

**RIVERWOOD  
COMMUNITY DEVELOPMENT DISTRICT**

**AUGUST 15, 2023  
AGENDA PACKAGE**

**RIVERWOOD COMMUNITY DEVELOPMENT DISTRICT****Board of Supervisors**

Michael Spillane, Chairman  
Donald Myhrberg, Vice-Chairman  
Dolly Syrek, Treasurer/Assistant Secretary  
Greg Gipp, Assistant Secretary  
Dr. Cameron McKee, Assistant Secretary

**District Staff**

Justin Fairecloth, District Manager  
Scott Rudacille, District Attorney

**Regular Meeting Agenda**  
**Tuesday, August 15, 2023 at 2:00 p.m.**

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- 1. Call to Order and Roll Call**
- 2. Approval of the August 15, 2023 Agenda**
- 3. Audience Comments on Agenda Items**
- 4. Public Hearing to Adopt Fiscal Year 2024 Budget**
  - A. FY2024 Proposed Budget
    - i. Riverwood CDD 2024 Budget Comparison with 2023 Explanation for Changes
  - B. Public Comments Received Regarding the Proposed FY2024 Budget
    - i. Christopher Schaeffer July 31, 2023 Email
  - C. Consideration of Resolution 2023-05, Adoption of Fiscal Year 2024
  - D. Consideration of Resolution 2023-06, Levying Assessments
- 5. Approval of Consent Agenda**
  - A. Approval of the Minutes of July 18, 2023 Meeting
  - B. Acceptance of the Financial Report and Check Register as of July 2023
- 6. On-Site Manager's Report**
  - A. Insurance Renewals
  - B. Guard House A/C Replacement
  - C. Activity Center A/C Proposal
- 7. Monthly Client Report**
- 8. Safety and Access Control Supervisor Report**
- 9. District Manager's Report**
  - A. Follow Up Items
- 10. Attorney's Report**
  - A. Update on Proposed Rule Changes
- 11. Old Business**
- 12. New Business**
  - A. Consideration of Utilities Committee Formation

**District Office:**

Inframark, Community Management Services  
210 North University Drive, Suite 702  
Coral Springs, Florida 33071  
(954) 603-0033

**Meeting Location:**

Riverwood Activity Center  
4250 Riverwood Drive  
Port Charlotte, Florida 33953  
(941) 979-8720

B. Proposed Fiscal year 2024 Meeting Schedule

**13. Other Committee Reports**

- A. Beach Club Committee: Mr. Spillane
- B. Campus Committee: Ms. Syrek
- C. Environmental Committee: Mr. Myhrberg
  - i. Environmental Committee Member Appointments
- D. Finance Committee: Ms. Syrek
- E. Landscape Committee: Mr. Gipp
  - i. Landscape RFP Proposals Review
- F. RV Park Committee: Dr. McKee
- G. Safety & Access Control Committee: Dr. McKee
- H. Sewer Committee: Mr. Gipp
- I. Strategic Planning Committee: Mr. Myhrberg
- J. Water/Utility Committee: Mr. Spillane
  - i. Committee Member Update

**14. Supervisor Comments**

**15. Audience Comments**

**16. Adjournment**

**The next meeting is scheduled to be held Tuesday, September 19, 2023 at 2:00 p.m.**

**District Office:**

Inframark, Community Management Services  
210 North University Drive, Suite 702  
Coral Springs, Florida 33071  
(954) 603-0033

**Meeting Location:**

Riverwood Activity Center  
4250 Riverwood Drive  
Port Charlotte, Florida 33953  
(941) 979-8720

# **Fourth Order of Business**

**4A**

# **RIVERWOOD COMMUNITY DEVELOPMENT DISTRICT**

## **Annual Operating and Debt Service Budget Fiscal Year 2024**

### **Version 2 - Approved Tentative Budget**

(Approved at May 16, 2023 meeting)

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## RIVERWOOD COMMUNITY DEVELOPMENT DISTRICT Fiscal Year 2024 Budget

### GENERAL FUND - OPERATIONS

ACCT #	ACCOUNT DESCRIPTION	ACTUAL FY 2021	ACTUAL FY 2022	ADOPTED BUDGET FY 2023	ACTUAL THRU MAR-2023	PROJECTED APR - SEP-2023	TOTAL PROJECTED FY 2023	ANNUAL BUDGET FY2024
<b>REVENUES</b>								
363010	Special Assmnts- Tax Collector	\$ 1,351,846	\$ 1,351,846	\$ 1,354,155	\$ 1,270,215	\$ 83,940	\$ 1,354,155	\$ 2,069,424
363090	Special Assmnts- Discounts	(48,978)	(49,362)	(54,654)	(44,933)	-	(44,933)	(83,065)
369900	Other Miscellaneous Revenues	2,138	2,651	500	3,882	2,000	5,882	500
369987	Dog Park Revenue	59	2,000	-	-	-	-	-
369903	Non-Resident Members	-	11,625	10,000	5,350	-	5,350	5,000
381000	Interfund Transfer - In	1,156	-	-	-	-	-	-
361001	Interest - Investments	5,625	4,903	1,693	16,608	16,608	33,217	1,693
<b>TOTAL REVENUES</b>		<b>1,311,846</b>	<b>1,323,664</b>	<b>1,311,694</b>	<b>1,251,122</b>	<b>102,549</b>	<b>1,353,671</b>	<b>1,993,552</b>
<b>EXPENDITURES</b>								
<i><b>Administration</b></i>								
511001	P/R-Board of Supervisors	2,276	2,204	2,696	1,806	1,806	3,613	2,696
512001	Payroll-Salaries	47,699	40,886	19,724	10,633	10,633	21,266	31,558
531013	ProfServ-Engineering	165	-	6,500	-	5,000	5,000	6,500
531027	ProfServ-Mgmt Consulting Serv	78,296	78,175	80,437	40,261	40,261	80,523	82,849
531023	ProfServ-Legal Services	41,446	33,911	35,000	21,005	17,000	38,005	35,000
531045	ProfServ-Trustee Fees	3,717	3,717	3,717	-	3,717	3,717	3,717
532002	Auditing Services	2,929	3,956	3,600	2,500	1,100	3,600	4,400
541012	Communications-Other	2,187	2,416	3,000	2,674	2,674	5,348	4,500
545990	Insurance	7,884	20,814	20,712	23,284	-	23,284	24,967
549048	Non Ad Valorem Taxes	-	-	2,500	17	-	17	2,500
549070	Assessmnt Collection Cost	8,816	9,303	26,000	24,506	1,679	26,184	26,000
534369	Web Hosting, Email service	4,337	3,320	3,300	1,946	1,946	3,892	3,300
549079	Amenties Website/CC fees	8	329	1,232	221	221	442	1,232
551016	Janitorial	2,401	519	2,000	-	1,000	1,000	2,000
551001	Office Expense	6,368	10,130	12,000	2,674	2,500	5,174	10,000
<b>Total Administration</b>		<b>208,530</b>	<b>209,680</b>	<b>222,418</b>	<b>131,527</b>	<b>89,538</b>	<b>221,065</b>	<b>241,220</b>
<i><b>Community Services</b></i>								
<i><b>Environmental Services</b></i>								
512042	Payroll-Environmental Services	-	-	42,391	23,970	23,970	47,940	57,617
534076	Contracts-Preserve Maintenance	1,200	-	35,000	-	35,000	35,000	35,000
534084	Contracts-Lakes	18,000	22,200	24,200	11,100	11,100	22,200	28,400
531075	ProfServ-Consultants	13,328	7,530	15,000	3,351	3,351	6,703	15,000
543006	Electricity - General	2,551	3,315	2,400	1,575	1,575	3,149	2,400
543021	Utility - Water & Sewer	1,620	1,865	2,000	687	687	1,375	2,000
546084	R&M-Sidewalks	24	17	10,000	3,360	6,640	10,000	10,000
546088	R&M-Storm Drain Cleaning	900	983	15,000	12,321	2,679	15,000	15,000
546123	R&M-Preserves	42,715	29,228	60,000	3,385	25,000	28,385	40,000
546476	R&M-Road Scaping	2,244	794	10,000	350	5,000	5,350	10,000
546152	R&M-Roads, Signage, Striping	2,892	1,189	11,000	-	5,000	5,000	11,000
546931	R&M-Lakes,Bank Erosion,Planting	1,051	5,022	5,000	-	5,000	5,000	25,000
549900	Misc-Contingency	-	347	21,157	-	10,000	10,000	20,000
<b>Total Environmental Services</b>		<b>86,524</b>	<b>72,489</b>	<b>253,148</b>	<b>60,099</b>	<b>135,002</b>	<b>195,102</b>	<b>271,417</b>



## RIVERWOOD COMMUNITY DEVELOPMENT DISTRICT Fiscal Year 2024 Budget

### GENERAL FUND - OPERATIONS

ACCT #	ACCOUNT DESCRIPTION	ACTUAL FY 2021	ACTUAL FY 2022	ADOPTED BUDGET FY 2023	ACTUAL THRU MAR-2023	PROJECTED APR - SEP-2023	TOTAL PROJECTED FY 2023	ANNUAL BUDGET FY2024
<b><i>Access and Control</i></b>								
512026	Payroll-Gatehouse	141,500	201,945	245,609	129,685	129,685	259,371	317,059
534396	ProfServ-Gatehouse Attendants	32,067	-	-	-	-	-	-
546034	R&M-Gate	15,333	17,656	25,000	3,455	15,000	18,455	25,000
546173	R&M-Gatehouse/Security	7,412	10,757	25,000	11,676	5,000	16,676	25,000
549951	Mileage Reimbursement	-	-	-	-	-	-	10,000
552029	Op Supplies - Gatehouse	8,572	4,581	15,000	1,237	5,000	6,237	15,000
	<b><i>Total Access and Control</i></b>	<b>204,884</b>	<b>234,939</b>	<b>310,609</b>	<b>146,054</b>	<b>154,685</b>	<b>300,739</b>	<b>392,059</b>
<b><i>Landscape Services</i></b>								
534050	Contracts - Landscape	-	-	-	-	102,000	102,000	265,000
512043	Payroll - Landscape	-	-	-	-	-	-	15,000
546036	R&M - Other Landscape	-	-	-	-	20,000	20,000	40,000
546098	R&M - Tree Trimming Services	-	-	-	-	10,000	10,000	50,000
534412	Plantings & Consulting	-	-	-	-	25,000	25,000	50,000
	<b><i>Total Landscape Services</i></b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>157,000</b>	<b>157,000</b>	<b>420,000</b>
	<b><i>Total Community Services</i></b>	<b>291,408</b>	<b>307,428</b>	<b>563,757</b>	<b>206,153</b>	<b>446,688</b>	<b>652,841</b>	<b>1,083,477</b>
<b><i>Activity Center Campus</i></b>								
511001	P/R-Board of Supervisors	1,697	1,643	2,000	1,347	1,347	2,694	2,000
512001	Payroll-Salaries	24,247	35,942	24,656	13,561	16,273	29,834	22,656
512006	Payroll-Maintenance	9,842	32,241	17,391	8,938	8,938	17,875	60,382
512050	Payroll-Tennis Court Maint.	19,781	8,167	-	-	-	-	-
534027	Contracts-On-Site Maintenance	14,928	-	-	-	-	-	-
543006	Electricity - General	38,842	53,269	50,666	24,884	24,884	49,769	50,666
543021	Utility - Water & Sewer	13,825	15,493	16,000	6,054	6,054	12,108	16,000
545990	Insurance	45,236	33,697	32,103	36,090	300	36,390	48,152
546074	R&M-Pools	5,500	5,124	8,000	4,215	4,215	8,430	8,000
546097	R&M-Tennis Courts	25,572	2,962	-	-	-	-	-
546501	Activity Ctr Cleaning- Inside Areas	20,547	8,693	-	-	-	-	32,000
546502	Pool Daily Maintenance	20,380	5,095	-	-	-	-	25,000
546503	R&M-Croquet Turf Maintenance	18,000	4,500	-	-	-	-	1,000
546505	R&M-Activity Campus Buildings	44,264	38,915	40,000	29,697	10,000	39,697	40,000
549053	Misc-Special Projects	11,648	10,666	76,477	-	-	-	60,000
546447	Tools & Equipment	-	7,276	15,000	3,584	3,584	7,168	15,000
546115	R&M-Fitness Equipment	-	1,608	5,000	1,568	1,568	3,137	6,000
552025	Operating Supplies	-	4,492	2,000	-	-	-	2,000
564043	Capital Outlay	-	5,266	-	10,145	-	10,145	-
549900	Misc-Contingency	-	-	18,241	-	-	-	30,000
	<b><i>Total Activity Center Campus</i></b>	<b>314,308</b>	<b>275,048</b>	<b>307,534</b>	<b>140,083</b>	<b>77,163</b>	<b>217,246</b>	<b>418,856</b>
<b><i>Transfers Out</i></b>								
591016	Reserve - Roadways	130,000	148,500	130,000	38,993	-	38,993	130,000
591015	Reserve - Environmental Services	168,706	151,054	10,000	65,000	-	65,000	50,000
568128	Reserve - Activity Center Campus	178,484	157,364	77,985	5,000	-	5,000	70,000
	<b><i>Total Transfers Out</i></b>	<b>477,190</b>	<b>456,918</b>	<b>217,985</b>	<b>108,992</b>	<b>-</b>	<b>108,992</b>	<b>250,000</b>
<b>TOTAL EXPENDITURES &amp; RESERVES</b>		<b>1,291,436</b>	<b>1,249,074</b>	<b>1,311,694</b>	<b>586,756</b>	<b>613,389</b>	<b>1,200,145</b>	<b>1,993,552</b>

**RIVERWOOD COMMUNITY DEVELOPMENT DISTRICT  
Fiscal Year 2024 Budget**

**GENERAL FUND - OPERATIONS**

ACCT #	ACCOUNT DESCRIPTION	ACTUAL FY 2021	ACTUAL FY 2022	ADOPTED BUDGET FY 2023	ACTUAL THRU MAR-2023	PROJECTED APR - SEP-2023	TOTAL PROJECTED FY 2023	ANNUAL BUDGET FY2024
	Excess (deficiency) of revenues Over (under) expenditures	20,410	74,590	-	664,367	(510,840)	153,526	-
	<b>FUND BALANCE, BEGINNING</b>	710,608	731,018	805,608	805,608	-	805,608	959,134
	<b>FUND BALANCE, ENDING</b>	<b>\$ 731,018</b>	<b>\$ 805,608</b>	<b>\$ 805,608</b>	<b>\$ 1,469,974</b>	<b>\$ (510,840)</b>	<b>\$ 959,134</b>	<b>\$ 959,134</b>

## RIVERWOOD COMMUNITY DEVELOPMENT DISTRICT Fiscal Year 2024 Budget

### GENERAL FUND - RESERVES

ACCT #	ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
		FY 2021	FY 2022	BUDGET FY 2023	THRU MAR-2023	APR - SEP-2023	PROJECTED FY 2023	BUDGET FY2024
<b>REVENUES</b>								
369987	Dog Park Revenue	\$ 2,740	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
369990	RV Parking Lot Revenue	23,010	60,743	57,000	53,923	5,000	58,923	57,000
381000	Transfer In - Roadways	130,000	148,500	130,000	65,000	130,000	195,000	130,000
381006	Transfer In - Environmental Services	168,706	151,054	10,000	5,000	10,000	15,000	50,000
381005	Transfer In - Activity Center Campus	178,484	157,364	77,985	38,993	77,985	116,978	70,000
369900	Other Miscellaneous Revenues	11	17	-	48	95	143	-
361001	Interest - Investments	1,694	11,259	-	36,002	72,005	108,007	-
388100	Sale of General Capital Assets	-	30,000	-	-	-	-	-
369300	Settlements	250,000	-	-	-	-	-	-
<b>TOTAL REVENUES</b>		<b>754,646</b>	<b>558,937</b>	<b>274,985</b>	<b>198,966</b>	<b>295,085</b>	<b>494,050</b>	<b>307,000</b>
<b>EXPENDITURES</b>								
<i>Activity Center Campus</i>								
568023	Reserve-Activity Center Campus	-	-	77,985	-	-	-	70,000
562002	Improvements - Building	6,026	-	-	-	-	-	-
546327	R&M-Activity Center	-	16,136	-	9,870	-	9,870	-
546115	R&M-Fitness Equipment	-	225	-	-	-	-	-
531023	ProfServ-Legal Services	11,358	-	-	-	-	-	-
531013	ProfServ-Engineering	1,238	-	-	-	-	-	-
546074	R&M-Pools	4,239	28,109	-	23,980	-	23,980	-
546097	R&M-Tennis Courts	2,713	-	-	-	-	-	-
546152	R&M-Roads,Signage,Striping	3,000	535	-	-	-	-	-
546173	R&M-Gatehouse/Security	10,324	9,782	-	-	-	-	-
<b>Total Activity Center Campus</b>		<b>38,897</b>	<b>54,787</b>	<b>77,985</b>	<b>33,850</b>	<b>-</b>	<b>33,850</b>	<b>70,000</b>
<i>Roadways</i>								
568138	Reserve - Roadways	96,025	4,974	130,000	-	-	-	130,000
	Materials & Supplies	-	-	-	41,250	-	41,250	-
564104	Capital Projects	20,000	202,770	-	-	-	-	-
<b>Total Roadways</b>		<b>116,025</b>	<b>207,744</b>	<b>130,000</b>	<b>41,250</b>	<b>-</b>	<b>41,250</b>	<b>130,000</b>
<i>RV Park</i>								
568146	Reserve - RV Park	-	-	30,070	-	-	-	29,070
512308	Payroll - RV park	-	-	12,000	6,836	6,836	13,672	13,000
540004	Fuel, Gasoline and Oil	71	445	90	-	90	90	90
541006	Postage and Freight	-	30	40	-	40	40	40
564104	Capital Projects	-	20,200	8,500	-	8,500	8,500	8,500
552025	Materials & Supplies	3,034	14,679	5,000	4,728	2,500	7,228	5,000
549079	Credit Card Fees	591	1,254	1,300	1,230	500	1,730	1,300
<b>Total RV Park</b>		<b>3,695</b>	<b>36,608</b>	<b>57,000</b>	<b>12,794</b>	<b>18,466</b>	<b>31,260</b>	<b>57,000</b>
<i>Environmental Services</i>								
568126	Reserve - Environmental Services	-	-	10,000	-	-	-	50,000
<b>Total Environmental Services</b>		<b>-</b>	<b>-</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>50,000</b>

## RIVERWOOD COMMUNITY DEVELOPMENT DISTRICT Fiscal Year 2024 Budget

### GENERAL FUND - RESERVES

ACCT #	ACCOUNT DESCRIPTION	ACTUAL FY 2021	ACTUAL FY 2022	ADOPTED BUDGET FY 2023	ACTUAL THRU MAR-2023	PROJECTED APR - SEP-2023	TOTAL PROJECTED FY 2023	ANNUAL BUDGET FY2024
<i>Dog Park</i>								
552025	Materials & Supplies	9,738	-	-	-	-	-	-
549079	Credit Card Fees	95	-	-	-	-	-	-
	<b>Total Dog Park</b>	<b>9,833</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES &amp; RESERVES</b>		<b>168,450</b>	<b>299,138</b>	<b>274,985</b>	<b>87,895</b>	<b>18,466</b>	<b>106,361</b>	<b>307,000</b>
Excess (deficiency) of revenues								
Over (under) expenditures								
		586,196	259,799	-	111,071	276,619	387,689	-
Net change in fund balance		586,196	259,799	-	111,071	276,619	387,689	279,070
<b>FUND BALANCE, BEGINNING</b>		<b>1,198,924</b>	<b>1,785,119</b>	<b>2,044,918</b>	<b>2,044,918</b>	<b>-</b>	<b>2,044,918</b>	<b>2,432,608</b>
<b>FUND BALANCE, ENDING</b>		<b>\$ 1,785,119</b>	<b>\$ 2,044,918</b>	<b>\$ 2,044,918</b>	<b>\$ 2,155,989</b>	<b>\$ 276,619</b>	<b>\$ 2,432,608</b>	<b>\$ 2,711,678</b>

#### Reserve Balances

Reserve	FY2024 Budget				
	Proj. Beg Bal.	Additions	Interest	Expenses	Ending Bal.
Environmental Services	\$444,269	50,000	\$0	\$0	\$494,269
Activity Center Campus Reserve	\$651,403	\$70,000	\$0	\$0	\$721,403
Roadways Reserve	\$953,407	130,000	\$0	\$0	\$1,083,407
Construction Settlement Reserve	\$264,925	\$0	\$0	\$0	\$264,925
RV Park Reserve	\$118,604	\$57,000	\$0	27,930	\$147,674
<b>Total</b>	<b>\$2,432,608</b>	<b>\$307,000</b>	<b>\$0</b>	<b>\$27,930</b>	<b>\$2,711,678</b>

Budget Narratives  
Fiscal Year 2024

GENERAL FUND

REVENUES

**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 revenue from other miscellaneous fees.

**Interest-Investments**

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

EXPENDITURES

Administrative

**Payroll-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.

**Payroll-Salaries**

This includes salaries for on-site manager and administrative personnel.

**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-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.

**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 - Trustee**

The District issued Series 2018 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.

**Communications-Other**

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

Budget Narratives  
Fiscal Year 2024

GENERAL FUND

EXPENDITURES

**Administrative** (continued)

**Insurance**

The District's Property Insurance policies are with the major rated carriers operating in Florida placed through our Brokers, Egis Insurance & Risk Advisors. Flood Insurance Coverage is placed with the servicing carriers affiliated with the National Flood Program. The District's General Liability Coverage including Public Official Liability, Auto, and Worker's Compensation are with "A" rated carriers placed through our broker, Egis Insurance & Risk Advisors, in Ft. Myers, Fla.

**Non Ad Valorem Taxes**

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

**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.

**Web Hosting, Email Service**

This includes web hosting fees and management of the website.

**Amenities Website/CC Fees**

This includes management of the amenities website and credit card fees.

**Janitorial**

Janitorial supplies.

**Office Expense**

This includes postage and freight, printing and binding, legal advertising and bank fees.

**Environmental Services**

**Payroll-Gatehouse**

This includes the cost of Access Control Gate Attendants.

**Payroll-Environmental Services**

This includes the cost of environmental services personnel.

**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.

**Professional Services-Consultants**

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

**Electricity-General**

This includes general electricity usage for District facilities and assets.

**Budget Narratives**  
Fiscal Year 2024

**GENERAL FUND**

**EXPENDITURES**

**Environmental Services (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-Sidewalks**

This includes needed repairs and replacement of the sidewalks.

**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-Road Scaping**

This includes funds for road scaping.

**R&M-Roads, Signage, Striping**

This includes needed repairs and replacement of the roads, road striping, street and speed limit signs.

**R&M-Gatehouse/Security**

This includes funds for needed repairs and replacement, software, cameras and security of the gatehouse.

**Operating Supplies-Gatehouse**

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

**R&M-Lake, Bank Erosion, Planting**

This item is for the allocation of funding for extraordinary repairs to the lakes, cost of erosion restoration of the RCDD property bordering the lakes and 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.

**Miscellaneous-Contingency**

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

**Activity Center Campus**

**Payroll-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.

**Payroll-Salaries**

This includes salaries for on-site manager and administrative personnel.

**Payroll-Maintenance**

This includes salaries for maintenance personnel.

Budget Narratives  
Fiscal Year 2024

GENERAL FUND

EXPENDITURES

Activity Center Campus – continued

**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.

**Insurance**

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

**R&M-Pools**

This includes funds for repairs to the pool.

**R&M-Activity Campus Buildings**

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

**Miscellaneous-Special Projects**

This includes other special projects.

**Tools & Equipment**

This includes any tools and equipment expenses.

**R&M-Fitness Equipment**

This includes any repairs and maintenance of the fitness equipment.

**Operating Supplies**

This includes any supplies for the dog park.

**Miscellaneous-Contingency**

This includes any other items that may be needed during the fiscal year.

Transfers Out

**Reserve-Roadways**

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

**Reserve-Ponds**

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

**Reserve-Activity Center Campus**

The District will set aside funds for improvements of the Activity Center Campus.



## RIVERWOOD COMMUNITY DEVELOPMENT DISTRICT Fiscal Year 2024 Budget

### BEACH CLUB FUND - OPERATIONS

ACCT #	ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
		FY 2021	FY 2022	BUDGET FY 2023	THRU MAR-2023	APR - SEP-2023	PROJECTED FY 2023	BUDGET FY2024
<b>REVENUES</b>								
369922	Membership Dues	\$ 150,181	\$ 159,616	\$ 161,500	\$ 161,500	\$ -	\$ 161,500	\$ 180,500
369924	Initiation Fees	6,800	5,550	3,000	1,600	1,000	2,600	3,000
369980	Amenities Revenue	-	990	1,000	594	500	1,094	1,000
369900	Other Miscellaneous Revenues	831	297	500	169	150	319	500
369978	Summer Memberships	-	-	7,500	-	2,500	2,500	8,500
361001	Interest - Investments	167	490	200	1,300	-	1,300	200
<b>TOTAL REVENUES</b>		<b>157,979</b>	<b>166,943</b>	<b>173,700</b>	<b>165,163</b>	<b>4,150</b>	<b>169,313</b>	<b>193,700</b>
<b>EXPENDITURES</b>								
<i>Beach Club Operations</i>								
512009	Payroll-Administrative	5,167	4,942	5,000	2,836	2,836	5,672	5,000
512055	Payroll-Attendants	53,108	61,614	74,339	31,198	31,198	62,395	89,565
531027	ProfServ-Mgmt Consulting Serv	5,031	5,012	5,150	2,578	2,578	5,156	5,304
534027	Contracts-On-Site Maintenance	505	-	1,000	467	467	934	-
532002	Auditing Services	-	198	1,800	1,250	550	1,800	2,200
534050	Contracts-Landscape	-	1,800	3,000	-	3,000	3,000	1,800
541003	Communication - Telephone	2,397	2,113	2,500	1,046	-	1,046	2,500
543001	Utility - General	718	891	900	469	431	900	1,200
543020	Utility - Refuse Removal	815	846	900	439	461	900	900
543021	Utility - Water & Sewer	1,394	967	1,800	480	1,320	1,800	1,800
545990	Insurance	16,951	17,685	17,495	19,667	-	19,667	24,967
547012	R&M-Buildings	4,989	2,607	5,000	1,492	3,508	5,000	2,000
547022	R&M-Equipment	2,391	1,697	5,000	610	4,390	5,000	2,000
547478	Preventative Maint-Security Systems	222	2,242	1,750	-	1,750	1,750	1,750
549053	Misc-Special Projects	1,666	-	3,000	-	-	-	2,000
549085	Misc-Taxes	704	756	756	842	-	842	756
549900	Misc-Contingency	766	795	3,116	-	3,116	3,116	3,068
549079	Credit Card Fees	4,141	4,137	5,000	4,072	1,000	5,072	5,150
549915	Misc-Web Hosting	-	550	550	-	550	550	550
551002	Office Supplies	550	51	200	-	200	200	60
552001	Op Supplies - General	623	868	1,000	333	667	1,000	500
<b>Total Beach Club Operations</b>		<b>102,139</b>	<b>109,771</b>	<b>139,256</b>	<b>67,779</b>	<b>58,021</b>	<b>125,801</b>	<b>153,071</b>
<i>Debt Service</i>								
571001	Principal Debt Retirement	23,645	23,441	23,617	-	23,617	23,617	23,617
572001	Interest Expense	640	1,417	827	-	7,094	7,094	7,094
<b>Total Debt Service</b>		<b>24,285</b>	<b>24,858</b>	<b>24,444</b>	<b>-</b>	<b>30,710</b>	<b>30,710</b>	<b>30,710</b>
<i>Reserves</i>								
591017	Transfer Out - Beach Club Reserve	18,000	8,946	10,000	5,000	5,000	10,000	10,521
<b>Total Reserves</b>		<b>18,000</b>	<b>8,946</b>	<b>10,000</b>	<b>5,000</b>	<b>5,000</b>	<b>10,000</b>	<b>10,521</b>
<b>TOTAL EXPENDITURES &amp; RESERVES</b>		<b>144,424</b>	<b>143,575</b>	<b>173,700</b>	<b>72,779</b>	<b>93,732</b>	<b>166,511</b>	<b>194,302</b>
Excess (deficiency) of revenues								
Over (under) expenditures		13,555	23,369	-	92,384	(89,582)	2,802	(602)
<b>FUND BALANCE, BEGINNING</b>		<b>54,898</b>	<b>68,453</b>	<b>91,822</b>	<b>91,822</b>	<b>-</b>	<b>91,822</b>	<b>94,624</b>
<b>FUND BALANCE, ENDING</b>		<b>\$ 68,453</b>	<b>\$ 91,822</b>	<b>\$ 91,822</b>	<b>\$ 184,205</b>	<b>\$ (89,582)</b>	<b>\$ 94,624</b>	<b>\$ 94,022</b>

## RIVERWOOD COMMUNITY DEVELOPMENT DISTRICT Fiscal Year 2024 Budget

### BEACH CLUB FUND - RESERVES

ACCT #	ACCOUNT DESCRIPTION	ACTUAL FY 2021	ACTUAL FY 2022	ADOPTED BUDGET FY 2023	ACTUAL THRU MAR-2023	PROJECTED APR - SEP-2023	TOTAL PROJECTED FY 2023	ANNUAL BUDGET FY2024
<b>REVENUES</b>								
381012	Transfer In - Beach Club Reserve	\$ 18,000	\$ 8,946	\$ 10,000	\$ 5,000	\$ 5,000	\$ 10,000	\$ 10,521
<b>TOTAL REVENUES</b>		<b>18,000</b>	<b>8,946</b>	<b>10,000</b>	<b>5,000</b>	<b>5,000</b>	<b>10,000</b>	<b>10,521</b>
<b>EXPENDITURES</b>								
<i>Beach Club Reserve</i>								
568060	Reserve - Beach Club	-	-	10,000	-	-	-	10,521
552025	Materials & Supplies	8,062	2,170	-	-	-	-	-
<b>Total Beach Club Reserve</b>		<b>8,062</b>	<b>2,170</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,521</b>
<b>TOTAL EXPENDITURES &amp; RESERVES</b>		<b>8,062</b>	<b>2,170</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,521</b>
Excess (deficiency) of revenues								
Over (under) expenditures		9,938	6,776	-	5,000	5,000	10,000	-
Net change in fund balance		9,938	6,776	-	5,000	5,000	10,000	10,521
<b>FUND BALANCE, BEGINNING</b>		57,638	67,576	74,352	74,352	-	74,352	84,352
<b>FUND BALANCE, ENDING</b>		<b>\$ 67,576</b>	<b>\$ 74,352</b>	<b>\$ 74,352</b>	<b>\$ 79,352</b>	<b>\$ 5,000</b>	<b>\$ 84,352</b>	<b>\$ 94,873</b>

**Reserve Balances**

Reserve	FY2024 Budget				
	Proj. Beg Bal.	Additions	Interest	Expenses	Ending Bal.
Beach Club Reserves	\$84,352	\$10,521	\$0	\$0	\$94,873
<b>Total</b>	<b>\$84,352</b>	<b>\$10,521</b>	<b>\$0</b>	<b>\$0</b>	<b>\$94,873</b>

Budget Narratives  
Fiscal Year 2024

**BEACH CLUB FUND (OPERATIONS)**

**REVENUES**

**Membership Dues**

The annual resident membership fee for the use of the Beach Club by members and their guests.

**Initiation Fees**

Initiation fee when a resident joins the Beach Club as a member.

**Wait List Fees**

Fee charged to residents to be placed on the wait list for Beach Club membership.

**Amenities Revenues**

Event fees charged by the Beach Club.

**Access Cards**

Fees charged for access cards for the Beach Club.

**EXPENDITURES**

**Parks & Recreation**

**Payroll-Administrative**

This includes salaries for administrative personnel.

**Payroll-Attendants**

This includes salaries for Beach Club attendants.

**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 maintenance person.

**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.

**Contracts-Landscaping**

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

**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.

Budget Narratives  
Fiscal Year 2024

**BEACH CLUB FUND (OPERATIONS)**

**EXPENDITURES**

**Parks & Recreation (continued)**

**Utility-Water & Sewer**

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

**Insurance**

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

**Credit Card Fees**

This includes credit card fees.

**Miscellaneous-Web Hosting**

This includes web hosting fees.

**Office Supplies**

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

**Operating Supplies-General**

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

**Debt Service**

**Principal Debt Retirement**

Principal payment due on General Fund loan.

**Interest Expense**

Interest payment due on General Fund loan.

**Reserves**

**Transfer Out - Beach Club Reserve**

Annual amount transferred to Reserves Fund.

**RIVERWOOD COMMUNITY DEVELOPMENT DISTRICT  
Fiscal Year 2024 Budget**

**ENTERPRISE FUND - BREAKDOWN BY SERVICE**

ACCOUNT DESCRIPTION	Utility Services			TOTAL
	Water	Sewer	Irrigation	BUDGET FY 2024
<b>REVENUES</b>				
Base Charges for Services	\$ 459,700	\$ 1,299,000	\$ 238,000	\$ 1,996,700
Usage Charges for Services	209,170	-	-	209,170
Standby Fees	-	6,300	-	6,300
Other Miscellaneous Revenues	1,800	10,000	-	11,800
Interest - Investments	300	4,000	1,000	5,300
<b>TOTAL REVENUES</b>	<b>670,970</b>	<b>1,319,300</b>	<b>239,000</b>	<b>2,229,270</b>
<b>EXPENSES</b>				
Personnel and Administration	61,806	168,128	29,185	259,119
Utility Services	579,164	821,172	159,815	1,560,151
Transfer Out	30,000	330,000	50,000	410,000
<b>TOTAL EXPENSES</b>	<b>670,970</b>	<b>1,319,300</b>	<b>239,000</b>	<b>2,229,270</b>
Excess (deficiency) of revenues				
Over (under) expenses	\$ -	\$ -	\$ -	\$ -

## RIVERWOOD COMMUNITY DEVELOPMENT DISTRICT Fiscal Year 2024 Budget

### ENTERPRISE FUND - WATER SERVICES

ACCT #	ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
		FY 2021	FY 2022	BUDGET FY 2023	THRU MAR-2023	APR - SEP-2023	PROJECTED FY 2023	BUDGET FY2024
<b>REVENUES</b>								
343622	Water-Base Rate	\$ 359,319	\$ 416,202	\$ 459,700	\$ 231,697	231,697	\$ 463,393	\$ 459,700
343624	Water-Usage	204,457	222,794	209,170	125,375	125,375	250,751	209,170
343660	Water Quality Surcharge	73,760	32,025	-	-	-	-	-
369975	Backflow Fees	13,722	8,486	30,259	64,260	15,000	79,260	-
369900	Other Miscellaneous Revenues	5,938	3,097	1,800	1,051	1,051	2,102	1,800
362001	Interest - Investments	1,059	411	300	1,865	1,865	3,730	300
<b>TOTAL REVENUES</b>		<b>658,254</b>	<b>683,014</b>	<b>701,229</b>	<b>424,248</b>	<b>374,988</b>	<b>799,236</b>	<b>670,970</b>
<b>EXPENSES</b>								
<i>Personnel &amp; Administration</i>								
511001	P/R-Board of Supervisors	2,329	2,255	2,745	1,848	1,848	3,695	2,745
512018	Payroll-Project Manager	13,433	12,878	20,000	11,246	11,246	22,492	25,000
531013	ProfServ-Engineering	6,235	-	5,000	-	5,000	5,000	5,000
531023	ProfServ-Legal Services	1,071	11,867	6,800	410	5,000	5,410	6,800
531027	ProfServ-Mgmt Consulting Serv	5,329	5,321	5,474	2,740	2,740	5,480	5,639
532002	Auditing Services	1,717	3,363	3,060	2,125	935	3,060	3,740
541006	Postage and Freight	-	15	306	-	306	306	306
545990	Insurance	6,850	7,427	7,391	8,308	-	8,308	10,700
547001	Printing and Binding	3	-	340	5	200	205	340
548002	Legal Advertising	544	-	485	-	485	485	485
549001	Miscellaneous Services	-	80	949	-	949	949	949
551002	Office Supplies	-	-	102	-	102	102	102
<b>Total Personnel &amp; Administration</b>		<b>37,511</b>	<b>43,206</b>	<b>52,652</b>	<b>26,682</b>	<b>28,811</b>	<b>55,492</b>	<b>61,806</b>
<i>Utility Services</i>								
531046	ProfServ-Utility Billing	-	7,816	10,266	4,838	4,838	9,676	11,440
534033	Contracts-Other Services	58,020	56,258	53,783	25,105	25,105	50,211	53,783
543060	Utility - Base Rate	138,528	147,065	153,162	76,581	76,581	153,162	153,162
543062	Utility - Water-Usage	257,774	293,827	299,218	157,588	157,588	315,175	299,218
543130	Utility-CCU Admin Fee	71	70	50	26	25	51	50
547001	R&M-General	10,229	21,476	55,500	-	25,000	25,000	55,500
549066	Misc-Licenses & Permits	205	305	300	-	3,000	3,000	300
549065	Misc-Bad Debt	1,257	164	-	-	-	-	-
549900	Misc-Contingency	-	27,000	16,039	-	10,000	10,000	5,711
552096	Back Flow Preventors	20,989	685	30,259	-	15,000	15,000	-
<b>Total Utility Services</b>		<b>487,073</b>	<b>554,664</b>	<b>618,577</b>	<b>264,138</b>	<b>317,137</b>	<b>581,275</b>	<b>579,164</b>
<i>Transfers Out</i>								
543020	Reserves - Water System	400,000	25,000	30,000	15,000	15,000	30,000	30,000
<b>Total Transfers Out</b>		<b>400,000</b>	<b>25,000</b>	<b>30,000</b>	<b>15,000</b>	<b>15,000</b>	<b>30,000</b>	<b>30,000</b>
<b>TOTAL EXPENSES</b>		<b>924,584</b>	<b>622,870</b>	<b>701,229</b>	<b>305,819</b>	<b>360,948</b>	<b>666,767</b>	<b>670,970</b>
Excess (deficiency) of revenues								
Over (under) expenses		<b>\$ (266,329)</b>	<b>\$ 60,144</b>	<b>\$ -</b>	<b>\$ 118,429</b>	<b>\$ 14,040</b>	<b>\$ 132,469</b>	<b>\$ -</b>

## RIVERWOOD COMMUNITY DEVELOPMENT DISTRICT Fiscal Year 2024 Budget

### ENTERPRISE FUND - SEWER SERVICES

ACCT #	ACCOUNT DESCRIPTION	ACTUAL		ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
		FY 2021	FY 2022	BUDGET FY 2023	THRU MAR-2023	APR - SEP-2023	PROJECTED FY 2023	BUDGET FY2024
<b>REVENUES</b>								
343620	Sewer Revenue	\$ 1,308,716	\$ 1,312,802	\$ 1,299,000	\$ 655,765	\$ 655,765	\$ 1,311,529	\$ 1,299,000
343650	Standby Fees	10,487	8,342	6,300	3,362	3,362	6,725	6,300
369900	Other Miscellaneous Revenues	23,047	14,636	10,000	4,787	4,787	9,574	10,000
362001	Interest - Investments	1,832	765	500	3,477	3,477	6,954	4,000
369970	Connection Fees - W/S	-	24,600	-	5,000	10,000	15,000	-
<b>TOTAL REVENUES</b>		<b>1,344,082</b>	<b>1,361,145</b>	<b>1,315,800</b>	<b>672,391</b>	<b>677,391</b>	<b>1,349,781</b>	<b>1,319,300</b>
<b>EXPENSES</b>								
<i>Personnel &amp; Administration</i>								
511001	P/R-Board of Supervisors	5,891	5,704	6,943	4,675	4,675	9,351	6,943
512018	Payroll-Project Manager	19,633	18,821	26,000	14,533	14,533	29,067	31,000
531013	ProfServ-Engineering	-	-	20,000	-	10,000	10,000	10,000
531023	ProfServ-Legal Services	8,828	14,018	17,600	683	5,000	5,683	17,600
531027	ProfServ-Mgmt Consulting Serv	23,235	23,199	23,870	11,948	11,948	23,895	24,586
532002	Auditing Services	4,343	8,506	7,740	5,375	2,365	7,740	9,460
541006	Postage and Freight	61	777	775	124	150	274	775
545990	Insurance	41,733	45,248	45,026	50,617	-	50,617	64,202
547001	Printing and Binding	6	-	860	148	300	448	860
548002	Legal Advertising	-	-	3	-	-	-	3
549001	Miscellaneous Services	426	300	2,399	560	1,000	1,560	2,399
551002	Office Supplies	-	196	300	-	300	300	300
<b>Total Personnel &amp; Administration</b>		<b>104,156</b>	<b>116,769</b>	<b>151,516</b>	<b>88,664</b>	<b>50,272</b>	<b>138,935</b>	<b>168,128</b>
<i>Utility Services</i>								
531046	ProfServ-Utility Billing	-	42,123	63,962	30,144	30,144	60,287	71,280
534033	Contracts-Other Services	360,026	349,453	335,110	156,426	156,426	312,851	335,110
541003	Communication - Telephone	4,546	5,362	6,500	3,256	3,256	6,511	6,500
543006	Electricity - General	49,566	52,453	57,000	25,024	25,024	50,048	57,000
543021	Utility - Water & Sewer	4,251	4,088	3,500	2,704	2,704	5,407	3,500
547001	R&M-General	9,831	157,417	250,000	23,591	50,000	73,591	227,439
547129	R&M-Sludge Hauling	46,410	88,781	76,620	49,305	49,305	98,611	85,000
547478	Preventative Maint-Security Systems	-	-	1,750	-	1,750	1,750	1,750
549065	Misc-Bad Debt	20,263	553	3,500	-	-	-	1,000
549066	Misc-Licenses & Permits	285	295	140	-	140	140	140
549900	Misc-Contingency	2,556	2,650	28,202	1,274	15,000	16,274	12,453
552035	Op Supplies - Chemicals	37,402	45,255	28,000	20,542	20,542	41,085	20,000
559001	Depreciation Expense	391,677	415,665	-	-	-	-	-
<b>Total Utility Services</b>		<b>926,814</b>	<b>1,164,096</b>	<b>854,284</b>	<b>312,265</b>	<b>354,290</b>	<b>666,555</b>	<b>821,172</b>
<i>Transfers Out</i>								
	Reserves - Sewer System	739,698	310,000	310,000	155,000	155,000	310,000	330,000
<b>Total Transfers Out</b>		<b>739,698</b>	<b>310,000</b>	<b>310,000</b>	<b>155,000</b>	<b>155,000</b>	<b>310,000</b>	<b>330,000</b>
<b>TOTAL EXPENSES</b>		<b>1,770,668</b>	<b>1,590,865</b>	<b>1,315,800</b>	<b>555,928</b>	<b>559,562</b>	<b>1,115,490</b>	<b>1,319,300</b>
Excess (deficiency) of revenues								
Over (under) expenses		\$ (426,586)	\$ (229,720)	\$ -	\$ 116,462	\$ 117,829	\$ 234,291	\$ -

## RIVERWOOD COMMUNITY DEVELOPMENT DISTRICT Fiscal Year 2024 Budget

### ENTERPRISE FUND - IRRIGATION SERVICES

ACCT #	ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
		FY 2021	FY 2022	BUDGET FY 2023	THRU MAR-2023	APR - SEP-2023	PROJECTED FY 2023	BUDGET FY2024
<b>REVENUES</b>								
343626	Irrigation-Base Rate	\$ 211,183	\$ 237,528	\$ 238,000	\$ 117,252	117,252	\$ 234,505	\$ 238,000
343628	Irrigation-Usage	30,986	-	-	-	-	-	-
343640	Meter Fees	-	4,936	1,000	-	1,000	1,000	-
362001	Interest - Investments	421	171	-	778	778	1,556	1,000
<b>TOTAL REVENUES</b>		<b>242,590</b>	<b>242,635</b>	<b>239,000</b>	<b>118,031</b>	<b>119,031</b>	<b>237,061</b>	<b>239,000</b>
<b>EXPENSES</b>								
<i>Personnel &amp; Administration</i>								
511001	P/R-Board of Supervisors	1,371	1,327	1,616	1,088	1,088	2,177	1,616
512018	Payroll-Project Manager	6,200	5,944	6,000	3,288	3,288	6,577	10,000
531013	ProfServ-Engineering	-	-	5,320	-	5,320	5,320	5,320
531023	ProfServ-Legal Services	-	-	5,000	-	5,000	5,000	1,000
531027	ProfServ-Mgmt Consulting Serv	2,284	2,280	2,346	1,174	1,174	2,349	2,417
532002	Auditing Services	1,010	1,978	1,800	1,250	550	1,800	2,200
541006	Postage and Freight	-	-	180	2	50	52	180
545990	Insurance	3,127	3,391	3,374	3,793	-	3,793	5,350
547001	Printing and Binding	2	-	200	2	200	202	200
548002	Legal Advertising	-	-	285	-	285	285	285
549001	Miscellaneous Services	-	-	557	-	557	557	557
551002	Office Supplies	-	-	60	-	60	60	60
<b>Total Personnel &amp; Administration</b>		<b>13,994</b>	<b>14,920</b>	<b>26,738</b>	<b>10,597</b>	<b>17,573</b>	<b>28,171</b>	<b>29,185</b>
<i>Utility Services</i>								
531046	ProfServ-Utility Billing	-	3,601	4,738	2,233	2,233	4,467	5,280
534033	Contracts-Other Services	27,520	25,145	24,823	11,587	11,587	23,174	24,823
543006	Electricity - General	25,728	24,737	30,000	3,377	3,377	6,755	30,000
543062	Utility - Water-Usage	38,258	29,263	44,000	8,656	8,656	17,312	41,000
543130	Utility-CCU Admin Fee	-	26	-	26	-	26	75
547001	R&M-General	47,742	20,146	50,000	4,365	25,000	29,365	50,000
549900	Misc-Contingency	-	-	6,701	-	5,000	5,000	3,637
552035	Op Supplies - Chemicals	-	-	8,000	-	5,000	5,000	5,000
549065	Misc-Bad Debt	492	-	-	-	-	-	-
<b>Total Utility Services</b>		<b>139,740</b>	<b>102,919</b>	<b>168,262</b>	<b>30,245</b>	<b>60,854</b>	<b>91,099</b>	<b>159,815</b>
<i>Transfers Out</i>								
543020	Reserves - Irrigation System	50,000	50,000	44,000	22,000	22,000	44,000	50,000
<b>Total Transfers Out</b>		<b>50,000</b>	<b>50,000</b>	<b>44,000</b>	<b>22,000</b>	<b>22,000</b>	<b>44,000</b>	<b>50,000</b>
<b>TOTAL EXPENSES</b>		<b>203,733</b>	<b>167,839</b>	<b>239,000</b>	<b>62,843</b>	<b>100,427</b>	<b>163,270</b>	<b>239,000</b>
Excess (deficiency) of revenues								
Over (under) expenses		<b>\$ 38,856</b>	<b>\$ 74,796</b>	<b>\$ -</b>	<b>\$ 55,188</b>	<b>\$ 18,604</b>	<b>\$ 73,792</b>	<b>\$ -</b>



## RIVERWOOD COMMUNITY DEVELOPMENT DISTRICT Fiscal Year 2024 Budget

### ENTERPRISE FUND - RESERVES

ACCT #	ACCOUNT DESCRIPTION	ACTUAL		ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
		FY 2021	FY 2022	BUDGET	THRU	APR -	PROJECTED	BUDGET
				FY 2023	MAR-2023	SEP-2023	FY 2023	FY2024
<b>REVENUES</b>								
362001	Transfer In - Sewer System	\$ 739,698	\$ 310,000	\$ 310,000	\$ 155,000	155,000	\$ 310,000	\$ 330,000
363010	Transfer In - Water System	400,000	25,000	30,000	15,000	15,000	30,000	30,000
363090	Transfer In - Irrigation System	50,000	50,000	44,000	22,000	22,000	44,000	50,000
361001	Interest Income	1,925	11,196	-	28,104	28,104	56,207	50,000
<b>TOTAL REVENUES</b>		<b>1,191,623</b>	<b>396,196</b>	<b>384,000</b>	<b>220,104</b>	<b>220,104</b>	<b>440,207</b>	<b>460,000</b>
<b>EXPENSES</b>								
<i>Water Utility Services</i>								
564104	Capital Projects	-	91,178	-	261,206	-	261,206	-
568190	Reserves - Water	-	-	30,000	-	-	-	30,000
<b>Total Water Utility Services</b>		<b>-</b>	<b>91,178</b>	<b>30,000</b>	<b>261,206</b>	<b>-</b>	<b>261,206</b>	<b>30,000</b>
<i>Sewer/Wastewater Services</i>								
564104	Capital Projects	17,513	153,772	-	-	-	-	-
552025	Operating Supplies	-	40,378	-	-	-	-	-
568158	Reserves - Sewer	-	-	310,000	-	-	-	330,000
<b>Total Sewer/Wastewater Services</b>		<b>17,513</b>	<b>194,150</b>	<b>310,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>330,000</b>
<i>Irrigation Services</i>								
568098	Reserves - Irrigation Services	-	-	44,000	-	-	-	50,000
<b>Total Irrigation Services</b>		<b>-</b>	<b>-</b>	<b>44,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>50,000</b>
<b>TOTAL EXPENSES</b>		<b>17,513</b>	<b>285,328</b>	<b>384,000</b>	<b>261,206</b>	<b>-</b>	<b>261,206</b>	<b>410,000</b>
Excess (deficiency) of revenues								
Over (under) expenses		1,174,110	110,868	-	(41,102)	220,104	179,001	50,000
<b>OTHER FINANCING SOURCES (USES)</b>								
591000	Operating Transfers-Out	(460,179)	(299,324)	-	-	-	-	-
<b>TOTAL OTHER SOURCES (USES)</b>		<b>(460,179)</b>	<b>(299,324)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance		713,930	(188,456)	385,000	(41,102)	220,104	179,001	460,000
<b>FUND BALANCE, BEGINNING</b>		<b>1,442,626</b>	<b>2,156,556</b>	<b>1,968,100</b>	<b>1,968,100</b>	<b>-</b>	<b>1,968,100</b>	<b>2,147,102</b>
<b>FUND BALANCE, ENDING</b>		<b>\$ 2,156,556</b>	<b>\$ 1,968,100</b>	<b>\$ 2,353,100</b>	<b>\$ 1,926,998</b>	<b>\$ 220,104</b>	<b>\$ 2,147,102</b>	<b>\$ 2,607,102</b>

**Reserve Balances**

Reserve	FY2024 Budget				
	Proj. Beg Bal.	Additions	Interest	Expenses	Ending Bal.
Water Services Reserve	\$154,589	\$30,000	\$9,529	\$0	\$194,118
Sewer Services Reserve	\$1,527,919	\$330,000	\$30,082	\$0	\$1,888,001
Irrigation Services Reserve	\$217,053	\$50,000	\$4,274	\$0	\$271,328
Emergency Reserve	\$247,540	\$0	\$6,114	\$0	\$253,654
<b>Total</b>	<b>\$2,147,102</b>	<b>\$410,000</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$2,607,102</b>

**Budget Narratives**  
Fiscal Year 2024

**ENTERPRISE FUND**

**REVENUES**

**Water-Base Rate**

This includes revenue from the monthly water base rate fees.

**Water-Usage**

This includes revenue from the monthly water usage fees.

**Water-Quality Surcharge**

This includes revenue from the monthly water quality surcharge.

**Irrigation-Base Rate**

This includes revenue from the monthly irrigation base rate fees.

**Sewer Revenue**

This includes revenue from the monthly sewer base rates.

**Meter fees**

This includes revenue from water and irrigation meter fees.

**Other Miscellaneous Revenues**

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

**Backflow Fees**

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

**Interest-Investments**

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

**EXPENDITURES**

**Personnel and Administration**

**Payroll-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.

**Payroll-Project Manager**

This includes salary for on-site manager.

**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 Narratives**  
Fiscal Year 2024

**ENTERPRISE FUND**

**EXPENDITURES**

**Personnel and Administration - (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.

**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**

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

**Office Supplies**

This includes charges for office supplies.

**Budget Narratives**  
Fiscal Year 2024

**ENTERPRISE FUND**

**EXPENDITURES**

**Utility Services**

**Professional Services-Utility Billing**

This includes contract charges from MuniBilling for utility billing services.

**Contracts-Other Services**

This includes contract charges from Florida Utility Services 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.

**Miscellaneous-Bad Debt**

This includes amount for utility accounts that are deemed uncollectible.

**Miscellaneous-Licenses and Permits**

Licenses and permits for the sewer plant.

**Miscellaneous-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.

**Budget Narratives**  
Fiscal Year 2024

**ENTERPRISE FUND**

**EXPENDITURES**

**Transfers Out**

**Reserves-Water System**

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

**Reserves-Sewer System**

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

**Reserves-Irrigation System**

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

## RIVERWOOD COMMUNITY DEVELOPMENT DISTRICT Fiscal Year 2024 Budget

### DEBT SERVICE FUND - 2018 VALLEY NATIONAL LOAN

ACCT #	ACCOUNT DESCRIPTION	ACTUAL FY 2021	ACTUAL FY 2022	ADOPTED BUDGET FY 2023	ACTUAL THRU MAR-2023	PROJECTED APR - SEP-2023	TOTAL PROJECTED FY 2023	ANNUAL BUDGET FY 2024
<b>REVENUES</b>								
363010	Special Assmnts- Tax Collector	\$ 698,412	\$ 698,411	\$ 698,412	\$ 653,424	\$ 44,987	\$ 698,412	\$ 698,412
363090	Special Assmnts- Discounts	(25,469)	(25,675)	(27,936)	(23,548)	-	(23,548)	(27,936)
361001	Interest - Investments	37	1,478	500	8,934	17,869	26,803	500
<b>TOTAL REVENUES</b>		<b>672,979</b>	<b>674,214</b>	<b>670,975</b>	<b>638,811</b>	<b>62,856</b>	<b>701,667</b>	<b>670,975</b>
<b>Debt Service</b>								
549070	Misc-Assessmnt Collection Cost	4,554	4,805	13,967	12,598	900	13,497	13,968
571001	Principal Debt Retirement	407,000	424,000	440,000	-	440,000	440,000	458,000
572001	Interest Expense	255,404	239,958	223,867	111,934	111,934	223,867	207,169
<b>Total Debt Service</b>		<b>666,957</b>	<b>668,763</b>	<b>677,834</b>	<b>124,531</b>	<b>552,833</b>	<b>677,364</b>	<b>679,137</b>
<b>TOTAL EXPENDITURES</b>		<b>666,957</b>	<b>668,763</b>	<b>677,834</b>	<b>124,531</b>	<b>552,833</b>	<b>677,364</b>	<b>679,137</b>
Excess (deficiency) of revenues Over (under) expenditures		6,022	5,451	(6,859)	514,280	(489,977)	24,303	(8,162)
<b>FUND BALANCE, BEGINNING</b>		459,110	465,132	470,583	470,583	-	470,583	494,886
<b>FUND BALANCE, ENDING</b>		<b>\$ 465,132</b>	<b>\$ 470,583</b>	<b>\$ 463,724</b>	<b>\$ 984,863</b>	<b>\$ (489,977)</b>	<b>\$ 494,886</b>	<b>\$ 486,724</b>

**RIVERWOOD COMMUNITY DEVELOPMENT DISTRICT**

Series 2018 Valley National Bank Loan

Amortization Schedule

<b>Date</b>	<b>Outstanding Principal</b>	<b>Principal Payments</b>	<b>Interest Rate</b>	<b>Interest Payments</b>	<b>ADS</b>
5/1/2018				30,834	30,834
11/1/2018	7,500,000		3.795%	142,313	
5/1/2019	7,500,000	378,000	3.795%	105,088	625,401
11/1/2019	7,122,000		3.795%	135,140	
5/1/2020	7,122,000	392,000	3.795%	135,140	662,280
11/1/2020	6,730,000		3.795%	127,702	
5/1/2021	6,730,000	407,000	3.795%	127,702	662,404
11/1/2021	6,323,000		3.795%	119,979	
5/1/2022	6,323,000	424,000	3.795%	119,979	663,958
11/1/2022	5,899,000		3.795%	111,934	
5/1/2023	5,899,000	440,000	3.795%	111,934	663,867
<b>11/1/2023</b>	<b>5,459,000</b>		<b>3.795%</b>	<b>103,585</b>	
<b>5/1/2024</b>	<b>5,459,000</b>	<b>458,000</b>	<b>3.795%</b>	<b>103,585</b>	<b>665,169</b>
11/1/2024	5,001,000		3.795%	94,894	
5/1/2025	5,001,000	475,000	3.795%	94,894	664,788
11/1/2025	4,526,000		3.795%	85,881	
5/1/2026	4,526,000	493,000	3.795%	85,881	664,762
11/1/2026	4,033,000		3.795%	76,526	
5/1/2027	4,033,000	512,000	3.795%	76,526	665,052
11/1/2027	3,521,000		3.795%	66,811	
5/1/2028	3,521,000	533,000	3.795%	66,811	666,622
11/1/2028	2,988,000		3.795%	56,697	
5/1/2029	2,988,000	553,000	3.795%	56,697	666,395
11/1/2029	2,435,000		3.795%	46,204	
5/1/2030	2,435,000	574,000	3.795%	46,204	666,408
11/1/2030	1,861,000		3.795%	35,312	
5/1/2031	1,861,000	597,000	3.795%	35,312	667,625
11/1/2031	1,264,000		3.795%	23,984	
5/1/2032	1,264,000	620,000	3.795%	23,984	667,969
11/1/2032	644,000		3.795%	12,220	
5/1/2033	644,000	644,000	3.795%	12,220	668,440
<b>Total</b>		<b>\$ 7,500,000</b>		<b>\$ 2,471,973</b>	<b>\$ 9,971,973</b>

Budget Narratives  
Fiscal Year 2024

**DEBT SERVICE FUND**

**REVENUES**

**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.

**Interest-Investments**

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

**EXPENDITURES**

**Debt Service**

**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.

**Principal Debt Retirement**

Principal payment due on Valley National Bank Loan

**Interest Expense**

Interest payments due on Valley National Bank Loan



**RIVERWOOD COMMUNITY DEVELOPMENT DISTRICT  
Assessment Comparison  
(FY2024 versus FY2023)**

Parcel	Product Type	# of Units	General Fund (O&M)			Debt Service Fund			Total per Unit		
			FY 2024	FY 2023	Incr. / (Decr.)	FY 2024	FY 2023	Incr. / (Decr.)	FY 2024	FY 2023	Incr. / (Decr.)
<b>Residential</b>											
Fairway Lakes	Single Family	81.00	\$1,465.02	\$962.55	52.20%	\$515.98	\$515.98	0.00%	\$1,981.00	\$1,478.53	33.98%
Lakeshore Village	Single Family	59.00	\$1,465.02	\$962.55	52.20%	\$515.98	\$515.98	0.00%	\$1,981.00	\$1,478.53	33.98%
Riverside	Single Family	15.00	\$1,465.02	\$962.55	52.20%	\$515.98	\$515.98	0.00%	\$1,981.00	\$1,478.53	33.98%
Riverside	Single Family	8.00	\$1,465.02	\$962.55	52.20%	\$515.98	\$515.98	0.00%	\$1,981.00	\$1,478.53	33.98%
Royal Oaks	Single Family	39.00	\$1,465.02	\$962.55	52.20%	\$515.98	\$515.98	0.00%	\$1,981.00	\$1,478.53	33.98%
Royal Oaks	Single Family	6.00	\$1,465.02	\$962.55	52.20%	\$515.98	\$515.98	0.00%	\$1,981.00	\$1,478.53	33.98%
Eagle Trace	Single Family	43.00	\$1,465.02	\$962.55	52.20%	\$515.98	\$515.98	0.00%	\$1,981.00	\$1,478.53	33.98%
Bayridge	Single Family	48.00	\$1,465.02	\$962.55	52.20%	\$515.98	\$515.98	0.00%	\$1,981.00	\$1,478.53	33.98%
Osprey Landing	Single Family	92.00	\$1,465.02	\$962.55	52.20%	\$515.98	\$515.98	0.00%	\$1,981.00	\$1,478.53	33.98%
Reserves	Twin Villas	26.00	\$1,465.02	\$962.55	52.20%	\$515.98	\$515.98	0.00%	\$1,981.00	\$1,478.53	33.98%
Grand Vista	Multifamily	90.00	\$1,465.02	\$962.55	52.20%	\$515.98	\$515.98	0.00%	\$1,981.00	\$1,478.53	33.98%
Silver Lakes	Estate Single Family	56.00	\$1,465.02	\$962.55	52.20%	\$515.98	\$515.98	0.00%	\$1,981.00	\$1,478.53	33.98%
Myakka Pt - Logan Pt	Estate Single Family	35.00	\$1,465.02	\$962.55	52.20%	\$515.98	\$515.98	0.00%	\$1,981.00	\$1,478.53	33.98%
Myakka Pt - Baileys Pond	Single Family	53.00	\$1,465.02	\$962.55	52.20%	\$515.98	\$515.98	0.00%	\$1,981.00	\$1,478.53	33.98%
Myakka Pt - Marlin Cove	Twin Villas	18.00	\$1,465.02	\$962.55	52.20%	\$515.98	\$515.98	0.00%	\$1,981.00	\$1,478.53	33.98%
Myakka Pt - Villas at Tarpon Harbor II	Twin Villas	12.00	\$1,465.02	\$962.55	52.20%	\$515.98	\$515.98	0.00%	\$1,981.00	\$1,478.53	33.98%
Myakka Pt - Tarpon Harbor	Multifamily	36.00	\$1,465.02	\$962.55	52.20%	\$515.98	\$515.98	0.00%	\$1,981.00	\$1,478.53	33.98%
Myakka Pt - Tarpon Harbor II	Multifamily	56.00	\$1,465.02	\$962.55	52.20%	\$515.98	\$515.98	0.00%	\$1,981.00	\$1,478.53	33.98%
Sawgrass - Westport Ridge	Estate Single Family	32.00	\$1,465.02	\$962.55	52.20%	\$515.98	\$515.98	0.00%	\$1,981.00	\$1,478.53	33.98%
Sawgrass - Estuary	Single Family	37.00	\$1,465.02	\$962.55	52.20%	\$515.98	\$515.98	0.00%	\$1,981.00	\$1,478.53	33.98%
Sawgrass - Driftwood Pt	Single Family	39.00	\$1,465.02	\$962.55	52.20%	\$515.98	\$515.98	0.00%	\$1,981.00	\$1,478.53	33.98%
Sawgrass - Oyster Bay	Twin Villas	28.00	\$1,465.02	\$962.55	52.20%	\$515.98	\$515.98	0.00%	\$1,981.00	\$1,478.53	33.98%
Sawgrass - Pompano Cove	Twin Villas	34.00	\$1,465.02	\$962.55	52.20%	\$515.98	\$515.98	0.00%	\$1,981.00	\$1,478.53	33.98%
Sawgrass - River Run	Estate Single Family	59.00	\$1,465.02	\$962.55	52.20%	\$515.98	\$515.98	0.00%	\$1,981.00	\$1,478.53	33.98%
Sawgrass - Channel Ridge	Estate Single Family	25.00	\$1,465.02	\$962.55	52.20%	\$515.98	\$515.98	0.00%	\$1,981.00	\$1,478.53	33.98%
Sawgrass - Clipper Cove	Single Family	13.00	\$1,465.02	\$962.55	52.20%	\$515.98	\$515.98	0.00%	\$1,981.00	\$1,478.53	33.98%
Sawgrass - Fisher Landing	Single Family	21.00	\$1,465.02	\$962.55	52.20%	\$515.98	\$515.98	0.00%	\$1,981.00	\$1,478.53	33.98%
Sawgrass - Still Water Trace	Twin Villas	68.00	\$1,465.02	\$962.55	52.20%	\$515.98	\$515.98	0.00%	\$1,981.00	\$1,478.53	33.98%
Sawgrass - Redfin Shores	Multifamily	50.00	\$1,465.02	\$962.55	52.20%	\$515.98	\$515.98	0.00%	\$1,981.00	\$1,478.53	33.98%
Stonebridge	Single Family	60.00	\$1,465.02	\$962.55	52.20%	\$515.98	\$515.98	0.00%	\$1,981.00	\$1,478.53	33.98%
Willow Glen Phase 1	Single Family	30.00	\$1,465.02	\$962.55	52.20%	\$515.98	\$515.98	0.00%	\$1,981.00	\$1,478.53	33.98%
Willow Glen Phase 2	Single Family	10.00	\$1,465.02	\$962.55	52.20%	\$515.98	\$515.98	0.00%	\$1,981.00	\$1,478.53	33.98%
Willow Glen Phase 3	Single Family	24.00	\$1,465.02	\$962.55	52.20%	\$515.98	\$515.98	0.00%	\$1,981.00	\$1,478.53	33.98%
Willow Glen - 1st Choice	Single Family	20.00	\$1,465.02	\$962.55	52.20%	\$515.98	\$515.98	0.00%	\$1,981.00	\$1,478.53	33.98%
<b>Total Residential</b>		<b>1,323.00</b>									
<b>Commercial</b>											
402121328003	Maintenance Bldg	2.00	\$1,084.28	\$647.87	67.36%	\$130.33	\$130.33	N/A	\$1,214.61	\$778.20	56.08%
402121151003	Club	119.00	\$1,084.28	\$647.87	67.36%	\$130.33	\$130.33	N/A	\$1,214.61	\$778.20	56.08%
<b>Total Commercial</b>		<b>121.00</b>									
<b>TOTAL</b>		<b>1,444.00</b>									

**4Ai**

# Riverwood CDD 2024 Budget

Comparison with 2023  
Explanation for changes

# Riverwood CDD 2023 Budget

- The Riverwood CDD annual budgets have been flat for 5 years, from 2019 to 2023
- General Fund operating- \$962.55 per unit
- Debt Service fund- \$515.98 per unit
- Resident total annual tax \$1478.53 per unit
- (Golf course assessment \$778.20 per unit)

# What kept the budget flat for 5 years

- A change in the Board starting in 2019
- Board decided to bring personnel in-house
- Hired a manager who manages and works
- Major savings in Environmental and Campus
- Brought the security function in-house

# What changed this year

- More difficult to find cost reduction areas
- Inflation and the Hurricane
- Changed the MOU with the RCA
  - Brought back cleaning contracts to CDD
  - Brought back CDD common area landscaping
    - Allowed CDD to contract directly for storm cleanup
    - Provided a \$10,000 per month reduction from the Brightview cost

# Comparison of 2023 and 2024

<u>Category</u>	<u>2023</u>	<u>2024</u>	<u>Change</u>
General Fund	\$962.55	\$1462.02	\$502.47
Debt Service	\$515.98	\$515.98	\$0
Total cost	\$1478.53	\$1981.00	<b>\$502.47</b>
Golf course	\$778.20	\$1214.61	\$436.41

# 2024 Increase explained

Without moving the functions from the RCA

- **Our increase would have been- \$154.62 per unit**
- This was caused by:
  - Insurance cost increases
  - Salary increases for the entire staff
  - Addition of maintenance person for campus
  - Addition of half-time roving guard for campus
  - Cost increases for supplies
  - Increase in storm water reserve contribution
  - Inflation since 2018 of between 15% to 18%

Moving the functions from the RCA to the CDD accounted for:

- **An additional increase of - \$347.85 per unit**
  - Cost for landscape                      \$302.98 per unit
  - Cost for cleaning contracts        \$44.87 per unit



# RCA offsets to this increase

The RCA has calculated the effect for 2023 and 2024

<u>Moved to CDD</u>	<u>2023 Budget</u>	<u>2023 Reduction</u>
Landscape vendor	\$320,550.36	\$213,038.63
Irrigation repair	\$25,000.00	\$18,162.69
Enhancements	\$54,000.00	\$32,162.69
Tree trimming	\$30,000.00	\$15,655.00
Pool contract	\$23,328.00	\$21,384.30
Cleaning supplies	\$5,000.00	\$2,203.99
Interior cleaning	\$22,400.00	\$13,274.20
Carpet cleaning	\$3,400.00	\$3,400.00
Total reductions	\$483,678.36	\$319,235.60

**Slide 1 - Introduction**

Comparison of the 2023 to the 2024 CDD budget

**Slide 2 – The CDD 2023 budget**

Presents the amount that residents have paid on their Charlotte County property tax bill for the last 5 years. It is broken down between the General Fund operating costs and the 15 year loan cost for the campus enhancement project back in 2018. Important to note:

- The general fund does not include the utility plant, which is covered by your utility bill
- The bank loan will be paid off in 2034
- The golf course pays a lesser amount because they do not have access to the campus amenities

**Slide 3 – What kept the budget flat for 5 years**

Beginning 2019 there was a change in the Board and the members took a more aggressive approach to reasonable spending. The change has continued with the newer members and this total change in the Board for the last 5 years has created a team that was in agreement to focus on cost control and campus enhancements. For the 5 budget years from 2019 through 2023, the members of the CDD were able to keep the tax amount flat. This was done by:

- A Board who decided to bring some management tasks and personnel in-house
- We hired our own manager reducing overhead costs
- Our manager was able to perform tasks previously done by vendors
- Major savings in Environmental and Campus maintenance
- We brought the security function in-house, reducing overhead costs

#### Slide 4 – What changed this year

The aggressive cost reduction model worked well for 5 years, but it became more difficult to find new areas for cost reductions. Then, between the Hurricane and the out of control inflation, it became impossible to create a 2024 budget that was flat.

We did look to find other areas that we felt belonged with the CDD and would provide the opportunity to reduce resident cost. This resulted in the change to the operating agreement (MOU) with the RCA which brought back some vendor contracts for pool cleaning and interior cleaning, as well as the contract for the landscape maintenance of the CDD common areas.

The reason for taking back the cleaning contracts was that the CDD owned the facilities and should be responsible for their maintenance.

While the RCA has had the contracts for all common area landscaping in Riverwood, we had several reasons for taking back the landscaping for the CDD common areas. ho

- At the advice of our FEMA attorney, the CDD wanted to be able to contract directly with a storm cleanup firm. First, this would allow for potential recovery from FEMA and second, it would save the community the 35% markup that Brightview applied to the work after the last storm.
- We had several quotes from vendors and the vendor we selected provided a \$10,000 per month decrease in cost compared with the Brightview quote.
- The MOU changes would result in an increase in the CDD costs, but will be offset by a reduction in the RCA expenses.

#### Slide 5 – Comparison of 2023 and 2024

The adopted 2023 CDD budget is:

- General Fund operating - \$962.55 per unit
- Debt Service fund - \$515.98 per unit
- **Resident total annual tax- \$1478.53 per unit**  
(Golf course assessment- \$778.20 per unit)

The proposed 2024 CDD budget is:

- General Fund operating - \$1465.02 per unit
- Debt Service fund - \$515.98 per unit
- **Resident total annual tax- \$1981.00 per unit**
- **Resident annual increase- \$502.47 per unit**

(Golf course assessment- \$1214.61 per unit)

(Golf course increase- \$436.41 per unit)

### **Slide 6 – 2024 Increase explained**

To help understand the increase, we need to breakdown the new budget to show the effect of adding the newly added items from the RCA.

Without moving the functions from the RCA,

- **Our increase amount would have been- \$154.62 per unit**
- This was the result of:
  - Insurance cost increases
  - Salary increases for entire staff
  - Addition of additional maintenance person for campus
  - Addition of a half-time roving guard for the campus
  - Cost increases for supplies
  - Increase in storm water Reserve Contribution
  - Inflation since 2018 of 15% to 18%

Moving functions from the RCA to the CDD accounted for a majority of the increase. It is important to recognize that these costs would not be included in future RCA budgets.

- Cost for landscape \$302.98 per unit
- Cost for cleaning contracts \$44.87 per unit
- **Total moved from RCA \$347.85 per unit**

**Slide 7 – RCA offsets to this increase**

Cost reductions the RCA should see for the remainder of 2023 due to the move of functions, the cleaning contracts on March 1 and the landscape contract on May 1. The numbers included below were prepared by the RCA as they look at the impact of the MOU changes to their budget. The numbers below reflect the amount that should be returned to residents this year, plus it shows the complete amount that should be removed from their new 2024 budget. The RCA should expect to see a tangible decrease in the Brightview contract because of the removal of the CDD common area maintenance.

Budget item	Annual budget	Months not spent	Amount saved 2023
Pool cleaning	\$23,300	10	\$19,416
Interior cleaning	\$22,400	10	\$18,666
Landscape vendor	\$324,000	8	\$216,000
Irrigation – CDD	\$25,000	8	\$16,666
Enhancements-CDD	\$54,000	8	\$36,000
Tree trimming-CDD	\$60,000	8	\$40,000
<b>Total reduction</b>	<b>\$508,700</b>		<b>\$346,748</b>

**4Bi.**

**From:** Christopher Schaeffer  
**Sent:** Monday, July 31, 2023 11:29 AM  
**To:** 'Justin.faircloth@inframek.com' <[justin.faircloth@inframek.com](mailto:justin.faircloth@inframek.com)>  
**Cc:** 'Bob Ridge' <[BRidge@riverwoodgc.com](mailto:BRidge@riverwoodgc.com)>; Mike Burton <[MBurton@coralhospitality.com](mailto:MBurton@coralhospitality.com)>; 'ggipp@riverwoodcdd.org' <[ggipp@riverwoodcdd.org](mailto:ggipp@riverwoodcdd.org)>; 'mspillane@riverwoodcdd.org' <[mspillane@riverwoodcdd.org](mailto:mspillane@riverwoodcdd.org)>  
**Subject:** Riverwood CDD

Justin,

Good morning. I hope all is well. Please find attached requested information as discussed this morning. This information includes the notice of public hearing, e-mail regarding 2024 CDD assessment increase, golf club quarterly billing for RCA in 2023 and 2024 proposed CDD budget. As can be seen, our total RCA billing for 2023 (and historically) is less than \$6,800 annually. Since the CDD and RCA decided to “move” several functions, if not handled correctly, the Golf Club will be unduly harmed. So, I am reaching out with urgency so that we can correct the assessments prior to it becoming a larger issue.

As mentioned in the e-mail from the CDD dated July 25, it mentions that the “moving” of landscape from the RCA to CDD for the factors listed (FEMA and cost savings), will result in an increase in CDD fees but a correlating decrease in RCA fees. It also mentions a “MOU” which the golf club has not been privy or a party to. Unfortunately, unless I am unaware of something, the golf club will now be charged \$35,194.06 thru the CDD budget for landscaping which had not been a responsibility or cost of the CDD in the history of Riverwood. While I understand that you may want to change areas of responsibility and “move” things, I hope that you also plan to keep all parties as they have been in the past without unduly harming any one party and benefitting other parties.

If the CDD is going to maintain the assessment allocation table as in the draft 2024 budget, is the plan for the RCA or CDD to issue a check to the golf club for the difference between its landscape portion of the 2023 RCA billing (which I would assume is a fraction of the \$6,752 total charged to the golf club from the RCA in 2023) and the \$35,194.06 now allocated to the golf club for landscaping?

I truly hope we can clear this up prior to anything being finalized and the August 15, 2023 public hearing. I can be reached at anytime on my cell to discuss at 239-289-4869. Thank you for your attention to this matter and I look forward to hearing from you in the near future.

**Christopher C. Schaeffer**  
Partner

**4C.**



**RESOLUTION 2023-05****A RESOLUTION OF THE RIVERWOOD COMMUNITY DEVELOPMENT DISTRICT RELATING TO THE ANNUAL APPROPRIATIONS OF THE DISTRICT AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023, AND ENDING SEPTEMBER 30, 2024, AND REFERENCING THE MAINTENANCE AND BENEFIT SPECIAL ASSESSMENTS TO BE LEVIED BY THE DISTRICT FOR SAID FISCAL YEAR.**

WHEREAS, the District Manager has, prior to June 15, 2023, submitted to the Board of Supervisors (the "Board") a proposed budget for the next ensuing budget year along with an explanatory and complete financial plan for each fund of the District (the "Proposed Budget"), pursuant to the provisions of Section 190.008(2)(a), Florida Statutes; and

WHEREAS, at least 60 days prior to the adoption of the annual budget, the District did file a copy of the Proposed Budget with the general purpose local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), Florida Statutes; and

WHEREAS, the Board set August 15, 2023, as the date for a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), Florida Statutes; and

WHEREAS, Section 190.008(2)(a), Florida Statutes, requires that, prior to October 1 of each year, the Board by resolution shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared a budget on a cash flow budget basis, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year; and

WHEREAS, Section 190.021, Florida Statutes, provides that the Board may also adopt and levy Maintenance Special Assessments and Benefit Special Assessments upon each piece of property within the boundaries of the District benefited, specifically and peculiarly, by the maintenance and/or capital improvement programs of the District, such levy representing the amount of District assessments necessary to provide for payment during the ensuing budget year of all properly authorized expenditures to be incurred by the District, including principal and interest of special revenue, capital improvement and/or benefit assessment bonds, in order for the District to exercise its various general and special powers to implement its single and specialized infrastructure provision purpose; and

WHEREAS, the Board of Supervisors of the Riverwood Community Development District finds and determines that the non-ad valorem special assessments it imposes and levies by this Resolution for maintenance and debt financing on the parcels of property involved will constitute a mechanism by which the property owners lawfully and validly will reimburse the District for those certain special and peculiar benefits the District has determined are received by, and flow to, the parcels of property from the systems, facilities and services being provided, and that the special and peculiar benefits are apportioned in a

manner that is fair and reasonable in accordance with applicable assessment methodology and related case law; and

WHEREAS, the Chair of the Board of Supervisors may designate the District Manager or other person to certify the non-ad valorem assessment roll to the Tax Collector in and for Charlotte County political subdivision on compatible electronic medium tied to the property identification number no later than September 15, 2023, so that the Tax Collector may merge that roll with others into the collection roll from which the November tax notice is to be printed and mailed; and

WHEREAS, the proceeds from the collections of these imposed and levied non-ad valorem assessments shall be paid to the Riverwood Community Development District; and

WHEREAS, the Tax Collector, under the direct supervision of the Florida Department of Revenue performs the state work in preparing, mailing out, collecting and enforcing against delinquency the non-ad valorem assessments of the District using the Uniform Collection Methodology for non-ad valorem assessments; and

WHEREAS, if the Property Appraiser and the Tax Collector have adopted a different technological procedure for certifying and merging the rolls, then that procedure must be worked out and negotiated with Board approval through the auspices of the District Manager before there are any deviations from the provisions of Section 197.3632, Florida Statutes, and Rule 12D-18, Florida Administrative Code.

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

**Section 1.** The provisions of the Whereas clauses are true and correct and are incorporated herein.

**Section 2. Budget**

- a. The Board of Supervisors has reviewed the budget, a copy of which is on file with the office of the District Treasurer and the office of the Recording Secretary, and is hereby attached to this resolution as Exhibit A.
- b. The budget is hereby adopted in accordance with the provisions of Section 190.008(2)(a), Florida Statutes, and incorporated herein by reference; provided, however, that the comparative figures contained in the adopted budget may be revised subsequently as deemed necessary by the District Manager to reflect actual revenues and expenditures for the Fiscal Year 2023 and/or revised projections for Fiscal Year 2024.
- c. That the adopted budget, as amended, shall be maintained in the office of the District's Local Records Office and identified as "The Budget for the Riverwood Community Development District for the Fiscal Year Ending September 30, 2024, as Adopted by the Board of Supervisors on August 15, 2023."

**Section 3. Appropriations**

That there be, and hereby is appropriated out of the revenues of the Riverwood Community Development District, for the Fiscal Year beginning October 1, 2023, and ending September 30, 2024, the sum of \_\_\_\_\_ (\$ \_\_\_\_\_) to be raised by the applicable imposition and levy by the Board of

applicable non-ad valorem special assessments and otherwise, which sum is deemed by the Board of Supervisors to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$ _____
SPECIAL REVENUE FUND	\$ _____
DEBT SERVICE FUND	\$ _____
ENTERPRISE FUND	\$ _____
 Total All Funds	 \$ _____

**Section 4. Supplemental Appropriations**

The Board may authorize by resolution supplemental appropriations or revenue changes for any lawful purpose from funds on hand or estimated to be received within the fiscal year as follows:

- a. Board may authorize a transfer of the unexpended balance or portion thereof of any appropriation item.
- b. Board may authorize an appropriation from the unappropriated balance of any fund.
- c. Board may increase any revenue or income budget account to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.

The District Manager and Treasurer shall have the power within a given fund to authorize the transfer of any unexpended balance of any appropriation item or any portion thereof, provided such transfers do not exceed Ten Thousand (\$10,000) Dollars or have the effect of causing more than 10% of the total appropriation of a given program or project to be transferred, previously approved transfers included. Such transfer shall not have the effect of causing a more than \$10,000 or 10% increase, previously approved transfers included, to the original budget appropriation for the receiving program. Transfers within a program or project may be approved by the applicable department director and the District Manager or Treasurer. The District Manager or Treasurer must establish administrative procedures, which require information on the request forms proving that such transfer requests comply with this section.

**Section 5. Maintenance and Benefit Special Assessment Levy: Fixed and Referenced and to be Levied by the Board**

- a. That the Fiscal Year 2024 Maintenance and Benefit Special Assessment Levy (the "Assessment Levy") for the assessment upon all the property within the boundaries of the District based upon the special and peculiar benefit received and further based upon reasonable and fair apportionment of the special benefit, shall be in accordance with the attached Exhibit A, which levy represents the amount of District assessments necessary to provide for payment during the aforementioned budget year of all properly authorized expenditures to be incurred by the District, including principal and interest of special revenue, capital improvement and/or benefit assessment bonds. Said Assessment Levy shall be distributed as follows:

General Fund O & M  
Debt Service Fund

\$ [See Assessment Levy Resolution 2023-06]  
\$ [See Assessment Levy Resolution 2023-06]

- b. The District Manager or the Treasurer are hereby designated to certify the non-ad valorem assessment roll to the Tax Collector in and for the Charlotte County political subdivision, in accordance with applicable provisions of State law (Chapters 170, 190 and 197, Florida Statutes) and applicable rules (Rule 12D-18, Florida Administrative Code) which shall include not only the maintenance special assessment levy but also the total for the debt service levy, as required by and pursuant to law.

Duly adopted by the Board of Supervisors of the Riverwood Community Development District with a quorum present and voting this 15<sup>th</sup> day of August, 2023.

**Riverwood Community Development District**

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Michael Spillane  
Chairperson

Attest:

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Justin Fairecloth  
Secretary

**4D.**

**RESOLUTION 2023- 06**

**A RESOLUTION LEVYING AND IMPOSING NON AD VALOREM MAINTENANCE AND BENEFIT SPECIAL ASSESSMENTS FOR THE RIVERWOOD COMMUNITY DEVELOPMENT DISTRICT FOR FISCAL YEAR 2024**

Preamble

WHEREAS, certain improvements exist within the Riverwood Community Development District and certain costs of operation, repairs and maintenance are being incurred; and

WHEREAS, the Board of Supervisors of the Riverwood Community Development District find that the District's total General Fund operation assessments, taking into consideration other revenue sources during Fiscal Year 2024 will amount to \$\_\_\_\_\_ ; and

WHEREAS, the Board of Supervisors of the Riverwood Community Development District finds the District's Debt Service Fund Assessment during Fiscal Year 2024 will amount to \$\_\_\_\_\_ ; and

WHEREAS, the Board of Supervisors of the Riverwood Community Development District finds that the Debt Service Fund relates to systems and facilities which provide special benefits peculiar to certain property within the District based on the applicable assessment methodology; and

WHEREAS, the Board of Supervisors of the Riverwood Community Development District finds that the non-ad valorem special assessments it levies and imposes by this resolution for maintenance on the parcels of property involved will reimburse the District for certain special and peculiar benefits received by the property flowing from the maintenance of the systems, facilities and services apportioned in a manner that is fair and reasonable, in accordance with the applicable assessment methodology; and

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

Section 1. All the whereas clauses are incorporated herein and are dispositive.

Section 2. Special assessments for maintenance and benefit as provided for in Chapters 190.021, Florida Statutes, (hereinafter referred to as Assessment) are hereby levied on the parcels within the District.

Section 3. That the collection and enforcement of the aforesaid assessments on parcels shall be by the Tax Collector serving as agent of the State of Florida in Charlotte County (“Tax Collector”) and shall be at the same time and in like manner as ad valorem taxes and subject to all ad valorem tax collection and enforcement procedures which attend the use of the official annual tax notice.

Section 4. The levy and imposition of the maintenance and benefit special assessments on parcels included in the District shall be collected by the Tax Collector on the tax notice along with other non-ad valorem assessments from other local governments and with all applicable property taxes to each parcel of property.

Section 5. The proceeds therefrom shall be paid to the Riverwood Community Development District.

Section 6. The Chair of the Board of the Riverwood Community Development District designates the District Manager to perform the certification duties.

Section 7. Be it further resolved that a copy of this Resolution be transmitted to the proper public officials so that its purpose and effect may be carried out in accordance with law.

**PASSED AND ADOPTED this 15<sup>th</sup> day of August, 2023, by the Board of Supervisors of the Riverwood Community Development District, Charlotte County, Florida.**

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Justin Faircloth  
Secretary

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Michael Spillane  
Chairperson

# **Fifth Order of Business**



**5A**

**MINUTES OF MEETING  
RIVERWOOD  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Riverwood Community Development District was held on Tuesday, July 18, 2023 at 2:00 p.m. at the Riverwood Activity Center, located at 4250 Riverwood Drive, Port Charlotte, Florida.

Present and constituting a quorum were:

Michael Spillane	Chairman
Donald Myhrberg	Vice Chairman
Dolly Syrek	Treasurer/Assistant Secretary
Dr. Cameron McKee	Assistant Secretary
Gregg Gipp	Assistant Secretary ( <i>via phone</i> )

Also present were:

Justin Faircloth	District Manager
Scott Rudacille	District Counsel
John Mercer	On-Site Manager
Ronald Lesinski	Safety & Access Control Supervisor
Mitch Gilbert	Florida Utility Solutions
Andre McAden	District Director of Accounting
Stephen Bloom	District Director of Finance
Members of the Public	

*The following is a summary of the discussions and actions taken.*

**FIRST ORDER OF BUSINESS**

**Call to Order and Roll Call**

- Mr. Faircloth called the meeting to order and called the roll. A quorum was established.

On MOTION by Ms. Syrek seconded by Mr. Dr. McKee with all in favor, Mr. Gipp was authorized to attend and vote via phone.

**SECOND ORDER OF BUSINESS**

**Approval of the July 18, 2023 Agenda**

On MOTION by Ms. Syrek seconded by Mr. Myhrberg with all in favor, the July 18, 2023 Agenda was approved as presented.

**THIRD ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

- Comments were received regarding the sewer and irrigation systems.

July 18, 2023

42 **FOURTH ORDER OF BUSINESS** **Approval of Consent Agenda**  
43 **A. Approval of Minutes of the June 20, 2023 Regular Meeting**  
44 **B. Acceptance of the Financial Report and Check Register as of June 2023**  
45 **C. Acceptance of FY2022 Audit**  
46

47 On MOTION by Ms. Syrek, seconded by Mr. McKee with all in favor  
48 the Consent Agenda was approved as presented.  
49

50 **FIFTH ORDER OF BUSINESS** **On-Site Manager's Report**

- 51 • Mr. Mercer provided project updates to the Board.
- 52 ○ Tennis court resurfacing is scheduled for September.
  - 53 ○ Fitness Center equipment is coming in August and CDD office is operational.
  - 54 ○ Provided updated on projects around the campus and noted issues with the AC
  - 55 system.
  - 56 ○ Commented on the delay with the back gate.
- 57

58 **SIXTH ORDER OF BUSINESS** **Monthly Client Report**

- 59 • Mr. Gilbert reviewed the Monthly Client Report with the Board and answered questions  
60 from the Board regarding usage.

61 **SEVENTH ORDER OF BUSINESS** **Safety and Access Control Supervisor**  
62 **Report**

- 63 • Mr. Lesinski provided an update to the Board regarding gate protocols, hiring of a new  
64 employee, app usage, and the air conditioning in the gatehouse.

65 **EIGHTH ORDER OF BUSINESS** **District Manager's Report**

- 66 • Mr. Faircloth noted that Mr. McAden and Mr. Bloom were available via phone if the Board  
67 had questions regarding the Audit. The Board had no questions.

68 **A. Follow Up Items**

- 69 • Mr. Faircloth noted he had nothing new to report to the Board.

70 **NINTH ORDER OF BUSINESS** **Attorney's Report**

- 71 • None.

72 **TENTH ORDER OF BUSINESS** **Old Business**

- 73 • Discussion ensued regarding the FEMA application.

74 **ELEVENTH ORDER OF BUSINESS** **New Business**

- 75 • None.

76 **TWELFTH ORDER OF BUSINESS** **Other Committee Reports**

77 **A. Beach Club Committee: Mr. Spillane**

- 78 • Mr. Spillane commented on chairs for Independence Day and noted the next meeting would  
79 be in September.

July 18, 2023

80 **B. Campus Committee: Ms. Syrek**

- 81 • Ms. Syrek provided updates on tennis items, bocce ball court, and activity center.

82 **C. Environmental Committee: Mr. Myhrberg**

- 83 • Mr. Myhrberg noted there was no meeting this month. He reported the stormwater work is  
84 going well.

85 **D. Finance Committee: Ms. Syrek**

- 86 • Ms. Syrek provided an update on the Audit RFP and potential fee changes.  
87 • The proposed fee changes will be sent to Mr. Rudacille for review.

88 On MOTION by Ms. Syrek, seconded by Mr. Myhrberg with all in favor,  
89 a one-year contract with Berger, Toombs Elam, Gains and Frank, with two  
90 optional one-year renewals for the annual audit was approved. 5-0

91  
92 **E. Landscape Committee: Mr. Gipp**

- 93 • There was no meeting this month.

94 On MOTION by Mr. Gipp, seconded by Mr. Myhrberg with all in favor,  
95 the provisions regarding mandatory attendance of the pre-bid meeting for  
96 the Landscape RFP were waived. 5-0

- 97  
98 • Discussion ensued regarding irrigation.  
99 • Discussion ensued on Evatech and the damaged mower.

100 **F. RV Park Committee Report: Dr. McKee**

- 101 • No Meeting was held. Dr. McKee provided an update on the road work at the RV park.

102 **G. Safety & Access Control Committee: Dr. McKee**

- 103 • Dr. McKee noted there was no quorum for this month's meeting.  
104 • RFID stickers, gatehouse air conditioning, new uniforms for the employees, and the camera  
105 system maintenance were discussed.  
106 • Dr. McKee noted that the RCA Liaison was now Bruce Dorfman instead of Lynn Nelson.

107 **H. Sewer Committee: Mr. Gipp**

- 108 • No meeting this month.

109 **I. Strategic Planning Committee: Mr. Myhrberg**

- 110 • Mr. Myhrberg provided an update.  
111 • He noted he would send a report regarding the FY2024 budget for Mr. Bloom to use  
112 when discussing the budget.  
113 • Discussed development of an emergency response plan.  
114 • Insurance coverage was discussed.

July 18, 2023

- 115       **J. Water/Utility Committee: Mr. Spillane**  
116       • Mr. Spillane provided an update on billing.

117       **THIRTEENTH ORDER OF BUSINESS**                      **Supervisor Comments**

- 118       • Dr. McKee noted he was working on an emergency management plan.  
119       • Mr. Spillane requested a notice be sent for new committee members. Mr. Mercer will send  
120       out the notice to residents.  
121       • Discussion ensued on the possibility of combining the Water/Utility Committee and Sewer  
122       Committee into one Utilities Committee. The Board agreed that Mr. Gipp would be the  
123       CDD Liaison for the new committee. Mr. Rudacille will provide documentation for the  
124       Board to consider at next meeting to formally combine the two committees.

125

126       **FOURTEENTH ORDER OF BUSINESS**                      **Audience Comments**

- 127       • Residents commented on hurricane preparedness, late notices, and backflows  
128       certifications.

129       **FIFTEENTH ORDER OF BUSINESS**                      **Adjournment**

130       

On MOTION by Ms. Syrek , seconded by Mr. Myhrberg, with all in  
131       favor, the meeting was adjourned at 3:21 p.m.

132  
133  
134  
135  
136  
137

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Michael Spillane  
Chairman

**5B**

# Riverwood Community Development District

Financial Statements

*(unaudited)*

July 31, 2023

*Prepared by*



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**Riverwood Community Development District**

**Financial Statements**

**Balance Sheet**  
July 31, 2023

Account Description	General Fund	General Fund - Reserves	Beach Club Fund (Operations)	Beach Club Fund (Reserve)	Beach Club Fund (Loan)	Debt Service Fund (Valley National)	Enterprise Fund	Enterprise Fund - Reserves	Pooled Cash Fund	Total
<b>Assets</b>										
<b>Current Assets</b>										
Cash - Checking Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,962,815	\$ 1,962,815
Equity in Pooled Cash	841,509	2,123,393	143,462	82,686	-	-	649,281	1,875,999	(5,716,330)	-
Accounts Receivable	-	-	-	-	-	-	210,745	-	-	210,745
FEMA Receivable	254,931	-	9,200	-	-	-	29,885	-	-	294,016
Loan Due from Beach Fund	165,492	-	-	-	-	-	-	-	-	165,492
Investments:										
Money Market Account	-	-	-	-	-	-	-	-	3,763,382	3,763,382
Interest Account	-	-	-	-	-	41	-	-	-	41
Reserve Fund	-	-	-	-	-	131,302	-	-	-	131,302
Revenue Fund	-	-	-	-	-	354,919	-	-	-	354,919
Sinking fund	-	-	-	-	-	161	-	-	-	161
Prepaid Items	2,588	-	857	-	-	-	2,734	-	-	6,179
<b>Total Current Assets</b>	<b>1,264,520</b>	<b>2,123,393</b>	<b>153,519</b>	<b>82,686</b>	<b>-</b>	<b>486,423</b>	<b>892,645</b>	<b>1,875,999</b>	<b>9,867</b>	<b>6,889,052</b>
<b>Noncurrent Assets</b>										
Fixed Assets										
Land	-	-	-	-	-	-	343,998	-	-	343,998
Buildings	-	-	-	-	-	-	1,413,584	-	-	1,413,584
Accum Depr - Buildings	-	-	-	-	-	-	(829,875)	-	-	(829,875)
Infrastructure	-	-	-	-	-	-	10,649,119	-	-	10,649,119
Accum Depr - Infrastructure	-	-	-	-	-	-	(4,210,623)	-	-	(4,210,623)
Equipment and Furniture	-	-	-	-	-	-	37,977	-	-	37,977
Accum Depr - Equip/Furniture	-	-	-	-	-	-	(12,203)	-	-	(12,203)
<b>Total Noncurrent Assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,391,977</b>	<b>-</b>	<b>-</b>	<b>7,391,977</b>
<b>Total Assets</b>	<b>\$ 1,264,520</b>	<b>\$ 2,123,393</b>	<b>\$ 153,519</b>	<b>\$ 82,686</b>	<b>\$ -</b>	<b>\$ 486,423</b>	<b>\$ 8,284,622</b>	<b>\$ 1,875,999</b>	<b>\$ 9,867</b>	<b>\$ 14,281,029</b>

**Riverwood Community Development District**

**Financial Statements**

**Balance Sheet**  
July 31, 2023

Account Description	General Fund	General Fund - Reserves	Beach Club Fund (Operations)	Beach Club Fund (Reserve)	Beach Club Fund (Loan)	Debt Service Fund (Valley National)	Enterprise Fund	Enterprise Fund - Reserves	Pooled Cash Fund	Total
<b>Liabilities</b>										
<b>Current Liabilities</b>										
Accounts Payable	\$ 1,109	\$ 12,754	\$ 4,588	\$ -	\$ -	\$ -	\$ 732	\$ -	\$ 9,867	\$ 29,050
Accrued Expenses	9,250	-	80	-	-	-	82,166	-	-	91,496
Sales Tax Payable	-	17	19	-	-	-	-	-	-	36
Deposits	-	-	-	-	-	-	209,322	-	-	209,322
Loan Due to General Fund	-	-	-	-	165,492	-	-	-	-	165,492
<b>Total Current Liabilities</b>	<b>10,359</b>	<b>12,771</b>	<b>4,687</b>	<b>-</b>	<b>165,492</b>	<b>-</b>	<b>292,220</b>	<b>-</b>	<b>9,867</b>	<b>495,396</b>
<b>Total Liabilities</b>	<b>10,359</b>	<b>12,771</b>	<b>4,687</b>	<b>-</b>	<b>165,492</b>	<b>-</b>	<b>292,220</b>	<b>-</b>	<b>9,867</b>	<b>495,396</b>
<b>Fund Balances / Net Position</b>										
<b>Nonspendable:</b>										
Prepaid Items	2,588	-	-	-	-	-	-	-	-	2,588
<b>Restricted for:</b>										
Debt Service	-	-	-	-	-	486,423	-	-	-	486,423
<b>Assigned to:</b>										
Operating Reserves	350,000	-	-	-	-	-	-	-	-	350,000
Reserves - Activity Center	-	557,821	-	-	-	-	-	-	-	557,821
Reserves - Settlement	-	191,880	-	-	-	-	-	-	-	191,880
Environmental Services	-	426,757	-	-	-	-	-	-	-	426,757
Reserves - Roadways	-	810,085	-	-	-	-	-	-	-	810,085
Reserves - RV Park	-	124,079	-	-	-	-	-	-	-	124,079
Reserves - Beach Club	-	-	-	82,686	-	-	-	-	-	165,372
<b>Unassigned:</b>	<b>901,573</b>	<b>-</b>	<b>148,832</b>	<b>-</b>	<b>(165,492)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>884,913</b>
Net Investment in capital assets	-	-	-	-	-	-	7,391,976	-	-	7,391,976
Reserves - Emergency	-	-	-	-	-	-	-	240,667	-	240,667
Reserves - Sewer System	-	-	-	-	-	-	-	1,279,306	-	1,279,306
Reserves - Water System	-	-	-	-	-	-	-	144,667	-	144,667
Reserves - Irrigation System	-	-	-	-	-	-	-	211,359	-	211,359
Unrestricted/Unreserved	-	-	-	-	-	-	600,426	-	-	600,426
<b>Total Fund Balances / Net Position</b>	<b>1,254,161</b>	<b>2,110,622</b>	<b>148,832</b>	<b>82,686</b>	<b>(165,492)</b>	<b>486,423</b>	<b>7,992,402</b>	<b>1,875,999</b>	<b>-</b>	<b>13,702,947</b>
<b>Total Liabilities &amp; Fund Balances / Net Position</b>	<b>\$ 1,264,520</b>	<b>\$ 2,123,393</b>	<b>\$ 153,519</b>	<b>\$ 82,686</b>	<b>\$ -</b>	<b>\$ 486,423</b>	<b>\$ 8,284,622</b>	<b>\$ 1,875,999</b>	<b>\$ 9,867</b>	<b>\$ 14,281,029</b>

**Riverwood Community Development District**

**Financial Statements**

**General Fund**

**Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending July 31, 2023

(83.33% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
<b>Revenue / Other Sources</b>								
Special Assmnts- Tax Collector	\$ 9,478	\$ -	\$ 9,478	\$ 1,354,154	\$ 1,354,155	\$ (1)	0.0%	\$ 1,354,155
Special Assmnts- Discounts	(2,538)	-	(2,538)	(47,471)	(54,654)	7,183	-13.1%	(54,654)
Non-Resident Members	-	833	(833)	5,350	8,330	(2,980)	-35.8%	10,000
Other Miscellaneous Revenues	(0)	42	(42)	4,082	420	3,662	872.0%	500
Interest - Investments	4,179	141	4,038	33,417	1,410	32,007	2270.0%	1,693
<b>Total Revenue / Other Sources</b>	<b>11,118</b>	<b>1,016</b>	<b>10,102</b>	<b>1,349,532</b>	<b>1,309,661</b>	<b>39,871</b>	<b>3.0%</b>	<b>1,311,694</b>

**Expenditures**

**Administration**

P/R-Board of Supervisors	181	225	44	2,710	2,250	(460)	-20.4%	2,696
Payroll-Salaries	1,813	1,644	(169)	17,955	16,440	(1,515)	-9.2%	19,724
ProfServ-Engineering	-	542	542	-	5,420	5,420	n/a	6,500
ProfServ-Mgmt Consulting	6,767	6,703	(64)	67,138	67,030	(108)	-0.2%	80,437
ProfServ-Legal Services	1,227	2,917	1,690	31,906	29,170	(2,736)	-9.4%	35,000
ProfServ-Trustee Fees	-	-	-	3,717	3,717	(0)	0.0%	3,717
Auditing Services	-	-	-	3,800	3,600	(200)	-5.6%	3,600
Communications-Other	277	250	(27)	4,213	2,500	(1,713)	-68.5%	3,000
Insurance	-	-	-	23,506	20,712	(2,794)	-13.5%	20,712
Misc-Non Ad Valorem Taxes	-	208	208	17	2,080	2,063	99.2%	2,500
Misc-Assessment Collection Cost	139	-	(139)	26,134	26,000	(134)	-0.5%	26,000
Website Hosting/Email services	-	275	275	2,496	2,750	254	9.2%	3,300
Janitorial /Office supplies	-	167	167	-	1,670	1,670	n/a	2,000
Office Expense	1,063	1,000	(63)	6,326	10,000	3,674	36.7%	12,000
Misc-Credit Card Fees	-	103	103	224	1,030	806	78.2%	1,232
<b>Total Administration</b>	<b>11,468</b>	<b>14,034</b>	<b>2,566</b>	<b>190,141</b>	<b>194,369</b>	<b>4,228</b>	<b>2.2%</b>	<b>222,418</b>

**Community Services**

**Environmental Services**

Payroll-Environmental Services	4,569	3,533	(1,036)	42,310	35,330	(6,980)	-19.8%	42,391
Contracts-Preserve Maintenance	-	2,917	2,917	-	29,170	29,170	n/a	35,000
Contracts-Lakes	1,850	2,017	167	18,500	20,170	1,670	8.3%	24,200
ProfServ-Consultants	82	1,250	1,168	6,449	12,500	6,051	48.4%	15,000
Electricity - General	200	200	-	3,059	2,000	(1,059)	-53.0%	2,400
Utility - Water & Sewer	158	167	9	1,447	1,670	223	13.4%	2,000
R&M-Sidewalks	-	833	833	3,360	8,330	4,970	59.7%	10,000
R&M-Storm Drain Cleaning	-	1,250	1,250	12,321	12,500	179	1.4%	15,000
R&M-Preserves	3,123	5,000	1,877	6,927	50,000	43,073	86.1%	60,000
R&M-Road Scaping	(615)	833	1,448	180	8,330	8,150	97.8%	10,000
R&M-Roads,Signage,Striping	-	917	917	-	9,170	9,170	n/a	11,000
R&M-Lakes,Bank Erosion,Planting	-	417	417	3,750	4,170	420	10.1%	5,000
Misc-Contingency	-	1,763	1,763	-	17,630	17,630	n/a	21,157
<b>Total Environmental Services</b>	<b>9,366</b>	<b>21,097</b>	<b>11,731</b>	<b>98,304</b>	<b>210,970</b>	<b>112,666</b>	<b>53.4%</b>	<b>253,148</b>

**Riverwood Community Development District**

*Financial Statements*

**General Fund**

**Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending July 31, 2023

(83.33% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
<b>Access and Control</b>								
Payroll-Gatehouse	21,380	20,467	(912)	212,428	204,674	(7,754)	-3.8%	245,609
R&M-Gate	544	2,083	1,539	11,418	20,833	9,415	45.2%	25,000
R&M-Gatehouse/Security	1,114	2,083	969	10,722	20,833	10,111	48.5%	25,000
Op Supplies - Gatehouse	144	1,250	1,106	6,245	12,500	6,256	50.0%	15,000
<b>Total Access and Control</b>	<b>23,183</b>	<b>25,884</b>	<b>2,701</b>	<b>240,813</b>	<b>258,841</b>	<b>18,028</b>	<b>7.0%</b>	<b>310,609</b>
<b>Landscape Services</b>								
Contracts - Landscape	17,000	-	(17,000)	60,392	-	(60,392)	0.0%	-
ProfServ-Legal Services	930	-	(930)	930	-	(930)	0.0%	-
<b>Total Landscape Services</b>	<b>17,930</b>	<b>-</b>	<b>(17,930)</b>	<b>61,322</b>	<b>-</b>	<b>(61,322)</b>	<b>0.0%</b>	<b>-</b>
<b>Total Community Services</b>	<b>50,479</b>	<b>46,981</b>	<b>(3,498)</b>	<b>400,438</b>	<b>469,811</b>	<b>69,372</b>	<b>14.8%</b>	<b>563,757</b>
<b>Activity Center Campus</b>								
P/R-Board of Supervisors	135	167	32	2,020	1,670	(350)	-21.0%	2,000
Payroll-Salaries	2,248	2,055	(193)	22,641	20,550	(2,091)	-10.2%	24,656
Payroll-Maintenance	2,173	1,449	(724)	17,633	14,490	(3,143)	-21.7%	17,391
Electricity - General	3,500	4,222	722	43,360	42,220	(1,140)	-2.7%	50,666
Utility - Water & Sewer	1,295	1,333	38	11,985	13,330	1,345	10.1%	16,000
Insurance - Property	-	-	-	36,434	32,100	(4,334)	-13.5%	32,103
R&M-Pools	(4,938)	667	5,605	9,488	6,670	(2,818)	-42.2%	8,000
R&M-Tennis Courts	228	-	(228)	228	-	(228)	0.0%	-
R&M-Fitness Equipment	663	417	(246)	2,232	4,170	1,938	46.5%	5,000
Activity Ctr Cleaning- Inside Areas	4,671	-	(4,671)	4,671	-	(4,671)	0.0%	-
Pool Daily Maintenance	7,244	-	(7,244)	7,244	-	(7,244)	0.0%	-
R&M-Activity Campus Buildings	(346)	3,333	3,679	38,398	33,330	(5,068)	-15.2%	40,000
Misc-Special Projects	-	6,373	6,373	-	63,730	63,730	n/a	76,477
Tools and Equipment	500	1,250	750	4,760	12,500	7,740	61.9%	15,000
Operating Supplies	-	167	167	97	1,670	1,573	94.2%	2,000
Misc-Contingency	-	1,520	1,520	218	15,200	14,982	98.6%	18,241
Capital Outlay	(10,145)	-	10,145	-	-	-	n/a	-
<b>Total Activity Center Campus</b>	<b>7,227</b>	<b>22,953</b>	<b>15,726</b>	<b>201,408</b>	<b>261,630</b>	<b>60,222</b>	<b>23.0%</b>	<b>307,534</b>
<b>Total Expenditures</b>	<b>69,174</b>	<b>83,968</b>	<b>14,794</b>	<b>791,987</b>	<b>925,810</b>	<b>133,823</b>	<b>14.5%</b>	<b>1,093,709</b>

**General Fund**

**Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending July 31, 2023

(83.33% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
<b>Transfers Out</b>								
Reserve - Activity Center Campus	-	6,499	6,499	38,993	64,990	25,998	40.0%	77,985
Reserve - Roadways	-	10,833	10,833	65,000	108,330	43,330	40.0%	130,000
Reserve - Environmental Services	-	833	833	5,000	8,330	3,330	40.0%	10,000
<b>Total Transfers Out</b>	-	<b>18,165</b>	<b>18,165</b>	<b>108,992</b>	<b>181,650</b>	<b>72,658</b>	<b>40.0%</b>	<b>217,985</b>
<b>Total Expenditures &amp; Transfers</b>	<b>69,174</b>	<b>102,133</b>	<b>32,959</b>	<b>900,980</b>	<b>1,107,460</b>	<b>206,480</b>	<b>18.6%</b>	<b>1,311,694</b>
Net Surplus (Deficit)	<u>\$ (58,056)</u>	<u>\$ (101,117)</u>	<u>\$ 43,062</u>	448,553	202,201	246,351		-
<b>Fund balance as of Oct 01, 2022</b>				805,608	805,608	-		805,608
<b>Fund Balance as of Jul 31, 2023</b>				<u>\$ 1,254,160</u>	<u>\$ 1,007,809</u>	<u>\$ 246,351</u>		<u>\$ 805,608</u>

**Riverwood Community Development District**

*Financial Statements*

**General Fund - Reserves**

**Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending July 31, 2023

(83.33% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
<b>Revenue / Other Sources</b>								
RV Parking Lot Revenue	250	4,750	(4,500)	54,573	47,500	7,073	14.9%	57,000
Transfer In - Roadways	-	10,833	(10,833)	65,000	108,330	(43,330)	-40.0%	130,000
Transfer In - Environmental Services	-	833	(833)	5,000	8,330	(3,330)	-40.0%	10,000
Transfer In - Activity Center Campus	-	6,499	(6,499)	38,993	64,990	(25,998)	-40.0%	77,985
Other Miscellaneous Revenues	0	-	0	49	-	49	n/a	-
Interest - Investments	9,952	-	9,952	72,108	-	72,108	n/a	-
<b>Total Revenue / Other Sources</b>	<b>10,202</b>	<b>22,915</b>	<b>(12,713)</b>	<b>235,723</b>	<b>229,150</b>	<b>6,573</b>	<b>2.9%</b>	<b>274,985</b>
<b>Expenditures</b>								
<b>Activity Center Campus</b>								
Reserve-Activity Center Campus	-	6,499	6,499	-	64,990	64,990	100.0%	77,985
R&M-Court Maintenance	25,131	-	(25,131)	37,510	-	(37,510)	n/a	-
R&M-Gatehouse/Security	-	-	-	6,815	-	(6,815)	n/a	-
R&M-Activity Center	-	-	-	22,953	-	(22,953)	n/a	-
Capital Outlay	10,145	-	(10,145)	10,145	-	(10,145)	n/a	-
R&M-Pools	-	-	-	30,335	-	(30,335)	n/a	-
<b>Total Activity Center Campus</b>	<b>35,276</b>	<b>6,499</b>	<b>(28,777)</b>	<b>107,758</b>	<b>64,990</b>	<b>(42,768)</b>	<b>-65.8%</b>	<b>77,985</b>
<b>Roadways</b>								
Reserve - Roadways	-	10,833	10,833	-	108,330	108,330	100.0%	130,000
Materials & Supplies	-	-	-	41,250	-	(41,250)	n/a	-
<b>Total Roadways</b>	<b>-</b>	<b>10,833</b>	<b>10,833</b>	<b>41,250</b>	<b>108,330</b>	<b>67,080</b>	<b>61.9%</b>	<b>130,000</b>
<b>RV Park</b>								
Reserve - RV Park	-	2,506	2,506	-	25,060	25,060	100.0%	30,070
Payroll- RV Park	1,271	1,000	(271)	11,945	10,000	(1,945)	-19.5%	12,000
Materials & Supplies	271	417	146	7,817	4,170	(3,647)	-87.4%	5,000
Capital Projects	-	708	708	-	7,080	7,080	100.0%	8,500
Postage and Freight	-	3	3	-	30	30	100.0%	40
Fuel, Gasoline and Oil	-	8	8	-	80	80	100.0%	90
Credit Card Fees	8	108	100	1,250	1,080	(170)	-15.8%	1,300
<b>Total RV Park</b>	<b>1,550</b>	<b>4,750</b>	<b>3,200</b>	<b>21,012</b>	<b>47,500</b>	<b>26,488</b>	<b>55.8%</b>	<b>57,000</b>
<b>Environmental Services</b>								
Reserve - Environmental Services	-	833	833	-	8,330	8,330	100.0%	10,000
<b>Total Environmental Services</b>	<b>-</b>	<b>833</b>	<b>833</b>	<b>-</b>	<b>8,330</b>	<b>8,330</b>	<b>100.0%</b>	<b>10,000</b>
<b>Total Expenditures</b>	<b>36,827</b>	<b>22,915</b>	<b>(13,912)</b>	<b>170,019</b>	<b>229,150</b>	<b>59,131</b>	<b>25.8%</b>	<b>274,985</b>
Net Surplus (Deficit)	<b>\$ (26,625)</b>	<b>\$ -</b>	<b>\$ (26,625)</b>	65,704	-	65,704		-
Fund balance as of Oct 01, 2022				2,044,918	2,044,918	-		2,044,918
Fund Balance as of Jul 31, 2023				<b>\$ 2,110,622</b>	<b>\$ 2,044,918</b>	<b>\$ 65,704</b>		<b>\$ 2,044,918</b>

**General Fund - Reserves**

**Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending July 31, 2023

(83.33% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	

**Reserve Balances**

Reserve Name	Beg Bal.	Additions	Interest	Expenses	Ending Bal.
Environmental Services Reserve	\$407,706	\$5,000	\$14,051	\$0	\$426,757
Activity Center Campus Reserve	\$539,731	\$39,041	\$18,962	\$39,913	\$557,822
Roadways Reserve	\$759,490	\$65,000	\$26,845	\$41,250	\$810,085
Construction Settlement Reserve	\$251,618	\$0	\$8,107	\$67,845	\$191,880
RV Park Reserve	\$86,373	\$54,573	\$4,145	\$21,012	\$124,079
<b>Total</b>	<b>\$2,044,918</b>	<b>\$163,615</b>	<b>\$72,108</b>	<b>\$170,019</b>	<b>\$2,110,622</b>

**Riverwood Community Development District**

*Financial Statements*

**Beach Club Fund - Operations**

**Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending July 31, 2023

(83.33% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
<b>Revenue / Other Sources</b>								
Membership Dues	\$ -	\$ -	\$ -	\$ 169,827	\$ 161,500	\$ 8,327	5.2%	\$ 161,500
Initiation Fees	150	250	(100)	2,350	2,500	(150)	-6.0%	3,000
Amenities Revenue	99	83	16	1,089	830	259	31.2%	1,000
Summer Membership	-	625	(625)	-	6,250	(6,250)	-100.0%	7,500
Other Miscellaneous Revenues	27	42	(15)	236	420	(184)	-43.8%	500
Interest - Investments	385	17	368	2,664	170	2,494	1467.0%	200
<b>Total Revenue / Other Sources</b>	<b>661</b>	<b>1,017</b>	<b>(356)</b>	<b>176,166</b>	<b>171,670</b>	<b>4,496</b>	<b>2.6%</b>	<b>173,700</b>

**Expenditures**

**Beach Club Operations**

Payroll-Administrative	510	417	(93)	4,894	4,170	(724)	-17.4%	5,000
Payroll-Attendants	5,426	6,195	769	55,423	61,950	6,527	10.5%	74,339
ProfServ-Mgmt Consulting	433	429	(4)	4,299	4,290	(9)	-0.2%	5,150
Auditing Services	-	-	-	1,900	1,800	(100)	-5.6%	1,800
Contracts-On-Site Maintenance	-	83	83	467	830	363	43.7%	1,000
Contracts-Landscape	-	250	250	-	2,500	2,500	100.0%	3,000
Communication - Telephone	221	208	(13)	1,932	2,080	148	7.1%	2,500
Utility - General	119	75	(44)	950	750	(200)	-26.7%	900
Utility - Refuse Removal	73	75	2	732	750	18	2.5%	900
Utility - Water & Sewer	80	150	70	843	1,500	657	43.8%	1,800
Insurance	-	-	-	19,855	17,495	(2,360)	-13.5%	17,495
R&M-Buildings	700	417	(283)	2,674	4,170	1,496	35.9%	5,000
R&M-Equipment	4,588	417	(4,171)	9,785	4,170	(5,615)	-134.7%	5,000
Preventative Maint-Security Systems	-	146	146	-	1,460	1,460	100.0%	1,750
Misc-Special Projects	-	250	250	-	2,500	2,500	100.0%	3,000
Misc-Web Hosting	1,100	46	(1,054)	1,100	460	(640)	-139.1%	550
Misc-Taxes	-	-	-	842	756	(86)	-11.4%	756
Misc-Contingency	-	260	260	158	2,600	2,442	93.9%	3,116
Credit Card Fees	10	417	407	4,370	4,170	(200)	-4.8%	5,000
Office Supplies	-	17	17	-	170	170	100.0%	200
Op Supplies - General	28	83	55	598	830	232	27.9%	1,000
<b>Total Beach Club Operations</b>	<b>13,287</b>	<b>9,935</b>	<b>(3,352)</b>	<b>110,821</b>	<b>119,401</b>	<b>8,580</b>	<b>7.2%</b>	<b>139,256</b>



**Riverwood Community Development District**

*Financial Statements*

**Beach Club Fund - Operations**

**Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending July 31, 2023

(83.33% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
<b>Debt Service</b>								
Principal Debt Retirement	-	-	-	-	-	-	n/a	23,617
Interest Expense	-	-	-	-	-	-	n/a	827
<b>Total Debt Service</b>	-	-	-	-	-	-	n/a	<b>24,444</b>
<b>Total Expenditures</b>	<b>13,287</b>	<b>9,935</b>	<b>(3,352)</b>	<b>110,821</b>	<b>119,401</b>	<b>8,580</b>	<b>7.2%</b>	<b>163,700</b>
<b>Transfer Out</b>								
Reserve - Beach Club	833	833	(0)	8,333	8,330	(3)	0.0%	10,000
<b>Total Transfer Out</b>	<b>833</b>	<b>833</b>	<b>(0)</b>	<b>8,333</b>	<b>8,330</b>	<b>(3)</b>	<b>0.0%</b>	<b>10,000</b>
<b>Total Expenditures &amp; Transfer</b>	<b>14,120</b>	<b>10,768</b>	<b>(3,352)</b>	<b>119,155</b>	<b>127,731</b>	<b>8,576</b>	<b>6.7%</b>	<b>173,700</b>
Net Surplus (Deficit)	<u>\$ (13,459)</u>	<u>\$ (9,751)</u>	<u>\$ (3,708)</u>	57,011	43,939	13,072		-
Fund balance as of Oct 01, 2022				91,822	91,822	-		91,822
Fund Balance as of Jul 31, 2023				<u>\$ 148,833</u>	<u>\$ 135,761</u>	<u>\$ 13,072</u>		<u>\$ 91,822</u>

**Riverwood Community Development District**

*Financial Statements*

**Beach Club Fund - Reserves**

**Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending July 31, 2023

(83.33% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
<b>Revenue / Other Sources</b>								
Transfer in - Beach Club	\$ 833	\$ 833	\$ 0	\$ 8,333	\$ 8,330	\$ 3	0.0%	\$ 10,000
<b>Total Revenue / Other Sources</b>	<b>833</b>	<b>833</b>	<b>0</b>	<b>8,333</b>	<b>8,330</b>	<b>3</b>	<b>0.0%</b>	<b>10,000</b>
<b>Expenditures</b>								
Reserve - Beach Club	-	833	833	-	8,330	8,330	100.0%	10,000
<b>Total Expenditures</b>	<b>-</b>	<b>833</b>	<b>833</b>	<b>-</b>	<b>8,330</b>	<b>8,330</b>	<b>0.0%</b>	<b>10,000</b>
Net Surplus (Deficit)	<u>\$ 833</u>	<u>\$ -</u>	<u>\$ 833</u>	8,333	-	8,333		-
Fund balance as of Oct 01, 2022				74,352	74,352	-		74,352
Fund Balance as of Jul 31, 2023				<u>\$ 82,686</u>	<u>\$ 74,352</u>	<u>\$ 8,333</u>		<u>\$ 74,352</u>

**Reserve Balances**

Reserve Name	Beg Bal.	Additions	Interest	Expenses	Ending Bal.
Beach Club Reserve	\$74,353	\$8,333	\$0	\$0	\$82,686
<b>Total</b>	<b>\$74,353</b>	<b>\$8,333</b>	<b>\$0</b>	<b>\$0</b>	<b>\$82,686</b>

**Beach Club Fund - Loan**

**Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending July 31, 2023

(83.33% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
<b>Revenue / Other Sources</b>								
<b>Total Revenue / Other Sources</b>	-	-	-	-	-	-	n/a	-
<b>Expenditures</b>								
<b>Total Expenditures</b>	-	-	-	-	-	-	n/a	-
Net Surplus (Deficit)	\$ -	\$ -	\$ -	-	-	-		-
<b>Fund balance as of Oct 01, 2022</b>				(165,492)	(165,492)	-		(165,492)
<b>Fund Balance as of Jul 31, 2023</b>				<b>\$ (165,492)</b>	<b>\$ (165,492)</b>	<b>\$ -</b>		<b>\$ (165,492)</b>

**Riverwood Community Development District**

*Financial Statements*

**Series 2018 Debt Service Fund (Valley National Bank)**

**Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending July 31, 2023

(83.33% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
<b>Revenue / Other Sources</b>								
Special Assmnts- Tax Collector	\$ 5,072	\$ -	\$ 5,072	\$ 698,412	\$ 698,412	\$ (0)	0.0%	\$ 698,412
Special Assmnts- Discounts	(1,352)	-	(1,352)	(24,900)	(27,936)	3,036	-10.9%	(27,936)
Interest - Investments	1,844	42	1,802	19,664	420	19,244	4581.9%	500
<b>Total Revenue / Other Sources</b>	<b>5,565</b>	<b>42</b>	<b>5,523</b>	<b>693,176</b>	<b>670,896</b>	<b>22,280</b>	<b>3.3%</b>	<b>670,976</b>
<b>Expenditures</b>								
<b>Debt Service</b>								
Misc-Assessment Collection Cost	74	-	(74)	13,470	13,968	498	3.6%	13,968
Principal Debt Retirement	-	-	-	440,000	440,000	-	0.0%	440,000
Interest Expense	-	-	-	223,867	223,867	(0)	0.0%	223,867
<b>Total Debt Service</b>	<b>74</b>	<b>-</b>	<b>(74)</b>	<b>677,337</b>	<b>677,835</b>	<b>498</b>	<b>0.1%</b>	<b>677,835</b>
<b>Total Expenditures</b>	<b>74</b>	<b>-</b>	<b>(74)</b>	<b>677,337</b>	<b>677,835</b>	<b>498</b>	<b>0.1%</b>	<b>677,835</b>
Net Surplus (Deficit)	<u>\$ 5,490</u>	<u>\$ 42</u>	<u>\$ 5,448</u>	15,839	(6,939)	22,778		(6,859)
Fund balance as of Oct 01, 2022				470,583	470,583	-		470,583
Fund Balance as of Jul 31, 2023				<u>\$ 486,422</u>	<u>\$ 463,644</u>	<u>\$ 22,778</u>		<u>\$ 463,724</u>

**Riverwood Community Development District**

*Financial Statements*

**Enterprise Fund - Breakdown by Utility Services**

**Statement of Revenues, Expenses and Changes in Net Position**

For the Period Ending July 31, 2023

(83.33% Yr Complete)

Description	Utility Services			Total	Total	Variance	%	Adopted
	Water	Sewer	Irrigation	YTD	YTD			
				Actuals	Budget	Fav (Unfav)	Variance	Budget
<b>Revenue / Other Sources</b>								
Base Charges for Services	\$ 386,290	\$ 1,095,140	\$ 196,602	\$ 1,678,032	\$ 1,663,910	\$ 14,122	0.8%	\$ 1,996,700
Usage Charges for Services	208,543	-	-	208,543	174,310	34,233	19.6%	209,170
Standby Fees	-	5,611	-	5,611	5,250	361	6.9%	6,300
Meter Fees	-	-	-	-	830	(830)	-100.0%	1,000
Connection Fees - W/S	-	15,000	-	15,000	-	15,000	0.0%	-
Water Quality Surcharge	3	-	-	3	-	3	0.0%	-
Backflow Fees	53,415	-	-	53,415	25,220	28,195	111.8%	30,259
Other Miscellaneous Revenues	1,608	7,327	-	8,935	9,830	(895)	-9.1%	11,800
Interest - Investments	4,983	9,289	2,079	16,351	670	15,681	2340.4%	800
<b>Total Revenue / Other Sources</b>	<b>654,842</b>	<b>1,132,367</b>	<b>198,682</b>	<b>1,985,890</b>	<b>1,880,020</b>	<b>105,870</b>	<b>5.6%</b>	<b>2,256,029</b>
<b>Expenses</b>								
Administration	38,313	114,933	14,761	168,006	203,861	35,855	17.6%	230,906
Utility Services	476,453	629,065	60,856	1,166,374	1,367,640	201,266	14.7%	1,641,123
Transfers Out	25,000	258,333	36,667	320,000	320,000	-	0.0%	384,000
<b>Total Expenses</b>	<b>539,766</b>	<b>1,002,331</b>	<b>112,283</b>	<b>1,654,380</b>	<b>1,891,501</b>	<b>237,121</b>	<b>12.5%</b>	<b>2,256,029</b>
Net Profit (Loss)	<u>\$ 115,076</u>	<u>\$ 130,036</u>	<u>\$ 86,398</u>	331,510	(11,481)	342,991		-
Net Position as of Oct 01, 2022				7,660,892	7,660,892	-		7,660,892
Net Position as of Jul 31, 2023				<u>\$ 7,992,402</u>	<u>\$ 7,649,411</u>	<u>\$ 342,991</u>		<u>\$ 7,660,892</u>

**Riverwood Community Development District**

*Financial Statements*

**Enterprise Fund - Water Services**

**Statement of Revenues, Expenses and Changes in Net Position**

For the Period Ending July 31, 2023

(83.33% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
<b>Revenue / Other Sources</b>								
Water-Base Rate	\$ 38,891	\$ 38,308	\$ 583	\$ 386,290	\$ 383,080	\$ 3,210	0.8%	\$ 459,700
Water-Usage	16,477	17,431	(954)	208,543	174,310	34,233	19.6%	209,170
Water Quality Surcharge	3	-	3	3	-	3	n/a	-
Backflow Fees	(9,900)	2,522	(12,422)	53,415	25,220	28,195	111.8%	30,259
Other Miscellaneous Revenues	224	150	74	1,608	1,500	108	7.2%	1,800
Interest - Investments	848	25	823	4,983	250	4,733	1893.0%	300
<b>Total Revenue / Other Sources</b>	<b>46,542</b>	<b>58,436</b>	<b>(11,894)</b>	<b>654,842</b>	<b>584,360</b>	<b>70,482</b>	<b>12.1%</b>	<b>701,229</b>
<b>Administration</b>								
P/R-Board of Supervisors	185	229	44	2,772	2,290	(482)	-21.0%	2,745
Payroll-Project Manager	1,863	1,667	(196)	18,771	16,670	(2,101)	-12.6%	20,000
ProfServ-Engineering	-	417	417	-	4,170	4,170	100.0%	5,000
ProfServ-Legal Services	-	567	567	568	5,670	5,102	90.0%	6,800
ProfServ-Mgmt Consulting	461	456	(5)	4,569	4,560	(9)	-0.2%	5,474
Auditing Services	-	-	-	3,230	3,060	(170)	-5.6%	3,060
Postage and Freight	-	26	26	-	260	260	100.0%	306
Insurance	-	-	-	8,388	7,391	(997)	-13.5%	7,391
Printing and Binding	5	28	23	15	280	265	94.5%	340
Legal Advertising	-	40	40	-	400	400	100.0%	485
Miscellaneous Services	-	79	79	-	790	790	100.0%	949
Office Supplies	-	9	9	-	90	90	100.0%	102
<b>Total Administration</b>	<b>2,514</b>	<b>3,518</b>	<b>1,005</b>	<b>38,313</b>	<b>45,631</b>	<b>7,318</b>	<b>16.0%</b>	<b>52,652</b>
<b>Utility Services</b>								
ProfServ-Utility Billing	1,950	856	(1,094)	10,848	8,560	(2,288)	-26.7%	10,266
Contracts-Other Services	3,887	4,482	595	40,740	44,820	4,080	9.1%	53,783
Utility - Base Rate	12,764	12,764	0	127,635	127,640	5	0.0%	153,162
Utility - Water-Usage	22,034	24,935	2,901	262,292	249,350	(12,942)	-5.2%	299,218
Utility-CCU Admin Fee	4	4	(0)	43	40	(3)	-7.3%	50
R&M-General	-	4,625	4,625	3,076	46,250	43,174	93.4%	55,500
Misc-Licenses & Permits	-	25	25	-	250	250	100.0%	300
Back Flow Preventors	-	2,522	2,522	26,820	25,220	(1,600)	-6.3%	30,259
Misc-Contingency	-	1,337	1,337	5,000	13,370	8,370	62.6%	16,039
<b>Total Utility Services</b>	<b>40,638</b>	<b>51,550</b>	<b>10,912</b>	<b>476,453</b>	<b>515,500</b>	<b>39,047</b>	<b>7.6%</b>	<b>618,577</b>
<b>Total Expenses</b>	<b>43,151</b>	<b>55,068</b>	<b>11,917</b>	<b>514,766</b>	<b>561,131</b>	<b>46,365</b>	<b>8.3%</b>	<b>671,229</b>

**Enterprise Fund - Water Services**

**Statement of Revenues, Expenses and Changes in Net Position**

For the Period Ending July 31, 2023

(83.33% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
<b>Transfers Out</b>								
Reserve - Water System	2,500	2,500	-	25,000	25,000	-	0.0%	30,000
<b>Total Transfers Out</b>	<b>2,500</b>	<b>2,500</b>	<b>-</b>	<b>25,000</b>	<b>25,000</b>	<b>-</b>	<b>0.0%</b>	<b>30,000</b>
<b>Total Expenses &amp; Transfers</b>	<b>45,651</b>	<b>57,568</b>	<b>11,917</b>	<b>539,766</b>	<b>586,131</b>	<b>46,365</b>	<b>7.9%</b>	<b>701,229</b>
Net Profit (Loss)	\$ 891	\$ 868	\$ 23	\$ 115,076	\$ (1,771)	\$ 116,847		\$ -

**Riverwood Community Development District**

Financial Statements

**Enterprise Fund - Sewer Services****Statement of Revenues, Expenses and Changes in Net Position**

For the Period Ending July 31, 2023

(83.33% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
<b>Revenue / Other Sources</b>								
Sewer Revenue	\$ 119,773	\$ 108,250	\$ 11,523	\$ 1,095,140	\$ 1,082,500	\$ 12,640	1.2%	\$ 1,299,000
Standby Fees	580	525	55	5,611	5,250	361	6.9%	6,300
Connection Fees - W/S	-	-	-	15,000	-	15,000	n/a	-
Other Miscellaneous Revenues	1,022	833	189	7,327	8,330	(1,003)	-12.0%	10,000
Interest - Investments	1,581	42	1,539	9,289	420	8,869	2111.6%	500
<b>Total Revenue / Other Sources</b>	<b>122,957</b>	<b>109,650</b>	<b>13,307</b>	<b>1,132,367</b>	<b>1,096,500</b>	<b>35,867</b>	<b>3.3%</b>	<b>1,315,800</b>
<b>Expenses</b>								
<b>Administration</b>								
P/R-Board of Supervisors	468	579	111	7,013	5,790	(1,223)	-21.1%	6,943
Payroll-Project Manager	2,395	2,167	(228)	24,202	21,670	(2,532)	-11.7%	26,000
ProfServ-Engineering	-	1,667	1,667	-	16,670	16,670	100.0%	20,000
ProfServ-Legal Services	2,075	1,467	(608)	3,552	14,670	11,118	75.8%	17,600
ProfServ-Mgmt Consulting	2,008	1,989	(19)	19,924	19,890	(34)	-0.2%	23,870
Auditing Services	-	-	-	8,170	7,740	(430)	-5.6%	7,740
Postage and Freight	33	65	32	238	650	412	63.4%	775
Insurance	-	-	-	51,099	45,026	(6,073)	-13.5%	45,026
Printing and Binding	13	72	59	174	720	546	75.8%	860
Legal Advertising	-	-	-	-	-	-	n/a	3
Miscellaneous Services	-	200	200	560	2,000	1,440	72.0%	2,399
Office Supplies	-	25	25	-	250	250	100.0%	300
<b>Total Administration</b>	<b>6,991</b>	<b>8,231</b>	<b>1,240</b>	<b>114,933</b>	<b>135,076</b>	<b>20,143</b>	<b>14.9%</b>	<b>151,516</b>
<b>Utility Services</b>								
ProfServ-Utility Billing	12,149	5,330	(6,819)	67,591	53,300	(14,291)	-26.8%	63,962
Electricity - General	6,792	4,750	(2,042)	63,007	47,500	(15,507)	-32.6%	57,000
Utility - Water & Sewer	394	292	(102)	4,651	2,920	(1,731)	-59.3%	3,500
Communication - Telephone	473	542	69	4,674	5,420	746	13.8%	6,500
Contracts-Other Services	24,216	27,926	3,710	253,170	279,260	26,090	9.3%	335,110
R&M-Sludge Hauling	7,146	6,385	(761)	81,904	63,850	(18,054)	-28.3%	76,620
Maintenance - Security Systems	-	146	146	-	1,460	1,460	100.0%	1,750
R&M-General	480	20,833	20,353	113,064	208,330	95,266	45.7%	250,000
Misc-Licenses & Permits	-	12	12	25	120	95	79.2%	140
Misc-Bad Debt	2	292	290	78	2,920	2,842	97.3%	3,500
Misc-Contingency	532	2,350	1,818	3,611	23,500	19,889	84.6%	28,202
Op Supplies - Chemicals	3,364	2,333	(1,031)	37,290	23,330	(13,960)	-59.8%	28,000
<b>Total Utility Services</b>	<b>55,548</b>	<b>71,191</b>	<b>15,643</b>	<b>629,065</b>	<b>711,910</b>	<b>82,845</b>	<b>11.6%</b>	<b>854,284</b>
<b>Total Expenses</b>	<b>62,539</b>	<b>79,422</b>	<b>16,883</b>	<b>743,997</b>	<b>846,986</b>	<b>102,989</b>	<b>12.2%</b>	<b>1,005,800</b>



**Riverwood Community Development District**

*Financial Statements*

**Enterprise Fund - Sewer Services**

**Statement of Revenues, Expenses and Changes in Net Position**

For the Period Ending July 31, 2023

(83.33% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
<b>Transfers Out</b>								
Reserve - Sewer System	25,833	25,833	(0)	258,333	258,330	(3)	0.0%	310,000
<b>Total Transfers Out</b>	<b>25,833</b>	<b>25,833</b>	<b>(0)</b>	<b>258,333</b>	<b>258,330</b>	<b>(3)</b>	<b>0.0%</b>	<b>310,000</b>
<b>Total Expenses &amp; Transfers</b>	<b>88,372</b>	<b>105,255</b>	<b>16,883</b>	<b>1,002,331</b>	<b>1,105,316</b>	<b>102,985</b>	<b>9.3%</b>	<b>1,315,800</b>
Net Profit (Loss)	<u>\$ 34,585</u>	<u>\$ 4,395</u>	<u>\$ 30,190</u>	<u>\$ 130,036</u>	<u>\$ (8,816)</u>	<u>\$ 138,852</u>		<u>\$ -</u>

**Riverwood Community Development District**

Financial Statements

**Enterprise Fund - Irrigation Services****Statement of Revenues, Expenses and Changes in Net Position**

For the Period Ending July 31, 2023

(83.33% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
<b>Revenue / Other Sources</b>								
Irrigation-Base Rate	\$ 19,982	\$ 19,833	\$ 149	\$ 196,602	\$ 198,330	\$ (1,728)	-0.9%	\$ 238,000
Meter Fees	-	83	(83)	-	830	(830)	-100.0%	1,000
Interest - Investments	354	-	354	2,079	-	2,079	n/a	-
<b>Total Revenue / Other Sources</b>	<b>20,336</b>	<b>19,916</b>	<b>420</b>	<b>198,682</b>	<b>199,160</b>	<b>(478)</b>	<b>-0.2%</b>	<b>239,000</b>
<b>Expenses</b>								
<b>Administration</b>								
P/R-Board of Supervisors	109	135	26	1,632	1,350	(282)	-20.9%	1,616
Payroll-Project Manager	531	500	(31)	5,431	5,000	(431)	-8.6%	6,000
ProfServ-Engineering	-	443	443	-	4,430	4,430	100.0%	5,320
ProfServ-Legal Services	-	417	417	-	4,170	4,170	100.0%	5,000
ProfServ-Mgmt Consulting	197	196	(1)	1,958	1,960	2	0.1%	2,346
Auditing Services	-	-	-	1,900	1,800	(100)	-5.6%	1,800
Postage and Freight	-	15	15	2	150	149	99.0%	180
Insurance	-	-	-	3,829	3,374	(455)	-13.5%	3,374
Printing and Binding	3	17	14	8	170	163	95.6%	200
Legal Advertising	-	24	24	-	240	240	100.0%	285
Miscellaneous Services	-	46	46	-	460	460	100.0%	557
Office Supplies	-	5	5	-	50	50	100.0%	60
<b>Total Administration</b>	<b>840</b>	<b>1,798</b>	<b>958</b>	<b>14,761</b>	<b>23,154</b>	<b>8,394</b>	<b>36.3%</b>	<b>26,738</b>
<b>Utility Services</b>								
ProfServ-Utility Billing	900	395	(505)	5,007	3,950	(1,057)	-26.8%	4,738
Electricity - General	1,906	2,500	594	5,511	25,000	19,489	78.0%	30,000
Contracts-Other Services	1,794	2,069	275	18,793	20,690	1,897	9.2%	24,823
Utility - Water-Usage	2,835	3,667	832	15,595	36,670	21,075	57.5%	44,000
Utility-CCU Admin Fee	4	-	(4)	43	-	(43)	n/a	-
R&M-General	-	4,167	4,167	15,907	41,670	25,763	61.8%	50,000
Misc-Contingency	-	558	558	-	5,580	5,580	100.0%	6,701
Op Supplies - Chemicals	-	667	667	-	6,670	6,670	100.0%	8,000
<b>Total Utility Services</b>	<b>7,439</b>	<b>14,023</b>	<b>6,584</b>	<b>60,856</b>	<b>140,230</b>	<b>79,374</b>	<b>56.6%</b>	<b>168,262</b>
<b>Total Expenses</b>	<b>8,279</b>	<b>15,821</b>	<b>7,542</b>	<b>75,617</b>	<b>163,384</b>	<b>87,767</b>	<b>53.7%</b>	<b>195,000</b>

**Enterprise Fund - Irrigation Services**

**Statement of Revenues, Expenses and Changes in Net Position**

For the Period Ending July 31, 2023

(83.33% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
<b>Transfers Out</b>								
Reserves - Irrigation System	3,667	3,667	0	36,667	36,670	3	0.0%	44,000
<b>Total Transfers Out</b>	<b>3,667</b>	<b>3,667</b>	<b>0</b>	<b>36,667</b>	<b>36,670</b>	<b>3</b>	<b>0.0%</b>	<b>44,000</b>
<b>Total Expenses &amp; Transfers</b>	<b>11,946</b>	<b>19,488</b>	<b>7,542</b>	<b>112,283</b>	<b>200,054</b>	<b>87,771</b>	<b>43.9%</b>	<b>239,000</b>
Net Profit (Loss)	<u>\$ 8,390</u>	<u>\$ 428</u>	<u>\$ 7,962</u>	<u>\$ 86,398</u>	<u>\$ (894)</u>	<u>\$ 87,292</u>		<u>\$ -</u>

**Riverwood Community Development District**

*Financial Statements*

**Enterprise Fund - Reserves**

**Statement of Revenues, Expenses and Changes in Net Position**

For the Period Ending July 31, 2023

(83.33% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
<b>Revenue / Other Sources</b>								
Transfer In - Water Services	\$ 2,500	\$ 2,500	\$ -	\$ 25,000	\$ 25,000	\$ -	0.0%	\$ 30,000
Transfer In - Sewer Services	25,833	25,833	0	258,333	258,330	3	0.0%	310,000
Transfer In - Irrigation Services	3,667	3,667	(0)	36,667	36,670	(3)	0.0%	44,000
Interest - Investments	7,579	-	7,579	56,730	-	56,730	n/a	-
<b>Total Revenue / Other Sources</b>	<b>39,579</b>	<b>32,000</b>	<b>7,579</b>	<b>376,730</b>	<b>320,000</b>	<b>56,730</b>	<b>17.7%</b>	<b>384,000</b>
<b>Expenses</b>								
<b>Water Services</b>								
Capital Projects	-	-	-	261,206	-	(261,206)	n/a	-
Reserve - Water System	-	2,500	2,500	-	25,000	25,000	100.0%	30,000
<b>Total Water Services</b>	<b>-</b>	<b>2,500</b>	<b>2,500</b>	<b>261,206</b>	<b>25,000</b>	<b>(236,206)</b>	<b>-944.8%</b>	<b>30,000</b>
<b>Sewer Services</b>								
Capital Projects	-	-	-	193,000	-	(193,000)	n/a	-
R&M-Storm Drain Cleaning	-	-	-	14,625	-	(14,625)	n/a	-
Reserve - Sewer System	-	25,833	25,833	-	258,330	258,330	100.0%	310,000
<b>Total Sewer Services</b>	<b>-</b>	<b>25,833</b>	<b>25,833</b>	<b>207,625</b>	<b>258,330</b>	<b>50,705</b>	<b>19.6%</b>	<b>310,000</b>
<b>Irrigation Services</b>								
Reserves - Irrigation System	-	3,667	3,667	-	36,670	36,670	100.0%	44,000
<b>Total Irrigation Services</b>	<b>-</b>	<b>3,667</b>	<b>3,667</b>	<b>-</b>	<b>36,670</b>	<b>36,670</b>	<b>100.0%</b>	<b>44,000</b>
<b>Total Expenses</b>	<b>-</b>	<b>32,000</b>	<b>32,000</b>	<b>468,831</b>	<b>320,000</b>	<b>(148,831)</b>	<b>-46.5%</b>	<b>384,000</b>
Net Profit (Loss)	<u>\$ 39,579</u>	<u>\$ -</u>	<u>\$ 39,579</u>	(92,101)	-	(92,101)		-
<b>Net Position as of Oct 01, 2022</b>				1,968,100	1,968,100	-		1,968,100
<b>Net Position as of Jul 31, 2023</b>				<u>\$ 1,875,999</u>	<u>\$ 1,968,100</u>	<u>\$ (92,101)</u>		<u>\$ 1,968,100</u>

**Reserve Balances**

Reserve Name	Beg Bal.	Additions	Interest	Expenses	Ending Bal.
Water Services Reserve	\$375,083	\$25,000	\$5,791	\$261,206	\$144,667
Sewer Services Reserve	\$1,184,102	\$258,333	\$44,495	\$207,625	\$1,279,305
Irrigation Services Reserve	\$168,248	\$36,667	\$6,445	\$0	\$211,359
Emergency Reserve	\$240,667	\$0	\$0	\$0	\$240,667
<b>Total</b>	<b>\$1,968,100</b>	<b>\$320,000</b>	<b>\$56,730</b>	<b>\$468,831</b>	<b>\$1,875,998</b>

Shared Services

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending July 31, 2023

(83.33% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
<b>ALLOCATIONS</b>								
<b>Total Payroll - Board</b>	\$ 1,077	\$ 1,335	\$ 259	\$ 16,148	\$ 13,350	\$ (2,798)	-21.0%	\$ 16,000
Allocated to GF (Activity Ctr)	(135)	(167)	(32)	(2,020)	(1,670)	350	-21.0%	(2,000)
Allocated to Water	(185)	(229)	(44)	(2,772)	(2,290)	482	-21.0%	(2,745)
Allocated to Sewer	(468)	(579)	(111)	(7,013)	(5,790)	1,223	-21.1%	(6,943)
Allocated to Irrigation	(109)	(135)	(26)	(1,632)	(1,350)	282	-20.9%	(1,616)
<b>Balance in General Fund (Admin)</b>	<b>181</b>	<b>225</b>	<b>44</b>	<b>2,710</b>	<b>2,250</b>	<b>(460)</b>	<b>-20.4%</b>	<b>2,696</b>
<b>Total Payroll - Salaries</b>	\$ 37,829	\$ 36,144	\$ (1,685)	\$ 374,485	\$ 361,444	\$ (13,041)	-3.6%	\$ 433,719
Allocated to GF (Activity Ctr Salaries)	(2,248)	(2,055)	193	(22,641)	(20,550)	2,091	-10.2%	(24,656)
Allocated to GF (Activity Ctr Maint.)	(2,173)	(1,449)	724	(17,633)	(14,490)	3,143	-21.7%	(17,391)
Allocated to GF (Env. Serv. Gatehouse)	(21,380)	(20,467)	912	(212,428)	(204,674)	7,754	-3.8%	(245,609)
Allocated J. Mercer to Water	(1,863)	(1,667)	196	(18,771)	(16,670)	2,101	-12.6%	(20,000)
Allocated J. Mercer to Sewer	(2,395)	(2,167)	228	(24,202)	(21,670)	2,532	-11.7%	(26,000)
Allocated J. Mercer to Irrigation	(531)	(500)	31	(5,431)	(5,000)	431	-8.6%	(6,000)
Allocated to Beach Club- Attendants	(5,426)	(6,195)	(769)	(55,423)	(61,950)	(6,527)	10.5%	(74,339)
<b>Balance in General Fund (Admin)</b>	<b>1,813</b>	<b>1,644</b>	<b>(169)</b>	<b>17,955</b>	<b>16,440</b>	<b>(1,515)</b>	<b>-9.2%</b>	<b>19,724</b>
<b>Total Inframark Contract</b>	9,867	9,773	(94)	97,887	97,730	(157)	-0.2%	117,277
Allocated to Beach Club	(433)	(429)	4	(4,299)	(4,290)	9	-0.2%	(5,150)
Allocated to Water	(461)	(456)	5	(4,569)	(4,560)	9	-0.2%	(5,474)
Allocated to Sewer	(2,008)	(1,989)	19	(19,924)	(19,890)	34	-0.2%	(23,870)
Allocated to Irrigation	(197)	(196)	1	(1,958)	(1,960)	(2)	0.1%	(2,346)
<b>Balance in General Fund (Admin)</b>	<b>6,767</b>	<b>6,703</b>	<b>(64)</b>	<b>67,138</b>	<b>67,030</b>	<b>(108)</b>	<b>-0.2%</b>	<b>80,437</b>
<b>Total Insurance Expense</b>	-	-	-	143,111	126,098	(17,013)	-13.5%	126,101
Allocated to GF (Activity Ctr)	-	-	-	(36,434)	(32,100)	4,334	-13.5%	(32,103)
Allocated to Beach Club	-	-	-	(19,855)	(17,495)	2,360	-13.5%	(17,495)
Allocated to Water	-	-	-	(8,388)	(7,391)	997	-13.5%	(7,391)
Allocated to Sewer	-	-	-	(51,099)	(45,026)	6,073	-13.5%	(45,026)
Allocated to Irrigation	-	-	-	(3,829)	(3,374)	455	-13.5%	(3,374)
<b>Balance in General Fund (Admin)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>23,506</b>	<b>20,712</b>	<b>(2,794)</b>	<b>-13.5%</b>	<b>20,712</b>

# **Sixth Order of Business**

**6A**







Egis Insurance & Risk Advisors  
250 INTERNATIONAL PKWY, STE 260  
LAKE MARY, FL 32746

Mail To :

0802 29T91AXCXU02 B:4 000944 002830 001/003 5659-5664



RIVERWOOD COMMUNITY DEVELOPMENT DISTRICT  
4250 RIVERWOOD DR  
C/O INFRAMARK  
PORT CHARLOTTE FL 33953-5655  
[Barcode]

**Agent :** SUSAN NEWPORT  
Egis Insurance & Risk Advisors  
250 INTERNATIONAL PKWY, STE 260  
LAKE MARY, FL 32746  
(407) 407-7171

**RENEWAL NOTICE**

Your flood insurance policy will expire 10/01/2023. In order to maintain coverage you must renew your policy each year. Please follow renewal instructions on the remittance coupon below.



**Policy Number :** 0002084258  
**Policy Expiration Date :** 10/01/2023 12:01 am  
**Loan Number :** N/A  
**Notice Date :** 08/02/2023  
**Payor :** Insured  
**Insured Property Location :**  
4250 RIVERWOOD DR  
PORT CHARLOTTE, FL 33953-5655

*Activity Center (Flood)*

Coverage Options	Coverage Amounts		Deductibles		Premium
	Building	Contents	Building	Contents	
A. Current coverage	500,000.00	100,000.00	1,250.00	1,250.00	4,127.00
B. Increased coverage <sup>5</sup>	500,000.00	105,000.00	1,250.00	1,250.00	4,138.00

This renewal offer is being made on behalf of National General Insurance Company

Follow the instructions below to pay your renewal premium online with a credit card or electronic check.

- Visit <https://Nationalgeneral.manageflood.com> and select "Make a Payment".
- Enter your policy information and follow the instructions to select your payment type and available coverage amounts if applicable.
- You will immediately receive a copy of your renewal declarations page.

See reverse of this notice for important additional information

IF PAYING BY CHECK OR MONEY ORDER PLEASE DETACH HERE AND SEND THIS PORTION WITH YOUR PAYMENT.

**Insured Name :** Riverwood Community Development Dist  
**Renewal Date :** 10/01/2023  
**Policy No :** 0002084258  
**Bill ID :** 21247305-223618529  
**Select One:**  Option A \$4,127  Option B \$4,138

To pay by check or money order :

- Make payment for the exact amount of the coverage option you selected.
- Full payment is required for the option selected.
- Write your policy number on your check or money order.
- Return this portion in the attached return envelope.

**Amount Enclosed:** \$ .00

Make check or money order payable to :

National General Insurance Company  
National General Insurance Company  
PO BOX 912063  
DENVER, CO 80291-2063

**6B.**



ESTIMATE	Agenda Page 91 #4187
ESTIMATE DATE	Jul 31, 2023
SERVICE DATE	Aug 3, 2023
<b>TOTAL</b>	<b>\$10,797.00</b>

## Roman's Service

Riverwood  
 Riverwood  
 4250 Riverwood Dr  
 Port Charlotte, FL 33953

CONTACT US  
 2735 Commerce Parkway  
 North Port, FL 34289

(941) 626-0003  
 jmerc@riverwoodcdd.org

(941) 799-4009  
 Romanservicellc@gmail.com

## ESTIMATE

DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
Daikin Pro System - Daikin Pro - 3 Ton 3 Ton Daikin Pro 15.2 Seer(2) Heat Pump with Electric Heater	1.0	\$8,947.00	\$8,947.00

### Labor and Materials Included

- \* A/H Model: AMST42CU14
- Measurement - 53-7/16 x 21 -1/8 x 21
- \* C/U Model: DZ5SEA3610A
- \* Electric Heater 5kw
- \* Thermostat Honeywell -T4
- \* Safety Switches ss2/ss3
- \* Drain Pan
- \* Locking Caps
- \* Hurricane straps
- \* New Plenums

### \*\*\*Roman Air-Package\*\*\* ( Premium)

- A) Two Yearly Visits Maintenance Reg. \$182 Free
- B) UV-Light System Reg. \$497 Free
- C) Whole House Air Duct Sanitizer Reg. \$250 Free

### Warranty Included:

- \* 5 Years Parts
- \* 5 Years Compressor
- \* 1 Years Labor

Materials - Copper Lineset 3/4 x 3/8	1.0	\$900.00	\$900.00
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Includes:  
 3/4 x 3/8 copper



Armaflex  
up to 10 ft. lines cover  
New thermostat wire

Service - Labor and Materials

(2) add 10" Supply with grille  
(1) add 12" Return with grille & filter

Warranty Plan - JB 5 Years Extended Labor Warranty Plan For Heat	1.0	\$800.00	\$800.00
Pumps			
Extended labor warranty			

Services subtotal: \$10,647.00

City Permits - Permit - Charlotte County	1.0	\$150.00	\$150.00
Charlotte County			

Materials subtotal: \$150.00

Subtotal \$10,797.00

**Total \$10,797.00**

Signature:   
Please see our terms and conditions

Date: 8/2/2023

**6C**



ESTIMATE	#4106-2
ESTIMATE DATE	Jul 21, 2023
TOTAL	\$77,123.00

## Roman's Service

Riverwood  
 Riverwood  
 4250 Riverwood Dr  
 Port Charlotte, FL 33953

(941) 626-0003  
 jmercerc@riverwoodcdd.org

### CONTACT US

2735 Commerce Parkway  
 North Port, FL 34289

(941) 799-4009  
 Romanservicellc@gmail.com

## ESTIMATE

Services	qty	unit price	amount
5 Ton Runtru by TRANE	9.0	\$8,997.00	\$80,973.00
5 Ton Runtru by TRANE 16 Seer Straight Cool with Electric Heater			
Labor and Materials Included			
* A/H Model:			
* C/U Model:			
* Electric Heater			
* Thermostat Honeywell -T4			
* Safety Switches ss2/ss3			
* Drain Pan			
* Locking Caps			
* Hurricane straps			
***Roman Air-Package*** (Premium)			
A) Two Yearly Visits Maintenance Reg. \$182 Free			
B) UV-Light System Reg. \$497 Free			
C) Whole House Air Duct Sanitizer Reg. \$250 Free			
Warranty Included:			
* 5 Years Parts			
* 5 Years Compressor			
* 1 Years Labor			

Services subtotal: \$80,973.00

Materials	qty	unit price	amount
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Permit - City of North Port	1.0	\$150.00	\$150.00
City of North Port			

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Materials subtotal: \$150.00

Subtotal	\$81,123.00
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Riverwood Special	- \$4,000.00
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<b>Total</b>	<b>\$77,123.00</b>
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Signature: \_\_\_\_\_

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

Please see our terms and conditions



HVAC Lic# CAC055539  
Plumbing Lic# CFC1428238

Electric Lic# EC13004000

**Comfort Options**

Client Name: Riverwood Community Development District  
 Location Address: 4250 Riverwood Dr  
 City/State/Zip: Port Charlotte FL 33953  
 Phone:  
 Email Address:

Proposal Date: 8-2 2023  
 Comfort Advisor: Jeff Deehr 941-961-4265  
 Email Contact: [jeffd@cooltoday.com](mailto:jeffd@cooltoday.com)  
 Billing Address: 4250 Riverwood Dr  
 Port Charlotte FL 33953  
 Equipment Location: Club House

Equipment Brand:

<b>RUUD Commercial</b>		
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- (9) Straight Cool Condensers
- (9) Attic Horizontal Air Handlers
- Voltage
- Efficiency Rating
- Filter

	Option A	Option B	Option C
	RA1460CC1NB (5 ton)		
	RH1T6024STAN (5 ton)		
	208-230 v, 3 phase condensers		
	14 SEER efficiency rating		
	media frame in air handlers		

**Warranty:**

- Parts
- Compressor
- Labor

1 year parts		
5 years compressors		
1 year labor and installation		

**Options:**

Installation Includes:

removal and disposal of old ground condensers and 9 attic air handlers  
 set condensers on existing slab, hurricane wind straps, vibration pads, power whips  
 new insulated refrigerant lines with control wiring, line covers, R410a refrigerant  
 9 horizontal attic air handlers, emergency pans, float switches, duct plenums  
 reconnect existing ductwork, drain lines, power wiring, install new thermostats  
 no electric heaters, building permits, labor, and all materials

Equipment Installation

	\$124,041	

Net Investment

	\$124,041	
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Net Due 30 Days

	\$124,041	
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Method:  Check/Cash  
 Credit Card  
 Net 30 Days

Other Proposal Notes:  
Quote is valid for 30 days

**NOTE- condenser electrical not included, requires 35 amp service per condenser**

**Customer Acceptance:**

Option A   
 Option B   
 Option C



## **Seventh Order of Business**

# RIVERWOOD CDD

July Monthly Client Report

August 15, 2023



*Florida Utility Solutions, Inc*

## Summary

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

## Items Requiring Approval

We would ask your consideration and approval of the following:

Request	Impact	Est. Cost

## Operations

- **Compliance**

All Wastewater Plant requirements were met.

All Water distribution requirements were met.

- **Reuse Pump Station Status:**

Reuse pump system is currently working as designed. System is showing its age and will need replaced or refurbished in the next 24 months.

- **Performance metrics:**

Wastewater Treatment Plant

- 2.456 million gals of wastewater received in July

Water Treatment

- 4.190 million gals of water metered at Riseley Ave between 6/22/23-7/25/23
- 3.988 million gals of water billed from CCU between 6/22/23-7/25/23
- 2.64 million gals of water metered at Proude St. between 6/22/23-7/25/23
- 2.75 million gals of water billed from CCU between 6/22/23-7/25/23

Reuse

- Received from Charlotte County Utilities 22.153 million gals of reuse
- 3.255 million gals of reuse produced by Riverwood discharged into the pond

<b>Performance Metrics</b>	<b>Current Month July</b>	<b>Prior Month June</b>
Wastewater treated	2,456,000	2,663,000
Sludge produced and disposed	48,000	48,000
Reclaimed Water Produced (irrigation)	24,310,000	22,879,000
Number of line breaks	0	0
Hydrants flushed	19	19
Valves Exercised	10	10
Meters Read	1,134	1,134
<b>Consumables</b>	<b>Current Month</b>	<b>Current Month</b>
Chlorine Usage - WWTP	1,810	2,603
Chlorine Usage – Irrigation	250	325

## Maintenance and Repair

### Preventive Maintenance

- Inspected all pump stations weekly; replaced 2 pumps
- All factory recommended repairs and service has been completed by Compressed Air
- Flushed water at sample locations
- Odor control weekly checks performed
- Plant generator inspections completed
- Greased all pumps and motors
- Increased flushing

### Water Meters – All meters have been installed.

- Number changed – 100%
- Meters raised – 0
- Meters to be raised – 0
- Number to be changed – NA
- Zero Usage Total- NA

## Health & Safety

- Zero LTIs and OSHA recordable incidents occurred during the month
- Safety training includes daily tailgate talks concerning daily events –confined space, lightning safety, seatbelts, housekeeping, and other safety related concerns

## Personnel

- Mitch Gilbert – Florida Utility Solutions - Manager
- Curtis Weeks and Adrian Charlton – certified operators
- Florida Utility Solutions rotates service technician weekly at Riverwood
- Alana Faircloth – compliance and clerical/administrative

## Community Involvement

- Visitors to the project/client
  - Mitch Gilbert – weekly

## Hydroguard Flushing Update

<b>Location</b>	<b># times Flushed</b>	<b>Gallons Flushed July</b>	<b>Gallons Flushed June</b>
S. Silver Lakes CT	31	108,400	138,700
N. Silver Lake CT	31	185,500	350,400
Club Drive	31	161,800	245,100
Scrub Jay CT.	31	145,700	60,200
Creekside Lane	31	177,700	146,600
North Marsh Dr.	31	720,881	474,122
Mill Creek	31	230,900	318,000
Preserve Ct.	31	57,500	183,600
<b>Total Flushed</b>		<b>3,813,078</b>	<b>1,916,722</b>

	Golf Course Meter	Gallons	CL2	S.Silver Lakes CT	Gallons	CL2	N.Silver Lake CT	Gallons	CL2	Club Drive	Gallons	CL2	Scrub Jay CT.	Gallons	CL2	Creekside Lane	Gallons	CL2	North Marsh Dr.	Gallons	CL2	Mill Creek	Gallons	CL2	Presrve Ct.	Gallons	CL2	
1																												
2																												
3																												
4	895487896			87818	23700	2.2	120814	42800	4.1	231612	41800	2.9	237780	8200	2.3	158073	44200	3.4	157121783	710757	3.2	446292	51200	3.3	156280	31300	3.3	
5																												
6																												
7																												
8																												
9																												
10																												
11	895487896			88055	16700	2.3	121242	55500	4	232030	39000	2.5	237862	14500	2.3	158515	40500	3.3	157832540	551395	3.2	446804	67400	3.4	156593	7800	3.2	
12																												
13																												
14																												
15																												
16																												
17																												
18	895487896			88222	30500	1.1	121797	57500	3.1	232420	66900	3	238007	112900	3	158920	43000	3	158383935	762545	2.4	447478	69700	2.1	156671	10300	1.8	
19																												
20																												
21																												
22																												
23																												
24																												
25																												
26	895487896			88527	37500	1.7	122372	29700	2.6	233089	14100	1.3	239136	10100	2.4	159350	50000	2.2	159146480	720881	1.2	448175	42600	1.1	156774	8100	1.8	
27																												
28																												
29																												
30																												
31																												

MAX		MAX	37500	2.3	MAX	57500	4.1	MAX	66900	3	MAX	112900	3	Max	50000	3.4	MAX	762545	3.2	MAX	69700	3.4	MAX	31300	3.3	
MIN		MIN	16700	1.1	MIN	29700	2.6	MIN	14100	1.3	MIN	8200	2.3	Min	40500	2.2	MIN	551395	1.2	MIN	42600	1.1	MIN	7800	1.8	
AVERAGE		AVERAGE	27100	1.8	AVERAGE	46375	3.5	AVERAGE	40450	2.4	AVERAGE	36425	2.5	Average	44425	3	AVERAGE	686394.5	2.5	AVERAGE	57725	2.5	AVERAGE	14375	2.5	
Total Used	0	Total Used	108400		Total Used	185500		Total Used	161800		Total Used	145700		Total Used	177700		Total Used	2745578		Total Used	230900		Total Used	57500		
Total Flushed	3813078																									

DAYS	CCU Drinking Water Meter #0011845095	July 1, 2023										
		Meter Reading	Flow Mgd	Meter Reading High	Flow Mdg	Meter Reading Low	Flow Mgd	Remote CI2	Riesley CI2	Proude CI2	Riesley PSI	Proude PSI
	Riesley Ave.		Proude St.				Proude St.					
1		0.000		0.000		0.000						
2		0.000		0.000		0.000						
3	31702367	0.154	15573818	0.012	5914894	0.018	4	4	4.2	50	70	
4	31856178	0.106	15586248	0.017	5932492	0.015	3.9	4	4.2	50	70	
5	31961824	0.165	15602921	0.009	5947659	0.008	3.8	3.9	4	50	70	
6	32127198	0.175	15611672	0.010	5955605	0.009	4	3.9	3.9	50	70	
7	32302636	0.334	15621453	0.049	5964578	0.018	4.1	4	3.9	50	70	
8		0.000		0.000		0.000						
9		0.000		0.000		0.000						
10	32636967	0.109	15670694	0.016	5982289	0.008	4	3.9	4	50	70	
11	32746277	0.102	15686469	0.017	5990003	0.014	3.8	3.8	3.8	51	71	
12	32848625	0.164	15703018	0.012	6004364	0.009	3.7	3.8	3.7	51	70	
13	33012570	0.170	15715392	0.009	6013550	0.011	3.6	3.8	3.7	50	70	
14	33182917	0.368	15724065	0.048	6024897	0.042	3.8	4	3.9	51	70	
15		0.000		0.000		0.000						
16		0.000		0.000		0.000						
17	33550949	0.151	15772503	0.013	6067336	0.015	1.4	3.8	3.9	50	70	
18	33701743	0.104	15785126	0.016	6082074	0.011	2.6	3.3	3.2	50	70	
19	33805456	0.125	15801301	0.014	6092778	0.005	3	3.3	3.3	50	70	
20	33930253	0.125	15815367	0.014	6097850	0.005	3	3.6	3.5	50	70	
21	34055050	0.347	15829434	0.039	6102923	0.013	2.4	3.4	3.3	50	70	
22		0.000		0.000		0.000						
23		0.000		0.000		0.000						
24	34402533	0.122	15868008	0.016	6116048	0.006	2.6	3.6	3.8	50	70	
25	34524931	0.102	15884280	0.012	6121773	0.008	2.9	4	3.8	50	70	
26	34627258	0.131	15896413	0.027	6129596	0.012	2.9	3.8	3.6	50	70	
27	34757851	0.101	15923062	0.015	6141699	0.006	2.6	3.9	3.7	50	70	
28	34859315	0.351	15937690	0.000	6147712	0.024	3	4	4	50	70	
29		0.000		0.000		0.000						
30		0.000		0.000		0.000						
31	35210478	0.000	15778020	0.000	6171774	0.000	2.8	3.7	3.6	48	68	
	AVERAGE	0.113		0.012		0.008	3.2	3.8	3.8	50.0	70.0	
	TOTAL FLOW	3.508		0.364		0.257	Total Flow	4.129				
	MAX	0.368		0.049		0.042	4.1	4		51		
	MIN	0.000		0		0	1.4	3.3		48		



## **Twelfth Order of Business**

**12A.**

## Riverwood Community Development District (RCDD) Utilities Committee

- A. Committee Duration:** The Utilities Committee is created as a standing advisory committee to replace the existing Sewer Committee and Water/Utility Committee. Upon creation of the Utilities Committee, the Sewer Committee and Water/Utility Committee will be deemed terminated, and new committee members shall be appointed to the Utilities Committee.
- B. General Purpose:** To review, assess and provide recommendations to the RCDD Board of Supervisors on all matters related to the water, sewer and irrigation water operations of the District, and to take such other actions requested by the RCDD Board of Supervisors from time to time.
- C. General Responsibilities:**
1. Attend the monthly meetings of the Utilities Committee.
  2. Work with the Committee on ideas to improve utilities operations.
  3. Make recommendations to the Board of Supervisors on suggested improvements, operational changes, repairs, etc.
  4. Assist with the maintenance of membership records.
  5. Perform such other duties as may be requested by the Committee or the Board of Supervisors.
- D. Membership:**
1. **Membership.** The committee will consist of a maximum of \_\_\_ Committee members, who shall be property owners within the District appointed by the Board of Supervisors. The committee, from its members, will elect a chairperson, a vice chairperson, a secretary and a treasurer. In addition, an RCDD Supervisor will be appointed to serve as a non-voting liaison.
  2. **Term.** The term of a committee member shall extend until the committee member voluntarily resigns or is removed from the Committee by action of the Board of Supervisors, in its complete and sole discretion.
  3. **Vacancies.** Should the Committee or the Board of Supervisors determine that new members are needed, volunteers will be solicited.
- E. Meetings:**
1. **Conducting Business.** Meetings can be informal and when formality is necessary they will be run in general accordance with Parliamentary Procedure (formal motions, formal votes, etc.). A quorum is a majority of the then-appointed Committee members.
  2. **Frequency.** The Committee will have regularly scheduled monthly meetings but may also call special meetings or workshops as needed.
  3. **Posting.** All meetings and workshops will be advertised and open to the public to insure compliance with the Florida Sunshine Law.
  4. **Agenda.** A written agenda should be distributed at or prior to meetings.
  5. **Minutes.** Written minutes are required in order to comply with the Florida Sunshine Law. One approved by the Committee, minutes shall be submitted to the RCDD Board for acceptance and for posting on the District's website. The minutes shall include, at a minimum:
    - a. Committee members in attendance
    - b. Motions: cite the motion, who made it, who seconded it, and the result of the vote
    - c. A list of major items/issues discussed.

**12B.**

**RIVERWOOD COMMUNITY DEVELOPMENT DISTRICT  
MEETING SCHEDULES**

The Board of Supervisors of the Riverwood Community Development District will hold their meetings for Fiscal Year 2024 on the **third Tuesday of each month at 2:00 p.m.** in the Meeting Room of the Riverwood Activity Center, 4250 Riverwood Drive, Port Charlotte, Florida, as follows:

October 17, 2023  
November 21, 2023  
December 19, 2023  
January 16, 2024  
February 20, 2024  
March 19, 2024  
April 16, 2024  
May 21, 2024 (Budget Approval)  
June 18, 2024  
July 16, 2024  
August 20, 2024 (Budget Adoption Public Hearing)  
September 17, 2024

**RIVERWOOD COMMUNITY DEVELOPMENT DISTRICT  
COMMITTEE MEETING SCHEDULE**

The Utilities Committee will hold joint meetings on the same dates as above at **10:00 a.m.** at the same location, as follows:

October 17, 2023  
November 21, 2023  
December 19, 2023  
January 16, 2024  
February 20, 2024  
March 19, 2024  
April 16, 2024  
May 21, 2024  
June 18, 2024  
July 16, 2024  
August 20, 2024  
September 17, 2024

The Financial Advisory Committee will hold their meetings on the **second Tuesday of each month at 10:00 a.m.** at the same location, as follows:

October 10, 2023  
November 14, 2023  
December 12, 2023  
January 9, 2024  
February 13, 2024  
March 12, 2024  
April 9, 2024  
May 14, 2024  
June 11, 2024  
July 9, 2024  
August 13, 2024  
September 10, 2024

The Campus Committee will hold their meetings on the **second Monday of each month at 10:00 a.m.** at the same location, with exceptions as noted below:

October 9, 2023  
November 13, 2023  
December 11, 2023  
January 8, 2024  
February 12, 2024  
March 11, 2024  
April 8, 2024  
May 13, 2024  
June 10, 2024  
July 8, 2024  
August 12, 2024  
September 9, 2024

The Environmental Committee will hold their meetings on the **first Thursday of each month at 10:00 a.m.** at the same location, as follows:

October 5, 2023  
November 2, 2023  
December 7, 2023  
January 4, 2024  
February 1, 2024  
March 7, 2024  
April 4, 2024  
May 2, 2024  
June 6, 2024  
July 4, 2024  
August 1, 2024  
September 5, 2024

The Beach Club Committee will hold their meetings on the **first Tuesday of each month at 10:00 a.m.** at the same location, as follows:

October 3, 2023  
November 7, 2023  
December 5, 2022  
January 2, 2024  
February 6, 2024  
March 5, 2024  
April 2, 2024  
May 7, 2024  
June 4, 2024  
July 2, 2024  
August 6, 2024  
September 10, 2024

The Strategic Planning Committee will hold their meetings on the **third Monday of each month at 10:00 a.m.** at the same location, as follows:

October 16, 2023  
November 20, 2023  
December 18, 2023  
January 15, 2024  
February 19, 2024  
March 18, 2024  
April 15, 2024  
May 20, 2024  
June 17, 2024  
July 15, 2024  
August 19, 2024  
September 16, 2024

The Landscape Committee will hold their meetings on the **first Wednesday of each month at 10:00 a.m.** at the same location, as follows:

October 4, 2023  
November 1, 2023  
December 6, 2023  
January 3, 2024  
February 7, 2024  
March 6, 2024  
April 3, 2024  
May 1, 2024  
June 5, 2024  
July 3, 2024  
August 7, 2024  
September 4, 2024

The Safety and Access Control Committee will hold their meetings on the **second Wednesday of each month at 9:00 a.m. until 11:00 a.m.,** at the same location, as follows:

October 11, 2023  
November 8, 2023  
December 13, 2023  
January 10, 2024  
February 14, 2024  
March 13, 2024  
April 10, 2024  
May 8, 2024  
June 12, 2024  
July 10, 2024  
August 14, 2024  
September 11, 2024

RV Park Committee will hold their meeting on the **first Thursday of each month at 3:30 p.m.** at the same location as follows:

October 5, 2023  
November 2, 2023  
December 7, 2023  
January 4, 2024  
February 1, 2024  
March 7, 2024  
April 4, 2024  
May 2, 2024  
June 6, 2024  
July 4, 2024



August 1, 2024  
September 5, 2024

The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. Meetings may be continued to a date, time and location to be specified on the record at the meetings without further publication of notice.

There may be occasions when one or more Supervisors will participate via telephone. Any interested person can attend the meeting at the above location and be fully informed of the discussions taking place. Any person requiring special accommodations at these meetings because of a disability or physical impairment should contact the District Management Company, Inframark, Infrastructure Management Services at (954) 603-0033 at least two (2) calendar days prior to the meetings. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1 or (800) 955-8771 (TTY)/ (800) 955-8770 (Voice) for aid in contacting the District Management Company.

Each person who decides to appeal any action taken at these meetings is advised that person will need a record of the proceedings and accordingly, the person may need to ensure a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Justin Faircloth,  
District Manager

# **Thirteenth Order of Business**

**13Ei**

CDD Landscape Service Contract  
Bid Opening - Tuesday August 1, 2023  
4250 Riverwood Dr. Port Charlotte  
Herron Room at 3:00 pm

Meeting was called to order at 3:05pm.

The following parties were in attendance:

- Sam Passafiume, representing BrightView
- Bill Gipp, representing Landscape Maintenance Professionals
- John Mercer, Riverwood CDD, Facility Director
- Denise Patrick, Riverwood CDD, Administrative Assistant

The following bids were submitted:

- |                |              |
|----------------|--------------|
| • BrightView   | \$370,000.00 |
| • Davey Tree   | \$869,741.00 |
| • Juniper      | \$437,270.86 |
| • Mid-Atlantic | \$222,000.00 |
| • LMP          | \$510,816.00 |

Meeting was closed at 3:15pm

# Pricing Breakdown RCDD

## Pricing: Created using attached Scope of Services

### Pricing prepared for RCDD.

- 2024 Cost for Landscape Maintenance per attached scope: \$370,000 price includes installing existing mulch
- 2025 Cost for Landscape Maintenance per attached scope: \$388,500 same as above
- 2024 Cost with using bagged mulch supplied by BVLS \$399,000 includes 6,148 (3 cubic foot bags)
- 2025 Cost with using bagged mulch supplied by BVLS \$418,950 6,148 (3 cubic foot bags)

**Using treated bagged mulch will be more beneficial to the landscape and it is recommended.**

- Landscape Maintenance: \$236,450 per year
- Palm Trimming, Shrub and Ornamental Pruning: \$70,050 per year
- Landscape Health: \$27,500 per year
- Irrigation Monthly Inspection: \$36,000 per year
- Breakdown is for applying mulch using the existing pile on site, additional mulch will applied at \$65 per yard after pile is exhausted or remainder of pile is not able to be used.



**J. REMEDIAL LANDSCAPE WORK ORDERS**

Upon request, Davey would be pleased to offer quotations on any project not included in this scope that may be included in the following list of services rendered:

- Landscape design and installation
- Drainage system design and installation
- Grading
- Sodding, plugging and seeding
- Tree trimming and removal
- Bush Hog mowing
- Tree injection and surgery
- Borer control on trees
- Horticultural consulting
- Aquatic weed and algae control
- Mulching
- Annual flower planting

**Price Total (A-H):**

- A. \$28,383
- B. \$409,427
- C. \$231,627
- D. Included
- E. \$89,453
- F. \$22,332
- G. \$876
- H. \$87,643

**OPTIONS:**

**MULCH:** TO USE MULCH PROVIDED BY RIVERWOOD CDD IT WOULD BE \$85 PER MAN HOUR FOR 1 YARD OF MULCH APPLIED. ESTIMATED YARDAGE IS 1,211 YARDS FOR A COST OF \$102,935 PER APPLICATION.

**PRICING AND PAYMENT TERMS**

Total Program Cost:

(Year 1) \$869,741

(Year 2) \$895,833

**Billing Options:**

A. Monthly Billing: Total Program Cost can be invoiced in equal monthly installments over 12 months Cost per month: \$72,478.42

Yes, please bill me monthly

Due to escalating petroleum costs which have affected our fertilizer and fuel costs, a fuel surcharge will be added to the invoiced amount. Currently that surcharge is set at 1.6% and will be adjusted - up or down- based on the national average cost of gas.

\*\* Ganoderma Butt Rot, Fusarium Wilt and Lethal Bronzing diseases/viruses of palms currently have no viable curative control measures and are not applicable to this agreement, nor other root damaging pathogens.



## Landscape Maintenance Agreement

**Property Name: Riverwood CDD - Maintenance**

**Billing Company Name:**

Description of Services	Frequency
<b>General Maintenance Services</b>	
General Landscape Maintenance Services	42
Fertilization Program Turf & Shrubs (See Scope for Details)	4
Insect and Disease Control	12
Palm Pruning (West) - Optional	2
Irrigation Wet Checks	12
<b>Annual Maintenance Price</b>	<b>\$437,270.86</b>

**Optional Services**

Description of Services	Frequency	Cost per Occ.	Annual Cost
Annual Flower Installation - Optional		\$0.00	\$0.00
Mulch - Optional (1081 YDS) or \$3.00 per cubic yard bag to apply LABOR ONLY	1	\$56,212.00	\$56,212.00
Palm Injection - Optional		\$0.00	\$0.00
Additional Visits/Leaf Clean Up - Optional		\$0.00	\$0.00
Juniper Sync		\$0.00	\$0.00
Juniper Mapping		\$0.00	\$0.00

**Special Palm Treatment Program:** Due to the value of Canary Island Date Palms, Sylvestris Palms, Phoenix Dactylifra, Phoenix Reclinata and Medjool Palms, a special palm fertilization and pest program is highly recommended. Identified palms will be fertilized with a 8-2-12 with 4% mg blend designed to address nutrient needs of palms four (4) times per year. A bud drench of systemic insecticide and fungicide will also be applied as preventative for bud rots and borer insects for palms up to 15'. In addition, palms that have been identified as susceptible to Lethal Yellowing or Texas Phoenix Palm Decline, including Canary Island Date Palms, Sylvestris Palms, Phoenix Dactylifra and Phoenix Reclinata, will be injected with the antibiotic oxytetracycline (OTC) four (4) times per year. While it is noted that there is no program that can guarantee the prevention of pest infestations, LMP uses the highest industry recommendations to manage the risk of the loss of these palms.

**Hand Pruning / Structural Pruning:** Upon written authorization of the client, deep hand pruning and/or structural pruning will be performed one (1) time per year during the dormant months to prune old wood and remove behind multiple breaks to maintain proper proportion, promote interior growth. Removal of up to 50% of the height and foliage of plants can take place during this pruning which will allow for the plant material to grow fuller during the growing season.

**Pricing Summary**

	Price Per Month	Price Per Year
<b>Base Maintenance Price</b>	\$42,568.00	\$510,816.00

  

Additional Services (Upon Approval by Client)	Estimated Qty.	Price Per Unit or Service
Mulch	1435 CY	\$60.00 per CY
Annuals (4" plants)	TBD	\$2.90 per 4" Plant
Tall Palm Trimming (Palms over 15')	520	\$55.00
Special Palm Treatment Program	N/A	\$200.00 per Palm (entire year)
Hand Pruning / Structural Pruning	N/A	TBD

Contractor agrees to provide all of the above Base Maintenance Services for an annual fee of \$510,816.00 to be paid in monthly installments of \$42,568.00. Contractor will invoice Customer one week prior to the beginning of each month's service. Customer agrees to pay each invoice within 30 days of the date of the invoice. Additional Services are not included as part of this Agreement or the Base Maintenance Services. Proposals for Additional Services must be executed by an Authorized Representative and are subject to all the terms and conditions of this agreement, which are hereby incorporated into such proposals for Additional Services by reference.

**Conditions**

The goal of this Agreement is that upon completion of each visit to the Customer, the landscape appearance shall be maintained to the highest reasonable standard possible given the nature of the Property and its individual condition.

1. **Term:** This Agreement will be in effect for an initial term of 24 months (2 years) with an effective start date of \_\_\_\_\_ and will remain in effect on an annual basis until canceled by either party. To ensure that Customer's needs are being met, timely written notice of any deficiency or concern must be provided in order to give Contractor a reasonable opportunity to remedy the deficiency or concern prior to termination of this Agreement. While Contractor encourages Customer to communicate with on-site crews and its account



issues long riddling the area have been solved. There are additional areas which would benefit from improvements, and Mid-Atlantic will provide the labor force when requested.

## VII. Proposal

The attached proposal and schedule will be billed monthly, with payment due within 15 days, at a rate of \$18,500.00 per month for the year extending from October 1, 2023 through September 30, 2024. There will be an \$875 (5%) monthly increase in charges annually each year of the three year contract.

Mid-Atlantic Property Services is providing 80 hours of labor per month as a part of this proposal: The first 80 hours of monthly labor for plantings and other enhancement projects is included within the monthly fee. Any hours in excess of the 80 hours per month will be billed at \$45.00/hour for the first year, with a 5% increase each subsequent year of the contract. The CDD will have the option to purchase any materials for enhancement projects at their expense at the wholesale prices available to Mid-Atlantic. This would allow the CDD to save any sales tax on materials for enhancement projects.

Attached to proposal are maps of Riverwood CDD common grounds defining the areas that Mid-Atlantic will maintain.