

**COUNTRY GREENS
COMMUNITY DEVELOPMENT DISTRICT**

AGENDA PACKAGE

Tuesday, August 15, 2023

Remote Participation:

Zoom <https://zoom.us/j/83658830566>

Call in (audio only) (646) 838-1601, 370769952#



313 CAMPUS STREET
CELEBRATION, FLORIDA 34747
(407) 566-1935

Country Greens Community Development District

Board of Supervisors

Catherine Catusus, Chairman
Anna Heintzelman, Vice Chairman
Joe Grall, Assistant Secretary
Crystal Jones, Assistant Secretary
David Warden, Assistant Secretary

Staff

Gabriel Mena, District Manager
Scott Clark, District Counsel
David Hamstra, District Engineer
Freddy Blanco, Field Manager

Revised Meeting Agenda

Tuesday, August 15, 2023 – 5:30 p.m.

1. **Call to Order and Roll Call**
2. **Audience Comments**
3. **District Manager’s Report**
 - A. Consideration of the Meeting Minutes from June 14, 2023.....Page 3
 - B. Financial Statements and Check Register.....Page 8
 - C. Approval of Fiscal Year 2024 Annual Meetings.....Page 24
4. **Public Hearing to Consider the Adoption of the Fiscal Year 2023/2024 Budget and Imposing Special Assessments**
 - A. Presentation of FY 2024 Budget.....Page 25
 - B. Public Comment
 - C. Consideration of Resolution 2023-04, Adopting the Fiscal Year 2024 Budget.....Page 40
 - D. Consideration of Resolution 2023-05, Annual Assessment Fiscal Year 2024...Page 43
5. **Staff Reports**
 - A. Field Manager
 - i. Field Report.....Page 48
 - B. District Counsel
 - C. District Engineer
 - i. Valderama Lane Storm Sewer System
 - ii. Stormwater Pond 70 (Hole #18) Erosion Issues
 - iii. Tuscany Avenue Bubble-Up Structure Improvements
 - iv. Terragona Drive Pipe Cleaning
 - v. Entrance Pond Improvements
 - vi. Change Order #3.....Page 89
6. **Supervisor Requests and Audience Comments**
7. **Adjournment**

District Office:
313 Campus Street
Celebration, FL 34747
407-566-1935

www.countrygreenscdd.org

Meeting Location:
Reach Church

In Person: 31431 Payne Road Sorrento, FL 32757
Or Call In: 646-838-1601, 370769952#

1 **MINUTES OF MEETING**
2 **COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT**
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4 The regular meeting of the Board of Supervisors of the County Greens Community
5 Development District was held Tuesday, June 14, 2023, at 5:30 p.m. at Reach Church,
6 31431 Payne Road, Sorrento, FL 32757.

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8 Present and constituting a quorum were:

9 Catherine Catusus	Chairman
10 Anna Heintzelman	Vice Chairman
11 Joe Grall	Assistant Secretary
12 Crystal Jones	Assistant Secretary
13 David Warden	Assistant Secretary

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16 Also participating were:

17 Gabriel Mena	District Manager
18 Scott Clark <i>(by phone)</i>	District Attorney
19 David Hamstra	District Engineer
20 Freddy Blanco	Field Manager

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22 Audience

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24 **FIRST ORDER OF BUSINESS** **Call to Order and Roll Call**
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26 Mr. Mena called the meeting to order at 5:30 p.m.

27 Mr. Mena called the roll and indicated a quorum was present for the meeting.

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29 **SECOND ORDER OF BUSINESS** **Audience Comments**
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31 Mr. Bartle, of 23538 Velderama Lane, shared concerns about street flooding from
32 recent car crash that washed sand into the drain at Terragona Drive.

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34 Due to several audience members having questions regarding the “pond removal
35 project,” Mr. Hamstra gave a short presentation explaining what the District was
36 proposing to do.

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38 Mr. Doyle, of 34806 Salerno Circle, expressed his concerns about the District
39 removing these ponds, and he does not agree with this.

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41 Mr. Bartle shared these concerns.

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43 Mr. Henderson, of 34624 Tuscany Ave stated he has concerns about losing curb
44 appeal due to losing the entrance water feature.
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THIRD ORDER OF BUSINESS

**Acceptance of the Minutes of the
February 20, 2023, Meeting**

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The minutes are included in the agenda package and available for public review in the local records office or the District Office during normal business hours.

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Mr. Mena stated that the minutes presented at the April meeting were redone to include more detail, per Board's direction.

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On MOTION by Ms. Heintzelman, seconded by Ms. Jones, with all in favor, unanimous approval was given to approve the minutes of both the February 20, 2023, and April 11, 2023 meeting minutes.

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FOURTH ORDER OF BUSINESS

District Manager's Report

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A. Financial Statements and Check Register

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The financial statements, check register, and invoice summary are contained in the agenda package and available for public review in the local records office or the District Office during normal business hours.

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Mr. Mena presented the financial statements and check register.

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On MOTION by Ms. Heintzelman, seconded by Ms. Jones, with all in favor, unanimous approval was given to approve the financial statements and check register.

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FIFTH ORDER OF BUSINESS

Presentation of Fiscal Year 2024 Budget

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A. Preliminary Fiscal Year 2024 Budget

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Mr. Mena presented to the Board the 2024 Fiscal Year budget. The Board discussed various line items and some adjustments to them.

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B. Resolution 2023-03, Approving the Budget and Setting a Public Hearing Thereon

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Mr. Mena stated that due to the change in scheduled meetings to accommodate the Engineer's availability, we would have to reschedule the August 8, 2023, meeting to set the public hearing in order to meet the sixty-day statutory requirement. After discussing options, the Board settled on August 15, 2023, time-certain at 6:00 pm.

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On MOTION by Mr. Grall, seconded by Mr. Warden, with all in favor, unanimously adopted Resolution 2023-03, approving the budget, and setting a public hearing for August 15, 2023, at 6:00 p.

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SIXTH ORDER OF BUSINESS

Staff Reports

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A. Field Manager

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i. Field Report

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Mr. Blanco brought to the Board’s attention several different items from the field report. Mr. Hulsman advised that most items in the report were already completed, but there were some outstanding items that would be addressed in the following weeks. Mr. Mena advised the report should have status of work added moving forward.

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ii. Hurricane Authorization Form 2023

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Mr. Hulsman advised this authorization form would allow Servello to perform post-hurricane related services at normal rates without requiring Board approval.

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On MOTION by Ms. Heintzelman, seconded by Mr. Grall, with all in favor, unanimous approval was given to approve the Hurricane Authorization Form 2023.

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iii. Proposals

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Mr. Blanco explained the proposal from We Hang Christmas Lights #3033. This proposal was set up “a la carte” and would allow the Board to pick and choose lights. The Board chose to table this proposal and asked for additional proposals from other companies.

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Mr. Blanco passed out a proposal for additional bollard lights, which was requested by the Board.

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On MOTION by Ms. Heintzelman, seconded by Ms. Jones, with all in favor except Mr. Grall, the Board approved the \$1,100 for installation of new LED bollard lights.

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B. District Engineer

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i. Engineer Report #3

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Mr. Hamstra presented the new proposal for the Tuscany Ave bubble-up structure. He explained this proposal was about \$10,000 cheaper and would recommend moving forward with this new proposal.

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On MOTION by Mr. Warden, seconded by Ms. Heintzelman, with all in favor, unanimous approval was given for the proposal from Element Environmental LLC for \$34,475.00 for cleaning of the Tuscany Ave bubble-up structure grading and drainage improvements.

Mr. Hamstra again covered the proposed improvements for the entrance ponds. Mr. Hamstra presented a proposal from Element Environmental LLC for the dredging and filling of these ponds.

On MOTION by Ms. Jones, seconded by Mr. Grall, with all in favor, unanimous approval was given for \$16,500.00 for the entrance pond improvements.

ii. Terragona Drive – Storm Pipe Cleaning

Mr. Hamstra presented a proposal for Atlantic Pipe Services (APS) for cleaning out the Terragona Drive storm pipes for \$5,760.00.

On MOTION by Ms. Heintzelman, seconded by Ms. Heintzelman, with all in favor, unanimous approval was given for \$5,760.00 for cleaning of the Tuscany Ave bubble-up structure.

iii. Change Order #3

Mr. Hamstra presented this change order, explaining that he has exhausted the allocated funds and is requesting an additional \$5,000 to complete the work.

On MOTION by Ms. Heintzelman, seconded by Ms. Warden, with all in favor, unanimous approval was given for approval of the \$5000.00 change order #2 for Pegasus Engineering.

C. District Counsel

Mr. Clark advised that Mr. Mena was still working on towing.

COUNTRY GREENS
Community Development District

Financial Report

July 31, 2023

(unaudited)

Prepared by



COUNTRY GREENS

Community Development District

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COUNTRY GREENS
Community Development District

Financial Statements

(Unaudited)

July 31, 2023

Balance Sheet
July 31, 2023

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2016A DEBT SERVICE FUND	TOTAL
<u>ASSETS</u>			
Cash - Checking Account	\$ 71,608	\$ -	\$ 71,608
Due From Other Funds	-	4,346	4,346
Investments:			
Money Market Account	282,303	-	282,303
Prepayment Fund (A-2)	-	4,491	4,491
Reserve Fund (A-1)	-	120,534	120,534
Reserve Fund (A-2)	-	53,250	53,250
Revenue Fund	-	81,704	81,704
Prepaid Items	1,859	-	1,859
TOTAL ASSETS	\$ 355,770	\$ 264,325	\$ 620,095
<u>LIABILITIES</u>			
Accounts Payable	\$ 1,623	\$ -	\$ 1,623
Accrued Expenses	7,566	-	7,566
Due To Other Funds	4,346	-	4,346
TOTAL LIABILITIES	13,535	-	13,535
<u>FUND BALANCES</u>			
Nonspendable:			
Prepaid Items	1,859	-	1,859
Restricted for:			
Debt Service	-	264,325	264,325
Assigned to:			
Operating Reserves	95,715	-	95,715
Unassigned:			
	244,661	-	244,661
TOTAL FUND BALANCES	\$ 342,235	\$ 264,325	\$ 606,560
TOTAL LIABILITIES & FUND BALANCES	\$ 355,770	\$ 264,325	\$ 620,095

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending July 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES				
Interest - Investments	\$ 2,609	\$ 2,174	\$ 15,726	\$ 13,552
Special Assmnts- Tax Collector	260,871	260,871	260,871	-
Special Assmnts- Discounts	(10,435)	(10,435)	(9,900)	535
Other Miscellaneous Revenues	-	-	1,582	1,582
TOTAL REVENUES	253,045	252,610	268,279	15,669
EXPENDITURES				
Administration				
P/R-Board of Supervisors	6,000	5,000	4,600	400
FICA Taxes	459	383	352	31
ProfServ-Arbitrage Rebate	600	-	600	(600)
ProfServ-Dissemination Agent	1,000	1,000	-	1,000
ProfServ-Engineering	5,500	4,583	18,285	(13,702)
ProfServ-Legal Services	10,000	8,333	9,201	(868)
ProfServ-Mgmt Consulting	67,362	56,135	56,135	-
ProfServ-Trustee Fees	3,717	3,717	3,717	-
Auditing Services	3,700	3,700	3,900	(200)
Postage and Freight	1,100	917	45	872
Insurance - General Liability	8,370	8,370	7,498	872
Printing and Binding	500	417	5	412
Legal Advertising	450	450	1,151	(701)
Miscellaneous Services	1,000	833	400	433
Misc-Assessment Collection Cost	5,217	5,217	5,019	198
Misc-Web Hosting	2,613	2,178	1,706	472
Office Supplies	200	167	421	(254)
Annual District Filing Fee	175	175	175	-
Total Administration	117,963	101,575	113,210	(11,635)
Field				
ProfServ-Field Management	20,300	16,917	16,917	-
Contracts-Landscape	175,538	146,282	146,282	-
Contracts-Aquatic Control	3,060	2,550	2,550	-
Utility - General	17,000	14,167	8,187	5,980
R&M-Common Area	30,000	25,000	12,347	12,653
Miscellaneous Services	4,000	3,333	-	3,333
Capital Outlay	15,000	15,000	-	15,000
Total Field	264,898	223,249	186,283	36,966
TOTAL EXPENDITURES	382,861	324,824	299,493	25,331

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending July 31, 2023

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>
Excess (deficiency) of revenues				
Over (under) expenditures	(129,816)	(72,214)	(31,214)	41,000
<u>OTHER FINANCING SOURCES (USES)</u>				
Contribution to (Use of) Fund Balance	(129,816)	-	-	-
TOTAL FINANCING SOURCES (USES)	(129,816)	-	-	-
Net change in fund balance	\$ (129,816)	\$ (72,214)	\$ (31,214)	\$ 41,000
FUND BALANCE, BEGINNING (OCT 1, 2022)	373,449	373,449	373,449	
FUND BALANCE, ENDING	\$ 243,633	\$ 301,235	\$ 342,235	

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending July 31, 2023

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>
<u>REVENUES</u>				
Interest - Investments	\$ 25	\$ 21	\$ 10,605	\$ 10,584
Special Assmnts- Tax Collector	369,754	369,754	369,754	-
Special Assmnts- Discounts	(14,790)	(14,790)	(13,968)	822
TOTAL REVENUES	354,989	354,985	366,391	11,406
<u>EXPENDITURES</u>				
<u>Administration</u>				
Misc-Assessment Collection Cost	7,395	7,395	7,116	279
Total Administration	7,395	7,395	7,116	279
<u>Debt Service</u>				
Principal Prepayments	-	-	5,000	(5,000)
Principal Debt Retirement A-1	155,000	155,000	155,000	-
Principal Debt Retirement A-2	55,000	55,000	55,000	-
Interest Expense Series A-1	83,586	83,586	83,586	-
Interest Expense Series A-2	44,500	44,500	44,000	500
Total Debt Service	338,086	338,086	342,586	(4,500)
TOTAL EXPENDITURES	345,481	345,481	349,702	(4,221)
Excess (deficiency) of revenues Over (under) expenditures	9,508	9,504	16,689	7,185
<u>OTHER FINANCING SOURCES (USES)</u>				
Contribution to (Use of) Fund Balance	9,508	-	-	-
TOTAL FINANCING SOURCES (USES)	9,508	-	-	-
Net change in fund balance	\$ 9,508	\$ 9,504	\$ 16,689	\$ 7,185
FUND BALANCE, BEGINNING (OCT 1, 2022)	247,636	247,636	247,636	
FUND BALANCE, ENDING	\$ 257,144	\$ 257,140	\$ 264,325	

Notes to the Financial Statements

July 31, 2023

Financial Overview / Highlights

- ▶ The Non-Ad Valorem assessments are 100% collected.
- ▶ Total expenditures through July are approximately 78% compared to Annual Adopted Budget. Significant variances are explained below.

Variance Analysis

Account Name	Annual Adopted Budget	YTD Actual	% of Budget	Explanation
Expenditures				
<u>Administrative</u>				
ProfServ- Engineering	\$ 5,500	\$ 18,285	332%	Services for Pipe Service Proposal regarding storm sewer pipe cleaning.
ProfServ- Legal Services	\$ 10,000	\$ 9,201	92%	Reviews for stormwater repairs and drafting agreements with towing company ad Element Environmentals for ponds 1-3 dredging.
Auditing Services	\$ 3,700	\$ 3,900	105%	Per engagement letter dated Sept. 23, 2022 the fee was \$3900.
Insurance- General Liability	\$ 8,370	\$ 7,498	90%	Insurance is paid through July 2023.
Legal Advertising	\$ 450	\$ 1,151	256%	Notice of meetings. There were 2 notices in October.
Miscellaneous Services	\$ 1,000	\$ 400	40%	Meeting room rental.
Misc-Web Hosting	\$ 2,613	\$ 1,706	65%	Quarterly Webhosting, as well as domain renewal.
Office Supplies	\$ 200	\$ 421	211%	Christmas decorations.
<u>Field</u>				
Utility General	\$ 17,000	\$ 8,187	48%	Utility usage varies each month.
R&M - Common Area	\$ 30,000	\$ 12,347	41%	Fallen tree clean up and replacement ballasts.

COUNTRY GREENS
Community Development District

Supporting Schedules

July 31, 2023

**Non-Ad Valorem Special Assessments - Lake County Tax Collector
(Monthly Collection Distributions)
For the Fiscal Year Ending September 30, 2023**

Date Received	Net Amount Received	Discounts / (Penalties) Amounts	(1) Collection Costs	Gross Amount Received	ALLOCATION BY FUND	
					General Fund	Series 2016A Debt Service Fund
Assessments Levied FY 2023				\$ 630,625	\$ 260,871	\$ 369,754
Allocation %				100%	41%	59%
11/22/22	\$ 2,173	\$ 110	\$ 44	\$ 2,327	\$ 2,327	\$ -
11/22/22	\$ 3,178	\$ 160	\$ 65	\$ 3,402	\$ -	\$ 3,402
11/22/22	\$ 9,695	\$ 412	\$ 198	\$ 10,306	\$ 10,306	\$ -
11/22/22	\$ 12,282	\$ 522	\$ 251	\$ 13,055	\$ -	\$ 13,055
12/07/22	\$ 17,161	\$ 730	\$ 350	\$ 18,241	\$ 18,241	\$ -
12/07/22	\$ 23,312	\$ 991	\$ 476	\$ 24,779	\$ -	\$ 24,779
12/12/22	\$ 176,339	\$ 7,497	\$ 3,599	\$ 187,435	\$ 187,435	\$ -
12/12/22	\$ 249,066	\$ 10,589	\$ 5,083	\$ 264,738	\$ -	\$ 264,738
12/21/22	\$ 24,190	\$ 1,026	\$ 494	\$ 25,710	\$ 25,710	\$ -
12/21/22	\$ 37,202	\$ 1,578	\$ 759	\$ 39,539	\$ -	\$ 39,539
01/11/23	\$ 4,227	\$ 152	\$ 86	\$ 4,466	\$ 4,466	\$ -
01/11/23	\$ 5,519	\$ 196	\$ 113	\$ 5,828	\$ -	\$ 5,828
02/10/23	\$ 2,629	\$ 70	\$ 54	\$ 2,753	\$ 2,752.63	
02/10/23	\$ 3,388	\$ 91	\$ 69	\$ 3,548		\$ 3,548.11
03/09/23	\$ 2,137	\$ 22	\$ 44	\$ 2,202	\$ 2,202	\$ -
03/09/23	\$ 3,012	\$ 31	\$ 61	\$ 3,105		\$ 3,105
04/10/23	\$ 4,275	\$ 87	\$ -	\$ 4,363	\$ 4,363	\$ -
04/10/23	\$ 6,700	\$ 137	\$ -	\$ 6,836	\$ -	\$ 6,836
05/11/23	\$ 355	\$ (9)	\$ 7	\$ 353	\$ 353	
05/11/23	\$ 666	\$ (18)	\$ 14	\$ 662		\$ 662
06/05/23	\$ 741	\$ (22)	\$ 15	\$ 734	\$ 734	\$ -
06/05/23	\$ 1,265	\$ (38)	\$ 26	\$ 1,253	\$ -	\$ 1,253
06/15/23	\$ 2,030	\$ (89)	\$ 41	\$ 1,982	\$ 1,982	\$ -
06/15/23	\$ 3,081	\$ (135)	\$ 63	\$ 3,008	\$ -	\$ 3,008
TOTAL	\$ 594,622	\$ 24,092	\$ 11,911	\$ 630,625	\$ 260,871	\$ 369,754
% COLLECTED				100%	100%	100%

Cash and Investment Report

July 31, 2023

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Maturity</u>	<u>Yield</u>	<u>Balance</u>
GENERAL FUND					
Checking account - Operating	Valley National Bank	Checking Account	n/a	5.00%	\$ 71,608
Money Market Account	Valley National	MMA	n/a	5.00%	\$ 282,303
Subtotal					\$ 353,911
DEBT SERVICE FUNDS					
Series 2016 A-1 & A-2 Prepayment	US Bank	First American Govt.	n/a	5.15%	\$ 4,461
Series 2016 A-1 Reserve	US Bank	First American Govt.	n/a	5.15%	\$ 120,534
Series 2016 A-2 Reserve	US Bank	First American Govt.	n/a	5.15%	\$ 53,250
Series 2016 A-1 & A-2 Rev.	US Bank	First American Govt.	n/a	5.15%	\$ 81,704
Subtotal					\$ 259,948
Total					\$ 613,860

Country Greens CDD

Bank Reconciliation

Bank Account No. 9840 Valley National Bank GF Checking
Statement No. 7/23
Statement Date 7/31/2023

G/L Balance (LCY)	71,608.27	Statement Balance	74,468.27
G/L Balance	71,608.27	Outstanding Deposits	0.00
Positive Adjustments	0.00		
	<hr/>	Subtotal	74,468.27
Subtotal	71,608.27	Outstanding Checks	2,860.00
Negative Adjustments	0.00	Differences	0.00
	<hr/>		
Ending G/L Balance	71,608.27	Ending Balance	71,608.27
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
6/20/2023	Payment	3439	SERVELLO & SONS, INC.	2,860.00	0.00	2,860.00
Total Outstanding Checks.....				2,860.00		2,860.00

COUNTRY GREENS

Payment Register by Bank Account

For the Period from 6/1/23 to 7/31/23

(Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
------	------------	-------	-------------	---------------------	--------------------------	---------------	-------------

VALLEY BANK MMA - (ACCT#XXXXX3957)

CHECK # 301

06/28/23	Vendor	COUNTRY GREENS CDD	Y3957-062123	XFER EXCESS FUNDS TO GF TO COVER MONTHLY EXP.	Cash with Fiscal Agent	103000	\$50,000.00
							Check Total
							<u>\$50,000.00</u>
							Account Total
							<u>\$50,000.00</u>

VALLEY NATIONAL BANK GF CHECKING - (ACCT#XXXXX9840)

CHECK # 3427

06/06/23	Vendor	PEGASUS ENGINEERING LLC	226218	MONTHLY LANDSCAPE MAINTENANCE 7/3-/22-11/19/22	ProfServ-Engineering	001-531013-51501	\$5,500.00
							Check Total
							<u>\$5,500.00</u>

CHECK # 3428

06/12/23	Vendor	INFRAMARK, LLC	95137	MAY 2023 MGMT FEES	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$5,613.50
06/12/23	Vendor	INFRAMARK, LLC	95137	MAY 2023 MGMT FEES	ProfServ-Field Management	001-531016-53901	\$1,691.67
06/12/23	Vendor	INFRAMARK, LLC	95137	MAY 2023 MGMT FEES	Postage and Freight	001-541006-51301	\$6.00
06/12/23	Vendor	INFRAMARK, LLC	95137	MAY 2023 MGMT FEES	Printing and Binding	001-547001-51301	\$2.30
06/12/23	Vendor	INFRAMARK, LLC	95137	MAY 2023 MGMT FEES	R&M-Common Area	001-546016-53901	\$400.00
							Check Total
							<u>\$7,713.47</u>

CHECK # 3429

06/12/23	Vendor	PEGASUS ENGINEERING LLC	226622	ENGG SVCS 02/26-04/22/23	ProfServ-Engineering	001-531013-51501	\$1,253.76
							Check Total
							<u>\$1,253.76</u>

CHECK # 3430

06/15/23	Vendor	CONNOR F. GRAHAM	3402	EXTERIOR CLEANING	R&M-Common Area	001-546016-53901	\$4,595.00
							Check Total
							<u>\$4,595.00</u>

CHECK # 3431

06/15/23	Vendor	SERVELLO & SONS, INC.	24290	JUNE 2023 LANDSCAPE MAINT	Contracts-Landscape	001-534050-53901	\$14,628.17
							Check Total
							<u>\$14,628.17</u>

CHECK # 3432

06/21/23	Employee	CATHERINE G. CATASUS	PAYROLL	June 21, 2023 Payroll Posting			\$184.70
							Check Total
							<u>\$184.70</u>

COUNTRY GREENS

Payment Register by Bank Account

For the Period from 6/1/23 to 7/31/23

(Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
CHECK # 3433							
06/21/23	Employee	ANNA L. HEINTZELMAN	PAYROLL	June 21, 2023 Payroll Posting			\$184.70
							Check Total <u>\$184.70</u>
CHECK # 3434							
06/21/23	Employee	JOSEPH G. GRALL	PAYROLL	June 21, 2023 Payroll Posting			\$184.70
							Check Total <u>\$184.70</u>
CHECK # 3435							
07/06/23	Vendor	PEGASUS ENGINEERING LLC	226673	ENG SVCS 04/23/23 -05/20/23	ProfServ-Engineering	001-531013-51501	\$2,784.50
							Check Total <u>\$2,784.50</u>
CHECK # 3436							
07/10/23	Vendor	GEXPRO	S136743479.001		R&M-Common Area	001-546016-53901	\$106.76
							Check Total <u>\$106.76</u>
CHECK # 3437							
07/10/23	Vendor	INFRAMARK, LLC	96969	JUNE 2023 MGMT FEES	R&M-Common Area	001-546016-53901	\$330.00
07/10/23	Vendor	INFRAMARK, LLC	96969	JUNE 2023 MGMT FEES	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$5,613.50
07/10/23	Vendor	INFRAMARK, LLC	96969	JUNE 2023 MGMT FEES	ProfServ-Field Management	001-531016-53901	\$1,691.67
07/10/23	Vendor	INFRAMARK, LLC	96969	JUNE 2023 MGMT FEES	Postage and Freight	001-541006-51301	\$4.00
							Check Total <u>\$7,639.17</u>
CHECK # 3438							
07/10/23	Vendor	SITEX AQUATICS, LLC	7439	JUNE 2023 LAKE MAINT	June Inv.	001-534067-53901	\$255.00
							Check Total <u>\$255.00</u>
CHECK # 3439							
06/20/23	Vendor	SERVELLO & SONS, INC.	24371	FALLEN TREE CLEAN UP	R&M-Common Area	001-546016-53901	\$2,860.00
							Check Total <u>\$2,860.00</u>
CHECK # 3440							
07/21/23	Vendor	CLARK & ALBAUGH, LLP	18407	GERN COUNSEL THRU 5/5-6/27/23	ProfServ-Legal Services	001-531023-51401	\$3,891.00
							Check Total <u>\$3,891.00</u>
CHECK # 3441							
07/21/23	Vendor	INNERSYNC STUDIO, LTD	21433	WEBSITE SVCS / ADA COMPLIANCE	Misc-Web Hosting	001-549915-51301	\$388.13
							Check Total <u>\$388.13</u>
CHECK # 3442							
07/21/23	Vendor	SERVELLO & SONS, INC.	24473	JULY 2023 LANDSCAPE MAINT	Contracts-Landscape	001-534050-53901	\$14,628.17
							Check Total <u>\$14,628.17</u>

COUNTRY GREENS

Payment Register by Bank Account

For the Period from 6/1/23 to 7/31/23

(Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
ACH #DD343							
06/05/23	Vendor	SECO	051823ACH	BILL PRD 4/14 -05/16/23	Utility - General	001-543001-53901	\$445.00
							ACH Total <u>\$445.00</u>
ACH #DD346							
06/21/23	Employee	DAVID WARDEN	PAYROLL	June 21, 2023 Payroll Posting			\$184.70
							ACH Total <u>\$184.70</u>
ACH #DD347							
06/21/23	Employee	CRYSTAL Y. JONES	PAYROLL	June 21, 2023 Payroll Posting			\$184.70
							ACH Total <u>\$184.70</u>
ACH #DD348							
06/29/23	Vendor	SECO	061223 ACH	SERVICE DATE 5/11-6/12/23	Utility - General	001-543001-53901	\$274.00
							ACH Total <u>\$274.00</u>
ACH #DD349							
06/29/23	Vendor	SECO	061523 ACH	SERVICE DATES 5/16-6/15/23	Utility - General	001-543001-53901	\$626.00
							ACH Total <u>\$626.00</u>
ACH #DD350							
07/04/23	Vendor	SECO	061523-6800 ACH	SERVICE DATES 5/16-6/15/23	Utility - General	001-543001-53901	\$117.00
							ACH Total <u>\$117.00</u>
ACH #DD352							
07/31/23	Vendor	SECO	071423-7400ACH	BILLING FOR 6/12-7/12/23	Utility - General	001-543001-53901	\$1,027.00
							ACH Total <u>\$1,027.00</u>
							Account Total <u>\$69,655.63</u>

Total Amount Paid	\$119,655.63
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**NOTICE OF MEETING SCHEDULE
COUNTRY GREENS
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Country Greens Community Development District will hold bi-monthly meetings as follows unless indicated otherwise below for Fiscal Year 2024 on the **second Tuesday at 5:30 p.m.** at the REACH Church, 24540 State Road 46, Sorrento, Florida 32776 as follows:

October 10, 2023
December 12, 2023
February 13, 2024
April 9, 2024
June 11, 2024
August 13, 2024

The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. Meetings may be continued to a date, time, and place to be specified on the record at the meeting.

There may be occasions when one or more Supervisors may participate by telephone. At the above location there may be present a speaker telephone so that any interested person can attend the meeting at the above location and be fully informed of the discussions taking place either in person or by telephone communication.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations at these meetings because of a disability or physical impairment should contact the District Management Company, Inframark, Infrastructure Management Services at (954) 603-0033 at least two (2) calendar days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1 for aid in contacting the District Management Company.

Each person who decides to appeal any decision of the Board with respect to any matter considered at a meeting, such person will need a record of the proceedings and should accordingly ensure that a verbatim record of the proceedings is made, which includes the testimony and evidence upon which such appeal is to be based.

Gabriel Mena
District Manager

COUNTRY GREENS
Community Development District

Annual Operating and Debt Service Budget
Fiscal Year 2024

Modified Tentative Budget
(Printed 8/4/23, Version 4)

Prepared by:



COUNTRY GREENS

Community Development District

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COUNTRY GREENS
Community Development District

Operating Budget
Fiscal Year 2024

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2024 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2021	FY 2022	BUDGET FY 2023	THRU JUL - 2023	AUG - SEP-2023	PROJECTED FY 2023	BUDGET FY 2024
REVENUES							
Interest - Investments	2,664	\$ 3,432	\$ 2,609	\$ 15,726	3,145	\$ 18,871	\$ 10,000
Special Assmnts- Tax Collector	226,850	226,846	260,871	260,871	-	260,871	313,047
Special Assmnts- Discounts	(8,645)	(8,691)	(10,435)	(9,900)	-	(9,900)	(12,522)
Other Miscellaneous Revenues	-	-	-	1582	-	1,582	-
TOTAL REVENUES	220,869	221,587	253,045	268,279	3,145	271,424	310,525
EXPENDITURES							
<i>Administrative</i>							
P/R-Board of Supervisors	5,400	5,000	6,000	4,600	1,000	5,600	6,000
FICA Taxes	413	383	459	352	77	428	459
ProfServ-Arbitrage Rebate	1,200	600	600	600	-	600	600
ProfServ-Dissemination Agent	1,000	1,000	1,000	-	1,000	1,000	1,000
ProfServ-Engineering	1,380	16,385	5,500	18,285	3,657	21,942	15,000
ProfServ-Legal Services	7,150	10,236	10,000	9,201	1,840	11,041	10,000
ProfServ-Mgmt Consulting Serv	67,362	67,362	67,362	56,135	11,227	67,362	67,362
ProfServ-Trustee Fees	3,717	3,408	3,717	3,717	-	3,717	3,717
Auditing Services	3,500	3,700	3,700	3,900	-	3,900	3,900
Postage and Freight	947	1,076	1,100	45	1,440	1,485	1,100
Insurance - General Liability	8,409	6,975	8,370	7,498	-	7,498	8,248
Printing and Binding	588	457	500	5	812	817	500
Legal Advertising	-	189	450	1,151	230	1,381	650
Miscellaneous Services	50	-	1,000	400	80	480	1,000
Misc-Assessmnt Collection Cost	1,626	3,393	5,217	5,019	-	5,019	6,261
Misc-Web Hosting	2,465	3,396	2,613	1,706	907	2,613	3,000
Office Supplies	435	-	200	421	84	505	700
Annual District Filing Fee	175	175	175	175	-	175	175
Total Administrative	105,817	123,735	117,963	113,210	22,354	135,564	129,672
<i>Field</i>							
ProfServ-Field Management	20,300	20,300	20,300	16,917	3,383	20,300	20,909
Contracts-Aquatic Control	3,315	3,060	3,060	2,550	510	3,060	3,060
Contracts-Landscape	163,151	190,486	175,538	146,282	29,256	175,538	175,538
Utility - General	11,755	10,073	17,000	8,187	2,727	10,914	13,000
R&M-Common Area	24,959	24,369	30,000	12,347	2,469	14,816	30,000
Capital Outlay	-	-	15,000	-	-	-	15,000
Miscellaneous Service	-	1,446	4,000	-	4,000	4,000	6,021
Total Field	223,480	249,734	264,898	186,283	42,346	224,629	263,528
TOTAL EXPENDITURES	329,297	373,469	382,861	299,493	64,700	360,193	393,200
Excess (deficiency) of revenues							
Over (under) expenditures	(108,428)	(151,882)	(129,816)	(31,214)	(61,554)	(88,768)	(82,675)
Net change in fund balance	(108,428)	(151,882)	(129,816)	(31,214)	(61,554)	(88,768)	(82,675)
FUND BALANCE, BEGINNING	633,762	525,333	373,449	373,449	-	373,449	284,681
FUND BALANCE, ENDING	\$ 525,334	\$ 373,451	\$ 243,633	\$ 342,235	\$ (61,554)	\$ 284,681	\$ 202,006

COUNTRY GREENS

Community Development District

Exhibit "A" Allocation of Fund Balances

AVAILABLE FUNDS

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2024	\$ 284,681
Net Change in Fund Balance - Fiscal Year 2024	(82,675)
Reserves - Fiscal Year 2024	
Total Funds Available (Estimated) - 9/30/2024	202,006

ALLOCATION OF AVAILABLE FUNDS

Assigned Fund Balance

Operating Reserve - Operating Capital	98,300 ⁽¹⁾
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Total Allocation of Available Funds	98,300
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Total Unassigned (undesignated) Cash	\$ 103,706
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Notes

(1) Represents approximately 3 months of operating expenditures

Budget Narrative
Fiscal Year 2024**REVENUES****Interest - Investments**

The District earns interest on their operating account and other investments.

Special Assessment - 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 Assessment - Discounts

Per Section 197.3632 and Section 197.162 of the Florida Statutes, discounts are allowed for early payment of assessments collected by the Tax Collector and only when the Tax Collector is using the uniform methodology. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

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

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting in which they attend. The budgeted amount for the fiscal year is based on all supervisors attending 6 meetings.

FICA Taxes

Payroll taxes on Board of Supervisor's compensation. The budgeted amount for the fiscal year is calculated at 7.65% of the total Board of Supervisor's payroll expenditures.

Professional Services - Arbitrage Rebate

The District will contract with an independent certified public accountant to annually calculate the District's Arbitrage Rebate Liability on the Series 2016 Special Assessment Bonds. The budgeted amount for the fiscal year is based on standard fees charged for this service.

Professional Services - Dissemination Agent

The District is required by the Securities and Exchange Commission to comply with rule 15c2-12(b)-(5), which relates to additional reporting requirements for unrelated bond issues. The budgeted amount for the fiscal year is based on standard fees charged for this service.

Prof Service - Engineering

The District's engineer will be providing general engineering services to the District, i.e., attendance and preparation for monthly board meetings, review invoices, etc.

Professional Services - Legal Services

The District's legal counsel will be providing general legal services to the District, i.e., attendance and preparation for meetings, review operating and maintenance contracts.

Budget Narrative
Fiscal Year 2024**Expenditures - Administrative (continued)****Professional Services – Management Consulting Services**

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Inframark Infrastructure Management Services.

Professional Services Trustee Fees

The District pays US Bank an annual fee for trustee services on the Series 2016A Special Assessment Bond. The budgeted amount for the fiscal year 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 last year's actuals plus contingency.

Postage and Freight

Actual postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

Insurance - General Liability

The District's General Liability & Public Officials Liability Insurance policy is with Public Risk Insurance. Public Risk Insurance specializes in providing insurance coverage to governmental agencies.

Printing & Binding

Copies used in the preparation of agenda packages, required mailings, and other special projects

Legal Advertising

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

Miscellaneous Services

Bank charges and any other miscellaneous expenditures that are incurred during the year.

Misc. - Assessment Collection Costs

The District reimburses the Lake County Tax Collector for applicable necessary administrative costs. Per 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 budget for collection costs is based on a maximum of 2% of the anticipated assessment collections.

Budget Narrative
Fiscal Year 2024**Expenditures - Administrative (continued)****Misc – Web Hosting**

Annual contract with Campus Suite and GoDaddy, as well as a quarterly contract with Innersync Studio Ltd. to maintain the District's website and fees for email hosting and archiving.

Office Supplies

Miscellaneous office supplies.

Annual District Filing Fee

The District is required to pay an annual fee to the Department of Community Affairs of \$175.

Expenditures - Field**ProfServ-Field Management**

The District has a contract with Inframark Infrastructure Management Services. for services in the administration and operation of the Property and its contractors.

Contracts – Aquatic Control

The District has a contract with Sitex Aquatics for cleaning, inspection as well as, weed and algae treatment of three (3) ponds.

Contracts - Landscape

The District has a contract with Yellowstone Landscape to provide landscape maintenance through Valley Crest. These services include mowing, edging, blowing, applying pest and disease control chemicals to sod, mulching once per year, applying fertilizer, and transplanting annuals three times per year. The budgeted amount includes unscheduled maintenance as well as repair and replacement.

Utility - General

The District maintains wells, pumps, and has electrical and water accounts for the common areas.

R&M - Common Areas

The cost of any maintenance expenditures that are incurred during the year such as painting, pressure-washing, fountain repairs, ponds, storm water ponds, storm water system, and the street lighting equipment.

Capital Outlay

This expense line is for the aquatic control system project.

Miscellaneous Services

Work orders for field operations.

COUNTRY GREENS

Community Development District

Debt Service Budgets

Fiscal Year 2024

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2024 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2021	FY 2022	BUDGET	THRU	AUG -	PROJECTED	BUDGET
			FY 2023	JUL - 2023	SEP-2023	FY 2023	FY 2024
REVENUES							
Interest - Investments	16	\$ 771	25	\$ 10,605	\$ 2,121	\$ 12,726	\$ 500
Special Assmnts- Tax Collector	369,760	369,754	369,754	369,754	-	369,754	369,754
Special Assmnts- Discounts	(14,084)	(14,166)	(14,790)	(13,968)	-	(13,968)	(14,790)
TOTAL REVENUES	355,692	356,359	354,989	366,391	2,121	368,512	355,464
EXPENDITURES							
<i>Administrative</i>							
Misc-Assessmnt Collection Cost	7,114	5,516	7,395	7,116	-	7,395	7,395
Total Administrative	7,114	5,516	7,395	7,116	-	7,395	7,395
<i>Debt Service</i>							
Principal Prepayments	20,000	10,000	-	5,000	-	5,000	-
Principal Debt Retirement A-1	150,000	155,000	155,000	155,000	-	-	160,000
Principal Debt Retirement A-2	50,000	55,000	55,000	55,000	-	-	60,000
Interest Expense Series A-1	90,836	87,461	83,586	83,586	-	-	79,324
Interest Expense Series A-2	50,625	47,250	44,500	44,000	-	-	41,000
Total Debt Service	361,461	354,711	338,086	342,586	-	5,000	340,324
TOTAL EXPENDITURES	368,575	360,227	345,481	349,702	-	12,395	347,719
Excess (deficiency) of revenues							
Over (under) expenditures	(12,883)	(3,868)	9,508	16,689	2,121	356,117	7,745
OTHER FINANCING SOURCES (USES)							
Contribution to (Use of) Fund Balance	-	-	9,508	-	-	-	7,745
TOTAL OTHER SOURCES (USES)	-	-	9,508	-	-	-	7,745
Net change in fund balance	(12,883)	(3,868)	9,508	16,689	2,121	356,117	7,745
FUND BALANCE, BEGINNING	264,387	251,505	247,636	247,636	-	247,636	603,753
FUND BALANCE, ENDING	\$ 251,504	\$ 247,637	\$ 257,144	\$ 264,325	\$ 2,121	\$ 603,753	\$ 611,498

**Series 2016A-1 Special Assessment Revenue Bonds Amortization
Schedule**

Period Ending	Principal	Coupon	Interest	Annual Debt Service
11/1/2023	2,135,000		39,662	
5/1/2024	2,135,000	160,000	39,662	239,324
11/1/2024	1,975,000		37,262	
5/1/2025	1,975,000	165,000	37,262	239,524
11/1/2025	1,810,000		34,622	
5/1/2026	1,810,000	170,000	34,622	239,244
11/1/2026	1,640,000		31,859	
5/1/2027	1,640,000	180,000	31,859	243,719
11/1/2027	1,460,000		28,709	
5/1/2028	1,460,000	185,000	28,709	242,419
11/1/2028	1,275,000		25,125	
5/1/2029	1,275,000	190,000	25,125	240,250
11/1/2029	1,085,000		21,444	
5/1/2030	1,085,000	200,000	21,444	242,888
11/1/2030	885,000		17,569	
5/1/2031	885,000	210,000	17,569	245,138
11/1/2031	675,000		13,500	
5/1/2032	675,000	215,000	13,500	242,000
11/1/2032	460,000		9,200	
5/1/2033	460,000	225,000	9,200	243,400
11/1/2033	235,000		4,700	
5/1/2034	235,000	235,000	4,700	244,400
	2,135,000		3,189,608	2,662,304

**Series 2016A-2 Special Assessment Revenue Bonds Amortization
Schedule**

Period Ending	Outstanding Balance	Principal	Coupon	Extraordinary Redemption	Interest	Debt Service	Annual Debt Service
11/1/2023	820,000				20,500	22,000	
5/1/2024	820,000	60,000	5.00%		20,500	82,000	101,000
11/1/2024	760,000				19,000	20,500	
5/1/2025	760,000	60,000	5.00%		19,000	85,500	98,000
11/1/2025	700,000				17,500	18,875	
5/1/2026	700,000	65,000	5.00%		17,500	88,875	100,000
11/1/2026	635,000				15,875	17,125	
5/1/2027	635,000	65,000	5.00%		15,875	87,125	96,750
11/1/2027	570,000				14,250	15,375	
5/1/2028	570,000	70,000	5.00%		14,250	90,375	98,500
11/1/2028	500,000				12,500	13,500	
5/1/2029	500,000	75,000	5.00%		12,500	93,500	100,000
11/1/2029	425,000				10,625	11,500	
5/1/2030	425,000	75,000	5.00%		10,625	96,500	96,250
11/1/2030	350,000				8,750	9,375	
5/1/2031	350,000	80,000	5.00%		8,750	99,375	97,500
11/1/2031	270,000				6,750	7,125	
5/1/2032	270,000	85,000	5.00%		6,750	97,125	98,500
11/1/2032	185,000				4,625	4,875	
5/1/2033	185,000	90,000	5.00%		4,625	99,875	99,250
11/1/2033	95,000				2,375	2,500	
5/1/2034	95,000	95,000	5.00%		2,375	102,500	99,750
		820,000		0	265,500	1,165,500	1,085,500

Budget Narrative
Fiscal Year 2024

REVENUES

Interest - Investments

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

Special Assessment - 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. The District will assess the maximum annual debt service amount.

Special Assessment - Discounts

Per Section 197.3632 and Section 197.162 of the Florida Statutes, discounts are allowed for early payment of assessments collected by the Tax Collector and only when the Tax Collector is using the uniform methodology. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

Expenditures - Administrative

Misc. - Assessment Collection Costs

The District reimburses the Lake County Tax Collector for applicable necessary administrative costs. Per 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 budget for collection costs is based on a maximum of 2% of the anticipated assessment collections.

Expenditures - Debt Service

Principal Debt Retirement

The District pays regular principal payments annually in order to pay down/retire the debt service.

Interest Expense

The District pays interest expense on the debt service twice a year.

COUNTRY GREENS

Community Development District

Supporting Budget Schedules

Fiscal Year 2024

**Assessment Summary
Fiscal Year 2024 vs. Fiscal Year 2023**

Product	General Fund			Debt Service Series 2016A			Total Assessments per Unit				Units
	FY 2024	FY 2023	Dollar Change	FY 2024	FY 2023	Percent Change	FY 2024	FY 2023	Dollar Change	Percent Change	
TH 34'	\$308.30	\$256.91	\$51.38	\$289.25	\$289.25	0%	\$597.54	\$546.16	\$51.38	9%	104
SF 55'	\$440.43	\$367.02	\$73.41	\$424.23	\$424.23	0%	\$864.65	\$791.25	\$73.41	9%	319
SF 65'	\$440.43	\$367.02	\$73.41	\$501.36	\$501.36	0%	\$941.79	\$868.38	\$73.41	8%	97
SF 100'	\$440.43	\$367.02	\$73.41	\$752.04	\$752.04	0%	\$1,192.47	\$1,119.06	\$73.41	6%	158
Golf Course	\$4,403.15	\$3,669.27	\$733.88	\$5,013.61	\$5,013.61	0%	\$9,416.77	\$8,682.88	\$733.88	8%	10
Commercial	\$23,776.68	\$19,813.77	\$3,962.91	\$34,709.63	\$34,709.63	0%	\$58,486.30	\$54,523.39	\$3,962.91	7%	54
New Area	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	n/a	\$0.00	\$0.00	\$0.00	n/a	
											742

RESOLUTION 2023-04

THE ANNUAL APPROPRIATION RESOLUTION OF THE COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT (THE "DISTRICT") RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023, AND ENDING SEPTEMBER 30, 2024

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

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

WHEREAS, the Board set August 15, 2023, as the date for a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a) and 197.3632(4), Florida Statutes; and

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT;

Section 1. Budget

- a. That the Board of Supervisors has reviewed the District Manager's Proposed Budget, a copy of which is on file with the Office of the District Treasurer and the Office of the Recording Secretary, and hereby approves certain amendments thereto, as shown in Section 2 below.

- b. That the District Manager’s Proposed Budget, as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), Florida Statutes, and incorporated herein by reference; provided, however, that the comparative figures contained in the adopted budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures for Fiscal Year 2023 and/or revised projections for Fiscal Year 2024.
- c. That the adopted budget, as amended, shall be maintained in the Office of the District Treasurer and the District Recording Secretary and identified as “The Budget for Country Greens Community Development District for the Fiscal Year Ending September 30, 2024”, as adopted by the Board of Supervisors on August 15, 2023.

Section 2. Appropriations

There is hereby appropriated out of the revenues of the Country Greens Community Development District, for the Fiscal Year beginning October 1, 2023, and ending September 30, 2024, the sum of _____ to be raised by the levy of assessments and otherwise, which sum is deemed by the Board of Supervisors to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$ _____
DEBT SERVICE FUND	\$ _____
TOTAL ALL FUNDS	\$ _____

Section 3. Supplemental Appropriations

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

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

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

Introduced, considered favorably, and adopted this 15th day of August, 2023.

ATTEST:

**BOARD OF SUPERVISORS OF THE
COUNTRY GREENS COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

By: _____

Its: _____

RESOLUTION 2023-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT IMPOSING SPECIAL ASSESSMENTS AND CERTIFYING AN ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Country Greens Community Development District (the “District”) is a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

WHEREAS, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District’s adopted Improvement Plan and Chapter 190, Florida Statutes; and

WHEREAS, the Board of Supervisors of the District (“Board”) hereby determines to undertake various operations and maintenance activities described in the District’s budget for Fiscal Year 2024 (“Operations and Maintenance Budget”), attached hereto as Exhibit “A” and incorporated by reference herein; and

WHEREAS, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the District’s budget for Fiscal Year 2024; and

WHEREAS, the provision of such services, facilities, and operations is a benefit to lands within the district; and

WHEREAS, Chapter 190, Florida Statutes, provides that the District may impose special assessments on benefited lands within the District; and

WHEREAS, the District has previously levied an assessment for debt service, which the District now desires to collect on the tax roll pursuant to the Uniform Method and which is also indicated on Exhibit “A”; and

WHEREAS, Chapter 197, Florida Statutes, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector (“Uniform Method”); and

WHEREAS, the District has previously evidenced its intention to utilize this Uniform

Method; and

WHEREAS, the District has approved an Agreement with the Property Appraiser and Tax Collector of Lake County to provide for the collection of the special assessments under the Uniform Method; and

WHEREAS, it is in the best interests of the District to proceed with the imposition of the special assessments; and

WHEREAS, it is in the best interests of the District to adopt the Assessment Roll of the Country Greens Community Development District (the "Assessment Roll") attached to this Resolution as Exhibit "B" and incorporated as a material part of this Resolution by this reference, and to certify the Assessment Roll to the Lake County Tax Collector pursuant to the Uniform Method; and

WHEREAS, it is in the best interest of the District to permit the District Manager to amend the Assessment Roll, certified to the Lake County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for Lake County, for such time as authorized by Florida law.

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

SECTION 1. BENEFIT. The provision of the services, facilities, and operations as described in Exhibit "A" confer a special and peculiar benefit to the lands within the District, which benefits exceed or equal the costs of the assessments. The allocation of the costs to the specially benefited lands is shown in Exhibit "B."

SECTION 2. ASSESSMENT IMPOSITION. A special assessment for operation and maintenance as provided for in Chapter 190, Florida Statutes, is hereby imposed and levied on benefited lands within the District in accordance with Exhibit "B."

SECTION 3. COLLECTION. The collection of the operation and maintenance special assessments shall be at the same time and in the same manner as Lake County taxes in accordance with the Uniform Method. The District shall also collect its previously levied debt service assessment pursuant to the Uniform Method, as indicated on Exhibit "B."

SECTION 4. ASSESSMENT ROLL. The District's Assessment Roll, attached to this Resolution as Exhibit "B," is hereby certified to the Lake County Tax Collector and shall be collected by Lake County Tax Collector in the same manner and time as Lake County taxes. The

proceeds therefrom shall be paid to the Country Greens Community Development District.

SECTION 5. ASSESSMENT ROLL AMENDMENT. The District Manager shall keep appraised of all updates made to the Lake County property roll by the Property Appraiser after the date of this Resolution; and shall amend the District's Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the Lake County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates to the tax roll in the District records.

SECTION 6. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

SECTION 7. EFFECTIVE DATE. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board of Supervisors of the Country Greens Community Development District.

PASSED AND ADOPTED this 15th day of August, 2023.

ATTEST:

**BOARD OF SUPERVISORS OF THE
COUNTRY GREENS COMMUNITY
DEVELOPMENT DISTRICT**

Assistant Secretary

By: _____

Its: _____

EXHIBIT “A”

[insert Operations and Maintenance Budget]

EXHIBIT “B”

[insert Assessment Roll]

JUNE 2023 FIELD INSPECTION

Country Greens CDD

Wednesday, June 21, 2023

Prepared For Board Of Supervisors

34 Item Identified

Freddy Blanco Field
Manager
Inframark





Item 1

Assigned To Servello Landscaping
The irrigation leak at Marbella Dr near to the golf club parking lot is still present.



Item 2

Assigned To Servello Landscaping
The irrigation leak at Marbella Dr near to the golf club parking lot is still present.



Item 3

Assigned To Servello Landscaping
Provide proposal to elevation tree
service at Marbella Dr across the Se-
curity guard house.



Item 4

Assigned To Board Of Supervisors
The Tower fountain is working
normally.



Item 5

Assigned To Servello Landscaping
Weeds control on the beds around the small pond at the 44 entrance need immediate attention .



Item 6

Assigned To Servello Landscaping
Annual flowers installation service is completed according to the schedule.



Item 7

Assigned To Servello Landscaping
Provide schedule for weeds control service on the Jasmin beds at the 44 entrance.



Item 8

Assigned To Sitex
The ponds is showing improvement on the algae control.



Item 9

Assigned To Servello Landscaping
Provide schedule for weeds control service on the beds across the security guard house.



Item 10

Assigned To Servello Landscaping
Provide schedule for weeds control service on the beds across the security guard house.



Item 11

Assigned To Servello Landscaping
Trimming service around the storm drain located at Tuscany Ave is not completed at all.



Item 12

Assigned To Servello Landscaping
Mowing service behind Marbella Dr. Is completed.



Item 13

Assigned To Servello Landscaping
Mowing and trimming service
around storm drain at Marbella Dr. Is
ongoing.



Item 14

Assigned To Servello Landscaping
Mowing and edging service at Ter-
ragona Dr. Is not completed.



Item 15

Assigned To Servello Landscaping
Mowing service at Terragona Dr. Is
not completed.



Item 16

Assigned To District Engineer
The water flow moved the grate
from the original position at Terrag-
ona Dr.



Item 17

Assigned To Servello Landscaping
The mowing service around the storm drain at Companero Dr. Is ongoing.



Item 18

Assigned To Servello Landscaping
The palm tree trimming service at Cardinal Ln. is still pending for schedule.



Item 19

Assigned To Servello Landscaping
Mowing service on the dry ponds lo-
cated at Companero Dr. Is not com-
pleted at all.



Item 20

Assigned To Servello Landscaping
Mowing service at Cardinal Ln. en-
trance is not completed.



Item 21

Assigned To Servello Landscaping
Mowing service at Cardinal Ln. entrance is not completed.



Item 22

Assigned To Servello Landscaping
Provide a proposal for remove fallen tree at 44 near to Cardinal Ln.



Item 23

Assigned To Inframark
Provide Proposal for repair damage
PVC fence at the 44.



Item 24

Assigned To Servello Landscaping
The irrigation repair at the 44 was
completed several weeks ago but
the hole is still there and this can
cause another leak in the same line.



Item 25

Assigned To Servello Landscaping
The irrigation repair at the 44 was completed several weeks ago but the hole is still there and this can cause another leak in the same line.



Item 26

Assigned To Servello Landscaping
The tree removal service at the 437 is completed.



Item 27

Assigned To Servello Landscaping
The mowing service at 437 is not completed.



Item 28

Assigned To Servello Landscaping
The mowing service behind the PVC fence at 437 is not completed.



Item 29

Assigned To Servello Landscaping
The mowing service behind the PVC fence at 437 is not completed. Also some tree branches are too low and is blocking the mower machine pass.



Item 30

Assigned To Servello Landscaping
Provide Proposal for remove dead pine tree located at the 44.



Item 31

Assigned To Servello Landscaping
Mowing service at the 437 is not completed.



Item 32

Assigned To Servello Landscaping
Trimming service to the bushes edge next to the PVC fence along the 437 is not completed.



Item 33

Assigned To Servello Landscaping
Mowing service at the 437 is not completed at all.



Item 34

Assigned To Servello Landscaping
Mowing service at the 437 is not completed at all.

JULY 2023 FIELD INSPECTION

Country Greens CDD

Wednesday, July 19, 2023

Prepared For Board Of Supervisors

43 Item Identified

Freddy Blanco Field
Manager
Inframark





Item 1

Assigned To Servello Landscaping
Irrigation leak located near to the
Golf Club parking lot is still pending.

Scheduled for 8/8



Item 2

Assigned To Servello Landscaping
Irrigation leak located near to the
Golf Club parking lot is still pending.

Scheduled for 8/8



Item 3

Assigned To Servello Landscaping
Provide Proposal for elevation tree
service at Marbella Dr. Next to the
Golf Club parking lot.

To be completed per contract in
September schedule with Palm
Trees



Item 4

Assigned To Inframark
Tower fountain is working normally.



Item 5

Assigned To Sitex

Algae is growing on the pond next to the tower fountain.



Item 6

Assigned To Servello Landscaping

Annual flowers are in good condition

As of 8/7 still in good condition



Item 7

Assigned To Servello Landscaping
Weeds control on jasmine located on the 44 entrance is ongoing.

Scheduled for 8/8 service



Item 8

Assigned To Servello Landscaping
Provide schedule for trimming service of the bushes at the Community entrance.

Completed as of 8/7



Item 9

Assigned To District Engineer
Ponds project is completed.



Item 10

Assigned To District Engineer
Ponds project is completed.



Item 11

Assigned To District Engineer
Ponds project is completed.



Item 12

Assigned To Servello Landscaping
Irrigation leak is present near to the
security guard house.

Scheduled for 8/8



Item 13

Assigned To District Engineer
The pond liner are still present .



Item 14

Assigned To Servello Landscaping
Provide Proposal for elevation tree
service at Sorrento Springs Dr.



Item 15

Assigned To Servello Landscaping
Pine tree branch hanging at Tuscany Ave. after several weeks is still pending for removal service.



Item 16

Assigned To Servello Landscaping
Trimming service to the edge next to the PVC fence along the 44 is still pending for service.

Scheduled for 8/8



Item 17

Assigned To Servello Landscaping
Mowing service along Tuscany Ave. is not completed at all.

Scheduled for 8/8



Item 18

Assigned To Servello Landscaping
Mowing and trimming service around the storm drainage at Tuscany Ave and Fortunado St. is not completed.

Dry pond under construction as of 8/7



Item 19

Assigned To Servello Landscaping
Mowing service at Tuscany Ave is not completed.

Completed as of 8/7



Item 20

Assigned To Servello Landscaping
Mowing service at Marbella Dr. Is not completed.

Per site map, this is the responsibility of the Golf Course



Item 21

Assigned To Servello Landscaping
Mowing service at Marbella Dr. Is not completed.

Completed as of 8/7



Item 22

Assigned To Servello Landscaping
Mowing service at Terragona Dr. Is not completed.

Completed as of 8/7



Item 23

Assigned To Servello Landscaping
Edging service at Terragona Dr is not completed.

Scheduled for 8/8



Item 24

Assigned To Servello Landscaping
Mowing service next to 33701 Terragona Dr. Is still pending of service.

Scheduled for 8/8



Item 25

Assigned To Servello Landscaping
Storm drainage service at Campeon Ct. is not completed after several weeks.

Scheduled 8/8



Item 26

Assigned To Servello Landscaping
Storm drainage service at Sorrento Springs Dr. is not completed.

Scheduled 8/8



Item 27

Assigned To Inframark

Storm Drain grate are missing at the bottom of the pipe. Provide schedule for reinstallation of the grates.



Item 28

Assigned To Servello Landscaping

Mowing service around the dry ponds at Cardinal Ln. is ongoing.

Completed as of 8/7



Item 29

Assigned To Servello Landscaping
Palm tree trimming service at Cardinal Ln. is still pending for schedule.

Per contract, this is a September scheduled service



Item 30

Assigned To Servello Landscaping
Provide Proposal for removal of fallen tree at 44.

Proposal submitted on 8/7



Item 31

Assigned To Servello Landscaping
The irrigation repair at the 44 was completed several weeks ago but the hole is still there and this can cause another leak in the same line.

Scheduled for 8/8



Item 32

Assigned To Board Of Supervisors
Asphalt waste at CDD property at 437 are visible, evident damage to the grass in different areas at the 437



Item 33

Assigned To Board Of Supervisors
Evident damage to the grass in different areas at the 437.(contractors responsible for the road repairs)



Item 34

Assigned To Board Of Supervisors
Evident damage to the grass in different areas at the 437.(contractors responsible for the road repairs)



Item 35

Assigned To Board Of Supervisors
Evident damage to the grass in different areas at the 437.(contractors responsible for the road repairs)



Item 36

Assigned To Board Of Supervisors
Evident damage to the grass in different areas at the 437.(contractors responsible for the road repairs)



Item 37

Assigned To Servello Landscaping
Mowing service along the PVC fence
at 437 is not completed.

Scheduled 8/8



Item 38

Assigned To Servello Landscaping
Mowing service at the 437 areas is
not completed.

Heavy equipment present
blocking full access as of 8/4



Item 39

Assigned To Servello Landscaping
Mowing service at the 437 areas is not completed.

Heavy equipment present blocking full access



Item 40

Assigned To Servello Landscaping
Mowing service along the PVC fence at 437 is not completed.

Scheduled for 8/8



Item 41

Assigned To Servello Landscaping
Provide Proposal for remove dead
pine tree located at the 437

Scheduled for 8/8



Item 42

Assigned To Servello Landscaping
Mowing service at the 437 areas is
not completed.

Scheduled for 8/8



Item 43

Assigned To Board Of Supervisors
Evident damage to the grass in different areas at the 437.(contractors responsible for the road repairs)



July 26, 2023

MSC-22072

Mr. Gabriel Mena
District Manager
Inframark Infrastructure Management Services
313 Campus Street
Celebration, Florida 34747

**Re: Country Greens Community Development District
Fiscal Year 2022/2023 District Engineer Services**

Subj: Change Order #3

Dear Gabe:

The purpose of this letter is to respectfully request a change order to our current authorization to continue serving as the District Engineer for the Country Greens Community Development District (CDD). Based on our recently submitted invoice (dated July 26, 2023), we have exceeded our current **\$20,500** budget associated with the Fiscal Year 2022/2023 District Engineer services. More specifically, as of week ending July 1, 2023, we have incurred \$2,116.51 in overbudget engineering fees (refer to **Attachment "A"**).

With that said, we respectfully request an hourly not-to-exceed amount of **\$10,000** to cover the overbudgeted amount previously mentioned, as well as to prepare construction plans and/or bid documents for miscellaneous projects and attend the bi-monthly CDD meetings. Pegasus Engineering will continue to invoice the District for these services on a time and expense basis in accordance with the current Schedule of Hourly Rates and Reimbursable Costs.

We appreciate the opportunity to continue assisting the Country Greens CDD and thank you in advance for your consideration of this request. If you have any questions, please contact me directly at 407-992-9160, extension 309, or by email at david@pegasusengineering.net.

"Engineering a Higher Standard"

301 West State Road 434, Suite 309, Winter Springs, FL 32708 • 407-992-9160 • Fax 407-358-5155
www.pegasusengineering.net

Mr. Gabe Mena
July 26, 2023
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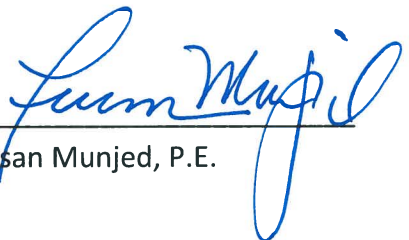
Respectfully,

PEGASUS ENGINEERING, LLC

David W. Hamstra, P.E., CFM
Stormwater Department Manager

**Country Greens Community Development District
Fiscal Year 2022/2023 District Engineer Services
Change Order #3**

Approved for Pegasus Engineering, LLC



Fursan Munjed, P.E. Principal July 26, 2023
Officer's Title Date

This Proposal is hereby accepted and authorization to proceed is hereby given.
(Please return one executed copy of this proposal for our Pegasus Engineering records).

Authorized Signature Officer's Title Date

Attachment "A"

Pegasus Engineering
Invoice (Billing No. 6)



"Practical Engineering Solutions"

INVOICE

Email: inframark@avidbill.com

Pegasus Engineering, LLC
301 West State Road 434, Suite 309
Winter Springs, Florida 32708
Phone 407-992-9160

INVOICE DATE: July 26, 2023

INVOICE NO.: 226736

BILLING NO.: 6

TO:

Gabriel Mena, District Manager
Inframark
313 Campus Street
Celebration, Florida 34747

FOR:

Country Greens Community Development
District Engineer | Fiscal Year 2022/2023
District Engineer Services
Project No.: MSC-22072
Period of Service: 05/21/23 – 07/01/23

-
- Authorization: Letter Proposal dated September 9, 2022 (Hourly Not-to-Exceed \$5,500.00).
Approved by the Community Development District on October 17, 2022.
- Change Order #1 dated January 3, 2023 (Hourly Not-to-Exceed \$10,000.00).
Approved by the Community Development District on February 20, 2023.
- Change Order #2 dated June 2, 2023 (Hourly Not-to-Exceed \$5,000.00).
Approved by the Community Development District on June 14, 2023.
- Scope of Work:
- The week of May 28, 2023, Pegasus Engineering (David Hamstra) pulled-together and reviewed the entrance pond quotes from Servello, Inframark, and Element Environmental and submitted a summary email to Inframark and the Chairperson on 06/02/23.
 - The week of June 4, 2023, Pegasus Engineering (David Hamstra) prepared the draft District Engineer Report #3 and the supporting attachments; coordinated with Greg Teague to review the draft Report #3; and coordinated with Donny Greenough regarding the drainage exhibits associated with Valderama Lane drainage issues and possible updates/revisions to the CDD/HOA/Golf Course maintenance and ownership limits.
 - The week of June 4, 2023, Pegasus Engineering (Greg Teague) reviewed and revised District Engineer Report #3 for David Hamstra.
 - The week of June 4, 2023, Pegasus Engineering (Donny Greenough) prepared exhibits for the Valderama Lane drainage problem area for David Hamstra's CDD meeting and site inspection; downloaded new LiDAR contours information from Digital Coast; and began working on distinguishing between the CDD owned areas that are maintained by golf course.
 - The week of June 11, 2023, Pegasus Engineering (Priscilla Villanueva and Amber Tirado) assisted David Hamstra with preparing for the CDD meeting.
 - On Thursday, June 14, 2023, Pegasus Engineering (David Hamstra) prepared for and attended the CDD meeting.

- The week of June 18, 2023, Pegasus Engineering (Beth Whitehart) Pond 20 Grading and Drainage Improvements => coordinated with District Counsel (Scott Clark) and Element Environmental (P.J. Piney).
- The week of June 25, 2023, Pegasus Engineering (Beth Whitehart) coordinated with Element Environment and Atlantic Pipe Service (APS) regarding the CDD contracts.
- The week of June 25, 2023, Pegasus Engineering (David Hamstra) prepared for and performed a site inspection on 06/25/23 of Valderama Lane and Ponds 60 and 70; downloaded and reviewed the Phase 3 permitted construction plans and drainage calculations prepared by BSA; and prepared and issued an email to Cathie Catusus and Gabe Mena on 07/01/23 regarding my initial findings pertaining to the Valderama Lane chronic right-of-way flooding.
- The week of June 25, 2023, Pegasus Engineering (Priscilla Villanueva) Valderama Lane and Eagles Dunes Hole #18 => downloaded and formatted the 06/25/23 site inspection photographs.

LABOR COSTS

Sr. Project Manager, Hamstra, P.E.	14.0 hrs	@	\$195.00/hr	=	\$ 2,730.00
Sr. Project Engineer, Teague, P.E.	1.0 hr	@	\$180.00/hr	=	\$ 180.00
Project Engineer, Whitehart, P.E.	1.0 hr	@	\$150.00/hr	=	\$ 150.00
Designer, Greenough	6.0 hrs	@	\$100.00/hr	=	\$ 600.00
Engineering Assistant, Tirado	0.5 hr	@	\$ 80.00/hr	=	\$ 40.00
Word Processor / Clerical, Villanueva	<u>3.0 hrs</u>	@	\$ 80.00/hr	=	<u>\$ 240.00</u>
	25.5 hrs				

Sub-Total Labor Costs \$ 3,940.00
 (Total Labor Costs to Date \$21,880.00)

OTHER DIRECT COSTS

Triangle Reprographics	\$ 181.95
In-house plots, prints, and copies	\$ 131.45
Travel expenses (Site Inspections and CDD Meetings)	<u>\$ 78.61</u>

Sub-Total Other Direct Costs \$ 392.01
 (Total Other Direct Costs to Date \$736.51)

Amount Due This Invoice \$ 4,332.01
 Less Amount Over Budget (\$ 2,116.51)
Adjusted Amount Due This Invoice \$ 2,215.50

Invoice No. 226736/Billing No. 6
July 26, 2023
Page 3
Project No. MSC-22072

Total Authorization	\$ 20,500.00
Total Amount Billed to Date	\$ <u>22,616.51</u>
Balance Remaining	(\$ 2,116.51)

NOTE: Pegasus Engineering shall prepare and submit Change Order #3 to cover the current fees over budget (\$2,116.51), as well as fees to continue providing district engineer services.

Attachment “B”

Hourly Rate Sheet



FISCAL YEAR 2022/2023 HOURLY RATE SCHEDULE	
Senior Project Manager	\$195.00 / Hour
Project Manager	\$190.00 / Hour
Senior Project Engineer	\$180.00 / Hour
Project Engineer	\$150.00 / Hour
Senior Designer	\$100.00 / Hour
Senior CADD / GIS Technician	\$100.00 / Hour
Designer	\$90.00 / Hour
Word Processor / Clerical	\$80.00 / Hour
Mileage	0.56¢ / mile
Copies and Prints (In-House)	
Black and White Copies	
8.5 x 11	\$0.10 / page
11 x 17	\$0.15 / page
Color Copies	
8.5 x 11	\$1.00 / page
11 x 17	\$1.50 / page
Plots (In-House)	
All Color Plots	\$5.00 / SF
All B&W Sizes	\$0.15 / SF
Overnight Delivery	Actual Cost
Courier Services	Actual Cost
Postage	Actual Cost
Government Permits	Actual Cost