

**RIVERWOOD  
COMMUNITY DEVELOPMENT DISTRICT**

**SEPTEMBER 19, 2023**

**AGENDA PACKAGE**

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

Michael Spillane, Chairperson  
 Donald Myhrberg, Vice Chairperson  
 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, September 19, 2023 at 2:00 p.m.**

---

- 1. Call to Order and Roll Call**
- 2. Approval of the September 19, 2023 Agenda**
- 3. Audience Comments on Agenda Items**
- 4. Approval of Consent Agenda**
  - A. Approval of the Minutes of August 15, 2023 Meeting
  - B. Acceptance of the Financial Report and Check Register as of August 2023
- 5. Introduction of the New Riverwood Community Association Manager**
- 6. Public Hearing to Consider Amendments to Rules and Fee Changes**
  - A. Consideration of Resolution 2023-07, Amendment to Rules Regarding Delinquent Fees
- 7. Old Business**
  - A. Presentation on the Fiscal Year 2024 Budget
  - B. Christopher Schaeffer July 31, 2023 Email
  - C. Consideration of Utilities Committee Formation
- 8. New Business**
  - A. Consideration of Berger, Toombs, Elam, Gaines & Frank Audit Engagement Letter for FY 2023, 2024, & 2025
  - B. Consideration of Mid-Atlantic Landscape Maintenance Services Contract
- 9. On-Site Manager's Report**
  - A. A/C Replacement Proposals
    - i. Florida Cool Today
    - ii. Roman's Service
  - B. Concrete Mounting Support (Nine) Compressors
    - i. DeClercq Construction
  - C. Insurance Renewal 2023-2024
    - i. FIA Package
    - ii. Workers Compensation
  - D. New Ice Machine for the Beach Club

**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

**10. Monthly Client Report**

- A. Florida Utility Estimates 2766 & 2768

**11. Safety and Access Control Supervisor Report**

**12. District Manager's Report**

- A. Follow Up Items

**13. Attorney's Report**

**14. Other Committee Reports**

- A. Beach Club Committee: Mr. Spillane
- B. Campus Committee: Ms. Syrek
- C. Environmental Committee: Mr. Myhrberg
- D. Finance Committee: Ms. Syrek
  - i. Resignations of Cheryl Landers & Lisa Barck
- E. Landscape Committee: Mr. Gipp
- 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

**15. Supervisor Comments**

**16. Audience Comments**

**17. Adjournment**

**The next meeting is scheduled to be held Tuesday, October 17, 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**

**MINUTES OF MEETING  
RIVERWOOD  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting and Public Hearing of the Board of Supervisors of the Riverwood Community Development District was held on Tuesday, August 15, 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	Chairperson
Donald Myhrberg	Vice Chairperson ( <i>via phone</i> )
Dr. Cameron McKee	Assistant Secretary
Gregg Gipp	Assistant Secretary

Also present were:

Justin Faircloth	District Manager
Scott Rudacille	District Counsel
John Mercer	On-Site Manager
André McAden	District Director of Accounting
Kyle Nornberg	Florida Utility Solutions
Ronald Lesinski	Safety & Access Control Supervisor

Absent was:

Dolly Syrek	Treasurer/Assistant Secretary
-------------	-------------------------------

*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 Dr. McKee seconded by Mr. Gipp with all in favor, Mr. Myhrberg was authorized to attend and vote via phone.3-0

**SECOND ORDER OF BUSINESS** **Approval of the August 15, 2023 Agenda**

On MOTION by Dr. McKee seconded by Mr. Gipp with all in favor, the August 15, 2023 Agenda was approved as presented. 4-0

42 **THIRD ORDER OF BUSINESS** **Audience Comments on Agenda Items**

- 43 • There being no audience comment, the next order of business followed.

44 **FOURTH ORDER OF BUSINESS** **Public Hearing to Adopt Fiscal Year 2024**  
45 **Budget**

47 On MOTION by Dr. McKee seconded by Mr. Gipp with all in favor,  
48 the Public Hearing to Adopt Fiscal Year 2024 Budget was opened.  
49 4-0

50  
51 **A. FY 2024 Proposed Budget**

52 **i. Riverwood CDD 2024 Budget Comparison with 2023 Explanation for Changes**

- 53 • Mr. McAden reviewed the proposed budget with the Board. The Board discussed the  
54 reasons for changes within the budget regarding landscaping and other items.
- 55 • Members of the audience commented on roving security, landscaping, cost increases,  
56 microphones, and meeting handouts.

57 **B. Public Comments Received Regarding the Proposed FY 2024 Budget**

58 **i. Christopher Shaeffer July 31, 2023 Email**

- 59 • Mr. Faircloth noted the issue regarding Mr. Shaeffer’s email has been presented to District  
60 Counsel and staff have responded to his inquiries about the assessment methodology.
- 61 • Mr. Faircloth noted the proposed Fiscal Year 2024 Budget could be found on the District’s  
62 website.

63 **C. Consideration of Resolution 2023-05, Adoption of Fiscal Year 2024 Budget**

64  
65 On MOTION by Mr. Gipp seconded by Dr. McKee with all in favor,  
66 Resolution 2023-05, for adoption of the Fiscal Year 2024 Budget,  
67 was adopted. 4-0

68  
69 **D. Consideration of Resolution 2023-06, Levying of Assessment**

70  
71 On MOTION by Mr. Gipp seconded by Dr. McKee with all in favor,  
72 Resolution 2023-06, Levying of Assessments was adopted. 4-0

73  
74 **FIFTH ORDER OF BUSINESS** **Approval of Consent Agenda**

75 **A. Approval of Minutes of the July 18, 2023 Regular Meeting**

76 **B. Acceptance of the Financial Report and Check Register as of July 2023**

77  
78 On MOTION by Dr. McKee seconded by Mr. Gipp with all in favor

the Consent Agenda was approved as presented. 4-0

**SIXTH ORDER OF BUSINESS**

**On-Site Manager’s Report**

- Mr. Mercer provided project updates. He noted the tennis court lighting project has been delayed, but work is on track to begin in September. A new back gate is being made and new equipment for the activity center should be available soon.

**A. Insurance Renewals**

On MOTION by Mr. Gipp seconded by Dr. McKee with all in favor  
Renewal of the Flood Insurance Policies was approved. 4-0

**B. Guard House A/C Replacement**

- Mr. Mercer noted the A/C in the guard house had been repaired and upgraded and the contractor did a good job.

**C. Activity Center A/C Proposal**

- Mr. Mercer explained the A/C proposals. He noted he is awaiting another proposal from Empire Air; he is not seeking approval of these proposals but wanted to make the Board aware of the offers.

**SEVENTH ORDER OF BUSINESS**

**Monthly Client Report**

- Mr. Nornberg presented the report.
- Discussion ensued regarding the blower warranty and the Board requested Mr. Faircloth research and provide documentation on the project to the Board for a potential warranty claim.

**EIGHTH ORDER OF BUSINESS**

**Safety and Access Control Supervisor Report**

- Mr. Lesinski provided an update. He noted that the Archer Gate tag reader is not reading the residential tags, however, Archer Gate is not willing to come back out or do warranty work.

**NINTH ORDER OF BUSINESS**

**District Manager’s Report**

**A. Follow Up Items**

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



114 **TENTH ORDER OF BUSINESS** **Attorney’s Report**

115 **A. Update on Proposed Rules Change**

- 116 • Discussion ensued regarding the public hearing for the rule changes.

117  
 118 

On MOTION by Dr. McKee seconded by Mr. Gipp with all in favor, 119 the Public Hearing for Rules Change Advertisement was approved. 120 4-0
--

121  
 122 **ELEVENTH ORDER OF BUSINESS** **Old Business**

- 123 • There being no comment, the next order of business followed.

124  
 125 **TWELFTH ORDER OF BUSINESS** **New Business**

126 **A. Consideration of Utilities Committee Formation**

- 127 • This item was tabled to the September meeting.

128 **B. Proposed Fiscal Year 2024 Meeting Schedule**

129  
 130 

On MOTION by Mr. Gipp seconded by Dr. McKee with all in favor, 131 the Fiscal Year 2024 Meeting Schedule was approved as presented. 132 4-0
---

133  
 134 **TWELFTH ORDER OF BUSINESS** **Other Committee Reports**

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

- 136 • No meeting was held.

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

- 138 • No report presented.

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

140 **i. Environmental Committee Member Appointments**

- 141 • No Meeting was held. Mr. Mercer noted Mr. Myhrberg had requested the Board appoint  
 142 John Puzine, Robert Daniels, and Laurie Brogan to the Environmental Committee.

143 

On MOTION by Dr. McKee seconded by Mr. Gipp with all in favor, 144 John Puzine, Robert Daniels, and Laurie Brogan were appointed to 145 the Environmental Committee. 4-0
--

146  
 147 **D. Finance Committee: Ms. Syrek**

- 148 • No report was presented.

149 **E. Landscape Committee: Mr. Gipp**

150 **i. Landscape RFP Proposals**

- 151 • Mr. Gipp presented his report.

152

On MOTION by Mr. Gipp seconded by Dr. McKee with all in favor, the bid was awarded to Mid-Atlantic with their proposal of \$222,000 per year beginning in October 2023 for landscape maintenance services subject to district counsel developing a contract. 4-0

157

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

- 159 • No Meeting was held.

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

- 161 • Dr. McKee noted there was no quorum for this month’s meeting. He provided updates on
- 162 the gatehouse app.

163

On MOTION by Dr. McKee seconded by Mr. Gipp with all in favor, the maintenance contract from Security Alarm Corporation for 70 cameras at a cost of \$125 per month, with addendum by District counsel was approved. 4-0

164

165

166

167

168

On MOTION by Dr. McKee seconded by Mr. Gipp with all in favor, summer uniforms for the security staff were approved. 4-0

169

170

171

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

173

On MOTION by Mr. Gipp seconded by Dr. McKee with all in favor, Terry Vanderveen was appointed to the Utility Committee. 4-0

174

175

176

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

- 178 • Mr. Myhrberg provided an update. He noted he will be working with the committee to
- 179 review the insurance. Discussion ensued regarding recent developments with Evatech and
- 180 the failure of the mower to work for the required period of testing. The Board requested
- 181 Mr. Rudacille proceed with the litigation against Evatech.

182 **J. Water/Utility Committee: Mr. Spillane**

183 **i. Committee Member Update**

- 184 • Mr. Spillane noted Gina Iacone is to be removed from the committee.

185

186 **THIRTEENTH ORDER OF BUSINESS** **Supervisor Comments**

- 187 • There being no comments, the next order of business followed.

188  
189  
190  
191  
192  
193  
194  
195  
196  
197  
198  
199  
200  
201  
202

**FOURTEENTH ORDER OF BUSINESS                      Audience Comments**

- Residents commented on irrigation, methodology and the golf club.

**FIFTEENTH ORDER OF BUSINESS                      Adjournment**

There being no further business,

On MOTION by Mr. Gipp , seconded by Dr. McKee, with all in favor, the meeting was adjourned at 4:02 p.m.
--

---

Michael Spillane  
Chairman

**4B**

# Riverwood Community Development District

Financial Statements

*(unaudited)*

August 31, 2023

*Prepared by*



## Table of Contents

	<b>Report Page #</b>
<b>Balance Sheet</b> .....	1 - 2
 <b>Revenues, Expenditures and Change in Fund Balances</b>	
General Fund .....	3 - 5
General Fund - Reserves .....	6 - 7
Beach Club Fund (Operations) .....	8 - 9
Beach Club Fund - Reserves .....	10
Beach Club Fund (Loan) .....	11
Debt Service Fund .....	12
 <b>Revenues, Expenses and Change in Net Position</b>	
Enterprise Fund (Breakdown by Services) .....	13
Water Services .....	14 - 15
Sewer Services .....	16 - 17
Irrigation Services .....	18 - 19
Reserve Fund .....	20
Shared Services Fund .....	21

**Balance Sheet**  
August 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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,932,944	\$ 1,932,944
Equity in Pooled Cash	742,899	2,107,522	130,375	83,519	-	-	722,666	1,915,764	(5,702,745)	-
Accounts Receivable	-	-	107	-	-	-	181,797	-	-	181,904
FEMA Receivable	254,931	-	9,200	-	-	-	29,885	-	-	294,016
Loan Due from Beach Fund	165,492	-	-	-	-	-	-	-	-	165,492
Investments:										
Money Market Account	-	-	-	-	-	-	-	-	3,779,575	3,779,575
Interest Account	-	-	-	-	-	41	-	-	-	41
Reserve Fund	-	-	-	-	-	131,302	-	-	-	131,302
Revenue Fund	-	-	-	-	-	356,862	-	-	-	356,862
Sinking fund	-	-	-	-	-	161	-	-	-	161
Prepaid Items	10,244	-	857	-	-	-	2,734	-	-	13,835
<b>Total Current Assets</b>	<b>1,173,566</b>	<b>2,107,522</b>	<b>140,539</b>	<b>83,519</b>	<b>-</b>	<b>488,366</b>	<b>937,082</b>	<b>1,915,764</b>	<b>9,774</b>	<b>6,856,132</b>
<b>Noncurrent Assets</b>										
<b>Fixed Assets</b>										
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>\$ 1,173,566</b>	<b>\$ 2,107,522</b>	<b>\$ 140,539</b>	<b>\$ 83,519</b>	<b>\$ -</b>	<b>\$ 488,366</b>	<b>\$ 8,329,059</b>	<b>\$ 1,915,764</b>	<b>\$ 9,774</b>	<b>\$ 14,248,109</b>

**Riverwood Community Development District**

**Financial Statements**

**Balance Sheet**  
August 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	\$ 12,578	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,349	\$ -	\$ 9,773	\$ 39,700
Accrued Expenses	1,850	-	80	-	-	-	76,366	-	-	78,296
Accrued Taxes Payable	2,179	-	1,845	-	-	-	43	-	-	4,067
Sales Tax Payable	-	-	25	-	-	-	-	-	-	25
Deposits	-	-	-	-	-	-	211,267	-	-	211,267
Loan Due to General Fund	-	-	-	-	165,492	-	-	-	-	165,492
<b>Total Current Liabilities</b>	<b>16,607</b>	<b>-</b>	<b>1,950</b>	<b>-</b>	<b>165,492</b>	<b>-</b>	<b>305,025</b>	<b>-</b>	<b>9,773</b>	<b>498,847</b>
<b>Total Liabilities</b>	<b>16,607</b>	<b>-</b>	<b>1,950</b>	<b>-</b>	<b>165,492</b>	<b>-</b>	<b>305,025</b>	<b>-</b>	<b>9,773</b>	<b>498,847</b>
<b>Fund Balances / Net Position</b>										
<b>Nonspendable:</b>										
Prepaid Items	10,244	-	-	-	-	-	-	-	-	10,244
<b>Restricted for:</b>										
Debt Service	-	-	-	-	-	488,366	-	-	-	488,366
<b>Assigned to:</b>										
Operating Reserves	350,000	-	-	-	-	-	-	-	-	350,000
Reserves - Activity Center	-	549,624	-	-	-	-	-	-	-	549,624
Reserves - Settlement	-	192,773	-	-	-	-	-	-	-	192,773
Environmental Services	-	428,744	-	-	-	-	-	-	-	428,744
Reserves - Roadways	-	813,857	-	-	-	-	-	-	-	813,857
Reserves - RV Park	-	122,524	-	-	-	-	-	-	-	122,524
Reserves - Beach Club	-	-	-	83,519	-	-	-	-	-	167,038
<b>Unassigned:</b>	<b>796,715</b>	<b>-</b>	<b>138,589</b>	<b>-</b>	<b>(165,492)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>769,812</b>
Net Investment in capital assets	-	-	-	-	-	-	7,391,976	-	-	7,391,976
Reserves - Emergency	-	-	-	-	-	-	-	240,667	-	240,667
Reserves - Sewer System	-	-	-	-	-	-	-	1,311,217	-	1,311,217
Reserves - Water System	-	-	-	-	-	-	-	147,853	-	147,853
Reserves - Irrigation System	-	-	-	-	-	-	-	216,027	-	216,027
Unrestricted/Unreserved	-	-	-	-	-	-	632,058	-	1	632,059
<b>Total Fund Balances / Net Position</b>	<b>1,156,959</b>	<b>2,107,522</b>	<b>138,589</b>	<b>83,519</b>	<b>(165,492)</b>	<b>488,366</b>	<b>8,024,034</b>	<b>1,915,764</b>	<b>1</b>	<b>13,665,743</b>
<b>Total Liabilities &amp; Fund Balances / Net Position</b>	<b>\$ 1,173,566</b>	<b>\$ 2,107,522</b>	<b>\$ 140,539</b>	<b>\$ 83,519</b>	<b>\$ -</b>	<b>\$ 488,366</b>	<b>\$ 8,329,059</b>	<b>\$ 1,915,764</b>	<b>\$ 9,774</b>	<b>\$ 14,248,109</b>



**Riverwood Community Development District**

*Financial Statements*

**General Fund**

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

For the Period Ending August 31, 2023

(91.67% 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	\$ -	\$ -	\$ -	\$ 1,354,154	\$ 1,354,155	\$ (1)	0.0%	\$ 1,354,155
Special Assmnts- Discounts	-	-	-	(47,471)	(54,654)	7,183	-13.1%	(54,654)
Non-Resident Members	-	833	(833)	5,350	9,163	(3,813)	-41.6%	10,000
Other Miscellaneous Revenues	-	42	(42)	4,082	462	3,620	783.6%	500
Interest - Investments	3,657	141	3,516	37,074	1,551	35,523	2290.3%	1,693
<b>Total Revenue / Other Sources</b>	<b>3,657</b>	<b>1,016</b>	<b>2,641</b>	<b>1,353,189</b>	<b>1,310,677</b>	<b>42,512</b>	<b>3.2%</b>	<b>1,311,694</b>

**Expenditures**

**Administration**

P/R-Board of Supervisors	145	225	80	2,854	2,475	(379)	-15.3%	2,696
Payroll-Salaries	2,712	1,644	(1,068)	20,667	18,084	(2,583)	-14.3%	19,724
ProfServ-Engineering	-	542	542	-	5,962	5,962	n/a	6,500
ProfServ-Mgmt Consulting	6,703	6,703	(0)	73,841	73,733	(108)	-0.1%	80,437
ProfServ-Legal Services	-	2,917	2,917	31,906	32,087	181	0.6%	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	564	250	(314)	4,777	2,750	(2,027)	-73.7%	3,000
Insurance	-	-	-	23,506	20,712	(2,794)	-13.5%	20,712
Misc-Non Ad Valorem Taxes	-	208	208	17	2,288	2,271	99.3%	2,500
Misc-Assessment Collection Cost	-	-	-	26,134	26,000	(134)	-0.5%	26,000
Website Hosting/Email services	-	275	275	2,496	3,025	529	17.5%	3,300
Janitorial /Office supplies	-	167	167	-	1,837	1,837	n/a	2,000
Office Expense	4,127	1,000	(3,127)	10,453	11,000	547	5.0%	12,000
Misc-Credit Card Fees	-	103	103	224	1,133	909	80.2%	1,232
<b>Total Administration</b>	<b>14,250</b>	<b>14,034</b>	<b>(216)</b>	<b>204,391</b>	<b>208,403</b>	<b>4,012</b>	<b>1.9%</b>	<b>222,418</b>

**Community Services**

**Environmental Services**

Payroll-Environmental Services	6,240	3,533	(2,707)	48,550	38,863	(9,687)	-24.9%	42,391
Contracts-Preserve Maintenance	-	2,917	2,917	-	32,087	32,087	n/a	35,000
Contracts-Lakes	1,850	2,017	167	20,350	22,187	1,837	8.3%	24,200
ProfServ-Consultants	-	1,250	1,250	6,449	13,750	7,301	53.1%	15,000
Electricity - General	624	200	(424)	3,684	2,200	(1,484)	-67.4%	2,400
Utility - Water & Sewer	268	167	(101)	1,715	1,837	122	6.6%	2,000
R&M-Sidewalks	-	833	833	3,360	9,163	5,803	63.3%	10,000
R&M-Storm Drain Cleaning	-	1,250	1,250	12,321	13,750	1,429	10.4%	15,000

**Riverwood Community Development District**

*Financial Statements*

**General Fund**

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

For the Period Ending August 31, 2023

(91.67% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
<b>Total Environmental Services</b>	<b>9,013</b>	<b>21,097</b>	<b>12,084</b>	<b>107,317</b>	<b>232,067</b>	<b>124,750</b>	<b>53.8%</b>	<b>253,148</b>
<b>Access and Control</b>								
Payroll-Gatehouse	30,899	20,467	(10,431)	243,327	225,142	(18,186)	-8.1%	245,609
R&M-Gate	369	2,083	1,714	11,787	22,917	11,129	48.6%	25,000
R&M-Gatehouse/Security	2,189	2,083	(105)	12,911	22,917	10,006	43.7%	25,000
Op Supplies - Gatehouse	516	1,250	734	6,761	13,750	6,989	50.8%	15,000
<b>Total Access and Control</b>	<b>33,973</b>	<b>25,884</b>	<b>(8,089)</b>	<b>274,786</b>	<b>284,725</b>	<b>9,939</b>	<b>3.5%</b>	<b>310,609</b>
<b>Landscape Services</b>								
Contracts - Landscape	17,000	-	(17,000)	77,392	-	(77,392)	0.0%	-
ProfServ-Legal Services	1,092	-	(1,092)	2,022	-	(2,022)	0.0%	-
<b>Total Landscape Services</b>	<b>18,092</b>	<b>-</b>	<b>(18,092)</b>	<b>79,414</b>	<b>-</b>	<b>(79,414)</b>	<b>0.0%</b>	<b>-</b>
<b>Total Community Services</b>	<b>61,078</b>	<b>46,981</b>	<b>(14,097)</b>	<b>461,517</b>	<b>516,792</b>	<b>55,275</b>	<b>10.7%</b>	<b>563,757</b>
<b>Activity Center Campus</b>								
P/R-Board of Supervisors	108	167	59	2,128	1,837	(291)	-15.8%	2,000
Payroll-Salaries	3,366	2,055	(1,311)	26,007	22,605	(3,402)	-15.1%	24,656
Payroll-Maintenance	2,785	1,449	(1,336)	20,418	15,939	(4,479)	-28.1%	17,391
Electricity - General	6,893	4,222	(2,671)	50,253	46,442	(3,811)	-8.2%	50,666
Utility - Water & Sewer	2,216	1,333	(883)	14,201	14,663	462	3.2%	16,000
Insurance - Property	-	-	-	36,434	32,100	(4,334)	-13.5%	32,103
R&M-Pools	(1,626)	667	2,293	7,862	7,337	(525)	-7.2%	8,000
R&M-Tennis Courts	-	-	-	228	-	(228)	0.0%	-
R&M-Fitness Equipment	1,867	417	(1,450)	4,099	4,587	488	10.6%	5,000
Activity Ctr Cleaning- Inside Areas	1,195	-	(1,195)	5,866	-	(5,866)	0.0%	-
Pool Daily Maintenance	3,621	-	(3,621)	10,865	-	(10,865)	0.0%	-
R&M-Activity Campus Buildings	5,096	3,333	(1,763)	43,494	36,663	(6,831)	-18.6%	40,000
Misc-Special Projects	-	6,373	6,373	-	70,103	70,103	n/a	76,477
Tools and Equipment	11	1,250	1,239	4,771	13,750	8,979	65.3%	15,000
Operating Supplies	-	167	167	97	1,837	1,740	94.7%	2,000
Misc-Contingency	-	1,520	1,520	218	16,720	16,502	98.7%	18,241
<b>Total Activity Center Campus</b>	<b>25,531</b>	<b>22,953</b>	<b>(2,578)</b>	<b>226,939</b>	<b>284,583</b>	<b>57,644</b>	<b>20.3%</b>	<b>307,534</b>
<b>Total Expenditures</b>	<b>100,860</b>	<b>83,968</b>	<b>(16,892)</b>	<b>892,847</b>	<b>1,009,778</b>	<b>116,931</b>	<b>11.6%</b>	<b>1,093,709</b>

**Riverwood Community Development District**

*Financial Statements*

**General Fund**

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

For the Period Ending August 31, 2023

(91.67% 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	71,489	32,497	45.5%	77,985
Reserve - Roadways	-	10,833	10,833	65,000	119,163	54,163	45.5%	130,000
Reserve - Environmental Services	-	833	833	5,000	9,163	4,163	45.4%	10,000
<b>Total Transfers Out</b>	<b>-</b>	<b>18,165</b>	<b>18,165</b>	<b>108,992</b>	<b>199,815</b>	<b>90,823</b>	<b>45.5%</b>	<b>217,985</b>
<b>Total Expenditures &amp; Transfers</b>	<b>100,860</b>	<b>102,133</b>	<b>1,273</b>	<b>1,001,839</b>	<b>1,209,593</b>	<b>207,754</b>	<b>17.2%</b>	<b>1,311,694</b>
Net Surplus (Deficit)	<b>\$ (97,203)</b>	<b>\$ (101,117)</b>	<b>\$ 3,914</b>	351,350	101,084	250,266		-
<b>Fund balance as of Oct 01, 2022</b>				805,608	805,608	-		805,608
<b>Fund Balance as of Aug 31, 2023</b>				<b>\$ 1,156,958</b>	<b>\$ 906,692</b>	<b>\$ 250,266</b>		<b>\$ 805,608</b>

**Riverwood Community Development District**

*Financial Statements*

**General Fund - Reserves**

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

For the Period Ending August 31, 2023

(91.67% 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	-	4,750	(4,750)	54,573	52,250	2,323	4.4%	57,000
Transfer In - Roadways	-	10,833	(10,833)	65,000	119,163	(54,163)	-45.5%	130,000
Transfer In - Environmental Services	-	833	(833)	5,000	9,163	(4,163)	-45.4%	10,000
Transfer In - Activity Center Campus	-	6,499	(6,499)	38,993	71,489	(32,497)	-45.5%	77,985
Other Miscellaneous Revenues	0	-	0	49	-	49	n/a	-
Interest - Investments	9,830	-	9,830	81,938	-	81,938	n/a	-
<b>Total Revenue / Other Sources</b>	<b>9,830</b>	<b>22,915</b>	<b>(13,085)</b>	<b>245,554</b>	<b>252,065</b>	<b>(6,512)</b>	<b>-2.6%</b>	<b>274,985</b>
<b>Expenditures</b>								
<b>Activity Center Campus</b>								
Reserve-Activity Center Campus	-	6,499	6,499	-	71,489	71,489	100.0%	77,985
R&M-Court Maintenance	-	-	-	37,510	-	(37,510)	n/a	-
R&M-Gatehouse/Security	10,797	-	(10,797)	17,612	-	(17,612)	n/a	-
R&M-Activity Center	-	-	-	22,953	-	(22,953)	n/a	-
Capital Outlay	-	-	-	10,145	-	(10,145)	n/a	-
R&M-Pools	-	-	-	30,335	-	(30,335)	n/a	-
<b>Total Activity Center Campus</b>	<b>10,797</b>	<b>6,499</b>	<b>(4,298)</b>	<b>118,555</b>	<b>71,489</b>	<b>(47,066)</b>	<b>-65.8%</b>	<b>77,985</b>
<b>Roadways</b>								
Reserve - Roadways	-	10,833	10,833	-	119,163	119,163	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>119,163</b>	<b>77,913</b>	<b>65.4%</b>	<b>130,000</b>
<b>RV Park</b>								
Reserve - RV Park	-	2,506	2,506	-	27,566	27,566	100.0%	30,070
Payroll- RV Park	1,767	1,000	(767)	13,712	11,000	(2,712)	-24.7%	12,000
Materials & Supplies	366	417	51	8,183	4,587	(3,596)	-78.4%	5,000
Capital Projects	-	708	708	-	7,788	7,788	100.0%	8,500
Postage and Freight	-	3	3	-	33	33	100.0%	40
Fuel, Gasoline and Oil	-	8	8	-	88	88	100.0%	90
Credit Card Fees	-	108	108	1,250	1,188	(62)	-5.2%	1,300
<b>Total RV Park</b>	<b>2,133</b>	<b>4,750</b>	<b>2,617</b>	<b>23,145</b>	<b>52,250</b>	<b>29,105</b>	<b>55.7%</b>	<b>57,000</b>
<b>Environmental Services</b>								
Reserve - Environmental Services	-	833	833	-	9,163	9,163	100.0%	10,000
<b>Total Environmental Services</b>	<b>-</b>	<b>833</b>	<b>833</b>	<b>-</b>	<b>9,163</b>	<b>9,163</b>	<b>100.0%</b>	<b>10,000</b>
<b>Total Expenditures</b>	<b>12,930</b>	<b>22,915</b>	<b>9,985</b>	<b>182,950</b>	<b>252,065</b>	<b>69,115</b>	<b>27.4%</b>	<b>274,985</b>
Net Surplus (Deficit)	<b>\$ (3,100)</b>	<b>\$ -</b>	<b>\$ (3,100)</b>	62,604	-	62,604		-
Fund balance as of Oct 01, 2022				2,044,918	2,044,918	-		2,044,918
Fund Balance as of Aug 31, 2023				<b>\$ 2,107,522</b>	<b>\$ 2,044,918</b>	<b>\$ 62,604</b>		<b>\$ 2,044,918</b>

**General Fund - Reserves**

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

For the Period Ending August 31, 2023

(91.67% 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	\$16,038	\$0	\$428,744
Activity Center Campus Reserve	\$539,731	\$39,042	\$21,560	\$50,710	\$549,623
Roadways Reserve	\$759,490	\$65,000	\$30,617	\$41,250	\$813,857
Construction Settlement Reserve	\$251,618	\$0	\$9,001	\$67,845	\$192,773
RV Park Reserve	\$86,373	\$54,573	\$4,722	\$23,145	\$122,524
<b>Total</b>	<b>\$2,044,918</b>	<b>\$163,615</b>	<b>\$81,938</b>	<b>\$182,950</b>	<b>\$2,107,522</b>

**Riverwood Community Development District**

*Financial Statements*

**Beach Club Fund - Operations**

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

For the Period Ending August 31, 2023

(91.67% 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	350	250	100	2,700	2,750	(50)	-1.8%	3,000
Amenities Revenue	-	83	(83)	1,089	913	176	19.3%	1,000
Summer Membership	-	625	(625)	-	6,875	(6,875)	-100.0%	7,500
Other Miscellaneous Revenues	0	42	(42)	236	462	(226)	-48.8%	500
Interest - Investments	389	17	372	3,053	187	2,866	1532.6%	200
<b>Total Revenue / Other Sources</b>	<b>739</b>	<b>1,017</b>	<b>(278)</b>	<b>176,905</b>	<b>172,687</b>	<b>4,218</b>	<b>2.4%</b>	<b>173,700</b>

**Expenditures**

**Beach Club Operations**

Payroll-Administrative	757	417	(340)	5,651	4,587	(1,064)	-23.2%	5,000
Payroll-Attendants	8,913	6,195	(2,718)	64,336	68,145	3,809	5.6%	74,339
ProfServ-Mgmt Consulting	429	429	(0)	4,728	4,719	(9)	-0.2%	5,150
Auditing Services	-	-	-	1,900	1,800	(100)	-5.6%	1,800
Contracts-On-Site Maintenance	-	83	83	467	913	446	48.8%	1,000
Contracts-Landscape	-	250	250	-	2,750	2,750	100.0%	3,000
Communication - Telephone	222	208	(14)	2,154	2,288	135	5.9%	2,500
Utility - General	136	75	(61)	1,086	825	(261)	-31.6%	900
Utility - Refuse Removal	73	75	2	805	825	20	2.5%	900
Utility - Water & Sewer	73	150	77	916	1,650	734	44.5%	1,800
Insurance	-	-	-	19,855	17,495	(2,360)	-13.5%	17,495
R&M-Buildings	87	417	330	2,761	4,587	1,826	39.8%	5,000
R&M-Equipment	-	417	417	9,785	4,587	(5,198)	-113.3%	5,000
Preventative Maint-Security Systems	-	146	146	-	1,606	1,606	100.0%	1,750
Misc-Special Projects	-	250	250	-	2,750	2,750	100.0%	3,000
Misc-Web Hosting	(550)	46	596	550	506	(44)	-8.7%	550
Misc-Taxes	-	-	-	842	756	(86)	-11.4%	756
Misc-Contingency	-	260	260	158	2,860	2,702	94.5%	3,116
Credit Card Fees	8	417	409	4,379	4,587	208	4.5%	5,000
Office Supplies	-	17	17	-	187	187	100.0%	200
Op Supplies - General	-	83	83	598	913	315	34.5%	1,000
<b>Total Beach Club Operations</b>	<b>10,149</b>	<b>9,935</b>	<b>(214)</b>	<b>120,970</b>	<b>129,336</b>	<b>8,366</b>	<b>6.5%</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 August 31, 2023

(91.67% 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>10,149</b>	<b>9,935</b>	<b>(214)</b>	<b>120,970</b>	<b>129,336</b>	<b>8,366</b>	<b>6.5%</b>	<b>163,700</b>
<b>Transfer Out</b>								
Reserve - Beach Club	833	833	(0)	9,167	9,163	(4)	0.0%	10,000
<b>Total Transfer Out</b>	<b>833</b>	<b>833</b>	<b>(0)</b>	<b>9,167</b>	<b>9,163</b>	<b>(4)</b>	<b>0.0%</b>	<b>10,000</b>
<b>Total Expenditures &amp; Transfer</b>	<b>10,982</b>	<b>10,768</b>	<b>(214)</b>	<b>130,137</b>	<b>138,499</b>	<b>8,362</b>	<b>6.0%</b>	<b>173,700</b>
Net Surplus (Deficit)	<u>\$ (10,243)</u>	<u>\$ (9,751)</u>	<u>\$ (492)</u>	46,768	34,188	12,580		-
Fund balance as of Oct 01, 2022				91,822	91,822	-		91,822
Fund Balance as of Aug 31, 2023				<u>\$ 138,590</u>	<u>\$ 126,010</u>	<u>\$ 12,580</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 August 31, 2023

(91.67% 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	\$ 9,167	\$ 9,163	\$ 4	0.0%	\$ 10,000
<b>Total Revenue / Other Sources</b>	<b>833</b>	<b>833</b>	<b>0</b>	<b>9,167</b>	<b>9,163</b>	<b>4</b>	<b>0.0%</b>	<b>10,000</b>
<b>Expenditures</b>								
Reserve - Beach Club	-	833	833	-	9,163	9,163	100.0%	10,000
<b>Total Expenditures</b>	<b>-</b>	<b>833</b>	<b>833</b>	<b>-</b>	<b>9,163</b>	<b>9,163</b>	<b>0.0%</b>	<b>10,000</b>
Net Surplus (Deficit)	<u>\$ 833</u>	<u>\$ -</u>	<u>\$ 833</u>	9,167	-	9,167		-
Fund balance as of Oct 01, 2022				74,352	74,352	-		74,352
Fund Balance as of Aug 31, 2023				<u>\$ 83,519</u>	<u>\$ 74,352</u>	<u>\$ 9,167</u>		<u>\$ 74,352</u>

**Reserve Balances**

Reserve Name	Beg Bal.	Additions	Interest	Expenses	Ending Bal.
Beach Club Reserve	\$74,353	\$9,167	\$0	\$0	\$83,520
<b>Total</b>	<b>\$74,353</b>	<b>\$9,167</b>	<b>\$0</b>	<b>\$0</b>	<b>\$83,520</b>



**Beach Club Fund - Loan**

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

For the Period Ending August 31, 2023

(91.67% 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 Aug 31, 2023</b>				<u>\$ (165,492)</u>	<u>\$ (165,492)</u>	<u>\$ -</u>		<u>\$ (165,492)</u>

**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 August 31, 2023

(91.67% 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	\$ -	\$ -	\$ -	\$ 698,412	\$ 698,412	\$ (0)	0.0%	\$ 698,412
Special Assmnts- Discounts	-	-	-	(24,900)	(27,936)	3,036	-10.9%	(27,936)
Interest - Investments	1,943	42	1,901	21,608	462	21,146	4577.0%	500
<b>Total Revenue / Other Sources</b>	<b>1,943</b>	<b>42</b>	<b>1,901</b>	<b>695,120</b>	<b>670,938</b>	<b>24,182</b>	<b>3.6%</b>	<b>670,976</b>
<b>Expenditures</b>								
<b>Debt Service</b>								
Misc-Assessment Collection Cost	-	-	-	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>-</b>	<b>-</b>	<b>-</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>-</b>	<b>-</b>	<b>-</b>	<b>677,337</b>	<b>677,835</b>	<b>498</b>	<b>0.1%</b>	<b>677,835</b>
Net Surplus (Deficit)	<u>\$ 1,943</u>	<u>\$ 42</u>	<u>\$ 1,901</u>	17,782	(6,897)	24,679		(6,859)
Fund balance as of Oct 01, 2022				470,583	470,583	-		470,583
Fund Balance as of Aug 31, 2023				<u>\$ 488,366</u>	<u>\$ 463,686</u>	<u>\$ 24,679</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 August 31, 2023

(91.67% 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	\$ 424,937	\$ 1,204,559	\$ 216,415	\$ 1,845,911	\$ 1,830,301	\$ 15,610	0.9%	\$ 1,996,700
Usage Charges for Services	223,884	-	-	223,884	191,741	32,143	16.8%	209,170
Standby Fees	-	6,174	-	6,174	5,775	399	6.9%	6,300
Meter Fees	-	-	-	-	913	(913)	-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	27,742	25,673	92.5%	30,259
Other Miscellaneous Revenues	1,947	8,868	-	10,815	10,813	2	0.0%	11,800
Interest - Investments	5,993	11,173	2,501	19,668	737	18,931	2568.6%	800
<b>Total Revenue / Other Sources</b>	<b>710,179</b>	<b>1,245,774</b>	<b>218,916</b>	<b>2,174,869</b>	<b>2,068,022</b>	<b>106,847</b>	<b>5.2%</b>	<b>2,256,029</b>
<b>Expenses</b>								
Administration	41,704	121,197	15,841	178,741	217,408	38,667	17.8%	230,906
Utility Services	516,635	698,941	65,410	1,280,986	1,504,404	223,418	14.9%	1,641,123
Transfers Out	27,500	284,167	40,333	352,000	352,000	-	0.0%	384,000
<b>Total Expenses</b>	<b>585,839</b>	<b>1,104,304</b>	<b>121,584</b>	<b>1,811,727</b>	<b>2,073,812</b>	<b>262,085</b>	<b>12.6%</b>	<b>2,256,029</b>
Net Profit (Loss)	<u>\$ 124,340</u>	<u>\$ 141,470</u>	<u>\$ 97,332</u>	363,142	(5,790)	368,932		-
Net Position as of Oct 01, 2022				7,660,892	7,660,892	-		7,660,892
Net Position as of Aug 31, 2023				<u>\$ 8,024,034</u>	<u>\$ 7,655,102</u>	<u>\$ 368,932</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 August 31, 2023

(91.67% 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	\$ 38,647	\$ 38,308	\$ 339	\$ 424,937	\$ 421,388	\$ 3,549	0.8%	\$ 459,700
Water-Usage	15,341	17,431	(2,090)	223,884	191,741	32,143	16.8%	209,170
Water Quality Surcharge	-	-	-	3	-	3	n/a	-
Backflow Fees	-	2,522	(2,522)	53,415	27,742	25,673	92.5%	30,259
Other Miscellaneous Revenues	338	150	188	1,947	1,650	297	18.0%	1,800
Interest - Investments	1,011	25	986	5,993	275	5,718	2079.4%	300
<b>Total Revenue / Other Sources</b>	<b>55,337</b>	<b>58,436</b>	<b>(3,099)</b>	<b>710,179</b>	<b>642,796</b>	<b>67,383</b>	<b>10.5%</b>	<b>701,229</b>
<b>Administration</b>								
P/R-Board of Supervisors	148	229	81	2,920	2,519	(401)	-15.9%	2,745
Payroll-Project Manager	2,785	1,667	(1,118)	21,556	18,337	(3,219)	-17.6%	20,000
ProfServ-Engineering	-	417	417	-	4,587	4,587	100.0%	5,000
ProfServ-Legal Services	-	567	567	568	6,237	5,669	90.9%	6,800
ProfServ-Mgmt Consulting	456	456	(0)	5,025	5,016	(9)	-0.2%	5,474
Auditing Services	-	-	-	3,230	3,060	(170)	-5.6%	3,060
Postage and Freight	-	26	26	-	286	286	100.0%	306
Insurance	-	-	-	8,388	7,391	(997)	-13.5%	7,391
Printing and Binding	3	28	25	18	308	290	94.2%	340
Legal Advertising	-	40	40	-	440	440	100.0%	485
Miscellaneous Services	-	79	79	-	869	869	100.0%	949
Office Supplies	-	9	9	-	99	99	100.0%	102
<b>Total Administration</b>	<b>3,392</b>	<b>3,518</b>	<b>126</b>	<b>41,704</b>	<b>49,149</b>	<b>7,445</b>	<b>15.1%</b>	<b>52,652</b>
<b>Utility Services</b>								
ProfServ-Utility Billing	1,051	856	(195)	11,898	9,416	(2,482)	-26.4%	10,266
Contracts-Other Services	3,887	4,482	595	44,627	49,302	4,675	9.5%	53,783
Utility - Base Rate	12,764	12,764	0	140,399	140,404	5	0.0%	153,162
Utility - Water-Usage	19,977	24,935	4,958	282,268	274,285	(7,983)	-2.9%	299,218
Utility-CCU Admin Fee	4	4	(0)	47	44	(3)	-7.3%	50
R&M-General	-	4,625	4,625	3,076	50,875	47,799	94.0%	55,500
Misc-Licenses & Permits	-	25	25	-	275	275	100.0%	300
Back Flow Preventors	-	2,522	2,522	26,820	27,742	922	3.3%	30,259
Misc-Contingency	2,500	1,337	(1,163)	7,500	14,707	7,207	49.0%	16,039
<b>Total Utility Services</b>	<b>40,182</b>	<b>51,550</b>	<b>11,368</b>	<b>516,635</b>	<b>567,050</b>	<b>50,415</b>	<b>8.9%</b>	<b>618,577</b>
<b>Total Expenses</b>	<b>43,573</b>	<b>55,068</b>	<b>11,495</b>	<b>558,339</b>	<b>616,199</b>	<b>57,860</b>	<b>9.4%</b>	<b>671,229</b>

**Enterprise Fund - Water Services**

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

For the Period Ending August 31, 2023

(91.67% 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	-	27,500	27,500	-	0.0%	30,000
<b>Total Transfers Out</b>	<b>2,500</b>	<b>2,500</b>	<b>-</b>	<b>27,500</b>	<b>27,500</b>	<b>-</b>	<b>0.0%</b>	<b>30,000</b>
<b>Total Expenses &amp; Transfers</b>	<b>46,073</b>	<b>57,568</b>	<b>11,495</b>	<b>585,839</b>	<b>643,699</b>	<b>57,860</b>	<b>9.0%</b>	<b>701,229</b>
Net Profit (Loss)	<u>\$ 9,264</u>	<u>\$ 868</u>	<u>\$ 8,396</u>	<u>\$ 124,340</u>	<u>\$ (903)</u>	<u>\$ 125,243</u>		<u>\$ -</u>

**Riverwood Community Development District**

*Financial Statements*

**Enterprise Fund - Sewer Services**

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

For the Period Ending August 31, 2023

(91.67% 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	\$ 109,419	\$ 108,250	\$ 1,169	\$ 1,204,559	\$ 1,190,750	\$ 13,809	1.2%	\$ 1,299,000
Standby Fees	563	525	38	6,174	5,775	399	6.9%	6,300
Connection Fees - W/S	-	-	-	15,000	-	15,000	n/a	-
Other Miscellaneous Revenues	1,541	833	708	8,868	9,163	(295)	-3.2%	10,000
Interest - Investments	1,885	42	1,843	11,173	462	10,711	2318.5%	500
<b>Total Revenue / Other Sources</b>	<b>113,408</b>	<b>109,650</b>	<b>3,758</b>	<b>1,245,774</b>	<b>1,206,150</b>	<b>39,624</b>	<b>3.3%</b>	<b>1,315,800</b>
<b>Expenses</b>								
<b>Administration</b>								
P/R-Board of Supervisors	374	579	205	7,387	6,369	(1,018)	-16.0%	6,943
Payroll-Project Manager	3,582	2,167	(1,415)	27,784	23,837	(3,947)	-16.6%	26,000
ProfServ-Engineering	-	1,667	1,667	-	18,337	18,337	100.0%	20,000
ProfServ-Legal Services	273	1,467	1,194	3,825	16,137	12,312	76.3%	17,600
ProfServ-Mgmt Consulting	1,989	1,989	(0)	21,913	21,879	(34)	-0.2%	23,870
Auditing Services	-	-	-	8,170	7,740	(430)	-5.6%	7,740
Postage and Freight	39	65	26	277	715	438	61.2%	775
Insurance	-	-	-	51,099	45,026	(6,073)	-13.5%	45,026
Printing and Binding	6	72	66	181	792	611	77.2%	860
Legal Advertising	-	-	-	-	-	-	n/a	3
Miscellaneous Services	-	200	200	560	2,200	1,640	74.5%	2,399
Office Supplies	-	25	25	-	275	275	100.0%	300
<b>Total Administration</b>	<b>6,264</b>	<b>8,231</b>	<b>1,967</b>	<b>121,197</b>	<b>143,307</b>	<b>22,110</b>	<b>15.4%</b>	<b>151,516</b>
<b>Utility Services</b>								
ProfServ-Utility Billing	6,547	5,330	(1,217)	74,138	58,630	(15,508)	-26.5%	63,962
Electricity - General	7,534	4,750	(2,784)	70,541	52,250	(18,291)	-35.0%	57,000
Utility - Water & Sewer	387	292	(95)	5,038	3,212	(1,826)	-56.8%	3,500
Communication - Telephone	474	542	68	5,149	5,962	814	13.6%	6,500
Contracts-Other Services	31,386	27,926	(3,460)	284,556	307,186	22,630	7.4%	335,110
R&M-Sludge Hauling	11,172	6,385	(4,787)	93,076	70,235	(22,841)	-32.5%	76,620
Maintenance - Security Systems	-	146	146	-	1,606	1,606	100.0%	1,750
R&M-General	3,845	20,833	16,988	116,909	229,163	112,254	49.0%	250,000
Misc-Licenses & Permits	-	12	12	25	132	107	81.1%	140
Misc-Bad Debt	(2)	292	294	75	3,212	3,137	97.7%	3,500
Misc-Contingency	774	2,350	1,576	4,385	25,850	21,465	83.0%	28,202
Op Supplies - Chemicals	7,759	2,333	(5,426)	45,049	25,663	(19,386)	-75.5%	28,000
<b>Total Utility Services</b>	<b>69,876</b>	<b>71,191</b>	<b>1,315</b>	<b>698,941</b>	<b>783,101</b>	<b>84,160</b>	<b>10.7%</b>	<b>854,284</b>
<b>Total Expenses</b>	<b>76,140</b>	<b>79,422</b>	<b>3,282</b>	<b>820,137</b>	<b>926,408</b>	<b>106,271</b>	<b>11.5%</b>	<b>1,005,800</b>

**Enterprise Fund - Sewer Services**

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

For the Period Ending August 31, 2023

(91.67% 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)	284,167	284,163	(4)	0.0%	310,000
<b>Total Transfers Out</b>	<b>25,833</b>	<b>25,833</b>	<b>(0)</b>	<b>284,167</b>	<b>284,163</b>	<b>(4)</b>	<b>0.0%</b>	<b>310,000</b>
<b>Total Expenses &amp; Transfers</b>	<b>101,973</b>	<b>105,255</b>	<b>3,282</b>	<b>1,104,304</b>	<b>1,210,571</b>	<b>106,267</b>	<b>8.8%</b>	<b>1,315,800</b>
Net Profit (Loss)	<u>\$ 11,434</u>	<u>\$ 4,395</u>	<u>\$ 7,039</u>	<u>\$ 141,470</u>	<u>\$ (4,421)</u>	<u>\$ 145,891</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 August 31, 2023

(91.67% 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	\$ 19,813	\$ 19,833	\$ (20)	\$ 216,415	\$ 218,163	\$ (1,748)	-0.8%	\$ 238,000
Meter Fees	-	83	(83)	-	913	(913)	-100.0%	1,000
Interest - Investments	422	-	422	2,501	-	2,501	n/a	-
<b>Total Revenue / Other Sources</b>	<b>20,234</b>	<b>19,916</b>	<b>318</b>	<b>218,916</b>	<b>219,076</b>	<b>(160)</b>	<b>-0.1%</b>	<b>239,000</b>
<b>Expenses</b>								
<b>Administration</b>								
P/R-Board of Supervisors	87	135	48	1,720	1,485	(235)	-15.8%	1,616
Payroll-Project Manager	796	500	(296)	6,227	5,500	(727)	-13.2%	6,000
ProfServ-Engineering	-	443	443	-	4,873	4,873	100.0%	5,320
ProfServ-Legal Services	-	417	417	-	4,587	4,587	100.0%	5,000
ProfServ-Mgmt Consulting	196	196	1	2,154	2,156	2	0.1%	2,346
Auditing Services	-	-	-	1,900	1,800	(100)	-5.6%	1,800
Postage and Freight	-	15	15	2	165	164	99.1%	180
Insurance	-	-	-	3,829	3,374	(455)	-13.5%	3,374
Printing and Binding	2	17	16	9	187	178	95.2%	200
Legal Advertising	-	24	24	-	264	264	100.0%	285
Miscellaneous Services	-	46	46	-	506	506	100.0%	557
Office Supplies	-	5	5	-	55	55	100.0%	60
<b>Total Administration</b>	<b>1,080</b>	<b>1,798</b>	<b>718</b>	<b>15,841</b>	<b>24,952</b>	<b>9,111</b>	<b>36.5%</b>	<b>26,738</b>
<b>Utility Services</b>								
ProfServ-Utility Billing	485	395	(90)	5,492	4,345	(1,147)	-26.4%	4,738
Electricity - General	(1,687)	2,500	4,187	3,825	27,500	23,675	86.1%	30,000
Contracts-Other Services	1,794	2,069	275	20,587	22,759	2,172	9.5%	24,823
Utility - Water-Usage	3,957	3,667	(290)	19,552	40,337	20,785	51.5%	44,000
Utility-CCU Admin Fee	4	-	(4)	47	-	(47)	n/a	-
R&M-General	-	4,167	4,167	15,907	45,837	29,930	65.3%	50,000
Misc-Contingency	-	558	558	-	6,138	6,138	100.0%	6,701
Op Supplies - Chemicals	-	667	667	-	7,337	7,337	100.0%	8,000
<b>Total Utility Services</b>	<b>4,554</b>	<b>14,023</b>	<b>9,469</b>	<b>65,410</b>	<b>154,253</b>	<b>88,843</b>	<b>57.6%</b>	<b>168,262</b>
<b>Total Expenses</b>	<b>5,634</b>	<b>15,821</b>	<b>10,187</b>	<b>81,250</b>	<b>179,205</b>	<b>97,955</b>	<b>54.7%</b>	<b>195,000</b>



**Enterprise Fund - Irrigation Services**

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

For the Period Ending August 31, 2023

(91.67% 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	40,333	40,337	4	0.0%	44,000
<b>Total Transfers Out</b>	<b>3,667</b>	<b>3,667</b>	<b>0</b>	<b>40,333</b>	<b>40,337</b>	<b>4</b>	<b>0.0%</b>	<b>44,000</b>
<b>Total Expenses &amp; Transfers</b>	<b>9,300</b>	<b>19,488</b>	<b>10,188</b>	<b>121,584</b>	<b>219,542</b>	<b>97,958</b>	<b>44.6%</b>	<b>239,000</b>
Net Profit (Loss)	<u>\$ 10,934</u>	<u>\$ 428</u>	<u>\$ 10,506</u>	<u>\$ 97,332</u>	<u>\$ (466)</u>	<u>\$ 97,798</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 August 31, 2023

(91.67% 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	\$ -	\$ 27,500	\$ 27,500	\$ -	0.0%	\$ 30,000
Transfer In - Sewer Services	25,833	25,833	0	284,167	284,163	4	0.0%	310,000
Transfer In - Irrigation Services	3,667	3,667	(0)	40,333	40,337	(4)	0.0%	44,000
Interest - Investments	7,765	-	7,765	64,495	-	64,495	n/a	-
<b>Total Revenue / Other Sources</b>	<b>39,765</b>	<b>32,000</b>	<b>7,765</b>	<b>416,495</b>	<b>352,000</b>	<b>64,495</b>	<b>18.3%</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	-	27,500	27,500	100.0%	30,000
<b>Total Water Services</b>	<b>-</b>	<b>2,500</b>	<b>2,500</b>	<b>261,206</b>	<b>27,500</b>	<b>(233,706)</b>	<b>-849.8%</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	-	284,163	284,163	100.0%	310,000
<b>Total Sewer Services</b>	<b>-</b>	<b>25,833</b>	<b>25,833</b>	<b>207,625</b>	<b>284,163</b>	<b>76,538</b>	<b>26.9%</b>	<b>310,000</b>
<b>Irrigation Services</b>								
Reserves - Irrigation System	-	3,667	3,667	-	40,337	40,337	100.0%	44,000
<b>Total Irrigation Services</b>	<b>-</b>	<b>3,667</b>	<b>3,667</b>	<b>-</b>	<b>40,337</b>	<b>40,337</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>352,000</b>	<b>(116,831)</b>	<b>-33.2%</b>	<b>384,000</b>
Net Profit (Loss)	<u>\$ 39,765</u>	<u>\$ -</u>	<u>\$ 39,765</u>	(52,336)	-	(52,336)		-
Net Position as of Oct 01, 2022				1,968,100	1,968,100	-		1,968,100
Net Position as of Aug 31, 2023				<u>\$ 1,915,764</u>	<u>\$ 1,968,100</u>	<u>\$ (52,336)</u>		<u>\$ 1,968,100</u>

**Reserve Balances**

Reserve Name	Beg Bal.	Additions	Interest	Expenses	Ending Bal.
Water Services Reserve	\$375,083	\$27,500	\$6,476	\$261,206	\$147,853
Sewer Services Reserve	\$1,184,102	\$284,167	\$50,573	\$207,625	\$1,311,217
Irrigation Services Reserve	\$168,248	\$40,333	\$7,446	\$0	\$216,027
Emergency Reserve	\$240,667	\$0	\$0	\$0	\$240,667
<b>Total</b>	<b>\$1,968,100</b>	<b>\$352,000</b>	<b>\$64,495</b>	<b>\$468,831</b>	<b>\$1,915,764</b>

**Riverwood Community Development District**

*Financial Statements*

**Shared Services**

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

For the Period Ending August 31, 2023

(91.67% 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>	\$ 861	\$ 1,335	\$ 474	\$ 17,009	\$ 14,685	\$ (2,324)	-15.8%	\$ 16,000
Allocated to GF (Activity Ctr)	(108)	(167)	(59)	(2,128)	(1,837)	291	-15.8%	(2,000)
Allocated to Water	(148)	(229)	(81)	(2,920)	(2,519)	401	-15.9%	(2,745)
Allocated to Sewer	(374)	(579)	(205)	(7,387)	(6,369)	1,018	-16.0%	(6,943)
Allocated to Irrigation	(87)	(135)	(48)	(1,720)	(1,485)	235	-15.8%	(1,616)
<b>Balance in General Fund (Admin)</b>	<b>145</b>	<b>225</b>	<b>80</b>	<b>2,854</b>	<b>2,475</b>	<b>(379)</b>	<b>-15.3%</b>	<b>2,696</b>
<b>Total Payroll - Salaries</b>	\$ 55,838	\$ 36,144	\$ (19,694)	\$ 430,323	\$ 397,589	\$ (32,734)	-8.2%	\$ 433,719
Allocated to GF (Activity Ctr Salaries)	(3,366)	(2,055)	1,311	(26,007)	(22,605)	3,402	-15.1%	(24,656)
Allocated to GF (Activity Ctr Maint.)	(2,785)	(1,449)	1,336	(20,418)	(15,939)	4,479	-28.1%	(17,391)
Allocated to GF (Env. Srv. Gatehouse)	(30,899)	(20,467)	10,431	(243,327)	(225,142)	18,186	-8.1%	(245,609)
Allocated J. Mercer to Water	(2,785)	(1,667)	1,118	(21,556)	(18,337)	3,219	-17.6%	(20,000)
Allocated J. Mercer to Sewer	(3,582)	(2,167)	1,415	(27,784)	(23,837)	3,947	-16.6%	(26,000)
Allocated J. Mercer to Irrigation	(796)	(500)	296	(6,227)	(5,500)	727	-13.2%	(6,000)
Allocated to Beach Club- Attendants	(8,913)	(6,195)	2,718	(64,336)	(68,145)	(3,809)	5.6%	(74,339)
<b>Balance in General Fund (Admin)</b>	<b>2,712</b>	<b>1,644</b>	<b>(1,068)</b>	<b>20,667</b>	<b>18,084</b>	<b>(2,583)</b>	<b>-14.3%</b>	<b>19,724</b>
<b>Total Inframark Contract</b>	9,773	9,773	(0)	107,660	107,503	(157)	-0.1%	117,277
Allocated to Beach Club	(429)	(429)	0	(4,728)	(4,719)	9	-0.2%	(5,150)
Allocated to Water	(456)	(456)	0	(5,025)	(5,016)	9	-0.2%	(5,474)
Allocated to Sewer	(1,989)	(1,989)	0	(21,913)	(21,879)	34	-0.2%	(23,870)
Allocated to Irrigation	(196)	(196)	(1)	(2,154)	(2,156)	(2)	0.1%	(2,346)
<b>Balance in General Fund (Admin)</b>	<b>6,703</b>	<b>6,703</b>	<b>-</b>	<b>73,841</b>	<b>73,733</b>	<b>(108)</b>	<b>-0.1%</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**

**RESOLUTION 2023-07**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF RIVERWOOD COMMUNITY DEVELOPMENT DISTRICT AMENDING AND RESTATING THE RIVERWOOD COMMUNITY DEVELOPMENT DISTRICT RULES, INCLUDING AMENDMENTS TO RULES RELATING TO WATER AND SEWER RATES, FEES, AND CHARGES (APPENDIX A); PROVIDING FOR REPEAL OF PRIOR RESOLUTIONS IN CONFLICT; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Riverwood Community Development District (“District”) is authorized, pursuant to Section 190.012(3), *Florida Statutes*, to adopt and enforce appropriate rules following the procedures of Chapter 120, *Florida Statutes*, in connection with the provision of one or more services through its systems and facilities; and

**WHEREAS**, the District is authorized, pursuant to Section 190.011(10), *Florida Statutes*, to raise, by user charges or fees authorized by resolution of the board, amounts of money which are necessary for the conduct of the district activities and services and to enforce their receipt and collection in the manner prescribed by resolution not inconsistent with law; and

**WHEREAS**, the District is authorized, pursuant to Section 190.035, *Florida Statutes*, to prescribe, fix, establish, and collect rates, fees, rentals, or other charges, hereinafter sometimes referred to as “revenues,” and to revise the same from time to time, for the facilities and services furnished by the district, within the limits of the district, including, but not limited to, recreational facilities, water management and control facilities, and water and sewer systems; to recover the costs of making connection with any district facility or system; and to provide for reasonable penalties against any user or property for any such rates, fees, rentals, or other charges that are delinquent; and

**WHEREAS**, the District held a duly noticed public hearing on September 19, 2023, to consider the proposed amendments to the rules, and to hear comments and objections from the public; and

**WHEREAS**, the District has determined that the proposed rules and fees are just and reasonable and serve the best interests of the District.

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

**Section 1.** Findings of Fact. The foregoing whereas clauses are hereby adopted as findings of fact.

**Section 2.** Amended Rule Language. Appendix A, Water and Sewer Rates, Fees, and Charges, Section 1.5, Miscellaneous Fees and Charges, is hereby amended as follows:

**APPENDIX A Water and Sewer Rates, Fees, and Charges:**

**Section A.5 Miscellaneous Fees and Charges**

<u>Fee Description</u>	<u>Charge</u>
Deposit-New Account	\$300.00**
Deposit-Accounts with 3 or more delinquent payments	\$450.00**
Disconnect & Reconnect (each)	\$150.00
Disconnect & Reconnect, if after normal hours	\$200.00
Account Activation Fee	\$150.00
<u>Delinquent Payment Fee (single residential connection)</u>	<u>\$10 per month</u>
<u>Delinquent Payment Fee (commercial or multiple connections)</u>	<u>10% of amount billed</u>

**Section 3.** This Resolution shall repeal and replace all prior resolutions in conflict herewith.

**Section 4.** This Resolution and the amendments provided herein shall become effective upon adoption.

**PASSED AND DULY ADOPTED by the Riverwood Community Development District Board of Supervisors on this \_\_\_\_\_ day of \_\_\_\_\_, 2023.**

**RIVERWOOD COMMUNITY DEVELOPMENT DISTRICT BOARD OF SUPERVISORS**

By: \_\_\_\_\_  
**Mike Spillane, Chair**

Attest: \_\_\_\_\_  
 \_\_\_\_\_, Secretary

# **Seventh Order of Business**



**7A**

# **RIVERWOOD COMMUNITY DEVELOPMENT DISTRICT**

## **Annual Operating and Debt Service Budget**

**Fiscal Year 2024**

**Version 2 - Final Budget**

(Adopted at August 15, 2023 meeting)

**Table of Contents**

	<u>Page #</u>
<b><u>BUDGET OVERVIEW</u></b>	
General Fund	
Operations .....	1 3
Reserves .....	4 5
Narrative .....	6 9
 Beach Club Fund	
Operations .....	10
Reserves .....	11
Narrative .....	12 13
 Enterprise Fund (Breakdown By Service) .....	14
Water Services .....	15
Sewer Services .....	16
Irrigation Services.....	17
Reserves .....	18
Narrative .....	19 22
 Series 2018 Debt Service Fund .....	23 24
Narrative .....	25
 Assessment Comparison (FY2024 versus FY2023) .....	26

## RIVERWOOD COMMUNITY DEVELOPMENT DISTRICT Fiscal Year 2024 Budget

### GENERAL 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>								
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
<i><b>Total Administration</b></i>		<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
<i><b>Total Environmental Services</b></i>		<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**

<b>ACCT #</b>	<b>ACCOUNT DESCRIPTION</b>	<b>ACTUAL FY 2021</b>	<b>ACTUAL FY 2022</b>	<b>ADOPTED BUDGET FY 2023</b>	<b>ACTUAL THRU MAR-2023</b>	<b>PROJECTED APR - SEP-2023</b>	<b>TOTAL PROJECTED FY 2023</b>	<b>ANNUAL BUDGET FY2024</b>
	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	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>
<i>Debt Service</i>								
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

Date	Outstanding Principal	Principal Payments	Interest Rate	Interest Payments	ADS
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>									

---

# ***RIVERWOOD COMMUNITY DEVELOPMENT DISTRICT***

## **ANNUAL BUDGET REVIEW**

**FISCAL YEAR 2024**

**Meeting Date: September 19, 2024**

## 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?

- General Fund - Net Increase of \$153,526 or 19.10%
- 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	\$1,465.02	\$502.47
Debt Service	\$515.98	\$515.98	\$0
Total cost	\$1,478.53	\$1,981.00	<b>\$502.47</b>
Golf course	\$778.20	\$1,214.61	\$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
<b>Total reductions</b>	<b>\$483,678.36</b>	<b>\$319,235.60</b>

**7B.**

**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

**7C**

## 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.



# **Eighth Order of Business**

**8A**



# Berger, Toombs, Elam, Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue  
Suite 200  
Fort Pierce, Florida 34950

772/461-6120 // 461-1155  
FAX: 772/468-9278

August 17, 2023

Riverwood Community Development District  
Inframark Infrastructure Management Services  
210 North University Drive, Suite 702  
Coral Springs, FL 33071

## **The Objective and Scope of the Audit of the Financial Statements**

You have requested that Berger, Toombs, Elam, Gaines and Frank (“we”) audit the financial statements of Riverwood Community Development District, (the “District”), which comprise governmental activities and each major fund as of and for the years ended September 30, 2023, 2024, and 2025, which collectively comprise the basic financial statements. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter for the years ending September 30, 2023, 2024, and 2025.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users made on the basis of these financial statements. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

## **The Responsibilities of the Auditor**

We will conduct our audit in accordance with (GAAS). Those standards require that we comply with applicable ethical requirements. As part of an audit in accordance with GAAS, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

Fort Pierce / Stuart

Riverwood Community Development District  
August 17, 2023  
Page 2

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for the reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS.

We will maintain our independence in accordance with the standards of the American Institute of Certified Public Accountants and Generally Accepted Governmental Auditing Standards.

Riverwood Community Development District  
August 17, 2023  
Page 3

## **The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework**

Management is responsible for:

1. Identifying and ensuring that the District complies with the laws and regulations applicable to its activities, and for informing us about all known violations of such laws or regulations, other than those that are clearly inconsequential;
2. The design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the District involving management, employees who have significant roles in internal control, and others where the fraud could have a material effect on the financial statements; and
3. Informing us of its knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, analysts, regulators, short sellers, vendors, customers or others.

The Board is responsible for informing us of its views about the risks of fraud within the entity, and its knowledge of any fraud or suspected fraud affecting the entity.

Our audit will be conducted on the basis that management acknowledges and understands that it has responsibility:

1. To evaluate subsequent events through the date the financial statements are issued or available to be issued, and to disclose the date through which subsequent events were evaluated in the financial statements. Management also agrees that it will not conclude on subsequent events earlier than the date of the management representation letter referred to below;
2. For the design, implementation and maintenance of internal control relevant to the preparations of fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; and
3. To provide us with:
  - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements including information relevant to disclosures;
  - b. Draft financial statements, including information relevant to their preparation and fair presentation, when needed to allowed for the completion of the audit in accordance with the proposed timeline;

Riverwood Community Development District  
August 17, 2023  
Page 4

- c. Additional information that we may request from management for the purpose of the audit; and
- d. Unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence.

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit, including among other items:

1. That management has fulfilled its responsibilities as set out in the terms of this engagement letter; and
2. That it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

## Reporting

We will issue a written report upon completion of our audit of Riverwood Community Development District's financial statements. Our report will be addressed to the Board of Riverwood Community Development District. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

## Records and Assistance

During the course of our engagement, we may accumulate records containing data that should be reflected in the of Riverwood Community Development District books and records. The District will determine that all such data, if necessary, will be so reflected. Accordingly, the District will not expect us to maintain copies of such records in our possession.

The assistance to be supplied, including the preparation of schedules and analyses of accounts, has been discussed and coordinated with an Inframark Accountant. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report, which must be completed and filed with the Auditor General within nine (9) months after the end of the fiscal year. If the information is timely provided, the District shall receive a draft by May 15, 2024, and if the draft is timely reviewed by Management, the District shall receive the final audit by June 15, 2024.

## Other Relevant Information

In accordance with Government Auditing Standards, a copy of our most recent peer review report has been provided to you, for your information.

Riverwood Community Development District  
August 17, 2023  
Page 5

Either party may unilaterally terminate this agreement, with or without cause, upon sixty (60) days written notice subject to the condition that the District will pay all invoices for services rendered prior to the date of termination.

### **Fees, Costs and Access to Workpapers**

Our fees for the services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement, plus direct expenses. Invoices for fees will be submitted in sufficient detail to demonstrate compliance with the terms of this engagement. Billings are due upon submission. Our fee for the services described in this letter for the year ending September 30, 2023 will not exceed \$7,935, unless the scope of the engagement is changed, the assistance which of Riverwood Community Development District has agreed to furnish is not provided, or unexpected conditions are encountered, in which case we will discuss the situation with you before proceeding. Our fee for the services described in this letter for the years ended September 30, 2024 and 2025 will not exceed \$7,935. All other provisions of this letter will survive any fee adjustment.

In the event we are requested or authorized by of Riverwood Community Development District or are required by government regulation, subpoena, or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for of Riverwood Community Development District, of Riverwood Community Development District will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The audit documentation for this engagement is the property of Berger, Toombs, Elam, Gaines, & Frank and constitutes confidential information. However, you acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs, and the U.S. Government Accountability Office shall have access to the audit documentation upon their request and that we shall maintain the audit documentation for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency.

Access to requested documentation will be provided under the supervision of Berger, Toombs, Elam, Gaines, & Frank audit personnel and at a location designated by our Firm.

Riverwood Community Development District  
August 17, 2023  
Page 6

### **Information Security – Miscellaneous Terms**

Berger, Toombs, Elam, Gaines & Frank is committed to the safe and confidential treatment of Riverwood Community Development District's proprietary information. Berger, Toombs, Elam, Gaines & Frank is required to maintain the confidential treatment of client information in accordance with relevant industry professional standards which govern the provision of services described herein. of Riverwood Community Development District agrees that it will not provide Berger, Toombs, Elam, Gaines & Frank with any unencrypted electronic confidential or proprietary information, and the parties agree to utilize commercially reasonable measures to maintain the confidentiality of Riverwood Community Development District's information, including the use of collaborate sites to ensure the safe transfer of data between the parties.

If any term or provision of this engagement letter is determined to be invalid or unenforceable, such term or provision will be deemed stricken and all other terms and provisions will remain in full force and effect.

Because Berger, Toombs, Elam, Gaines & Frank will rely on of Riverwood Community Development District and its management and Board of Supervisors to discharge the foregoing responsibilities, of Riverwood Community Development District holds harmless and releases Berger, Toombs, Elam, Gaines & Frank, its partners, and employees from all claims, liabilities, losses and costs arising in circumstances where there has been a known misrepresentation by a member of Riverwood Community Development District's management, which has caused, in any respect, Berger, Toombs, Elam, Gaines & Frank's breach of contract or negligence. This provision shall survive the termination of this arrangement for services.

This letter constitutes the complete and exclusive statement of agreement between Berger, Toombs, Elam, Gaines, & Frank and of Riverwood Community Development District, superseding all proposals, oral or written, and all other communications, with respect to the terms of the engagement between the parties.





Riverwood Community Development District  
August 17, 2023  
Page 7

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

Sincerely,

*Berger Toombs Elam  
Gaines & Frank*

BERGER, TOOMBS, ELAM, GAINES & FRANK  
J. W. Gaines, CPA

Confirmed on behalf of the addressee:

\_\_\_\_\_  
  
\_\_\_\_\_

6815 Dairy Road  
Zephyrhills, FL 33542

813.788.2155  
[BodinePerry.com](http://BodinePerry.com)

### Report on the Firm's System of Quality Control

To the Partners of  
Berger, Toombs, Elam, Gaines & Frank, CPAs, PL  
and the Peer Review Committee of the Florida Institute of Certified Public Accountants

November 30, 2022

We have reviewed the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs, PL (the firm), in effect for the year ended May 31, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [aicpa.org/prsummary](http://aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

#### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

#### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control, and the firm's compliance therewith based on our review.

#### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

#### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs, PL, in effect for the year ended May 31, 2022, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Berger, Toombs, Elam, Gaines & Frank, CPAs, PLC, has received a peer review rating of *pass*.

*Bodine Perry*

Bodine Perry

(BERGER\_REPORT22)

**ADDENDUM TO ENGAGEMENT LETTER BETWEEN BERGER, TOOMBS,  
ELAM, GAINES AND FRANK AND RIVERWOOD  
COMMUNITY DEVELOPMENT DISTRICT  
(DATED AUGUST 17, 2023)**

**Public Records.** Auditor shall, pursuant to and in accordance with Section 119.0701, Florida Statutes, comply with the public records laws of the State of Florida, and specifically shall:

- a. Keep and maintain public records required by the District to perform the services or work set forth in this Agreement; and
- b. Upon the request of the District's custodian of public records, provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law; and
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Agreement if the Auditor does not transfer the records to the District; and
- d. Upon completion of the Agreement, transfer, at no cost to the District, all public records in possession of the Auditor or keep and maintain public records required by the District to perform the service or work provided for in this Agreement. If the Auditor transfers all public records to the District upon completion of the Agreement, the Auditor shall destroy any duplicate public records that are exempt or confidential and exempt from public disclosure requirements. If the Auditor keeps and maintains public records upon completion of the Agreement, the Auditor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the District, upon request from the District's custodian of public records, in a format that is compatible with the information technology systems of the District.

Auditor acknowledges that any requests to inspect or copy public records relating to this Agreement must be made directly to the District pursuant to Section 119.0701(3), Florida Statutes. If notified by the District of a public records request for records not in the possession of the District but in possession of the Auditor, the Auditor shall provide such records to the District or allow the records to be inspected or copied within a reasonable time. Auditor acknowledges that should Auditor fail to provide the public records to the District within a reasonable time, Auditor may be subject to penalties pursuant to Section 119.10, Florida Statutes.

**IF THE AUDITOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AUDITOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT/CONTRACT, THE AUDITOR MAY CONTACT THE CUSTODIAN OF PUBLIC RECORDS FOR THE DISTRICT AT:**

**INFRAMARK  
INFRASTRUCTURE MANAGEMENT SERVICES  
210 NORTH UNIVERSITY DRIVE, SUITE 702  
CORAL SPRINGS, FL 33071  
TELEPHONE: 954-603-0033  
EMAIL: \_\_\_\_\_**

**E-VERIFY REQUIREMENTS.** Auditor shall comply with and perform all applicable provisions of Section 448.095, *Florida Statutes*. Accordingly, beginning January 1, 2021, to the extent required by Florida Statute, Auditor shall register with and use the United States Department of Homeland Security's E-Verify system to verify the work authorization status of all newly hired employees. The District may terminate this Agreement immediately for cause if there is a good faith belief that the Auditor has knowingly violated Section 448.091, Florida Statutes.

If the Auditor anticipates entering into agreements with a subcontractor for the Work, Auditor will not enter into the subcontractor agreement without first receiving an affidavit from the subcontractor regarding compliance with Section 448.095, *Florida Statutes*, and stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. Auditor shall maintain a copy of such affidavit for the duration of the agreement and provide a copy to the District upon request.

In the event that the District has a good faith belief that a subcontractor has knowingly violated Section 448.095, *Florida Statutes*, but the Auditor has otherwise complied with its obligations hereunder, the District shall promptly notify the Auditor. The Auditor agrees to immediately terminate the agreement with the subcontractor upon notice from the District. Further, absent such notification from the District, the Auditor or any subcontractor who has a good faith belief that a person or entity with which it is contracting has knowingly violated s. 448.09(1), Florida Statutes, shall promptly terminate its agreement with such person or entity.

By entering into this Agreement, the Auditor represents that no public employer has terminated a contract with the Auditor under Section 448.095(2)(c), *Florida Statutes*, within the year immediately preceding the date of this Agreement.

**Auditor: J.W. Gaines**

**District: Riverwood CDD**

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

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

**Title: Director**

**Title:** \_\_\_\_\_

**Date: August 17, 2023**

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

**8B**

## **AGREEMENT FOR LANDSCAPE MAINTENANCE SERVICES**

This **AGREEMENT FOR LANDSCAPE MAINTENANCE SERVICES** (“Agreement”) is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2023, by and between **RIVERWOOD COMMUNITY DEVELOPMENT DISTRICT**, a community development district established pursuant to Chapter 190, Florida Statutes (“District”) and **MID-ATLANTIC PROPERTY SERVICES, LLC** (“Contractor”).

**WHEREAS**, the District issued RFP #2023-04 seeking to procure a qualified vendor to provide landscape maintenance services;

**WHEREAS**, the Contractor was selected as the successful proposer;

**WHEREAS**, the parties desire to enter into an agreement in accordance with the terms of the RFP.

**NOW, THEREFORE**, in consideration of the promises and the mutual covenants contained herein, the receipt and sufficiency of which are hereby acknowledged, and subject to the terms and conditions hereof, the parties hereto, intending to be legally bound, do hereby find, determine, promise and agree as follows:

### 1. DESCRIPTION OF WORK AND SERVICES.

- A. The RFP, all addenda to the RFP, and Contractor’s proposal (collectively, the “Contract Documents”) shall be attached hereto as Exhibit “A,” and the terms and provisions contained therein shall be incorporated into this Agreement as if fully stated herein. To the extent there is conflict between the terms and provisions of the Contract Documents, this Agreement shall prevail over the RFP and addenda thereto, which shall prevail over the Contractor’s proposal. The Contractor agrees to diligently provide all necessary labor, services, materials, equipment, tools, consumables, and skills to perform the services as described in the Contract Documents (the “Work”). To the extent such services are needed, such services will be provided at an additional cost to the District.
- B. Contractor shall provide District with the services identified in this Agreement commencing October 1, 2023 (“Commencement Date”).
- C. While providing the services identified in this Agreement, Contractor shall assign such staff as may be required, and such staff shall be responsible for coordinating, expediting, and controlling all aspects to assure completion of the services. All work to be performed within the scope of these specifications contained herein shall be strictly managed, executed, and performed by Contractor using experienced personnel. Contractor shall solely be responsible for the means, manner and methods by which its duties, obligations and responsibilities are met to the satisfaction of District.
- D. The Contractor shall be responsible for obtaining any necessary permits. The District shall provide to the Contractor any information required to obtain the permits.

- E. Contractor shall have a non-exclusive license to store its equipment on District property at a location to be determined by the District (the "Storage Site"), as may be modified from time to time in the sole discretion of the District, subject to the following terms:
- i. The Storage Site will be used solely for the purposes of storing equipment in accordance with the terms described herein. If these terms are violated, the District may immediately terminate Contractor's license to use the Storage Site.
  - ii. Contractor shall not permit any use of Storage Site in any manner that would obstruct or interfere with any of the District's functions or duties.
  - iii. The Contractor will use and occupy Storage Site in a careful and proper manner, and not commit waste thereon. Contractor will not cause, or allow to be caused, any nuisance or objectionable activity of any nature on the Storage Site. The Contractor will not use or occupy the Storage Site for any unlawful purpose and will, at Contractor's sole cost and expense, conform to and obey any present or future ordinance and/or rules, regulations, requirements and orders of governmental authorities or agencies respecting the use and occupation of the Storage Site.
  - iv. The Contractor shall keep the Storage Site in good order and condition. The Contractor must promptly repair any damage to the Storage Site.
  - v. The Contractor shall give immediate notice to the District in case of fire, casualty, accident or defects in the Storage Site or any fixtures or equipment located thereon or therein.
  - vi. At the end of the term of this Agreement, or sooner if the license is terminated, the Contractor shall immediately surrender the Storage Site to the District in the same good order and condition as the property was on the commencement of this Agreement. There shall be no hold over and continuation of any business of the Contractor after the end of the term of this Agreement. Upon expiration of the Agreement, the District shall be entitled to take possession of and/or dispose of any equipment of the Contractor remaining on the Storage Site.
  - vii. The Contractor shall also be permitted to utilize District equipment to transport its equipment as needed, with notice to the District. Any damage done to District equipment shall be the responsibility of the Contractor.
  - viii. If Contractor refuses or neglects to repair property and/or equipment as required hereunder and to the sole satisfaction of the District as soon as reasonably possible after written demand, the District may make such repairs without liability to Contractor for any loss or damage that may accrue to the Contractor's equipment or other property or to Contractor's business thereof, and upon completion, the Contractor shall pay the District's costs for making such repairs plus twenty percent (20%) for overhead upon presentation of supporting invoices.
- F. District shall notify Contractor of any enhancement projects and such projects shall be prioritized between the District and the Contractor. The labor and consulting services for any enhancement project shall be included in this Agreement. To the extent that any additional materials are necessary to complete an enhancement project, such materials are outside the scope of the Work and may be purchased directly by the District.



2. **MANNER OF CONTRACTOR’S PERFORMANCE.** Contractor agrees, as an independent contractor, to undertake the Work and/or perform such services as specified in this Agreement. All Work shall be performed in a neat and professional manner reasonably acceptable to District and shall be in accordance with industry standards in Charlotte County, Florida. The performance of all services by Contractor under this Agreement and related to this Agreement shall conform to any written instructions issued by District.

- A. Contractor agrees that District shall not be liable for the payment of any other work or services unless District authorizes Contractor, in writing, to perform such work.
- B. District shall designate in writing a person to act as District’s representative with respect to the services to be performed under this Agreement. District hereby designates John Mercer, Project Coordinator to act as its representative.
- C. Contractor shall use all due care to protect the property of District, its residents, and landowners from damage. Contractor agrees to repair any damage resulting from Contractor’s activities and work within twenty-four (24) hours.

3. **COMPENSATION; TERM.**

- A. This Agreement shall commence on the Commencement Date and shall terminate on September 30, 2025, unless extended by written agreement of the Parties or terminated earlier by either party as provided herein. Either party may terminate this Agreement for convenience upon a minimum of ninety (90) days prior written notice.
- B. The agreed upon rate for the Work is \$18,500.00 per month, which shall include general landscape maintenance services and up to eighty (80) hours per month of labor for enhancement projects. Any services requiring additional compensation must receive prior written authorization from the District.
- C. Contractor shall render monthly invoices to District, in writing, which shall be delivered or mailed to District by the fifth (5th) day of the next succeeding month. These monthly invoices are due and payable within thirty (30) days of receipt by District. Each monthly invoice will include such supporting information as District may reasonably require Contractor to provide. Contractor shall maintain records conforming to usual accounting practices.

4. **INSURANCE.** Before performing any Work pursuant to this Agreement, Contractor shall procure and maintain, during the life of the Agreement, unless otherwise specified, insurance as specified.

5. **INDEMNIFICATION/HOLD HARMLESS.** Contractor does hereby indemnify and hold harmless the District, its officers, agents, and employees, and the Riverwood Community Association, Inc, and its officers agents and employees, from liabilities, damages, losses and costs, including but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness or intentional wrongful misconduct of Contractor and persons or entities employed or utilized by Contractor in the performance of this Agreement.

In any and all claims against the District or any of its agents, officers or employees, or against the Riverwood Community Association, Inc., or any of its agents, officers or employees, by Contractor, any employee of Contractor, any subcontractor, anyone directly or indirectly employed by any of the them, or anyone for whose acts any of them may be liable, the indemnification obligation under the previous paragraph shall not be limited in any way as to the amount or type of damages, compensation or benefits payable by or for Contractor or any subcontractor under workers' compensation acts, disability benefit acts, or other employee benefit acts.

6. **COMPLIANCE WITH GOVERNMENTAL REGULATION.** Contractor shall keep, observe, and perform all requirements of applicable local, State, and Federal laws, rules, regulations, or ordinances. If Contractor fails to notify District in writing within five (5) days of the receipt of any notice, order, required to comply notice, or a report of a violation or an alleged violation, made by any local, State, or Federal governmental body or agency or subdivision thereof with respect to the services being rendered under this Agreement or any action of Contractor or any of its agents, servants, employees, or materialmen, or with respect to terms, wages, hours, conditions of employment, safety appliances, or any other requirements applicable to provision of services, or fails to comply with any requirement of such agency within five (5) days after receipt of any such notice, order, request to comply notice, or report of a violation or an alleged violation, District may terminate this Agreement, such termination to be effective upon the giving of notice of termination.

7. **DEFAULT AND PROTECTION AGAINST THIRD PARTY INTERFERENCE.** A default by either party under this Agreement shall entitle the other to all remedies available at law or in equity, which may include, but not be limited to, the right of damages, injunctive relief, and/or specific performance. District shall be solely responsible for enforcing its rights under this Agreement against any interfering third party. Nothing contained in this Agreement shall limit or impair District's right to protect its rights from interference by a third party to this Agreement.

8. **ASSIGNMENT.** Neither District nor Contractor may assign this Agreement without the prior written approval of the other party.

9. **INDEPENDENT CONTRACTOR STATUS.** In all matters relating to this Agreement, Contractor shall be acting as an independent contractor. This Agreement does not create an employee/employer relationship between the parties. It is the intent of the parties that Contractor is an independent contractor under this Agreement and not District's employee for all purposes, including but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the State Workers' Compensation Act, and the State unemployment insurance law. Contractor shall retain sole and absolute discretion in the judgment of the manner and means of carrying out Contractor's activities and responsibilities hereunder provided, further that administrative procedures applicable to services rendered under this Agreement shall be those of Contractor, which policies of Contractor shall not conflict with District, or other government policies, rules or regulations relating to the use of Contractor's funds provided for herein. Contractor agrees that it is a separate and independent enterprise from District, that it has full opportunity to find other business, that it has made its own investment in its business, and that it will utilize a high level of skill necessary to perform the work. This Agreement shall not be construed as creating any joint employment relationship between Contractor and District and District will not be liable for any obligation

incurred by Contractor, including but not limited to unpaid minimum wages and/or overtime premiums. Contractor shall not incur expenses on behalf of District, enter into any contract on behalf of District, either written or oral, or in any other way attempt to obligate or bind District except upon the express prior written approval of District.

10. **PUBLIC RECORDS.** To the extent applicable, Contractor shall comply with the requirements of Florida's Public Records laws, specifically including the following:

- a. Contractor shall keep and maintain public records required by the District in order to perform the service;
- b. Upon request from the District, Contractor shall provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Florida Statutes, Chapter 119, or as otherwise provided by law;
- c. Contractor shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if the Contractor does not transfer the records to the District;
- d. Contractor shall upon completion of the Agreement, transfer, at no cost, to the District all public records in possession of the Contractor or keep and maintain public records required by the District to perform the service. If the Contractor transfers all public records to the District upon completion of the Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon the completion of the Agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the District, upon request from the District's custodian of public records, in a format that is compatible with the information technology systems of the District; and
- e. Contractor acknowledges that all information relating to the Agreement are public records, as defined in Chapter 119, "Public Records" of the Florida Statutes. No information should be labeled confidential unless exempted under said laws.

**IF CONTRACTOR HAS QUESTIONS REGARDING THE  
APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO  
CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS  
RELATING TO THIS AGREEMENT, CONTRACTOR SHOULD  
CONTACT THE CUSTODIAN OF PUBLIC RECORDS, SANDRA  
DEMARCO, AT (954) 282-0081; 210 NORTH UNIVERSITY  
DRIVE, SUITE 702, CORAL SPRINGS, FLORIDA 33071;  
Sandra.Demarco@inframark.com**

11. **E-VERIFY.** Section 448.09, Florida Statutes, makes it unlawful for any person to knowingly employ, hire, recruit, or refer, for private or public employment, an alien who is not duly authorized to work in the United States. Section 448.095, Florida Statutes, prohibits public employers, contractors, and subcontractors from entering into a contract unless each party to the contract registers and uses E-Verify. The Contractor hereby represents that it is in compliance with the requirements of Sections 448.09 and 448.095, Florida Statutes. The Contractor further

represents that it will remain in compliance with the requirements of Sections 448.09 and 448.095, Florida Statutes, during the term of this Agreement. The Contractor hereby warrants that it has not had a contract terminated by a public employer for violating Section 448.095, Florida Statutes, within the year preceding the effective date of this Agreement. If the Contractor has a contract terminated by a public employer for any such violation during the term of this Agreement, it shall provide immediate notice thereof to the District.

12. SEVERABILITY. In the event any term or provision of this Agreement be determined by appropriate judicial authority to be illegal or otherwise invalid, such provision shall be given the nearest legal meaning or be construed as deleted as such authority determines, and the remainder of this Agreement shall be construed to be in full force and effect.

13. COMPLETE AGREEMENT. This Agreement (and any exhibits or proposals expressly incorporated herein) constitutes the entire and complete agreement between the parties hereto and supersedes all prior correspondence, discussions, agreements and understandings between the parties hereto relating to the matters herein contained.

14. WAIVER. A waiver of any breach of any provision of this Agreement shall not constitute or operate as a waiver of any breach of such provision of any other provisions, nor shall any failure to enforce any provision hereof operate as a waiver of such provision or of any other provisions.

15. MODIFICATIONS. This Agreement may not be amended or modified in any manner other than by an Agreement in writing signed by all of the parties hereto.

16. FLORIDA LAWS. This Agreement shall be construed, governed and interpreted in accordance with the laws of the State of Florida.

17. NOTICE. Where notice is required to be provided under this Agreement, notice shall be deemed sent upon transmittal of the notice by U.S. Mail to the other party at the address listed below and shall be deemed received upon actual receipt:

To Owner: Riverwood Community Development District  
c/o District Manager  
5911 Country Lakes Drive  
Fort Myers, Florida 33905

With a copy to: Blalock Walters, P.A.  
c/o Scott Rudacille, Esq.  
802 11<sup>th</sup> Street West  
Bradenton, Florida 34205

To Contractor: Mid-Atlantic Property Services, LLC  
c/o Justin Caple

---

---

18. COUNTERPARTS. This Agreement may be executed simultaneously in two (2) or more counterparts, each of which shall deemed to be original, but all or which together shall constitute one and the same instrument.

19. VENUE, PREVAILING PARTY ATTORNEY’S FEES AND COSTS. In the event of litigation arising out of either party’s obligations under this Agreement, venue shall lie in Charlotte County, Florida and the prevailing party shall be entitled to recover its attorney’s fees and costs from the non-prevailing party, including but not limited to trial level fees, bankruptcy fees and appellate fees.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement as of the date first above written.

**DISTRICT:**

**RIVERWOOD COMMUNITY  
DEVELOPMENT DISTRICT**

ATTEST:

\_\_\_\_\_  
Secretary/Assistant Secretary

By: \_\_\_\_\_  
Michael Spillane, Chairperson

**CONTRACTOR:**

**MID-ATLANTIC PROPERTY SERVICES,  
LLC**

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_





**Board of Supervisors  
Riverwood Community Development District (CDD)  
4250 Riverwood Drive  
Port Charlotte, FL 33953**

**RE: LANDSCAPE PROPOSAL OF JULY 24, 2023 FOR THE  
RIVERWOOD COMMUNITY DEVELOPMENT DISTRICT**

**Dear Members of the Board,**

**As the President and sole owner of Mid-Atlantic Property Services LLC (hereinafter “Mid-Atlantic”), I would like to first thank the Riverwood Community Development District (hereinafter “CDD”) and residents thereof for providing my company the opportunity to serve this elite community since the Spring of this year. It has been a real pleasure working with the Board to serve the needs of the residents.**

**I. Direct Point-of-Contact**

**I truly appreciate the opportunity to once again submit my proposal for the care, maintenance and improvement of Riverwood CDD lands.**

**Please know that, should you select my company to fulfill this contract, I will personally be available to serve as your primary point-of-contact,**

**including Monday through Saturday to address the community's needs: Any questions, requests and enhancement projects will be handled directly by me together with Mr. John Mercer and/or the CDD supervisor liaison and committee.**

## **II. Improvement Mission**

**Our company's mission is to maintain and improve the CDD lands, ultimately to beautify the appearance of the grounds, enrich the health of the plants, and highlight the landscape aesthetics for the Riverwood community.**

## **III. History of Care**

**The Board may recall that, under the terms of Mid-Atlantic's existing contract with the CDD, our company was initially hired to maintain the CDD common grounds and roadways. Thereafter, our work progressed to the maintenance of several RCA parcels, which expanded to approximately five acres of RCA lands. Our company accommodated the additional work with ease and success and, if given the opportunity, welcomes invitation to plan further enhancement within the Riverwood community.**

**Concerning the growth of services within the CDD community specifically, the scope of our work over the past three months expanded**



to include inspecting and making necessary repairs to irrigation controllers, valves, and sprinkler heads, resulting in, by all accounts, the irrigation system working finer than it had in years. I note that some irrigation zones had not operated in at least a year and half, and possibly longer. Our company was tenacious and persevered to search and locate valves and controllers for which there was not an accurate map available to us. Even so, this work was completed within the scope of the allotted additional hours within our contract terms with the CDD as part of the monthly agreement for enhancements, with no additional charge to the community. I further note that materials were billed to the CDD at cost with an awareness to save the community financial resources.

#### **IV. Fertilization, Pesticides and Herbicides**

Mid-Atlantic is in the process of attaining pesticide and fertilization licenses so that we can work with implementing a treatment/feeding schedule as recommended by the University of Florida Department of Horticulture (UFDH) in conjunction with the Landscape Committee. Absent Mid-Atlantic holding this license, we will initially contract with a local company to treat the turf and plants on a per-needed basis – until the fertilization licensing issue is resolved.

Please know that I have extensive training and practical knowledge in organic plant and soil health. If the Board so desires, I would like to

**work with UFDH to develop and implement an organic-based feeding program for the plants, turf, and soil within Riverwood in an effort to reduce and/or eventually eliminate the use of herbicides and pesticides within the community.**

#### **V. Trimming**

**We have followed the recommendations of the UFDH to reduce the trimming of certain shrubs and plants, thereby reducing stress, increasing plant vitality, and encouraging blooms on plants which have not bloomed in years as a result of over trimming and/or untimely trimming.**

#### **VI. Further Enhancements**

**One of the most significant enhancement projects completed earlier this year by Mid-Atlantic was to finally solve the street flooding and drainage issues that plagued Club Drive since its inception (for decades). Mid-Atlantic provided the labor and oversight to resolve the road flooding. More enhancements will be completed in conjunction with the Manager and appropriate committees to further complete this project.**

**Additionally, numerous enhancements to the campus complex were made since May: storm-damaged fences and gates have also been repaired, damaged structures demolished, and additional drainage**

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.

## VIII. Boutique Presence

A full-time presence within the gates of Riverwood allows our company to respond to emergencies (such as occurred when a tree fell and blocked a roadway on a Sunday, such tree removed within 15 minutes of notification of the problem). One of the smallest – yet most significant – changes that we have made to the community is the Mid-Atlantic crew(s) providing an end-of-day patrol around the community to pick-up trash, palm fronds, and other vegetative debris which falls each day. This attention to minute details is an advantage that a boutique servicing company like Mid-Atlantic can offer, with our most personal and caring touch.

Respectfully,

**MID-ATLANTIC PROPERTY SERVICES, LLC**

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

**Justin M. Caple**

**President**

# **Ninth Order of Business**

**9A**

**9Ai**



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>		
------------------------	--	--

- (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			
-----------	--	--	--

Net Due 30 Days

\$124,041			
-----------	--	--	--

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



**9Aii.**



ESTIMATE	#4106-3
ESTIMATE DATE	Jul 21, 2023
SERVICE DATE	Sep 6, 2023
<b>TOTAL</b>	<b>\$97,000.00</b>

## 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
Daiki Pro - 5 Ton 3 Phase Commercial Split System 5 Ton Daikin Pro 13 Seer2 3-Phase Straight Cool with Electric Heater  Labor and Materials Included * A/H Model: ARUF61D14 - Single Phase Measurement 58 x 21 x 24.5 * C/U Model: DX13SA0603 - 3 Phase * Electric Heater * Thermostat Honeywell -T4 * Safety Switches ss2/ss3 * Drain Pan * Locking Caps * Hurricane straps  ***Roman Air-Package*** A) Two Yearly Visits Maintenance Reg. \$182 Free	8.0	\$9,497.00	\$75,976.00
Daikin Pro - 3 Ton 3 Phase Commercial Split System 3 Ton Daikin 13 seer2 Pro 3-phase Straight Cool with Electric Heater  Labor and Materials Included	1.0	\$8,497.00	\$8,497.00

- \* A/H Model: ARUF37D14
- \* C/U Model: DX13SA0363
- \* 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

Transferable Warranty Included:

- \* 5 Years Parts
- \* 5 Years Compressor
- \* 1 Years Labor (24/7 Emergency Service Included)

---

Materials - Copper Lineset 7/8 x 3/8 up to 100ft	9.0	\$1,400.00		\$12,600.00
--	-----	------------	--	-------------

Includes:  
 7/8x3/8 copper  
 Armaflex  
 New thermostat wire

---

Service - Labor and Materials	9.0	\$800.00		\$7,200.00
-------------------------------	-----	----------	--	------------

New 3 phase Hight voltage wires for condenser unit  
 New 3 phase Disconnect box for condenser unit  
 New 3 phase Breaker for condenser unit

Services subtotal: \$104,273.00

Materials	qty	unit price		amount
-----------	-----	------------	--	--------

Permit - City of North Port	1.0	\$150.00		\$150.00
-----------------------------	-----	----------	--	----------

City of North Port

Materials subtotal: \$150.00

		Subtotal		\$104,423.00
--	--	----------	--	--------------

		Riverwood special		- \$7,423.00
--	--	-------------------	--	--------------

---

		<b>Total</b>		<b>\$97,000.00</b>
--	--	--------------	--	--------------------

Signature: \_\_\_\_\_

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

Please see our terms and conditions

**9B**

**9Bi**

**DeClercq Construction INC**

1373 Kruppa Ave  
 Sarasota, FL 34239 US  
 +1 9144683277  
 mike@kingconcrete.net

**Estimate**

ADDRESS  
 John Mercer  
 4250 Riverwood Dr  
 Port Charlotte, FL 33953

ESTIMATE 1400  
 DATE 09/08/2023

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Extend current concrete AC slab	-extent current AC concrete pad to be a 12'x12' slab -install a 1'x12' 16" deep footer and 1.5'x12' 16" deep footer -fill in middle area with gravel and pour 4" thick 5'x12' concrete slab -use a light broom finish	1	4,200.00	4,200.00
TOTAL				<b>\$4,200.00</b>

Accepted By

Accepted Date

**9C**



**9Ci**



## Egis Insurance & Risk Advisors

Is pleased to provide a

Proposal of Insurance Coverage for:

### Riverwood Community Development District

Please review the proposed insurance coverage terms and conditions carefully.

Written request to bind must be received prior to the effective date of coverage.

The brief description of coverage contained in this document is being provided as an accommodation only and is not intended to cover or describe all Coverage Agreement terms. For more complete and detailed information relating to the scope and limits of coverage, please refer directly to the Coverage Agreement documents. Specimen forms are available upon request.

## About FIA

Florida Insurance Alliance (“FIA”), authorized and regulated by the Florida Office of Insurance Regulation, is a non-assessable, governmental insurance Trust. FIA was created in September 2011 at a time when a large number of Special Taxing Districts were having difficulty obtaining insurance.

Primarily, this was due to financial stability concerns and a perception that these small to mid-sized Districts had a disproportionate exposure to claims. Even districts that were claims free for years could not obtain coverage. FIA was created to fill this void with the goal of providing affordable insurance coverage to Special Taxing Districts. Today, FIA proudly serves and protects nearly 1,000 public entity members.

### Competitive Advantage

FIA allows qualifying Public Entities to achieve broad, tailored coverages with a cost-effective insurance program. Additional program benefits include:

- Insure-to-value property limits with no coinsurance penalties
- First dollar coverage for “alleged” public official ethics violations
- Proactive in-house claims management and loss control department
- Risk management services including on-site loss control, property schedule verification and contract reviews
- Complimentary Property Appraisals
- Online Risk Management Education & Training portal
- Online HR & Benefits Support portal
- HR Hotline
- Safety Partners Matching Grant Program

### How are FIA Members Protected?

FIA employs a conservative approach to risk management. Liability risk retained by FIA is fully funded prior to the policy term through member premiums. The remainder of the risk is transferred to reinsurers. FIA’s primary reinsurers, Lloyds of London and Hudson Insurance Company, both have AM Best A XV (Excellent) ratings and surplus of \$2Billion or greater.

In the event of catastrophic property losses due to a Named Storm (i.e., hurricane), the program bears no risk as all losses are passed on to the reinsurers.

### What Are Members Responsible For?

As a non-assessable Trust, our members are only responsible for two items:

- Annual Premiums
- Individual Member Deductibles

FIA Bylaws prohibit any assessments or other fees.

**Additional information regarding FIA and our member services can be found at [www.fia360.org](http://www.fia360.org).**

Quotation being provided for:

**Riverwood Community Development District**  
**c/o Inframark Management Services - Coral Springs 210 N. University Drive, Suite 702**  
**Coral Springs, FL 33071**

**Term: October 1, 2023 to October 1, 2024**

**Quote Number: 100123861**

**PROPERTY COVERAGE**

**SCHEDULE OF COVERAGES AND LIMITS OF COVERAGE**

<b>COVERED PROPERTY</b>	
Total Insured Values –Building and Contents – Per Schedule on file totalling	\$6,727,839
Loss of Business Income	\$1,000,000
Additional Expense	\$1,000,000
<b>Inland Marine</b>	
Scheduled Inland Marine	\$210,000

It is agreed to include automatically under this Insurance the interest of mortgagees and loss payees where applicable without advice.

	<b>Valuation</b>	<b>Coinsurance</b>
Property	Replacement Cost	None
Inland Marine	Actual Cash Value	None

<b>DEDUCTIBLES:</b>		
	\$1,000	Per Occurrence, All other Perils, Building & Contents and Extensions of Coverage.
	5 %	Total Insured Values per building, including vehicle values, for “Named Storm” at each affected location throughout Florida subject to a minimum of \$10,000 per occurrence, per Named Insured.
	Per Attached Schedule	Inland Marine

<b>Special Property Coverages</b>		
<b>Coverage</b>	<b>Deductibles</b>	<b>Limit</b>
Earth Movement	\$1,000	Included
Flood	\$1,000 *	Included
Boiler & Machinery	\$1,000	Included
TRIA		Included

\*Except for Zones A & V see page 8 (Terms and Conditions) excess of NFIP, whether purchased or not

**TOTAL PROPERTY PREMIUM \$66,876**

**Extensions of Coverage**

If marked with an "X" we will cover the following EXTENSIONS OF COVERAGE under this Agreement, These limits of liability do not increase any other applicable limit of liability.

(X)	Code	Extension of Coverage	Limit of Liability
X	A	Accounts Receivable	\$500,000 in any one occurrence
X	B	Animals	\$1,000 any one Animal \$5,000 Annual Aggregate in any one agreement period
X	C	Buildings Under Construction	As declared on Property Schedule, except new buildings being erected at sites other than a covered location which is limited to \$250,000 estimated final contract value any one construction project.
X	D	Debris Removal Expense	\$250,000 per insured or 25% of loss, whichever is greater
X	E	Demolition Cost, Operation of Building Laws and Increased Cost of Construction	\$500,000 in any one occurrence
X	F	Duty to Defend	\$100,000 any one occurrence
X	G	Errors and Omissions	\$250,000 in any one occurrence
X	H	Expediting Expenses	\$250,000 in any one occurrence
X	I	Fire Department Charges	\$50,000 in any one occurrence
X	J	Fungus Cleanup Expense	\$50,000 in the annual aggregate in any one occurrence
X	K	Lawns, Plants, Trees and Shrubs	\$50,000 in any one occurrence
X	L	Leasehold Interest	Included
X	M	Air Conditioning Systems	Included
X	N	New locations of current Insureds	\$1,000,000 in any one occurrence for up to 90 days, except 60 days for Dade, Broward, Palm Beach from the date such new location(s) is first purchased, rented or occupied whichever is earlier. Monroe County on prior submit basis only
X	O	Personal property of Employees	\$500,000 in any one occurrence
X	P	Pollution Cleanup Expense	\$50,000 in any one occurrence
X	Q	Professional Fees	\$50,000 in any one occurrence
X	R	Recertification of Equipment	Included
X	S	Service Interruption Coverage	\$500,000 in any one occurrence
X	T	Transit	\$1,000,000 in any one occurrence
X	U	Vehicles as Scheduled Property	Included
X	V	Preservation of Property	\$250,000 in any one occurrence
X	W	Property at Miscellaneous Unnamed Locations	\$250,000 in any one occurrence
X	X	Piers, docs and wharves as Scheduled Property	Included on a prior submit basis only

X	Y	Glass and Sanitary Fittings Extension	\$25,000 any one occurrence
X	Z	Ingress / Egress	45 Consecutive Days
X	AA	Lock and Key Replacement	\$2,500 any one occurrence
X	BB	Awnings, Gutters and Downspouts	Included
X	CC	Civil or Military Authority	45 Consecutive days and one mile

**CRIME COVERAGE**

<u>Description</u>	<u>Limit</u>	<u>Deductible</u>
Forgery and Alteration	\$1,000,000	\$25,000
Theft, Disappearance or Destruction	\$1,000,000	\$25,000
Computer Fraud including Funds Transfer Fraud	\$1,000,000	\$25,000
Employee Dishonesty, including faithful performance, per loss	\$1,000,000	\$25,000

**Deadly Weapon Protection Coverage**

Coverage	Limit	Deductible
Third Party Liability	\$1,000,000	\$0
Property Damage	\$1,000,000	\$0
Crisis Management Services	\$250,000	\$0

**AUTOMOBILE COVERAGE**

<b>Coverages</b>	<b>Covered Autos</b>	<b>Limit</b>	<b>Premium</b>
<b>Covered Autos Liability</b>	<b>8,9</b>	<b>\$1,000,000</b>	<b>Included</b>
<b>Personal Injury Protection</b>	<b>N/A</b>		<b>Not Included</b>
<b>Auto Medical Payments</b>	<b>N/A</b>		<b>Not Included</b>
<b>Uninsured Motorists including Underinsured Motorists</b>	<b>N/A</b>		<b>Not Included</b>
<b>Physical Damage Comprehensive Coverage</b>	<b>N/A</b>	<b>Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus Applicable Deductible (See Attached Schedule) For Each Covered Auto, But No Deductible Applies To Loss Caused By Fire or Lightning.</b>  See item Four for Hired or Borrowed Autos.	<b>Not Included</b>
<b>Physical Damage Specified Causes of Loss Coverage</b>	<b>N/A</b>	<b>Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus Applicable Deductible (See Attached Schedule) For Each Covered Auto For Loss Caused By Mischief Or Vandalism</b>  See item Four for Hired or Borrowed Autos.	<b>Not Included</b>
<b>Physical Damage Collision Coverage</b>	<b>N/A</b>	<b>Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus Applicable Deductible (See Attached Schedule) For Each Covered Auto</b>  See item Four for Hired or Borrowed Autos.	<b>Not Included</b>
<b>Physical Damage Towing And Labor</b>	<b>N/A</b>	<b>\$0 For Each Disablement Of A Private Passenger Auto</b>	<b>Not Included</b>

**GENERAL LIABILITY COVERAGE (Occurrence Basis)**

Bodily Injury and Property Damage Limit	\$3,000,000
Personal Injury and Advertising Injury	Included
Products & Completed Operations Aggregate Limit	Included
Employee Benefits Liability Limit, per person	\$1,000,000
Herbicide & Pesticide Aggregate Limit	\$1,000,000
Medical Payments Limit	\$5,000
Fire Damage Limit	Included
No fault Sewer Backup Limit	\$25,000/\$250,000
General Liability Deductible	\$0

**PUBLIC OFFICIALS AND EMPLOYMENT PRACTICES LIABILITY (Claims Made)**

Public Officials and Employment Practices Liability Limit	Per Claim	\$5,000,000
	Aggregate	\$5,000,000
Public Officials and Employment Practices Liability Deductible		\$0

Supplemental Payments: Pre-termination \$2,500 per employee - \$5,000 annual aggregate.  
 Non-Monetary \$100,000 aggregate.

Cyber Liability sublimit included under POL/EPLI

Media Content Services Liability  
 Network Security Liability  
 Privacy Liability  
 First Party Extortion Threat  
 First Party Crisis Management  
 First Party Business Interruption  
 Limit: \$1,000,000 each claim/annual aggregate





**PREMIUM SUMMARY**

**Riverwood Community Development District**  
**c/o Inframark Management Services - Coral Springs 210 N. University Drive, Suite 702**  
**Coral Springs, FL 33071**

**Term: October 1, 2023 to October 1, 2024**

**Quote Number: 100123861**

**PREMIUM BREAKDOWN**

Property (Including Scheduled Inland Marine)	\$66,876
Crime	\$1,761
Automobile Liability	Not Included
Hired Non-Owned Auto	Included
Auto Physical Damage	Not Included
General Liability	\$35,972
Public Officials and Employment Practices Liability	\$15,468
Deadly Weapon Protection Coverage	Included
<b>TOTAL PREMIUM DUE</b>	<b>\$120,077</b>

**IMPORTANT NOTE**

Defense Cost - Outside of Limit, Does Not Erode the Limit for General Liability, Public Officials Liability, and Employment related Practices Liability.

Deductible does not apply to defense cost. Self-Insured Retention does apply to defense cost.

Additional Notes:

(None)



**PARTICIPATION AGREEMENT**  
**Application for Membership in the Florida Insurance Alliance**

The undersigned local governmental entity, certifying itself to be a public agency of the State of Florida as defined in Section 163.01, Florida Statutes, hereby formally makes application with the Florida Insurance Alliance ("FIA") for continuing liability and/or casualty coverage through membership in FIA, to become effective 12:01 a.m., 10/01/2023, and if accepted by the FIA's duly authorized representative, does hereby agree as follows:

- (a) That, by this reference, the terms and provisions of the Interlocal Agreement creating the Florida Insurance Alliance are hereby adopted, approved and ratified by the undersigned local governmental entity. The undersigned local governmental entity certifies that it has received a copy of the aforementioned Interlocal Agreement and further agrees to be bound by the provisions and obligations of the Interlocal Agreement as provided therein;
- (b) To pay all premiums on or before the date the same shall become due and, in the event Applicant fails to do so, to pay any reasonable late penalties and charges arising therefrom, and all costs of collection thereof, including reasonable attorneys' fees;
- (c) To abide by the rules and regulations adopted by the Board of Directors;
- (d) That should either the Applicant or the Fund desire to cancel coverage; it will give not less than thirty (30) days prior written notice of cancellation;
- (e) That all information contained in the underwriting application provided to FIA as a condition precedent to participation in FIA is true, correct and accurate in all respects.

Riverwood Community Development District

\_\_\_\_\_  
(Name of Local Governmental Entity)

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

\_\_\_\_\_  
Print Name

Witness By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

IS HEREBY APPROVED FOR MEMBERSHIP IN THIS FUND, AND COVERAGE IS EFFECTIVE October 1, 2023

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



**PROPERTY VALUATION AUTHORIZATION**

**Riverwood Community Development District  
 c/o Inframark Management Services - Coral Springs 210 N. University Drive, Suite 702  
 Coral Springs, FL 33071**

**QUOTATIONS TERMS & CONDITIONS**

1. Please review the quote carefully for coverage terms, conditions, and limits.
2. The coverage is subject to 25% minimum earned premium as of the first day of the "Coverage Period".
3. Total premium is late if not paid in full within 30 days of inception, unless otherwise stated.
4. Property designated as being within Flood Zone A or V (and any prefixes or suffixes thereof) by the Federal Emergency Management Agency (FEMA), or within a 100 Year Flood Plain as designated by the United States Army Corps of Engineers, will have a Special Flood Deductible equal to all flood insurance available for such property under the National Flood Insurance Program, whether purchased or not or 5% of the Total Insured Value at each affected location whichever the greater.
5. The Florida Insurance Alliance is a shared limit. The limits purchased are a per occurrence limit and in the event an occurrence exhaust the limit purchased by the Alliance on behalf of the members, payment to you for a covered loss will be reduced pro-rata based on the amounts of covered loss by all members affected by the occurrence. Property designated as being within.
6. Coverage is not bound until confirmation is received from a representative of Egis Insurance & Risk Advisors.

I give my authorization to bind coverage for property through the Florida Insurance Alliance as per limits and terms listed below.

<input checked="" type="checkbox"/>	Building and Content TIV	\$6,727,839	As per schedule attached
<input checked="" type="checkbox"/>	Inland Marine	\$210,000	As per schedule attached
<input type="checkbox"/>	Auto Physical Damage	Not Included	

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_



**Riverwood Community Development District**

Policy No.: 100123861  
 Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value		
	Address				Const Type	Term Date		Contents Value	Roof Yr Blt
	Roof Shape	Roof Pitch							
1	Activity Center		Joisted masonry	10/01/2023	\$1,169,100	\$1,344,300			
	4250 Riverwood Drive Port Charlotte FL 33953			10/01/2024	\$175,200				
	Asphalt shingles			Gable			2023		
2	Administration Building		Joisted masonry	10/01/2023	\$856,300	\$967,100			
	4250 Riverwood Drive Port Charlotte FL 33953			10/01/2024	\$110,800				
	Asphalt shingles			Complex Roof Design			2018		
3	Pool Building & Restrooms		Joisted masonry	10/01/2023	\$150,000	\$160,000			
	4250 Riverwood Drive Port Charlotte FL 33953			10/01/2024	\$10,000				
	Asphalt shingles			Gable			2022		
4	Pool Equipment		Below Ground Liquid Storage/Pool	10/01/2023	\$35,000	\$35,000			
	4250 Riverwood Drive Port Charlotte FL 33953			10/01/2024					
5	Spa Equipment		Below Ground Liquid Storage/Pool	10/01/2023	\$17,710	\$17,710			
	4250 Riverwood Drive Port Charlotte FL 33953			10/01/2024					
6	Barrier Arms & Operators (Main Entrance)		Non combustible	10/01/2023	\$19,000	\$19,000			
	4250 Riverwood Drive Port Charlotte FL 33953			10/01/2024					
7	Pickle Ball Court Fence		Non combustible	10/01/2023	\$25,000	\$25,000			
	4250 Riverwood Drive Port Charlotte FL 33953			10/01/2024					

Sign: \_\_\_\_\_

Print Name: \_\_\_\_\_

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



**Riverwood Community Development District**

Policy No.: 100123861  
 Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value
	Address				Const Type	Term Date	
	Roof Shape	Roof Pitch					Roof Covering
8	Tennis Courts (6 @\$20,000)		Non combustible	10/01/2023	\$120,000		\$120,000
	4250 Riverwood Drive Port Charlotte FL 33953			10/01/2024			
9	Tennis Court Fence		Non combustible	10/01/2023	\$100,000		\$100,000
	4250 Riverwood Drive Port Charlotte FL 33953			10/01/2024			
10	New Fitness Center		Joisted masonry	10/01/2023	\$1,156,100		\$1,331,100
	4250 Riverwood Drive Port Charlotte FL 33953			10/01/2024	\$175,000		
	Asphalt shingles			Simple hip			
11	Willow Bend Gates & Equipment		Non combustible	10/01/2023	\$39,600		\$39,600
	4250 Riverwood Drive Port Charlotte FL 33953			10/01/2024			
12	Guard House		Joisted masonry	10/01/2023	\$153,557		\$168,957
	4250 Riverwood Drive Port Charlotte FL 33953			10/01/2024	\$15,400		
	Asphalt shingles			Gable			2018
13	Brookville Gates & Equipment		Non combustible	10/01/2023	\$39,160		\$39,160
	4250 Riverwood Drive Port Charlotte FL 33953			10/01/2024			
14	Beach Club Structure (Bathroom)		Frame	10/01/2023	\$300,000		\$325,000
	2610 North Beach Road Englewood FL 34223			10/01/2024	\$25,000		
	Metal Panel			Gable			

Sign: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_



**Riverwood Community Development District**

Policy No.: 100123861  
 Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value		
	Address				Const Type	Term Date		Contents Value	
	Roof Shape	Roof Pitch						Roof Covering	Covering Replaced
15	Sewer Aeration Blowers (4 Units @ \$75,000)		Fire resistive	10/01/2023	\$300,000		\$300,000		
	4290 Club Drive Port Charlotte FL 33953			10/01/2024					
16	Sewer Maintenance Building		Joisted masonry	10/01/2023	\$200,000		\$250,000		
	4290 Club Drive Port Charlotte FL 33953			10/01/2024	\$50,000				
17	Sewer Operations Building		Joisted masonry	10/01/2023	\$40,912		\$40,912		
	4290 Club Drive Port Charlotte FL 33953			10/01/2024					
18	Sewer Odor Control System		Non combustible	10/01/2023	\$350,000		\$350,000		
	4290 Club Drive Port Charlotte FL 33953			10/01/2024					
19	Sewer Bar Screen Filter		Non combustible	10/01/2023	\$75,000		\$75,000		
	4290 Club Drive Port Charlotte FL 33953			10/01/2024					
20	Irrigation Water Pumps & Equipment		Non combustible	10/01/2023	\$100,000		\$100,000		
	4290 Club Drive Port Charlotte FL 33953			10/01/2024					
21	Sewer Blower Equipment Roof		Non combustible	10/01/2023	\$20,000		\$20,000		
	4290 Club Drive Port Charlotte FL 33953			10/01/2024					

Sign: \_\_\_\_\_

Print Name: \_\_\_\_\_

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



**Riverwood Community Development District**

Policy No.: 100123861  
 Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value		
	Address				Const Type	Term Date		Contents Value	
	Roof Shape	Roof Pitch						Roof Covering	Covering Replaced
22	Sewer Plant Perimeter Fence		Non combustible	10/01/2023	\$100,000		\$100,000		
	4290 Club Drive Port Charlotte FL 33953			10/01/2024					
23	Sewer Plant Scada System			10/01/2023	\$400,000		\$400,000		
	4290 Club Drive Port Charlotte FL 33953			10/01/2024					
24	Sewer Plant Generator		Non combustible	10/01/2023	\$100,000		\$100,000		
	4290 Club Drive Port Charlotte FL 33953			10/01/2024					
25	Irrigation Pump Control Panel		Non combustible	10/01/2023	\$50,000		\$50,000		
	4290 Club Drive Port Charlotte FL 33953			10/01/2024					
26	Weathermatic Irrigation Controllers (14)		Electrical equipment	10/01/2023	\$50,000		\$50,000		
	4290 Club Drive Port Charlotte FL 33953			10/01/2024					
27	Beach Club Gates & Equipment			10/01/2023	\$25,000		\$25,000		
	2610 North Beach Road Englewood FL 34223			10/01/2024					
28	Beach Structure (Pavilion)		Frame	10/01/2023	\$80,000		\$80,000		
	2610 North Beach Road Englewood FL 34223			10/01/2024	\$0				
	Metal Panel			Gable				2003	

Sign: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_



**Riverwood Community Development District**

Policy No.: 100123861  
 Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value		
	Address				Const Type	Term Date		Contents Value	
	Roof Shape	Roof Pitch						Roof Covering	Covering Replaced
29	Builtright Pool Heaters (4@\$6,000)		Electrical equipment	10/01/2023	\$24,000		\$24,000		
	4250 Riverwood Drive Port Charlotte FL 33953			10/01/2024					
30	Cameras & Equipment (70 Units)		Electrical equipment	10/01/2023	\$36,000		\$36,000		
	4250 Riverwood Drive Port Charlotte FL 33953			10/01/2024					
31	Courtyard (Apollo Sunguard) Shade Fabric		Property in the Open	10/01/2023	\$15,000		\$15,000		
	4250 Riverwood Drive Port Charlotte FL 33953			10/01/2024					
32	Pickleball (Apollo Sunguard) Shade Fabric		Property in the Open	10/01/2023	\$8,000		\$8,000		
	4250 Riverwood Drive Port Charlotte FL 33953			10/01/2024					
33	Tennis (Apollo) (2) Shades@\$4,000 Each		Property in the Open	10/01/2023	\$8,000		\$8,000		
	4250 Riverwood Drive Port Charlotte FL 33953			10/01/2024					
34	Bocce & Dog Park (2) Shades @ \$2,000 Each		Property in the Open	10/01/2023	\$4,000		\$4,000		
	4250 Riverwood Drive Port Charlotte FL 33953			10/01/2024					
<b>Total:</b>			Building Value	Contents Value	Insured Value				
			\$6,166,439	\$561,400	\$6,727,839				

Sign: \_\_\_\_\_

Print Name: \_\_\_\_\_

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





Inland Marine Schedule

**Riverwood Community Development District**

Policy No.: 100123861  
Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Item #	Department Description	Serial Number	Classification Code	Eff. Date Term Date	Value	Deductible
1	42 Light poles (Max \$5,000 per Item)		Other inland marine	10/01/2023 10/01/2024	\$210,000	\$1,000
				<b>Total</b>	<b>\$210,000</b>	

Sign: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

**9Cii**



## Egis Insurance & Risk Advisors

Is pleased to provide a

Proposal of Insurance Coverage for:

### Workers Compensation

## Riverwood Community Development District

Please review the proposed insurance coverage terms and conditions carefully.

Written request to bind must be received prior to the effective date of coverage.

The brief description of coverage contained in this document is being provided as an accommodation only and is not intended to cover or describe all Coverage Agreement terms. For more complete and detailed information relating to the scope and limits of coverage, please refer directly to the Coverage Agreement documents. Specimen forms are available upon request.

Quotation being provided for:

**Riverwood Community Development District**  
**4250 Riverwood Drive**  
**Port Charlotte, FL 33953**

**Term: October 1, 2023 to October 1, 2024**  
**Coverage Provided by:** Florida Insurance Alliance  
**Quote Number:** WC100123861

**TYPE OF INSURANCE**

<b>Part A</b>	<b>Workers Compensation</b> <ul style="list-style-type: none"> <li>• <b>Benefits: FL Statutory (Medical, Disability, Death)</b></li> </ul>
<b>Part B</b>	<b>Employers Liability:</b> <ul style="list-style-type: none"> <li>• <b>\$1,000,000- Each Accident</b></li> <li>• <b>\$1,000,000- Disease- Policy Limit</b></li> <li>• <b>\$1,000,000- Disease- Each Employee</b></li> </ul>

<b>Class Code</b>	<b>Description</b>	<b>Payroll</b>	<b>Rate</b>	<b>Premium</b>
9015	Building or Property Management--All Other Employees	\$89,000	3.30	\$2,937.00
9012	Building or Property Management--Property Managers and Leasing Agents & Clerical, Salespersons	\$275,000	0.76	\$2,090.00
Total Manual Premium				\$5,027.00
Increased ELL 1M/1M/1M				\$120.00
				\$5,147.00
Workplace Safety Credit – 2%				\$0.00
Drug Free Workplace Credit – 5%				\$0.00
Experience Modification				1.590000
Standard Premium				\$8,183.73
Expense Constant				\$160.00
Terrorism				\$36.40
<b>Policy Total</b>				<b>\$8,380.13</b>

**Additional terms and conditions, including but not limited to:**

1. Please review the quote carefully, as coverage terms and conditions may not encompass all requested coverages.
2. The Coverage Agreement premium shall be pro-rated as of the first day of coverage from the minimum policy premium.
3. Down payment is due at inception.
4. The Trust requires that the Member maintains valid and current certificates of workers' compensation insurance on all work performed by persons other than its employees.
5. If NCCI re-promulgates a mod, we will honor the mod as promulgated. If the mod changes during the fund year, we reserve the right to apply a correct mod back to the inception date of the Coverage Agreement.
6. Safety and Drug Free program credits (if applicable) are subject to program requirements.
7. Payrolls are subject to final audit.
8. Deletion of any coverage presented, Package and/or Workers' Compensation, will result in re-pricing of account.

**9D**



Food Service Equipment & Supplies > Restaurant Appliances & Equipment > [Commercial Refrigerators & Refrigeration Equipment](#) > Ice Machines

Last purchased Aug 24, 2023

[View order](#)



Roll over image to zoom in

## RESTISLAND Commercial Ice Maker Machine, 360 lbs /24 h, 200 lbs Storage Bin, Stainless Steel, Automatic Cleaning, Blue Light, Perfect for Bar/Home/Office/Business, Includes Ice Scoop, Connection Hose

[Visit the RESTISLAND Store](#)

4.6 [29 ratings](#)

**Currently unavailable.**

We don't know when or if this item will be back in stock.

<b>Brand</b>	RESTISLAND
<b>Model Name</b>	Commercial ice maker
<b>Product</b>	26.3"D x 22.8"W x 63.9"H
<b>Dimensions</b>	

### About this item

- **Fast Ice Making:** ETL certified, featured the powerful 750w compressor, it can produce about 360lbs ice cubes every 24 hours. One cycle can produce 160 pieces of ice in just 11-20 minutes, can meet the ice demand of about 5000 cups of drinks every day. 200lbs of ice can be stored at a time, this is ideal for commercial use.
- **Perfect Ice:** Use a professional-graded pure copper nickel-plated ice tray, make square ice melt slowly, safe and hygienic, can be eaten directly, added to food and beverages to enhance taste.
- **Smart LCD Panel:** You can preset and monitor the process of ice making easily, the thickness of ice cubes can be adjusted by increasing or decreasing ice-making time, blue Light and automatic cleaning function make it easier to observe the ice tray and ensure the hygiene of the ice tray.
- **Durable Case and Hygienic Interior:** Built with heavy-duty stainless steel, easy to clean and durable. The food grade PP injection liner interior and thick thermal insulation foam layer maintains, prevent the ice cube from melting.
- **Please Note:** The ice machine is shipped in two packages. The two packages may be delivered separately. If you receive one package first, please do not worry, the second package will be delivered in the near future.

[About the product](#) | [Compare with similar products](#) | [Reviews and Q&A](#)

[Report incorrect product information.](#)

**Currently unavailable.**

We don't know when or if this item will be back in stock.

[Deliver to Riverwood - Port Cha... 33953](#)

[Add to List](#)



**ROVSUN 400LBS/24H Commercial Ice Maker Machine, Commercial Ic...**  
**\$1,789<sup>99</sup>**

Save \$200 **with coupon**

Sponsored

# **Tenth Order of Business**

# RIVERWOOD CDD

August Monthly Client Report

September 19, 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
Introduce a portion of mixed liquor into the surge tank to help reduce odor		
Estimate for WWTP Air Compressor		\$5,322.64
Blower Repair Estimate		\$19,736.09

## 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

- 3.244 million gals of wastewater received in August

### Water Treatment

- 3.176 million gals of water metered at Riseley Ave between 7/25/23-8/23/23
- 3.370 million gals of water billed from CCU between 7/25/23-8/23/23
- 3.93 million gals of water metered at Proude St. between 7/25/23-8/23/23
- 3.73 million gals of water billed from CCU between 7/25/23-8/23/23

### Reuse

- Received from Charlotte County Utilities 24.407 million gals of reuse
- 3.786 million gals of reuse produced by Riverwood discharged into the pond

<b>Performance Metrics</b>	<b>Current Month August</b>	<b>Prior Month July</b>
Wastewater treated	3,244,000	2,456,000
Sludge produced and disposed	48,000	48,000
Reclaimed Water Produced (irrigation)	20,584,000	24,310,000
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	1,700	1,810
Chlorine Usage – Irrigation	250	250

## Maintenance and Repair

### Preventive Maintenance

- Inspected all pump stations weekly; replaced 2 pumps
- 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
- Taran Brown Jr., Marcos Benavidez & Burke Young – certified operators
- Florida Utility Solutions rotates service technician weekly at Riverwood
- Alana Faircloth & Maribeth Richards – compliance and clerical/administrative
- Matt Gillispie-Utility Manager

## Community Involvement

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

## Hydroguard Flushing Update

<b>Location</b>	<b># times Flushed</b>	<b>Gallons Flushed August</b>	<b>Gallons Flushed July</b>
S. Silver Lakes CT	31	233,700	108,400
N. Silver Lake CT	31	277,000	185,500
Club Drive	31	88,200	161,800
Scrub Jay CT.	31	132,900	145,700
Creekside Lane	31	252,400	177,700
North Marsh Dr.	31	448,258	720,881
Mill Creek	31	386,900	230,900
Preserve Ct.	31	86,000	57,500
<b>Total Flushed</b>		<b>1,905,358</b>	<b>3,813,078</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	895487896			88902	41100	2.3	122669	60800	2.7	233230	22800	1.7	239237	84100	2.6	159850	50000	1.5	15986736	81346	2	448601	72700	1	156855	6600	1.3
2																											
3																											
4																											
5																											
6																											
7																											
8	895487896			89313	64300	2.8	123277	58000	3	233458	15800	2.6	238396	16200	2.8	160350	55000	1	16068082	126154	1.3	449328	87700	1.2	156921	6200	1.8
9																											
10																											
11																											
12																											
13																											
14																											
15																											
16																											
17	895487896			89956	54100	1.7	123857	64600	2.3	233616	16200	1.6	238558	17600	1	160900	45600	1.2	16194236	83736	2.5	450205	110600	1	156983	21500	1
18																											
19																											
20																											
21																											
22																											
23																											
24																											
25	895487896			90497	31300	2.1	124503	31500	2	233778	16200	1.5	238734	8400	2	161356	54300	1.4	16277972	70261	2.7	451311	29000	1.1	157198	24800	1
26																											
27																											
28																											
29	895487896			90810	42900	1.3	124818	62100	1.2	233940	17200	1.1	238818	6600	1.7	161899	47500	1.3	16348233	86761	3	451601	86900	1.2	157446	26900	1.2
30																											
31																											

MAX		MAX	64300	2.8	MAX	64600	3	MAX	22800	2.6	MAX	84100	2.8	Max	55000	1.5	MAX	126154	3	MAX	110600	1.2	MAX	26900	1.8
MIN		MIN	31300	1.3	MIN	31500	1.2	MIN	15800	1.1	MIN	6600	1	Min	45600	1	MIN	70261	1.3	MIN	29000	1	MIN	6200	1
AVERAGE		AVERAGE	46740	2	AVERAGE	55400	2.1	AVERAGE	17640	1.7	AVERAGE	26580	1.9	Average	50480	1.2	AVERAGE	89651.6	2.4	AVERAGE	77380	1.1	AVERAGE	17200	1.3
Total Used	0	Total Used	233700		Total Used	277000		Total Used	88200		Total Used	132900		Total Used	252400		Total Used	448258		Total Used	386900		Total Used	86000	
Total Flushed	1905358																								

DAYS	CCU Drinking Water Meter #0011845095	August 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	35357710	89.845	16013563	0.024	6180653	0.024	4	4	4	50	70	
2	35447555	83.644	16037311	0.018	6204162	0.000	2.6	3.5	3.7	50	70	
3	35531199	113.181	16055313	0.001	6204162	0.002	2.7	3.6	3.4	50	70	
4	35644380	0.000	16056588	0.000	6205935	0.000	2.6	3.2	3.9	50	70	
5		0.000		0.000		0.000						
6		0.000		0.000		0.000						
7	35970638	117.460	16123840	0.025	6223683	0.005	2.5	3	3.5	50	70	
8	36088098	176.819	16149086	0.025	6228880	0.009	3	3	3	50	70	
9	36264917	0.000	16173938	0.016	6237496	0.014	3.9	3.2	3.4	50	70	
10	36264917	0.000	16190330	0.000	6251187	0.000	3	3.4	3.2	50	70	
11		0.000		0.000		0.000						
12		0.000		0.000		0.000						
13		0.000		0.000		0.000						
14	36718366	79.525	16272708	0.027	6273860	0.007	2.5	3.5	3	50	70	
15	36797891	128.229	16299685	0.016	6280431	0.016	3	3	3.1	50	70	
16	36926120	128.395	16316150	0.035	6296002	0.000	2.6	3	3.5	50	70	
17	37054515	84.082	16351380	0.017	6296002	0.008	2.5	3.1	3.3	50	70	
18	37138597	0.000	16368173	0.000	6304453	0.000	1.7	3.7	3.8	50	70	
19		0.000		0.000		0.000						
20		0.000		0.000		0.000						
21	37456018	120.247	16368173	0.000	6304453	0.026	3.2	3.87	3.9	50	70	
22	37576265	124.708	1645326	14.833	6330824	0.003	3.1	3.7	4	50	70	
23	37700973	104.852	16478563	0.017	6333968	0.007	3.5	4	4	50	70	
24	37805825	118.491	16495443	0.033	6340725	0.006	2.7	3.5	3.5	50	70	
25	37924316	0.000	16528339	0.000	6346640	0.000	3.1	3.8	3.9	50	70	
26		0.000		0.000		0.000						
27		0.000		0.000		0.000						
28	38234261	99.119	16588599	0.033	6386840	0.017	4	4	4	50	70	
29	38333380	76.273	16621591	0.017	6403349	0.030	4	3.5	3.6	50	70	
30	38409653	30.304	16638440	0.001	6432993	0.008	4	3.7	4	50	70	
31	38439957	0.000	16639747	0.000	6441136	0.000	3.5	3.9	4	51	72	
	AVERAGE	54.038		0.488		0.006	3.1	3.5	3.6	50.0	70.1	
	TOTAL FLOW	1675.174		15.139		0.180	Total Flow	1690.5				
	MAX	176.819		14.833		0.030	4	4		50		
	MIN	0.000		0		0	1.4	3.3		48		



**Florida Utility Solutions Inc.**  
 15275 Collier Blvd. Suite 201-268  
 Naples, FL 34119  
 (239) 513-0445  
 billing@floridautilitysolutions.com

# Estimate

**ADDRESS**

Riverwood CDD  
 C/O Inframark  
 210 N University Drive  
 Suite 702  
 Coral springs, FL 33071

**SHIP TO**

Riverwood CDD  
 C/O Inframark  
 210 N University Drive  
 Suite 702  
 Coral springs, FL 33071

**ESTIMATE #** 2766  
**DATE** 09/05/2023

**LOCATION**

WWTP Air compressor

DATE	ACTIVITY	QTY	RATE	AMOUNT
09/05/2023	<b>Labor</b> Labor to remove failed dual air compressors, install new dual compressors, test and put into service.	16	85.00	1,360.00
09/05/2023	<b>Parts</b> DUal 2 stage industrial compressors.	2	1,981.32	3,962.64

Upon acceptance please sign and return.  
 Payment must be made in full within 30 days of invoice.

SUBTOTAL	5,322.64
TAX	0.00
<b>TOTAL</b>	<b>\$5,322.64</b>

Accepted By

Accepted Date



**Florida Utility Solutions Inc.**  
 15275 Collier Blvd. Suite 201-268  
 Naples, FL 34119  
 (239) 513-0445  
 billing@floridautilitysolutions.com

# Estimate

**ADDRESS**

Riverwood CDD  
 C/O Inframark  
 210 N University Drive  
 Suite 702  
 Coral springs, FL 33071

**SHIP TO**

Riverwood CDD  
 C/O Inframark  
 210 N University Drive  
 Suite 702  
 Coral springs, FL 33071

**ESTIMATE # 2768**

**DATE 09/05/2023**

DATE	ACTIVITY	QTY	RATE	AMOUNT
	<b>Parts</b> Kaeser Kit Revision Start-up Valve for S/N 1111 & 1113	2	2,845.52	5,691.04T
	<b>Parts</b> Kaeser Controller SC2 for S/N 1111 & 1112	2	5,693.26	11,386.52T
	<b>Shipping</b> Inbound freight on parts	1	512.33	512.33T
	<b>Labor</b> Labor and Travel	1	2,146.20	2,146.20

Upon acceptance please sign and return.  
 Payment must be made in full within 30 days of invoice.

<b>SUBTOTAL</b>	19,736.09
<b>TAX</b>	0.00
<b>TOTAL</b>	<b>\$19,736.09</b>

Accepted By

Accepted Date