\$ -	\$ -	\$ 329,946					

	M	N	X	N	Z	AB	AD	AL	AN	AP	AT
25	Statement of Revenues, Expenses and Changes in Net Assets										
27	For the Period Ending December 31, 2019										
29											
31											
32											
33											
34											
36	OPERATING REVENUES										
38	Interest - Investments	\$ 5,000	\$ 1,250	\$ 3,100	\$ 1,850	62.00%	\$ 417	\$ 1,123	\$ 706		
39	Water-Base Rate	353,052	88,263	86,307	(1,956)	24.45%	29,421	25,671	(3,750)		
40	Water-Usage	176,000	44,000	47,515	3,515	27.00%	14,667	16,749	2,082		
41	Irrigation-Base Rate	158,400	39,600	37,954	(1,646)	23.96%	13,200	11,470	(1,730)		
42	Irrigation-Usage	114,000	28,500	36,640	8,140	32.14%	9,500	9,662	162		
43	Sewer Revenue	1,213,430	303,358	316,829	13,471	26.11%	101,119	99,177	(1,942)		
44	Meter Fees	1,000	250	-	(250)	0.00%	83	-	(83)		
45	Standby Fees	-	-	2,902	2,902	0.00%	-	967	967		
46	Water Quality Surcharge	75,600	18,900	16,708	(2,192)	22.10%	6,300	5,427	(873)		
47	Other Miscellaneous Revenues	9,800	2,450	19,014	16,564	194.02%	817	17,687	16,870		
48	Connection Fees - W/S	-	-	1,720	1,720	0.00%	-	-	-		
49	Compliance Fees	48,720	12,180	-	(12,180)	0.00%	4,060	-	(4,060)		
55											
56	TOTAL OPERATING REVENUES	2,155,002	538,751	568,689	29,938	26.39%	179,584	187,933	8,349		
57											
67	OPERATING EXPENSES										
69	Personnel and Administration										
70	P/R-Board of Supervisors	10,500	2,625	2,828	(203)	26.93%	875	707	168		
71	FICA Taxes	803	201	216	(15)	26.90%	67	54	13		
72	ProfServ-Engineering	9,590	2,397	10,507	(8,110)	109.56%	799	-	799		
73	ProfServ-Legal Services	29,400	7,350	2,762	4,588	9.39%	2,450	2,348	102		
74	ProfServ-Mgmt Consulting Serv	136,686	34,172	34,172	-	25.00%	11,391	11,391	-		
75	Auditing Services	4,900	2,450	-	2,450	0.00%	2,450	-	2,450		
76	Postage and Freight	1,260	315	190	125	15.08%	105	18	87		
77	Insurance - Property	14,880	14,880	16,235	(1,355)	109.11%	-	-	-		
78	Insurance - General Liability	41,474	41,474	26,683	14,791	64.34%	-	-	-		
79	Printing and Binding	1,400	350	135	215	9.64%	117	-	117		
80	Legal Advertising	773	193	208	(15)	26.91%	64	52	12		
81	Miscellaneous Services	3,906	977	777	200	19.89%	326	209	117		
82	Misc-Records Storage	840	210	210	-	25.00%	70	70	-		
83	Misc-Web Hosting	13,272	3,318	559	2,759	4.21%	1,106	140	966		
84	Office Supplies	462	116	-	116	0.00%	39	-	39		
86	Total Personnel and Administration	270,146	111,028	95,482	15,546	35.34%	19,859	14,989	4,870		

	M	N	X	N	Z	AB	AD	AL	AN	AP	AT
25	Statement of Revenues, Expenses and Changes in Net Assets										
27	For the Period Ending December 31, 2019										
29											
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87											
91	Water-Sewer Comb Services										
92	Contracts-Other Services	438,773	109,693	110,606	(913)	25.21%	36,564	36,869	(305)		
93	Communication - Telephone	6,500	1,625	1,968	(343)	30.28%	542	760	(218)		
94	Electricity - General	87,000	21,750	19,244	2,506	22.12%	7,250	6,301	949		
95	Utility - Water & Sewer	3,500	875	677	198	19.34%	292	332	(40)		
96	Utility - Base Rate	138,528	34,632	34,632	-	25.00%	11,544	12,681	(1,137)		
97	Utility - Water-Usage	290,000	72,500	87,865	(15,365)	30.30%	24,167	39,250	(15,083)		
98	Utility-CCU Admin Fee	50	12	11	1	22.00%	4	4	-		
99	R&M-General	357,071	89,268	45,151	44,117	12.64%	29,756	1,525	28,231		
100	R&M-Sludge Hauling	76,620	19,155	-	19,155	0.00%	6,385	-	6,385		
101	Preventative Maint-Security Systems	1,750	438	-	438	0.00%	146	-	146		
102	Misc-Bad Debt	3,500	875	-	875	0.00%	292	-	292		
103	Misc-Licenses & Permits	440	110	145	(35)	32.95%	37	-	37		
104	Misc-Contingency	11,404	2,851	124	2,727	1.09%	950	-	950		
105	Op Supplies - Chemicals	36,000	9,000	6,516	2,484	18.10%	3,000	2,217	783		
106	Back Flow Preventors	48,720	12,180	-	12,180	0.00%	4,060	-	4,060		
107	Reserves - Irrigation System	50,000	50,000	-	50,000	0.00%	-	-	-		
108	Reserve - Sewer System	310,000	310,000	-	310,000	0.00%	-	-	-		
109	Reserve - Water System	20,000	20,000	-	20,000	0.00%	-	-	-		
111	Total Water-Sewer Comb Services	1,879,856	754,964	306,939	448,025	16.33%	124,989	99,939	25,050		
112											
140											
141	TOTAL OPERATING EXPENSES	2,150,002	865,992	402,421	463,571	18.72%	144,848	114,928	29,920		
142											
144	Operating income (loss)	5,000	(327,241)	166,268	493,509	3325.36%	34,736	73,005	38,269		
145											
156	Change in net assets	\$ 5,000	\$ (327,241)	\$ 166,268	\$ 493,509	3325.36%	\$ 34,736	\$ 73,005	\$ 38,269		
157											
161	TOTAL NET ASSETS, BEGINNING (OCT 1, 2019)	9,038,572	9,038,572	9,038,572							
162											
163	TOTAL NET ASSETS, ENDING	\$ 9,043,572	\$ 8,711,331	\$ 9,204,840							

	G	L	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG
14	RIVERWOOD CDD WATER, SEWER & IRRIGATION FUND FUND STATEMENT OF REVENUES, EXPENSES AND FUND NET ASSETS - (SEWER ONLY) FOR THE PERIOD ENDING DECEMBER 31, 2019																	
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14	RIVERWOOD CDD WATER, SEWER & IRRIGATION FUND FUND STATEMENT OF REVENUES, EXPENSES AND FUND NET ASSETS - (WATER ONLY) FOR THE PERIOD ENDING DECEMBER 31, 2019																	
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14	RIVERWOOD CDD WATER, SEWER & IRRIGATION FUND FUND STATEMENT OF REVENUES, EXPENSES AND FUND NET ASSETS - (IRRIGATION ONLY) FOR THE PERIOD ENDING DECEMBER 31, 2019																	
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Sixth Order of Business



Riverwood CDD

December 2019 Monthly Client Report

January 8, 2020

Summary

Operations at the facilities throughout the month were in accordance with contract and regulatory requirements.

The blower project is behind schedule as the last two blowers are in transit but have not yet arrived. The new expected completion the end of January 2020. Since the SCADA project is directly tied to the Blower project that has the same completion expectation.

Items Requiring Approval

We would ask your consideration and approval of the following:

Request	Impact	Est. Cost

Operations

● Compliance

All Water requirements were met.

All Wastewater Plant requirements were met.

● Reuse Pump Station Status:

Average Pressure was 68 PSI. Lowest was 53 PSI.

● Performance metrics:

Wastewater Treatment Plant

- 3,706,000 gals. of Wastewater received
- 3,706,000 gals. recovered for Reuse

Reuse Water

- 25,342,000 gals. of reuse invoiced from CCU
- 26,601,744 metered into Riverwood*
- 13,006,000 Irrigation water billed**

Water Treatment

- 8,649,000 invoiced from CCU
- 8,858,000 gals. of Potable Water metered into Riverwood*
- 3,627,000 Potable Water billed**
- 4,245,300 gals. flushing
- Unaccounted for water is 9%

**Using CCU read dates vs. Inframark readings of CCU meters on those dates*

***Inframark meter reads do not correspond to CCU read dates*

Performance Metrics	Current Month	Prior Month
Wastewater treated	3.706	4.934
Sludge produced	.048	.012
Sludge disposed	.048	.012
Reclaimed water produced	3.706	4.934
Odor complaints	0	0
Reuse Water Consumption	14.930	23.584
Potable Water Consumption	9.672	9.499
Number of line breaks	0	0
Hydrants flushed	20	20
Valves exercised	0	0
Meters read	1942	1942
Meter re-reads	29	57
Bills produced, mailed	1527	1526
Revenue collected	187,967.55	\$187,298.73
Receivables (Ageing on 12/31/19)	221,276.67	\$247,394.87
Adjustments related to water distribution	-1360.31	-204.03
Consumables	Current Month	Current Month
Chlorine usage	2190	2177

*Actual meters read; previous reports contain the total number of accounts.

Past Due Accounts

- There were 22 pass do accounts at the time of December billing.

Maintenance & Repair

- Emergency Call Outs:
 - There were no emergency call outs in the month of October.
- Corrective Maintenance:
 - L/S 2 high level alarm call out.
 - Located Sewer line on 776
 - Pulled both pumps and deragged them 18 and 9
 - IRR station needed to be primed
 - L/S 11 and 20 was out of power and need to be rebooted
 - Changed high level float on L/S17
 - Cleaned roots out at 13297 Scrub Jay
 - Cleaned roots out at 13978 Royal Point
 - L/S 7 VFD got pulled to be fixed
- Preventive Maintenance:
 - Inspected all pump stations weekly
 - Flushed all dead ends
 - Monthly blower checks
 - Odor control weekly checks

- Work Orders:
 - Opened in November – 116
 - Closed in November – 96
- Water Meters:
 - Number changed – 0
 - Meters raised – 0
 - Meters to be raised - 0
 - Number to be changed – 3
 - Zero Usage Total – 138
- Irrigation meters:
 - Number changed – 2
 - Meters Raised – 0
 - Meters to be raised – 1
 - Number to be changed – 1
 - Zero Usage Total – 152

Health & Safety

- Zero LTIs and OSHA recordable incidents occurred during the month
- Safety training includes daily tailgate talks concerning the events of the day

Personnel

- Jerry Hahn is the Lead Operator for the facility
- One full time trainee, one part-time Operator and one part-time trainee are also assigned to Riverwood

Community Involvement

- Visitors to the project/client
 - Jerry Hahn and Ben Griffin attended the sewer committee meetings and the Board meeting in November also Jerry Hahn attended the water committee meeting in November.

Seventh Order of Business

7B

RESOLUTION 2020-03

A RESOLUTION DESIGNATING LUCILLE (DOLLY) SYREK AS CO-TREASURER OF THE RIVERWOOD COMMUNITY DEVELOPMENT DISTRICT

WHEREAS, the Board of Supervisors of the Riverwood Community Development District at a regular business meeting desires to appoint the below recited persons to the offices specified.

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

1. The following person were appointed to the offices shown, to wit:

<u>Michael Spillane</u>	Chairman
<u>Richard Knaub</u>	Vice-Chairperson
<u>Robert Koncar</u>	Secretary
<u>Stephen Bloom</u>	Treasurer
<u>Lucille (Dolly) Syrek</u>	Co-Treasurer
<u>Alan Baldwin</u>	Assistant Treasurer
<u>James Martone</u>	Assistant Secretary
<u>Donald Myhrberg</u>	Assistant Secretary

PASSED AND ADOPTED THIS 21st DAY OF JANUARY 2020

Michael Spillane, Chairman

Bob Koncar, Secretary

Tenth Order of Business

10D



Wayne Automatic Fire Sprinklers, Inc. FM
4683 Laredo Ave
Fort Myers, FL 33905-4924

BILL TO:		JOB LOCATION:	
COMPANY Riverwood Community Development		COMPANY Riverwood Community Development	DATE September 30, 2019
ADDRESS 4250 Riverwood Dr		ADDRESS 4250 Riverwood Dr	EXPIRY DATE October 30, 2019
			SALES REP Vidal A Rivera
Port Charlotte, FL 33953		Port Charlotte, FL 33953	PHONE (239)433-3030 EXT 1234
CONTACT Brad McKnight		CONTACT Brad McKnight	EMAIL varivera@waynefire.com
PHONE (941)979-8720 FAX:		PHONE (239)672-0698 FAX: (941)625-7806	
SCOPE OF WORK:			

This property did not meet NFPA 25 requirements and is not in compliance with code. This quote includes labor and material to repair the deficiencies found during the latest inspection performed on 09/24/19 by Dennis DeCarme.

The following was reported:

*** Riverwood Activity Center - 4250 Riverwood Dr ***

- 4" tampered control; valve failed to report to panel, requires replacement, included in this proposal.
- Missing semi-recessed trim in activity center, installation of new trim included in this proposal.
- Inlet valve on fire backflow requires packing (leaking) included in this proposal.
- Relief valve on fire backflow is leaking, rubber rebuild kit required, included in this proposal.
- 5 year inspection of building system and fire backflow required, included in this proposal. See details below.

During our 2019 fire sprinkler inspection we noted on the inspection report that your facility is due for a (5) year internal obstruction investigation, which requires the following per NFPA, Chapter 14.2.1.1

- (1) Remove and internally inspect the FDC check valve and the Fire Department Connection outside of the building to make sure it is obstruction free.
- (2) Internally inspecting the main system control valve, check valve or alarm check valve to check for any obstructions.
- (3) Internally inspect the inside of the piping at the most remote end of the sprinkler main. If the above items are not easily accessible due to dry wall or other obstructions the owner will be responsible for supplying access holes and patching or repairing any access holes.
- (4) Internally inspect the inside of the piping at the most remote end of sprinkler system.
- (5) Internally inspect the inside of the fire backflow.
- (6) Provide 5 year inspection reports after inspection is completed. (3" Wilkins 375DA - S/N M03271)

NFPA 25 - 2014 Edition 13.6.1.4 Backflow prevention assemblies shall be inspected internally every 5 years to verify that all components operate correctly, move freely, and are in good condition.

DESCRIPTION	PRICE
Materials and Labor:.....	TOTAL: \$3,189.50

Exclusions: The following are not included in this proposal:

- Posting, scheduling or conducting a "fire watch" due to fire system impairment(s).
- Any shut down fees associated with the scope of work.
- Damage incurred from lack of integrity of existing components.
- Concrete/Pavement/Wall/Ceilings - Cutting, Removing, Patching or Painting.
- Any added requests made by the AHJ.
- Any repairs not included in scope above.

SEE TERMS AND CONDITIONS AND TOTAL PRICE ON NEXT PAGE.

Corporate Office	Tampa	Fort Myers	Deerfield Beach	Jacksonville	North Carolina
222 Capitol Court	3226 Cherry Palm Dr.	4683 Laredo Ave.	1500 S Powerline Rd Ste A	11326 Distribution Ave. W.	4370 Motorsport Dr.
Ocoee, FL 34761	Tampa, FL 33619	Ft. Myers, FL 33905	Deerfield Beach, FL 33442	Jacksonville, FL 32256	Concord, NC 28027
Phone: 407-656-3030	Phone: 813-630-0303	Phone: 239-433-3030	Phone: 954-917-3030	Phone: 904-268-3030	Phone: 704-782-3032
Alabama A-0457	Florida EF20001320	Georgia LVA205941	North Carolina 29611-SP-FA/LV	South Carolina FAC.3385 M	

TERMS AND CONDITIONS (DECEMBER 2018)

WAFS is referred to herein as "Seller" and the Customer is referred to as "Buyer".

SCOPE OF UNDERTAKING. Seller will perform the services described on the first page of this Quotation/Work Order ("Quotation") (the Work) as indicated in the Scope of Work Section. Seller will not perform the services or supply the materials or equipment described in the Exclusions above on page 1; no labor, services, equipment or materials are included in this Quotation except as specifically set forth in the Scope of Work described above. Except as specifically set forth below in the Limited Warranty, Seller makes no guaranty or Warranty that equipment or services supplied by Seller will detect or avert occurrences or the consequences therefrom that the equipment or services are designed to detect or avert. Buyer's signing of this Quotation shall create an enforceable contract between Seller and Buyer. Any alterations or additions to the Quotation made by Buyer must be initialed by Seller or shall be null and void and of no legal effect.

EQUIPMENT DISCONNECTIONS. Buyer is on NOTICE that the system(s)/device(s) listed on the face of this Quotation will be temporarily or permanently disconnected and no longer in service and, thus, cannot detect, perform and/or report occurrences of transmit signals.

EXISTING SYSTEM. Where new work is connected to an existing system, any deficiencies detected in the existing system during testing or charging of the system are solely the responsibility of the Buyer and are not covered by any Limited Warranty that may be applicable to the Work. Buyer hereby indemnifies and releases Seller from any and all claims arising out of or relating to the existing system and any damage, loss or injury caused by or to the existing system.

LIMITATION OF LIABILITY. In consideration of the potential relative costs and benefits accruing to Seller for performing the Work, Buyer agrees that under no circumstances shall the liability of Seller, whether in tort or contract, arising out of or relating to this Quotation or the performance or failure to perform any action by Seller or any employee, agent, subcontractor or representative of Seller exceed the monetary Price payable by Buyer to Seller as set forth above in this Quotation. As a condition precedent to any claim or lawsuit against Seller, all outstanding invoices must have been paid in full, without compromise on amounts owed.

ACTIONS BY OTHERS. In no event shall Seller be liable for any damage, loss, injury, or any other claim arising from any servicing, alterations, modifications, changes, failure to maintain or movements of the covered system(s) or any of its component parts by the Buyer or any third party.

WAIVER OF SUBROGATION. The Seller is not an insurer against loss or damage. Sufficient insurance shall be obtained by Buyer to cover the premises (and property therein) where the Work will be performed. Buyer agrees to rely exclusively on Buyer's insurance to recover for injuries, losses or damages suffered in the event of any loss, damage or injury to the premises, persons or property therein. Buyer, for itself and all others claiming by or through it under this Quotation, releases and discharges Seller from and against all losses, costs, expenses, and damages covered by Buyer's insurance. It is expressly agreed and understood that no insurance company, insurer or other entity/individual will have any right of subrogation against Seller.

INCIDENTAL/CONSEQUENTIAL DAMAGES. Under no circumstances shall Seller be liable to Buyer for indirect, incidental or consequential damages of any kind, including but not limited to damages arising from or related to the use, loss of use, performance, or failure of the covered system(s) to perform.

LIMITED WARRANTY. SELLER WARRANTS THAT THE WORK FURNISHED UNDER THIS QUOTATION WILL BE FREE FROM DEFECTS FOR A PERIOD OF ONE YEAR (365) DAYS FROM THE DATE SAID WORK IS COMPLETED. SELLER AGREES TO REPAIR OR REPLACE THE WORK PROVIDED THE WORK HAS NOT FAILED DUE TO CIRCUMSTANCES UNRELATED TO THE MATERIALS OR WORKMANSHIP FURNISHED BY SELLER (e.g. ABUSE, FAILURE TO MAINTAIN, SERVICE OR REPAIR BY OTHERS ETC...). EXCEPT AS EXPRESSLY SET FORTH HEREIN, SELLER DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE WITH RESPECT TO THE SERVICES PERFORMED OR THE PRODUCTS, SYSTEMS OR EQUIPMENT, IF ANY, SUPPLIED HEREUNDER.

IDEMNITY. Buyer agrees to indemnify, hold harmless and defend Seller, to the fullest extent permitted by law, against any and all losses, damages, costs, including expert fees and attorney's fees, arising from or related to any action or failure to act by Buyer or any employee, agent, representative, officer or director of Buyer. In the event Seller is forced to retain an attorney in order to collect monies owed to Seller by Buyer, Buyer agrees to pay Seller's reasonable attorney's fees incurred both pre-suit and in litigation related to the collection of monies owed by Buyer to Seller or to Seller's attempt to enforce any of the terms and conditions of this Quotation. This Quotation shall be governed by the laws of the State where the Work is performed, without reference to any conflict of laws principles.

WATER SUPPLY. Seller makes no claims and/or representations as to the presence currently or in the future of corrosion inducing matter, i.e. microbiological organisms, contained within the water supply. Seller recommends that the water supply be periodically tested and, as needed, treated. Periodic testing and treatment of the water supply and all costs associated therewith are the sole responsibility of Buyer. Any such testing by Seller must be pursuant to a separate written agreement.

AFFILIATES. The terms and conditions set forth in this Quotation shall inure to the benefit of all parents, subsidiaries and affiliates of Seller, whether direct or indirect Seller's employees, agents, officers and directors.

PAYMENT TERMS: If the Price is greater than \$20,000, an initial deposit of 50% of the quoted Price may be requested by Seller at signing of the Quotation and before any Work is performed. All payments due beyond the initial deposit (if any) are due no later than 30 days from the date of invoice.

SUBTOTAL:	\$3,189.50
TAXES:	\$0.00
TOTAL:	\$3,189.50

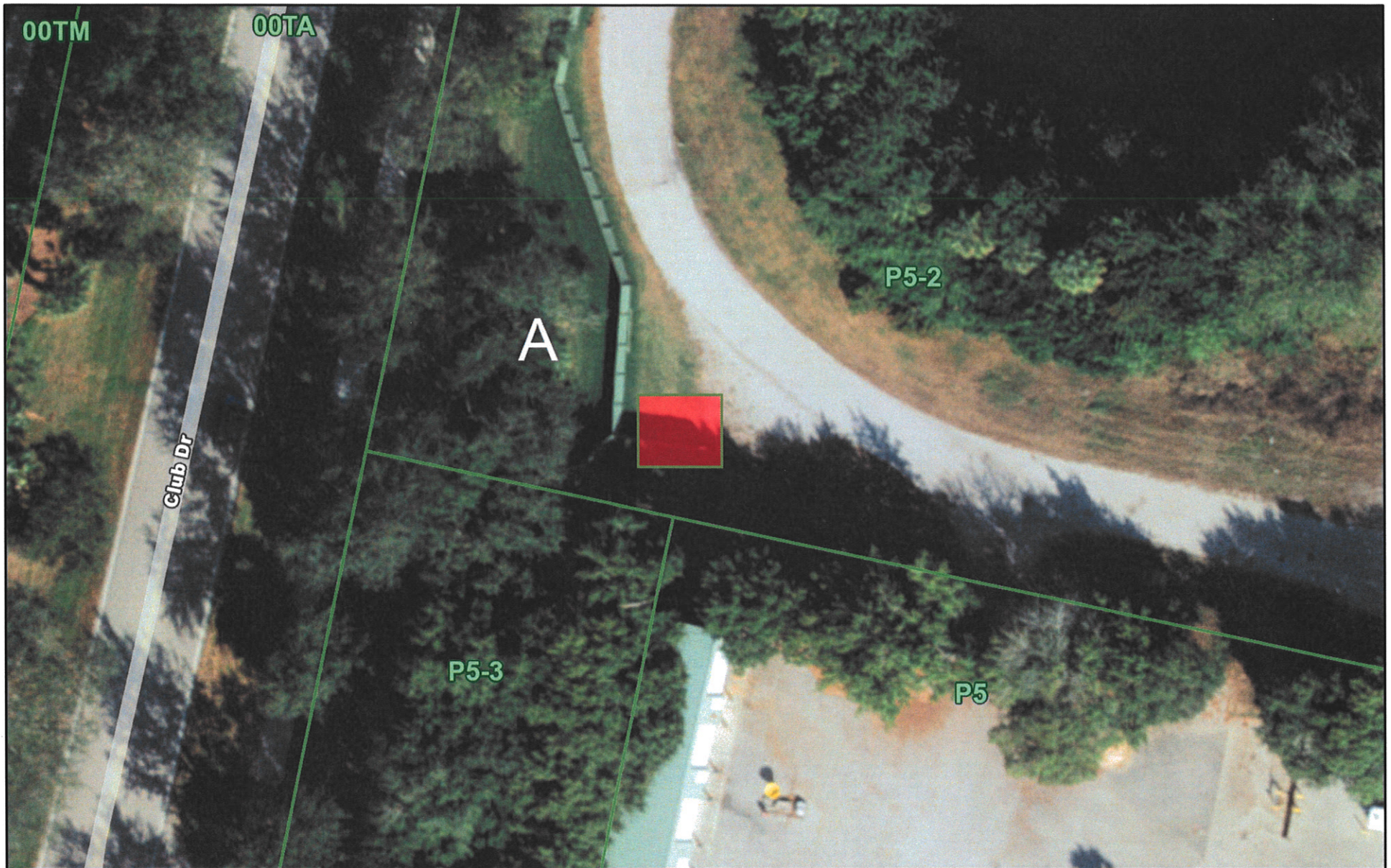
PLEASE FAX ALL PAGES TO (239) 433-3263.

Note: This proposal may be withdrawn by Seller if not accepted within fifteen (15) days.
Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. Seller is authorized to do work as specified.
Payment will be made as outlined below. 3% surcharge will be applied to all credit card purchases.
Payment to be made as follows: NET 30
Visa and MasterCard accepted for payment.

Buyer: _____
(Print Name)
Buyer Signature: _____
Date: _____

10E

Map Layout



January 7, 2020

polygonLayer

- Override 1
- Property Ownership



Lots

Block Number

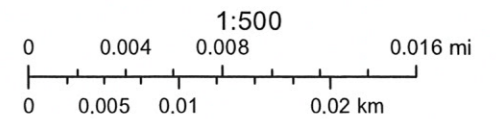
Road Centerlines

- Collector
- Freeway

Highway

- Local
- Major Arterial

Minor Arterial



Charlotte County
Charlotte County GIS



10F









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Explore

Commute

For you



Twelfth Order of Business

12Ei



Aquatic Weed Control, Inc.

Your **CLEAR** Choice in Waterway Management Since 1992

THIS AGREEMENT made the date set forth below, by and between **Aquatic Weed Control, Inc.** hereinafter called "**AWC**", and

Riverwood CDD
c/o Inframark
4250 Riverwood Dr.
Port Charlotte, FL 33953
Brad McKnight 239-672-0698 bradmcknight@stservices.com

12/13/2019

Hereinafter called "**CUSTOMER**". The parties hereto agree as follows:

AWC agrees to maintain the following waterway(s)/treatment area(s) in accordance with the terms and conditions of this agreement:

29 Waterways (1,3-26,29-30,34,36,37) associated with Riverwood CDD

CUSTOMER agrees to pay **AWC** in the following amount and manner:

Lake maintenance including Riverwood CDD's scope of work:

- Shoreline grass and brush control	\$ 2,175.00	per month
- Submersed and floating vegetation control	\$ Included	
- A monthly report of all waterways treated	\$ Included	
- Periodic water testing as required by AWC	\$ Included	
- Additional treatments as required by AWC	\$ Included	

Total annual Investment: \$ 26,100.00

Optional Add-Ons:

A- Triploid Grass Carp per fish	\$ 9.50
B- Hand pulling weeds in littoral zones on lakes 3,12,16 per event	\$ 1,800.00
C- Small brush removal on lakes	\$ no charge
D- Additional services at time & material (hourly rate 10 man crew)	\$ 380.00

Scheduled treatments will be provided on a monthly visit/s (approximately 1-3 visits every 30 days)

Invoices for this service will be mailed each month the treatment is scheduled. Unpaid invoices will accrue interest at 1.5% per month.

AWC maintains 2 million dollars general liability, 1 million dollars commercial auto, pollution liability, herbicide/pesticide operations, workers compensation and 3 million dollars excess umbrella. Certificates will be provided upon request.

ACCEPTANCE OF AGREEMENT


Aquatic Weed Control, Inc.

Customer's Signature Title



Aquatic Weed Control, Inc.

Your **CLEAR** Choice in Waterway Management Since 1992

Addendum to Water Management Agreement

1. AWC's Water Management Agreement will be conducted in a manner consistent with good water management practice utilizing the following methods and techniques when applicable: Periodic treatments to maintain reasonable control of excessive growth of aquatic vegetation. CUSTOMER understands that some vegetation is required in any body of water to maintain a balanced aquatic ecological system.
2. It is CUSTOMER'S responsibility to notify AWC of all work areas that are required mitigation areas in which desirable plants have been installed. AWC assumes no responsibility for damaged plants where CUSTOMER has failed to notify AWC.
3. Price quoted is null and void if signed agreement is not returned to AWC within 30 days of proposal date.
4. Water use restrictions after treatment are not often required. When restrictions are required, AWC will notify CUSTOMER in writing of all restrictions that apply. AWC will not be held liable for damages resulting from CUSTOMER'S failure to follow water use restrictions.
5. AWC will not be responsible for the manual removal of dead vegetation such as cattails and grass which may take several seasons to decompose.
6. Neither party shall be responsible for damages, penalties or otherwise for any failure or delay in the performance of any obligations hereunder caused by strikes, riots, war, acts of God, accidents, governmental order and regulations, curtailment or other cause beyond its reasonable control and which, by the exercise of due diligence, it is unable to overcome.
7. * Upon the anniversary date, this agreement will be automatically extended for additional twelve (12) month periods unless CUSTOMER provides written notice stating otherwise.
8. Either party may cancel this agreement with 60 days prior written notice. Upon cancellation, all outstanding balances will be due in full. CUSTOMER agrees to notify AWC in writing prior to any changes in ownership or property management. Changes in ownership or property management will not constitute termination of this agreement.
9. AWC agrees to hold CUSTOMER harmless from any loss, damage or claims arising out of the sole negligence of AWC; however, AWC shall in no event be liable to CUSTOMER, or others, for indirect, special or consequential damages resulting from any cause beyond our control.
10. CUSTOMER agrees to pay AWC in a timely manner, consistent with the terms and conditions of this agreement. Should CUSTOMER fail to make timely payments, AWC may, at its option, charge interest, impose a collection charge and/or file a mechanics lien for all monies past due plus interest, collection costs and reasonable attorney's fees.
11. CUSTOMER agrees to pay any government-imposed tax including sales tax.


Aquatic Weed Control, Inc.

Customer's Signature

Date

Aquatic Consulting Inc.
Lake and Wetland Management



Proposal for Environmental Services

Client: Riverwood CDD

Contractor: Aquatic Consulting Inc.
1201 N. Jackson Rd.
Venice, FL 34292

Date: December 13, 2019

Scope Of Services

I Lake Management Services

Each of the 29 lakes located in the Riverwood CDD and identified on map as #'s 1, 3-26, 29, 30, 36 & 37 will be inspected Monthly and treated as necessary, beginning _____ through _____. Specifically these treatments will focus on undesired plant growth within the lakes.

Undesirable species include but are not limited to algae, dollar weed, torpedo grass and hydrilla. The primary method of plant control will be the selective application of algaecides and herbicides specifically labeled for aquatic use. All chemical applications will be made or directly supervised by a state licensed herbicide applicator. In addition manual or mechanical methods may be employed to remove undesired vegetation. Herbicide applications will be made around each perimeter to ensure a crisp well delineated shoreline area. All efforts will be made to ensure a clean and visually appealing water feature, where is reasonable and practical. Includes

border grass and brush control to a 3% tolerance, PH and DO testing when applicable, Electronic service reports and minimum quarterly consultation with CDD staff.

II Contractual Assumptions

- a. Aquatic Consulting will only be responsible for maintaining the lake contracted areas at and below the waterline.
- b. Aquatic Consulting will be provided with access to all lake and preserve areas to perform necessary treatments, either by boat or land vehicle.
- c. Treatment of algae or duckweed on the littoral shelf may not be possible due to the high risk of burning the beneficial plants.
- d. Aquatic consulting will hold a general liability insurance policy in the amount of one million dollars.
- e. Any services beyond the scope of this contract will be quoted under a separate agreement, to be executed upon customer approval.
- f. Aquatic Consulting will maintain a 1 million dollar florida workers compensation policy

III Cost

Compensation for services rendered by Aquatic Consulting will be billed as follows:

I Monthly maintenance.....12 months @ \$1950/Month

IV Payment Terms

Invoices will be submitted on the last day of the month, net amount due within 30 days of invoice date.

This is a binding agreement entered by both parties in good faith.

Offered By:

Adam T. Pablo/Owner
Printed Name/Title

Aquatic Consulting
Name of Company

Signature Date

Accepted By:

Printed Name/Title

Name of Firm

Signature Date

Aquatic Consulting Inc.
Lake and Wetland Management
Aquaticconsulting@Gmail.com