

**COUNTRY GREENS  
COMMUNITY DEVELOPMENT DISTRICT**

**AGENDA PACKAGE**

**OCTOBER 10, 2023**

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313 CAMPUS STREET  
CELEBRATION, FLORIDA 34747

# 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:

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

## Meeting Agenda

Tuesday, October 10, 2023 – 5:30 p.m.

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1. **Call to Order and Roll Call**
2. **Audience Comments** – Three (3) Minute Limit
3. **Staff Reports**
  - A. Field Manager
    1. Review of the Field Manager’s Report..... P. 3
  - B. District Counsel
    1. Review of Solicitation for District Management Services..... P. 34
  - C. District Engineer
4. **Business Items**
  - A. Consideration of Resolution 2024-01, Amending General Fund Budget for FY 2023 ..... P. 54
  - B. Discussion Regarding Meeting Booking Fee
5. **Consent Agenda**
  - A. Consideration of Meeting Minutes from August 15, 2023 ..... P. 56
  - B. Review of Financial Statements and Check Register ..... P. 61
6. **Supervisor Requests and Audience Comments**
7. **Adjournment**

*The next meeting is scheduled for Tuesday, December 12, 2023*

# AUGUST 2023 FIELD INSPECTION

Country Greens CDD

Tuesday, August 22, 2023

Prepared For Board Of Supervisors

27 Item Identified

Freddy Blanco Field  
Manager  
Inframark



 **INFRAMARK**  
INFRASTRUCTURE MANAGEMENT SERVICES

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**Item 1**

Assigned To Inframark

Tower fountain is working normally



**Item 2**

Assigned To Servello Landscaping

Annual flowers at the 44 entrance is showing lack of irrigation.

Proposal to replace timer has just been approved and in the process of repair as of 9/14



**Item 3**

Assigned To Servello Landscaping  
Jasmin need more improvement with  
the weeds control at the main  
entrance

Physical hand removal and spot  
spray applied 9/5



**Item 4**

Assigned To Servello Landscaping  
Pine tree broken branch is still pend-  
ing for removal after several weeks.

Proposal submitted 8/23 for  
approval. Still pending



**Item 5**

Assigned To District Engineer  
Drainage project at Tuscany Ave is completed



**Item 6**

Assigned To Servello Landscaping  
Bush hogging service is ongoing at Fortunado St.

Completed 9/18



**Item 7**

Assigned To Servello Landscaping  
Mowing service at Marbella Dr and  
Terragona Dr is complete according  
to the schedule

Completed again on 9/18



**Item 8**

Assigned To Servello Landscaping  
Storm Drain located next 33701 Ter-  
ragona Dr is pending for service

Completed 9/5



**Item 9**

Assigned To Inframark  
Reinstall grates in storm drain located at Campeon Ct.



**Item 10**

Assigned To Servello Landscaping  
Storm Drain service is complete at Sorrento Springs Dr





**Item 11**

Assigned To Servello Landscaping  
Some storm drain located in the bush hogging area between Alameda Dr and Alicante Ct. need attention.

Assigned 9/5 for completion



**Item 12**

Assigned To Servello Landscaping  
Mowing service around the dry ponds at Cardinal Ln is ongoing.



**Item 13**

Assigned To Servello Landscaping  
Annual flowers at Cardinal Ln entrance is in good condition.



**Item 14**

Assigned To Servello Landscaping  
Some beds At the 44 need more attention with the weeds control.

Treated 9/5



**Item 15**

Assigned To Servello Landscaping  
Provide Proposal for remove dead  
pine tree located next to the fence  
at the 44

Submitted 8/23. Still pending  
approval.



**Item 16**

Assigned To Servello Landscaping  
Some beds At the 44 need more at-  
tention with the weeds control.

Treated 9/5



**Item 17**

Assigned To Servello Landscaping  
Irrigation repair at the 44 was completed but still need soil to cover the Hole. This issue was reported to Servello several times in the past.

Servello is not responsible for the displacement of soil due to line break.



**Item 18**

Assigned To Inframark  
Report to the DOT the erosion issue at the 44. Same location repaired at the past.



**Item 19**

Assigned To Inframark

Report to the DOT the erosion issue at the 44. Same location repaired at the past.



**Item 20**

Assigned To Board Of Supervisors

Evident damage to the grass in different areas at 437 (contractors responsible for the road repairs)



### Item 21

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



### Item 22

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



**Item 23**

Assigned To Servello Landscaping  
Some areas behind the PVC fence  
and residents backyard (easements)  
need maintenance.

Assigned and completed 9/5



**Item 24**

Assigned To Servello Landscaping  
Fallen pine tree branches at 437 is  
still there. Reported to Servello sev-  
eral weeks ago.

This is part of tree removal  
proposal submitted 8/23 and  
pending approval.



**Item 25**

Assigned To Servello Landscaping  
Mowing service along the 437 is ongoing

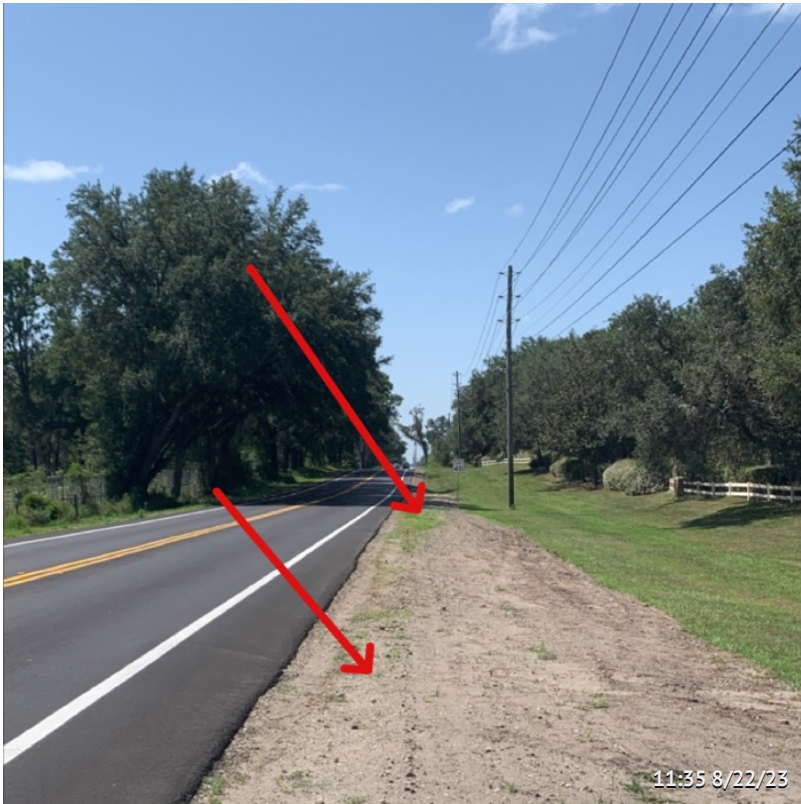


**Item 26**

Assigned To Servello Landscaping  
Trimming service along 437 is not completed at all.

This was the last of 4 sections (part of detail rotation) to be completed and was on 9/5





**Item 27**

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

# SEPTEMBER 2023 FIELD INSPECTION

Country Greens CDD

Wednesday, September 20, 2023

Prepared For Board Of Supervisors

30 Item Identified

Freddy Blanco Field  
Manager  
Inframark





**Item 1**

Assigned To Board of Supervisors  
Small pond at the 44 entrance need immediate attention



**Item 2**

Assigned To Servello Landscaping  
Provide schedule for the next annual flowers installation service



**Item 3**

Assigned To Servello Landscaping  
Jasmin plants are dying at the 44 entrance



**Item 4**

Assigned To Servello Landscaping  
Jasmin are showing excessive weeds at the 44 entrance



**Item 5**

Assigned To Servello Landscaping  
Plants material is dying at the 44  
entrance ( visible lack of irrigation)



**Item 6**

Assigned To Board Of Supervisors  
LED lights installation at the 44  
entrance is completed



**Item 7**

Assigned To Servello Landscaping  
Dead pine tree branch is still hanging near to the parking lot. This item was reported several weeks ago



**Item 8**

Assigned To District Engineer  
Storm drain project at Tuscany Ave is completed



**Item 9**

Assigned To Servello Landscaping  
Mowing service at Marbella Dr is completed according to the schedule



**Item 10**

Assigned To Servello Landscaping  
Mowing and edging service at Terragona Dr is completed



**Item 11**

Assigned To Servello Landscaping  
Mowing service next to 33701  
Terragona Dr is completed but the  
trimming service around the storm  
drain is still pending for service



**Item 12**

Assigned To Servello Landscaping  
Cleaning service around and to the  
access to the storm drain located at  
Campeona Ct is completed according  
to the schedule





**Item 13**

Assigned To Servello Landscaping  
Mowing service next to the storm  
drain at Sorrento Springs Dr is  
complete



**Item 14**

Assigned To Servello Landscaping  
Mowing service on the dry ponds  
located at Cardinal Ln entrance is  
ongoing



### Item 15

Assigned To Inframark  
Fence repair and tree branches removal service at the 44 near to Cardinal Ln is completed



### Item 16

Assigned To Inframark  
Fence repair and tree branches removal service at the 44 near to Cardinal Ln is completed



**Item 17**

Assigned To Servello Landscaping  
Mowing service next to the PVC  
fence at the 44 is not completed at  
all



**Item 18**

Assigned To Servello Landscaping  
Some beds located along to the 44  
need more weeds control service



**Item 19**

Assigned To Servello Landscaping  
Some beds located along to the 44  
need more weeds control service



**Item 20**

Assigned To Servello Landscaping  
Some beds located along to the 44  
need more weeds control service



**Item 21**

Assigned To Servello Landscaping  
Some beds located along to the 44  
need more weeds control service



**Item 22**

Assigned To Servello Landscaping  
Mowing service next to the PVC  
fence along 44 is not complete at all.  
Additionally, after Servello  
completed the repair of the main  
irrigation line, the hole made by the  
leak was not filled with dirt or soil  
and is still there. This issue was  
reported to Servello in the past



**Item 23**

Assigned To Board Of Supervisors  
The erosion issue next 44 road is back again. This issue will be reported again to the DOT



**Item 24**

Assigned To Servello Landscaping  
At the 437. Mowers operators are running over the garbage and don't made the little removal of garbage , leaving as a consequence excess small portions of garbage



**Item 25**

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



**Item 26**

Assigned To Servello Landscaping  
At the 437. Mowers operators do not  
complete the little removal of  
garbage



**Item 27**

Assigned To Servello Landscaping  
At the 437. Mowers operators are running over the garbage and don't made the little removal of garbage , leaving as a consequence excess small portions of garbage



**Item 28**

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





**Item 29**

Assigned To Board Of Supervisors  
LED lights replacement at the 437  
entrance is completed



**Item 30**

Assigned To Servello Landscaping  
Dead pine tree at the 437. This issue  
was reported three months ago

**COUNTRY GREENS  
COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS**

**Proposals Must Be Submitted No Later Than**

**3:00 PM**

**Month ??, 202?**

**COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS**

The Country Greens Community Development District (“CGCDD” or “District”) seeks proposals from firms interested in providing District Manager services to the CGCDD in compliance with Chapter 190, Florida Statutes, Section 190.007.

Proposals shall be made to the Country Greens Community Development District, c/o Scott D. Clark, Esq., District Counsel, 1800 Town Plaza Court, Winter Springs, FL 32708, prior to 3:00 PM on Month ??, 202?. At approximately 3:05 PM, five (5) minutes after submittal deadline on Month ??, 202?, the proposals will be opened publicly at this location.

Proposals shall include, at Proposer’s option, either a digital file containing the Proposal in .pdf format, or six (6) signed originals of the proposal. Proposals must comply with all of the specifications and instructions in the Request for Proposals, a copy of which may be obtained by contacting CGCDD’s said District Counsel via email at [sclark@winterparklawyers.com](mailto:sclark@winterparklawyers.com).

CGCDD reserves the right to reject any or all proposals, to waive technicalities, to re-advertise, and to otherwise conduct this Request for Proposals in the manner it deems to be in the best interests of the CGCDD.

Prospective firms, as well as any agents, representatives or persons acting at the request of such prospective firms, shall be prohibited from discussing any matters related in any way to this Request for Proposals with any CGCDD officer, agent, or employee, other than CGCDD’s District Counsel, Scott D. Clark, Esq., or as may otherwise be directed in the Request for Proposals.

**COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS**

**GENERAL INSTRUCTIONS**

Country Greens Community Development District (“CGCDD” or “District”) seeks proposals from firms interested in providing District Manager services to CGCDD, and which shall specifically include those district management services set forth in Exhibit A hereunder and all anticipated Miscellaneous Fees contained in Exhibit B hereunder. For proposing firms interested, a site tour and Questions and Answer session will be held Month ??, 202? at 9:00 A.M. at Reach Church, 31431 Payne Road, Sorrento FL 32757.

Proposals shall be made to the Country Greens Community Development District, c/o Scott D. Clark, Esq., District Counsel, 1800 Town Plaza Court, Winter Springs, FL 32708, prior to 3:00 PM on Month ??, 202?. At approximately 3:05 PM on Month ??, 202?, the proposals will be opened publicly at the Reach Church, 31431 Payne Road, Sorrento FL 32757

Proposals received after the established deadline will not be opened.

Proposals shall include a digital copy in .pdf format or six (6) signed originals of the proposal. Proposals must comply with all of the specifications and instructions in this Request for Proposal (“RFP”).

**1. PURPOSE**

CGCDD is seeking proposals from qualified firms interested in providing District Manager services to the CGCDD. County Greens, which is comprised of approximately 680 acres, includes 673 fully developed residential lots, recreational amenities, commercial properties and the Eagle Dunes Golf Club featuring an 18-hole golf course and club house. The District encompasses the Sorrento Springs development, near Mount Dora, in Lake County, Florida, and is located approximately twenty-three (23) miles west of the Orlando-Sanford International Airport (SFO), thirty-three (33) miles northwest of downtown Orlando and forty-five (45) miles northwest of Orlando International Airport (MCO). Access to various points throughout central Florida is provided by a nearby network of state roads and major highways, including State Roads 44 and 46, Interstate 4, U.S. 441, the Florida Turnpike, and recently constructed toll-roads, including State Road 429. The District features a commercial center at the corner of State Road 44 and County Road 437, anchored by a Publix supermarket with a number of other retail and dining options.

## **2. SELECTION CRITERIA**

The following criteria will be used in selecting the proposal that meets the best interest of the District:

1. The firm's experience and expertise in providing District Manager services to community development districts and similar entities. Please provide five (5) references from current CDD Customers.
2. The firm's proposed staffing, management structure, devoted resources, in-house capabilities, and ability to provide all required District Manager services in a competent and timely manner.
3. Approach to District Management, cost-control techniques, pricing, and fee schedule.
4. Ownership status and employment practices.

## **3. PREPARATION OF PROPOSAL**

An authorized representative of the firm shall sign the proposal and all of the required forms attached to this RFP.

If the firm is a partnership, the proposal shall provide the names and addresses of all partners, and the proposal shall be signed by at least one partner with authorization to act on behalf of the partnership.

If the firm is a corporation, the proposal shall provide the name of the state in which the corporation's articles are held. The proposal must be signed in the name of, and under the seal of, the corporation, by a duly authorized officer or agent of the corporation, and its address must be given. Such officer or agent must present legal evidence that the officer or agent has lawful authority to sign said proposal, that the signature is binding upon the corporation, and that the corporation has a legal existence. In the event that any corporation, organized and doing business under the laws of any foreign state, is selected as the winning firm, such corporation shall present evidence before a Purchase Order for said work is executed, that it is authorized to do business in the State of Florida.

CGCDD shall not be responsible for any expenses incurred by the firm in preparing or submitting a proposal in response to this RFP, nor any expenses associated with interviews, presentations or contract negotiations related to the proposal.

## **4. CLARIFICATION AND INTERPRETATION**

Any comments, questions, or requests for clarification, interpretation or additional information concerning the RFP shall be submitted in writing, or by e-mail to the CGCDD District Counsel, at the contact information below on or before 12:00 PM on Month ??, 202?. Firms are not entitled to rely upon, and CGCDD will not be bound by, any oral interpretations given by CGCDD or its staff or representatives. Written addenda or determinations issued by the CGCDD are the only method by which this RFP may be clarified, interpreted or modified. If any such written decisions are issued, CGCDD will make reasonable efforts to notify all firms. However, each firm shall be

responsible for contacting the CGCDD District Counsel prior to submitting its proposal to determine if any such written addenda have been issued and to amend their proposal as necessary.

Country Greens Community Development District  
Scott D. Clark, Esq., District Counsel  
1800 Town Plaza Court  
Winter Springs, FL 32708

Alternatively, via email at: [sclark@winterparklawyers.com](mailto:sclark@winterparklawyers.com)

## **5. CORRECTION OR WITHDRAWAL OF PROPOSALS**

Correction or withdrawal of inadvertently erroneous proposals before or after opening, or cancellation of awards or contracts based on mistakes, may be permitted in the sole discretion of the Country Greens Community Development District. In any proposal based, in whole or in part, upon a price calculated by multiplying a unit cost by the number of units to be purchased, the accurate calculation of price shall control over a total price that is based on an error in such calculation. Proposals may be modified or withdrawn by written notice received by the CGCDD District Counsel at 1800 Town Plaza Court, Winter Springs, FL 32708, or, alternatively, via email to [sclark@winterparklawyers.com](mailto:sclark@winterparklawyers.com) prior to the time set for opening of the proposals. After the opening, corrections shall be permitted only to the extent that the person submitting a proposal can show by clear and convincing evidence that a mistake of a nonjudgmental character was made, the nature of the mistake, and the price and term of the proposal actually intended. The person submitting the proposal with the lowest price alleging a material mistake of fact may be permitted to withdraw their proposal if:

- a. The mistake is clearly evident on the face of the document but the intended correct proposal is not similarly evident; or
- b. The person submits evidence that clearly and convincingly demonstrates that a mistake was made.

## **6. PUBLIC PRESENTATIONS**

CGCDD may conduct discussions with and may require public presentations by firms, regarding their qualifications and ability to furnish the required services. CGCDD shall not be responsible for any expenses incurred for public presentations.

## **7. PUBLIC RECORDS**

The firm understands that upon receipt of the proposal by the CGCDD, the proposal documents become a “public record,” as defined in Chapter 119, Florida Statutes, and those documents are subject to public disclosure in accordance with that Chapter.

## **8. ANTI-COLLUSION**

By offering a bid or proposal in response to this RFP, the firm is certifying that it has not colluded in any way with any other firm or parties to the proposal or made any communication that would be reasonably understood to be detrimental to the public purpose of the RFP process and will not do so during the RFP process. Such prohibited communications include, but are not limited to, discussion of prices and data with competitors or other applicants, attempting to induce other firms not to submit proposals, and the employment of a person or agency to solicit or secure this contract upon a commission, percentage, brokerage, or contingent fee arrangement.

## **9. PUBLIC ENTITY CRIMES STATEMENT**

As required by Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted contractor list following a conviction for a Public Entity Crime may not submit a bid on a contract to provide any goods or services to a Public Entity, may not submit a bid on a contract with a Public Entity for the construction or repair of a public building or a public work, may not submit bids on leases of real property to a Public Entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or contractor under a contract with any Public Entity, and may not transact business with any Public Entity in excess of the threshold amount provided in s. 287.017 for Category Two for a period of 36 months from the date of being placed on the convicted contractor list. Any person must notify the CGCDD within 30 days after a conviction of a Public Entity crime applicable to that person or to an affiliate of that person. It is required that the attached Public Entity Form be signed and returned to this office with the proposal.

## **10. LOBBYING PROHIBITED**

Upon the issuance of this RFP, all prospective firms, and any agent, representative or person acting at the request of such prospective firm, shall be prohibited from discussing any matters related in any way to this RFP with any officer, agent, or employee of the CGCDD, other than the Country Greens Community Development District, c/o Scott D. Clark, Esq., District Counsel, 1800 Town Plaza Court, Winter Springs, FL 32708 or, alternatively, via email at: [sclark@winterparklawyers.com](mailto:sclark@winterparklawyers.com), or as may otherwise be directed in this RFP.

## **11. CANCELLATION**

All contracts arising out of this RFP process shall provide that the CGCDD shall have the right to unilaterally cancel, terminate, or suspend the contract, in whole or in part, by providing thirty (30) days written notice in the manner set forth in such contract.

## **12. DISCRETION OF THE CGCDD**

CGCDD reserves the right to accept any or all proposals, to reject any or all proposals, to waive any technical errors or omissions, and to request resubmission or clarification from any or all applicants. CGCDD reserves the right to select any proposal that meets the requirements of this RFP and shall have sole discretion to determine which proposal is in the best interests of CGCDD.

### **13. PROHIBITED INTERESTS**

(a) No CGCDD officer, employee, or agent shall participate, directly or indirectly, in the selection of a contractor, or in the award or administration of a contract if such officer, employee, or agent, or a spouse, child, parent, brother or sister of such officer, employee or agent, or a person that employs any of the above has an interest, financial, or otherwise, in a person or entity submitting a bid or proposal, except where such interest is not substantial and such interest is disclosed to and approved by the CGCDD Board of Supervisors prior to such participation.

(b) No CGCDD officer, employee, or agent shall solicit or accept a gratuity, favor, or anything of monetary value from contractors, bidders, offerors or any person with an interest in a contract except where such is unsolicited, of a nominal value, and disclosed to the CGCDD Board of Supervisors and the Board of Supervisors approves acceptance thereof.

(c) No CGCDD officer, employee or agent that participates, directly or indirectly, in the procurement process shall be employed by any person or firm bidding for or contracting with the CGCDD for contracts hereunder.

(d) Respondents are hereby notified that Section 287.05701, Florida Statutes, requires that the CGCDD may not request documentation of or consider a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor.

### **14. MINORITY BUSINESS ENTERPRISES**

CGCDD hereby notifies prospective firms that it will ensure that minority business enterprises will be afforded full opportunity to participate in response to this RFP, and that during the RFP and subsequent contract negotiation process, no party will be discriminated against based on race, color, creed, sex, age, national origin, or disability. Anyone requiring accommodations to access any public meetings required as part of the RFP or contract process should contact Country Greens Community Development District, c/o Scott D. Clark, Esq., District Counsel, 1800 Town Plaza Court, Winter Springs, FL 32708 or, alternatively, via email at: [sclark@winterparklawyers.com](mailto:sclark@winterparklawyers.com), at least 24 hours in advance of the meeting.

### **15. EQUAL EMPLOYMENT**

Firm shall not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin, or handicap.

### **16. COMPLIANCE WITH THE LAW**

The act of submitting a response to this bid shall constitute an agreement by the firm that they have made themselves familiar with, and shall at all times observe and comply with, Federal, State, and Local laws, ordinances, codes, and regulations. No plea of misunderstanding will be considered on account of ignorance thereto. The firm shall indemnify and hold harmless the CGCDD and all of



their officers, agents, employees, or representatives from all suits, actions, or claims arising from or based on the violation of any such laws, ordinances, codes, and regulations whether by themselves, their employees, subcontractors, or agents.

## **17. ASSIGNMENT OF CONTRACT**

The winning firm shall not be permitted to assign the contract without the written consent of the CGCDD.

## **18. DISPUTE AND COMPLAINT**

All complaints or grievances during the RFP process should be first submitted in writing to the CGCCD District Counsel who will take prompt remedial action. The CGCCD District Counsel shall investigate the validity of the complaint and present the findings in writing to the firm. This policy does not preclude consideration of legal questions in connection with any decisions made by the CGCDD.

## **19. INSURANCE REQUIREMENTS**

The successful firm(s) shall be required to supply, at their cost, the following minimum insurance coverage:

*A. Workers Compensation:* Coverage to apply for all employees for Statutory Limits in compliance with the applicable state and federal laws. The policy must include Employers' Liability with a limit of \$500,000 each accident; \$500,000 each employee; and \$500,000 policy limit for disease.

*B. Professional Liability Insurance:* with minimum \$1,000,000 per occurrence for this project with a \$2,000,000 policy term general aggregate. Coverage shall be extended beyond the policy year term either by a supplemental extended reporting period (ERP) with as great of duration as available, with no less coverage and reinstated aggregate limits, or by requiring that any new policy provide a retroactive date no later than the inception date of claims made.

*C. Comprehensive Commercial General Liability Insurance:* Occurrence form required. Aggregate must apply separately to this contract/job. Minimum \$500,000 each occurrence; \$1,000,000 general aggregate; \$1,000,000 products and completed ops; and \$100,000 fire damage. Coverage must include coverage for loss due to employee theft or dishonesty.

*D. Automobile Insurance:* To include all vehicles owned, leased, hired and non-owned vehicles with limits of not less than \$1,000,000 per each accident and for property damage and bodily injury, with contractual liability coverage for all work performed under this agreement.

*E. Country Greens Community Development District* is to be named additional insureds on Comprehensive Commercial General Liability Policy and the Business Auto Policy. Certification of same shall be required. All certificates of insurance must be on file with and approved by the CGCDD before commencement of any work activities.

F. Any and all deductibles to the above referenced policies are to be the responsibility of the successful firm.

G. *Hold Harmless*: CGCDD shall be held harmless and indemnified against all claims for bodily injury, sickness, disease, death or personal injury or damage to property, or loss of use resulting from or arising out of performance of any agreement or contract resulting from this RFP, unless such claims are a result of CGCDD's sole negligence. CGCDD shall also be held harmless and indemnified against all claims for financial loss with respect to the provision of or failure to provide professional or other services resulting in professional, malpractice, or errors or omissions liability arising out of performance of any agreement or contract resulting from this RFP, unless such claims are a result of CGCDD's sole negligence.

**20. E-Verify Requirement.**

A. The District is subject to the requirements of section 448.095, Florida Statutes, pertaining to the use of the E-Verify system to confirm the work authorization status of all employees hired on or after January 1, 2021. By submitting a Proposal Proposer acknowledges and confirms that it is registered with and uses the E-Verify system to confirm the work authorization status of all new hires. Proposer further confirms that it shall only subcontract work to be performed under any Agreement awarded hereunder to subcontractors who are registered with and use the E-Verify system and have provided to Proposer the affidavit described in section 448.095(2)(b). Proposer must maintain a copy of the subcontractor's affidavit for the duration of this Agreement.

B. Upon a good faith belief that Proposer has knowingly violated section 448.09(1), District shall terminate any Agreement entered pursuant to this RFP. Such termination shall not constitute a breach by the District. In addition, Proposer may not thereafter be awarded a public contract for at least 1 year after the date on which any Agreement was terminated and shall be liable to District for any additional costs incurred thereby as a result of the termination.

**FIRM'S CERTIFICATION**

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, of \_\_\_\_\_ (company),  
submitting to furnish the following described materials, equipment, and/or services to the Country Greens  
Community Development District ("CGCDD").

**HEREBY CERTIFIES THAT:**

1. Bidder/Firm has thoroughly inspected the specifications or request for proposal and understands the terms and conditions thereof and they are incorporated by reference in the bid or proposal for said goods or services, and have verified measurements, if applicable.
2. The bid or proposal is Contractual and binding and shall be valid for not less than sixty (60) days from the date of bid opening. A longer time may be set out in the bid, the proposal, or as negotiated between the Bidder/Firm and CGCDD.
3. The bid or proposal is made by a person authorized to bind the Bidder/Firm.
4. The bid or proposal is made without unlawful collusion between another Bidder/Firm or potential Bidder/Firm, or with any officer or employee of CGCDD.
5. The bid or proposal is in full compliance with the Copeland Anti-kickback statute.
6. The bidder does not discriminate on the basis of race, color, national origin, sex, religion, age, or handicapped status in employment or in the provision of services.

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

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2023,  
by \_\_\_\_\_, as \_\_\_\_\_ (title) of  
\_\_\_\_\_ (name of company), on behalf of \_\_\_\_ (type of entity).  
Who is personally known to me, or Who produced \_\_\_\_\_ as identification, who did take an oath,  
and who acknowledged before me that he executed the same freely and voluntarily for the purposes therein  
expressed.

(Notary Seal)

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Print Name  
NOTARY PUBLIC-STATE OF \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_  
Commission No. \_\_\_\_\_

**NO LOBBYING AFFIDAVIT**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

This, \_\_\_\_\_, of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_  
being first duly sworn, deposes and says that he or she is the authorized representative of

\_\_\_\_\_  
(Name of the authorized Contractor, Contractor or individual), maker of the attached request for proposal released by Country Greens Community Development District, and that the Firm and any of its agents agrees to abide by Country Greens Community Development District’s no lobbying restrictions in regards to this solicitation.

\_\_\_\_\_  
Affiant

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20 \_\_, by \_\_\_\_\_ (name of person, officer, or agent, title  
of officer or agent), of \_\_\_\_\_ (name of corporation or  
partnership, a \_\_\_\_\_ (state of incorporation or partnership, if applicable).

Who is personally known to me,

Who produced \_\_\_\_\_ as identification, who did take an oath, and who  
acknowledged before me that he executed the same freely and voluntarily for the purposes therein expressed.

(Notary Seal)

\_\_\_\_\_  
Signature

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

NOTARY PUBLIC-STATE OF \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Commission No. \_\_\_\_\_

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to Country Greens Community Development District (“CGCDD”)

by:

\_\_\_\_\_  
(Print individual’s name and title)

For:

(Print name of entity submitting sworn statement)

Whose business address is:

And (if applicable) its Federal Employer Identification Number (FEIN) is:

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement .)

2. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(g), FLORIDA STATUTES, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1) (b), FLORIDA STATUTES, means a finding of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an “affiliate” as defined in Paragraph 287.133(1) (a), FLORIDA STATUTES, means:

- a. A predecessor or successor of a person convicted of a public entity crime; or
- b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one (1) person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arms-length agreement, shall be a prima facie case that one (2) person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.

5. I understand that a “person” as defined in Paragraph 287.133(1) (e), FLORIDA STATUTES, means any natural person or entity organized under the laws of any state of the United States with the

legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement (indicate which statement applies).

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one (1) or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICE FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

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

Signature

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by \_\_\_\_\_, as \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_, on behalf of \_\_\_\_\_.

Who is personally known to me, or Who produced \_\_\_\_\_ as  
identification, who did take an oath, and who acknowledged before me that he executed the same freely  
and voluntarily for the purposes therein expressed.

(Notary Seal)

Signature \_\_\_\_\_

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

**NOTARY PUBLIC-STATE OF** \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Commission No. \_\_\_\_\_

## **Exhibit A: Scope of Services**

In addition to any services required of a District Manager pursuant to Chapter 190, Florida Statutes, as may be amended, MANAGER will provide to the DISTRICT, at a minimum, the following services.

### **GENERAL INFORMATION**

Country Greens is a community comprised of approximately 680 acres including 673 fully developed residential lots, plus a golf course and commercial land in Lake County, Florida, and is located near Mount Dora, approximately twenty-three (23) miles west of the Orlando-Sanford International Airport (SFO), thirty-three (33) miles northwest of downtown Orlando and forty-five (45) miles northwest of Orlando International Airport (MCO). Property in Country Greens is owned by a numerous individuals and entities.

The District is responsible to manage certain lakes and wetlands under a permit from the Saint Johns River Water Management District. Maintenance of other areas is shared between the District and the Eagle Dunes Homeowners' Association. A map depicting maintenance responsibility areas is attached hereto.

The District desires to employ the services of a qualified contractor to provide management, financial and accounting advisory services under the following statement of work.

### **STATEMENT OF WORK**

This statement of work (SOW) defines the Management Services that shall be provided to the District Board of Supervisors.

#### **I. GENERAL CONSULTATION, MEETINGS AND DISTRICT REPRESENTATION**

The Manager shall:

- a. Assign a District Manager (Manager) subject to Board of Supervisor's approval. As the Manager, consult with the District Board of Supervisors and its designated representative, and when necessary, participate in such meetings, discussions, project site visits, workshops and hearings as may pertain to the administration, accomplishment and fulfillment of the professional services set forth herein with regards to the projects and general interest of the District.
- b. Provide consultation and representation work with pertinent public agencies and private individuals in connection with the interests of the District. The service to be provided shall also include, but not be limited to planning, scheduling, production and quality control; coordination and administration of various professional service elements.
- c. Attend regular and special meetings of the Board of Supervisors.

- d. Manage the activities of the District financial consultants (i.e., accounts, financial advisors, Trustee as necessary so that required reports are made timely to bondholders, State Comptroller and Auditor General of the State of Florida.)
- e. Coordinate activities between the District's Engineer for infrastructure and operations and maintenance to ensure that all District operations are conducted in accordance with the required permits and regulations.
- f. Coordinate with the District's legal counsel to ensure that all District operations are conducted in accordance with Chapter 190, Florida Statutes and all other related Florida Statutes.
- g. Prepare, coordinate, and submit to the District's Board of Supervisors a proposed Annual Budget and administer the Adopted Budget of the District.
- h. Review draft audited financial statements from independent auditors, management letter suggestions and internal control opinions issued by the auditor.
- i. Coordinate activities between the District, County, property Appraiser and Tax Collector's office pursuant to Chapters 197, 190, and 170, Florida Statutes.
- j. Coordinate filing of any special assessment tax roll with County and City governments by the District's financial advisor.
- k. Support District contract negotiations as needed.
- l. Assign and oversee a Field Manager. Consult with and advise the District's Board of Supervisors on matters related to the operation and maintenance of District's property.
- m. Coordinate the activities and advise any advisory boards of the District.
- n. Implement the policies established by the District, in connection with the operation of the District.
- o. Immediately notify the Board of Supervisors and other interest parties of any major issue that could have a negative impact the District.



- p. Provide all other services necessary to effectively manage the operation of the District.

## **II. ADMINISTRATIVE SERVICES**

The Manager shall:

- a. Notice all public meetings and other required legal advertising (i.e., public bidding, rates and rule amendments) in accordance with Chapters 189 and 190, Florida Statutes.
- b. Prepare Board meeting agenda packages and submit same to the Board of Supervisors in accordance with meeting schedule.
- c. Record and transcribe summarized meeting minutes, review for correctness, and provide same to the Board of Supervisors.
- d. Provide Oath of Office and Notary Public for all newly elected members of the Board of Supervisors.
- e. Provide coordination and information for the Board of Supervisors' Election Process.
- f. Maintain an action item list, oversee open items until completion, and recommend closure of each action by the Board of Supervisors.
- g. Serve as the District's agent in disseminating information that is requested pursuant to the public records of the State of Florida.
- h. Prepare correspondence and other reports as required.
- i. Maintain District files in accordance with public record laws.
- j. Provide and maintain District's website for communications with residents in the community.
- k. Transmit approved minutes to local governing authorities.

## **III. GENERAL SERVICES**

The Manager shall provide the following Annual services:

- a. Establish an annual calendar of activities relating to:
  - 1. Accounting/financial reporting
  - 2. Milestone dates for annual audits (preliminary, start, field work, draft report, and final report.)

3. Arbitrage calculation dates.
  4. Bond compliance pursuant to the trust indenture.
  5. Budget process dates.
  6. Special assessment certification dates.
- b. Implement internal controls and procedures providing adequate segregation of duties and proper separation between various funds and account groups in order to safeguard District assets including bank accounts, and check stock.
  - c. Maintain books and records and related back-up documentation for all fund types and account groups consistent with Government Generally Accepted Accounting Principles; including:
    1. General fund (O&M)
    2. Capital project funds
    3. Debt service fund (including revenue and reserve funds)
    4. Fixed asset account group
    5. Long-term debt group
  - d. Establish bond compliance tracking procedures and completion of all requirements.
  - e. Coordinate year-end financial audits, including meeting with and providing all requested information needed by the auditor to timely perform said audit and to review audit invoices to ensure that audit work remains within authorized limits.
  - f. File audited financial statements and annual financial report to local governments and State agencies in accordance with Florida Statutes and District's bond covenants.
  - g. Coordinate annual arbitrage calculations with arbitrage consultants and ensure that deposits into the related accounts are made by the Trustee as identified by the arbitrage rebate calculation.
  - h. File, as required, certificates requesting exemption from County and City taxes.
  - i. File Federal and State taxes, when required.

- j. Ensure District maintains adequate insurance. (i.e., general liability, public officials' liability/error and omissions and property).
- k. File required reports for local government (i.e., public depositors report, public facilities report.)

The Manager shall provide the following Monthly services;

- a. Issue monthly financial statements to the Board of Supervisors and all other interested parties.
- b. Issue monthly action item list tracking open issues and recommending closure for Board of Supervisor's approval.
- c. Reconcile monthly investment statements:
  - 1. Review investment types to determine whether they comply with indenture requirements and meet District cash flow needs.
  - 2. Direct Trustee on investment portfolios.
  - 3. Review investment performance
- d. Review and process all general operating expenditures incurred by the District to ensure payment are in accordance with approved contracts, which include obtaining Board approval and disbursement from the appropriate funds.
- e. Provide any additional financial reporting that maybe requested by Board of Supervisors.
- f. Maintain database for assessment roll.

#### **IV. FIELD MANAGEMENT SERVICES**

The Manager's Field Manager shall:

- a. Coordinate activities with the District Manager for planning, developing, controlling and evaluating field maintenance contracts and programs.

- b. Develop and oversee the annual maintenance program as identified in the adopted budget of the District; develop policies, purchase requests and conduct competitive bidding, when necessary.
- c. Review and sign purchase orders and service contracts to facilitate field operations. Approve invoices for payment.
- d. Direct District contractors who provide installation, repair and maintenance of District properties or areas within District's responsibility for maintenance areas including:
  - 1. Landscaping
  - 2. Irrigation systems
  - 3. Common fences and walls
  - 4. Ponds and lakes
  - 5. Fountains
  - 6. Stormwater infrastructure
- e. Coordinate activities with the Eagle Dunes Homeowners' Association (Association) Community Director who directs the Association's maintenance team in assisting in the maintenance of District property.
- f. Develop and implement a capital improvement plan based on the approved District Reserve Study and Board of Supervisors approval of the plan.
- g. Answer questions and requests from Eagle Dunes residents concerning District field operations.
- h. Coordinate with City and County officials regarding related field maintenance issues.
- i. Coordinate with insurance carriers, District and non-District, for damages to District property and oversee restoration of these properties.
- j. Prepare, as required, portions of the District operations budget and monitor budget line item activity for field maintenance.

- k. Receive general administration supervision and guidance from District Manager.
- l. Correspond as required with the District Board of Supervisors and with the public as District representative. Provide to the Board of Supervisors a monthly status report.
- m. Administrate daily activities and conduct monthly on-site inspections.
- n. Help develop and enforce District policies and procedures including preventing, resident and non-resident, intrusion and/or damage to District property; ensure restoration is completed if necessary.

## **V. FUND SPECIFIC SERVICES**

The Manager shall provide the following General Fund services:

- a. Bill and collect fees as needed (e.g., permits, inspections, document preparations).
- b. Receive and transmit assessment receipts to appropriate funds in accordance with the trust indenture, adopted budgets and annual assessments.

The Manager shall provide the following Debt Service Fund services;

- a. Coordinate with Trustee to ensure District maintains reserve fund requirements in accordance with trust indenture.
- b. Review trust statements to ensure funds are transferred and deposited in appropriate accounts (i.e., interest earnings are transferred to appropriate accounts, prepaid assessments and annual assessments are deposited in appropriate accounts.)
- c. Coordinate with Trustee that mandatory principal and interest payments and special principal payments are made.

RESOLUTION 2024-01

**A RESOLUTION AMENDING COUNTRY GREENS  
DEVELOPMENT DISTRICT GENERAL FUND BUDGET FOR  
FISCAL YEAR 2023**

**WHEREAS**, the Board of Supervisors, hereinafter referred to as the “Board”, of Country Greens Community Development District, hereinafter referred to as “District”, adopted a General Fund Budget for Fiscal Year 2023, and

**WHEREAS**, the Board desires to reallocate funds budgeted to reappropriate Revenues and Expenses approved during the Fiscal Year.

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

1. The General Fund Budget is hereby amended in accordance with Exhibit “A” attached.
2. This resolution shall become effective this 10th day of October 2023 and be reflected in the monthly and Fiscal Year End 9/30/2023 Financial Statements and Audit Report of the District.

**Country Greens  
Community Development District**

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

Attest:

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

**Proposed Budget Amendment**  
For the Period Ending September 30, 2023

ACCOUNT DESCRIPTION	CURRENT BUDGET	Exh A			
		PROPOSED AMENDMENT	FINAL BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>					
Interest - Investments	\$ 2,609	\$ -	\$ 2,609	\$ 17,270	\$ 14,661
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
<b>TOTAL REVENUES</b>	<b>253,045</b>	<b>-</b>	<b>253,045</b>	<b>269,823</b>	<b>16,778</b>
<b>EXPENDITURES</b>					
<b>Administration</b>					
P/R-Board of Supervisors	6,000	-	6,000	5,600	400
FICA Taxes	459	-	459	428	31
ProfServ-Arbitrage Rebate	600	-	600	600	-
ProfServ-Dissemination Agent	1,000	-	1,000	-	1,000
ProfServ-Engineering	5,500	25,000	30,500	20,500	10,000
ProfServ-Legal Services	10,000	-	10,000	13,311	(3,311)
ProfServ-Mgmt Consulting	67,362	-	67,362	67,362	-
ProfServ-Trustee Fees	3,717	-	3,717	3,717	-
Auditing Services	3,700	-	3,700	3,900	(200)
Postage and Freight	1,100	-	1,100	820	280
Insurance - General Liability	8,370	-	8,370	7,498	872
Printing and Binding	500	-	500	5	495
Legal Advertising	450	-	450	1,889	(1,439)
Miscellaneous Services	1,000	-	1,000	400	600
Misc-Assessment Collection Cost	5,217	-	5,217	5,019	198
Misc-Web Hosting	2,613	-	2,613	1,706	907
Office Supplies	200	-	200	421	(221)
Annual District Filing Fee	175	-	175	175	-
<b>Total Administration</b>	<b>117,963</b>	<b>25,000</b>	<b>142,963</b>	<b>133,351</b>	<b>9,612</b>
<b>Field</b>					
ProfServ-Field Management	20,300	-	20,300	20,300	-
Contracts-Landscape	175,538	-	175,538	175,538	-
Contracts-Aquatic Control	3,060	-	3,060	2,550	510
Utility - General	17,000	-	17,000	9,404	7,596
R&M-Common Area	30,000	-	30,000	19,759	10,241
Miscellaneous Services	4,000	60,000	64,000	50,975	13,025
Capital Outlay	15,000	-	15,000	-	15,000
<b>Total Field</b>	<b>264,898</b>	<b>60,000</b>	<b>324,898</b>	<b>278,526</b>	<b>46,372</b>
<b>TOTAL EXPENDITURES</b>	<b>382,861</b>	<b>85,000</b>	<b>467,861</b>	<b>411,877</b>	<b>55,984</b>
Excess (deficiency) of revenues Over (under) expenditures	(129,816)	(85,000)	(214,816)	(142,054)	72,762
Net change in fund balance	(129,816)	(85,000)	(214,816)	(142,054)	72,762
<b>FUND BALANCE, BEGINNING (OCT 1, 2022)</b>	<b>373,449</b>	<b>-</b>	<b>373,449</b>	<b>373,449</b>	<b>-</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 243,633</b>	<b>\$ (85,000)</b>	<b>\$ 158,633</b>	<b>\$ 231,395</b>	<b>\$ 72,762</b>

1 **MINUTES OF MEETING**  
2 **COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT**  
3

4 The regular meeting of the Board of Supervisors of the County Greens Community  
5 Development District was held Monday, August 15, 2023, at 6:00 p.m. at Reach  
6 Church, 31431 Payne Road, Sorrento, FL 32757.

7  
8 Present and constituting a quorum were:

9  
10 Catherine Catusus Chair  
11 Anna Heintzelman Vice Chair  
12 Joe Grall Assistant Secretary  
13 Crystal Jones Assistant Secretary  
14 David Warden Assistant Secretary  
15

16 Also participating were:

17  
18 Gabriel Mena District Manager, Inframark  
19 Scott Clark District Counsel, Winter Park Lawyers  
20 David Hamstra District Engineer, Pegasus Engineering  
21 Freddy Blanco Field Manager, Inframark  
22

23 **FIRST ORDER OF BUSINESS** **Call to Order and Roll Call**  
24

25 Mr. Mena called the meeting to order at 6:00 p.m.

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

28 **SECOND ORDER OF BUSINESS** **Audience Comments**  
29

30 Mr. Kurt Doyle 30806 Salerno Circle had questions about the Cardinal Lake  
31 area maintenance to the torn-up grass and also spoke about an issue at a previous  
32 meeting asking if the Board would reconsider removing the water feature and  
33 removing shrubbery.  
34

35 **THIRD ORDER OF BUSINESS** **District Manager's Report**  
36

37 Mr. Mena presented the Meeting Minutes from June 14, 2023, to the Board of  
38 Supervisors. A resident stated a correction was needed on line 32, concerns were  
39 strictly flooding on Valderama, not flooding at Terragona. Lines 146-149 should  
40 read Tuscany instead of Terragona, and the motion needs to be corrected. Line  
41 160 needs to say Mr. Warden, not Ms. Warden. Line 156 the order should be #2,  
42 not #3.  
43

44 On MOTION by Ms. Heintzelman, seconded by Mr.  
45 Warden, with all in favor, to approve the June 14, 2023,  
46 Meeting Minutes, as amended.

47  
48 Mr. Mena presented the Financial Statements and Check Register to the Board  
49 of Supervisors.  
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On MOTION by Ms. Jones, seconded by Ms. Heintzelman, with all in favor, to approve the Financial Statements and Check Register.

Mr. Mena presented the Fiscal Year 2024 Annual Meeting Schedule to the Board of Supervisors.

On MOTION by Mr. Grall, seconded by Mr. Warden, with all in favor, to approve the Fiscal Year 2024 meeting schedule.

Ms. Mena informed the Board that Mrs. Porter left the company, and they will have a new admin.

**FOURTH ORDER OF BUSINESS                      Public Hearing to Consider the Adoption of the Fiscal Year 2023/2024 Budget and Imposing Special Assessments**

On MOTION by Ms. Heintzelman, seconded by Mr. Grall, with all in favor, to approve opening the public hearing for the Fiscal Year 2023/2024 Budget and Imposing Special Assessments.

Mr. Mena presented the Fiscal Year 2024 Budget. The Board commented on moving \$15,000.00 from capital outlay to the Engineering line. The Board stated concerns about the numbers presented on the budget. Mr. Mena said he would confirm with the accountant and correct them. The Board questioned if the pond maintenance line would go down as the district recently filled in two of the three ponds.

A resident, at 23840 Sardinia Drive, asked how long the bonds are. Ms. Heintzelman answered that the bond is until 2034.

A resident, at 23814 Sardinia Drive, asked about who is responsible for damages from the kids that came in, stole a golf cart, damaged storm drains, and spilled sand. Ms. Heintzelman answered that the CDD is working with the HOA to recover the costs to the HOA property and the storm drains. The cost has already been provided to the HOA manager to be added to recovery.

The Board agreed to close the Public Hearing.

Mr. Mena presented Resolution 2023-04, Adopting the Fiscal Year 2024 Budget for consideration.

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On MOTION by Ms. Heintzelman, seconded by Mr. Grall, with all in favor, to adopt Resolution 2023-04, Adopting the Fiscal Year 2024 Budget, subject to the management corrections. Update landscaping to the current vendor Servello and change Aquatic control from three ponds to one pond.

Mr. Mena presented Resolution 2023-05, Annual Assessment Fiscal Year 2024 for consideration.

On MOTION by Mr. Grall, seconded by Mr. Warden, with all in favor, to adopt Resolution 2023-05, Annual Assessment Fiscal Year 2024.

**FIFTH ORDER OF BUSINESS                      Staff Reports**

**A. Field Manager**

The Board reviewed the June report. The Board questioned who owns and maintains the area referenced in item #1. If the golf course owns the area, they should be repairing it, not the CDD. The golf course should be completing repairs as soon as possible. They commented on #3 saying other trees need to be trimmed there and it falls within the contract. Regarding #6 the Board questioned if the electrical issues are bundled into the fountain. They would like an electrician to investigate the power at this location and find out the cause of the issue. They would also like a combination lock on the clock as soon as possible. #32

The Board reviewed the July report. The Board would like to get the sod replaced for #32. Servello will address #30 for free.

The Board reviewed Servello's proposal #8042 to install Bahia sod/trim trees/ dump fee for \$1,468.00.

On MOTION by Ms. Heintzelman, seconded by Ms. Jones, with all in favor, to approve Servello's proposal #8042, for \$1,468.00, to install Bahia sod, Trim Trees, and includes dumping fee.

The Board reviewed the Servello's proposal #7959.

On MOTION by Ms. Heintzelman, seconded by Mr. Warden, with all in favor, to ratify the acceptance of Servello Proposal #7959.

Mr. Mena commented on WOCG72122023-A. The tree that fell on the fence and was supposed to be dropped. Ms. Catasus believed the whole tree was included in the price, not just trimming of the branches. It needs to be

148 determined how much of these to decrease. The Board will need itemized  
149 proposals including labor and materials moving forward.

150

151 **B. District Counsel**

152

153 Mr. Clark updated the Board about the time spent on the budget previously.

154

155 He informed the Board the fence by Publix is on Publix's property and is not  
156 on the District's property. It was installed at the same time the other District  
157 fences were installed. Mr. Mena informed the Board he had spoken with a  
158 manager at Publix regarding maintenance of this fence and they would look at  
159 scheduling a cleaning.

160

161 **C. District Engineer**

162

163 Mr. Hamstra presented the Entrance Pond Improvements to the Board. The  
164 two ponds have been filled in; work has been completed. The previous irrigation  
165 heads remain there, and they have removed the liner. The intent is for this area  
166 to eventually be re-landscaped.

167

168 He presented the Servello proposal #8043 distributed, adding some "Florida  
169 Friendly," plants to the area, totaling, \$917.50.

170

171 On MOTION by Mr. Grall, seconded by Mr. Warden,  
172 with all in favor, to approve Servello proposal #8043,  
173 adding some "Florida Friendly," plants to the area,  
174 totaling \$917.50.

175

176 Mr. Feliciano introduced Mr. Jason Pugh, the new account manager for  
177 Country Greens.

178

179 Mr. Hamstra presented the Valderama Lane Storm Sewer System proposal  
180 to the Board. He commented on the localized flooding and may need  
181 authorization before the next meeting. The cleaning takes a day. The camera  
182 work takes a day.

183

184 On MOTION by Ms. Heintzelman, seconded by Mr.  
185 Grall, with all in favor, to approve for cleaning of  
186 Valderama, not to exceed \$6,500.00.

187

188 Mr. Hamstra updated the Board on the Stormwater Pond #70 (Hole #18)  
189 Erosion issues. He informed the Board that there was massive erosion present.  
190 The next step is to propose a few options for repairs.

191

192 Mr. Hamstra informed the Board about the work completed for the  
193 Terragona Drive Pipe Cleaning.

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195 Mr. Hamstra updated the Board on the work currently underway for the  
196 Tuscany Avenue Bubble-Up Structure Improvement.

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Mr. Hamstra presented Change Order #3 to the Board.

On MOTION by Mr. Grall, seconded by Ms. Heintzelman, with all in favor, to approve the Change Order #3.

**SIXTH ORDER OF BUSINESS                      Supervisor Requests and Audience Comments**

Mr. Warden believes they may need another increase to cover potential repairs for future storms.

Ms. Catusus would like a follow-up on the towing. Mr. Mena stated that he was still unable to find a vendor to agree to provide towing services, as each company he has reached out to has refused. She stated that the District installed the fence on the Publix property. She also would like to review the Inframark contract due to issues with the agenda, budget/ accounting, assessment letter, and work not being completed in a timely manner.

On MOTION by Mr. Grall, seconded by Mr. Warden, with all in favor, to approve Mr. Clark to begin the process for RFP for District Management Services.

**SEVENTH ORDER OF BUSINESS                      Adjournment**

The meeting adjourned at 8:39 p.m.

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

\_\_\_\_\_  
Chair/ Vice Chair

**COUNTRY GREENS**  
Community Development District

*Financial Report*

*August 31, 2023*

*(unaudited)*

**Prepared by**



**COUNTRY GREENS**

Community Development District

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**COUNTRY GREENS**  
**Community Development District**

**Financial Statements**

**(Unaudited)**

**August 31, 2023**

**Balance Sheet**  
August 31, 2023

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2016A DEBT SERVICE FUND	TOTAL
<b><u>ASSETS</u></b>			
Cash - Checking Account	\$ 67,211	\$ -	\$ 67,211
Due From Other Funds	-	4,346	4,346
Investments:			
Money Market Account	243,492	-	243,492
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	-	82,750	82,750
Prepaid Items	1,859	-	1,859
<b>TOTAL ASSETS</b>	<b>\$ 312,562</b>	<b>\$ 265,371</b>	<b>\$ 577,933</b>
<b><u>LIABILITIES</u></b>			
Accounts Payable	\$ 50,585	\$ -	\$ 50,585
Accrued Expenses	255	-	255
Due To Other Funds	4,346	-	4,346
<b>TOTAL LIABILITIES</b>	<b>55,186</b>	<b>-</b>	<b>55,186</b>
<b><u>FUND BALANCES</u></b>			
<b>Nonspendable:</b>			
Prepaid Items	1,859	-	1,859
<b>Restricted for:</b>			
Debt Service	-	265,371	265,371
<b>Assigned to:</b>			
Operating Reserves	95,715	-	95,715
<b>Unassigned:</b>	159,802	-	159,802
<b>TOTAL FUND BALANCES</b>	<b>\$ 257,376</b>	<b>\$ 265,371</b>	<b>\$ 522,747</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 312,562</b>	<b>\$ 265,371</b>	<b>\$ 577,933</b>



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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ 2,609	\$ 2,392	\$ 17,270	\$ 14,878
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
<b>TOTAL REVENUES</b>	<b>253,045</b>	<b>252,828</b>	<b>269,823</b>	<b>16,995</b>

**EXPENDITURES**

**Administration**

P/R-Board of Supervisors	6,000	6,000	5,600	400
FICA Taxes	459	459	428	31
ProfServ-Arbitrage Rebate	600	-	600	(600)
ProfServ-Dissemination Agent	1,000	1,000	-	1,000
ProfServ-Engineering	5,500	5,042	20,500	(15,458)
ProfServ-Legal Services	10,000	9,167	9,261	(94)
ProfServ-Mgmt Consulting	67,362	61,749	61,749	-
ProfServ-Trustee Fees	3,717	3,717	3,717	-
Auditing Services	3,700	3,700	3,900	(200)
Postage and Freight	1,100	1,008	820	188
Insurance - General Liability	8,370	8,370	7,498	872
Printing and Binding	500	458	5	453
Legal Advertising	450	450	1,889	(1,439)
Miscellaneous Services	1,000	917	400	517
Misc-Assessment Collection Cost	5,217	5,217	5,019	198
Misc-Web Hosting	2,613	2,395	1,706	689
Office Supplies	200	183	421	(238)
Annual District Filing Fee	175	175	175	-
<b>Total Administration</b>	<b>117,963</b>	<b>110,007</b>	<b>123,688</b>	<b>(13,681)</b>

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>Field</b>				
ProfServ-Field Management	20,300	18,608	18,608	-
Contracts-Landscape	175,538	160,910	160,910	-
Contracts-Aquatic Control	3,060	2,805	2,805	-
Utility - General	17,000	15,583	9,151	6,432
R&M-Common Area	30,000	27,500	19,759	7,741
Miscellaneous Services	4,000	3,667	50,975	(47,308)
Capital Outlay	15,000	15,000	-	15,000
<b>Total Field</b>	<b>264,898</b>	<b>244,073</b>	<b>262,208</b>	<b>(18,135)</b>
<b>TOTAL EXPENDITURES</b>	<b>382,861</b>	<b>354,080</b>	<b>385,896</b>	<b>(31,816)</b>
Excess (deficiency) of revenues Over (under) expenditures	(129,816)	(101,252)	(116,073)	(14,821)
<b>OTHER FINANCING SOURCES (USES)</b>				
Contribution to (Use of) Fund Balance	(129,816)	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(129,816)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ (129,816)	\$ (101,252)	\$ (116,073)	\$ (14,821)
<b>FUND BALANCE, BEGINNING (OCT 1, 2022)</b>	<b>373,449</b>	<b>373,449</b>	<b>373,449</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 243,633</b>	<b>\$ 272,197</b>	<b>\$ 257,376</b>	

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ 25	\$ 23	\$ 11,651	\$ 11,628
Special Assmnts- Tax Collector	369,754	369,754	369,754	-
Special Assmnts- Discounts	(14,790)	(14,790)	(13,968)	822
<b>TOTAL REVENUES</b>	<b>354,989</b>	<b>354,987</b>	<b>367,437</b>	<b>12,450</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
Misc-Assessment Collection Cost	7,395	7,395	7,116	279
<b>Total Administration</b>	<b>7,395</b>	<b>7,395</b>	<b>7,116</b>	<b>279</b>
<b>Debt Service</b>				
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
<b>Total Debt Service</b>	<b>338,086</b>	<b>338,086</b>	<b>342,586</b>	<b>(4,500)</b>
<b>TOTAL EXPENDITURES</b>	<b>345,481</b>	<b>345,481</b>	<b>349,702</b>	<b>(4,221)</b>
Excess (deficiency) of revenues Over (under) expenditures	9,508	9,506	17,735	8,229
<b>OTHER FINANCING SOURCES (USES)</b>				
Contribution to (Use of) Fund Balance	9,508	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>9,508</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ 9,508	\$ 9,506	\$ 17,735	\$ 8,229
<b>FUND BALANCE, BEGINNING (OCT 1, 2022)</b>	<b>247,636</b>	<b>247,636</b>	<b>247,636</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 257,144</b>	<b>\$ 257,142</b>	<b>\$ 265,371</b>	

**Notes to the Financial Statements**

**August 31, 2023**

**Balance Sheet**

**General Fund**

▶ **Assets**

- **Cash and Investments-** In order to maximize cash liquidity, the District has a Money Market Account. (See Cash & Investments Report for further details).
- **Prepaid Items -** Trustee fees from Oct 23 to Feb 24.
- **Due From Other Funds -** Assessments due to the debt service fund will be transferred in September.

▶ **Liabilities**

- **Due To/From Other Funds -** Assessments due to the debt service fund will be transferred in September.

▶ **Fund Balance**

■ **Assigned to:**

Operating Reserves \$ 95,715

**Financial Overview / Highlights**

- ▶ The Non-Ad Valorem assessments are 100% collected.
- ▶ Total expenditures through August are approximately over 100% compared to Annual Adopted Budget. Significant variances are explained below. A budget amendment will be needed and created for the September meeting.

**General Fund - Variance Analysis**

Account Name	Annual Adopted Budget	YTD Actual	% of Budget	Explanation
<b><u>Expenditures</u></b>				
<b><u>Administrative</u></b>				
▶ ProfServ- Engineering	\$ 5,500	\$ 20,500	373%	Services for Pipe Service Proposal regarding storm sewer pipe cleaning.
▶ Prof-Serv Legal Services	\$ 10,000	\$ 9,261	93%	Review for stormwater repairs and drafting agreements with towing company and Element Environmental for ponds 1-3 for dredging.
▶ Auditing Services	\$ 3,700	\$ 3,900	105%	The FY 2022 audit is done and paid in full.
▶ Insurance- General Liability	\$ 8,370	\$ 7,498	90%	Insurance is paid through Sept. 2023.
▶ Legal Advertising	\$ 450	\$ 1,889	420%	Notice of meetings. There were 2 notices in October.
▶ Miscellaneous Services	\$ 1,000	\$ 400	40%	Meeting room rental.
▶ Misc-Web Hosting	\$ 2,613	\$ 1,685	64%	Quarterly contract with Innersync and annual contract with Campus Suite
▶ Office Supplies	\$ 200	\$ 421	211%	Christmas decorations.
<b><u>Field</u></b>				
▶ Utility General	\$ 17,000	\$ 9,151	54%	Utility usage varies each month.
▶ R&M - Common Area	\$ 30,000	\$ 19,759	66%	Irrigation repair and mulch.
▶ Miscellaneous Services	\$ 4,000	\$ 50,975	1274%	Dredging of entrance to the ponds, pond drainage & grinding Improvement.

**COUNTRY GREENS**  
**Community Development District**

**Supporting Schedules**

**August 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	\$ 2,753	\$ -
02/10/23	\$ 3,388	\$ 91	\$ 69	\$ 3,548	\$ -	\$ 3,548
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
<b>TOTAL</b>	<b>\$ 594,622</b>	<b>\$ 24,092</b>	<b>\$ 11,911</b>	<b>\$ 630,625</b>	<b>\$ 260,871</b>	<b>\$ 369,754</b>
% COLLECTED				100%	100%	100%

**Cash and Investment Report**

*August 31, 2023*

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Maturity</u>	<u>Yield</u>	<u>Balance</u>
<b>GENERAL FUND</b>					
Checking account - Operating	Valley National Bank	Checking Account	n/a	5.25%	\$ 67,211
Money Market Account	Valley National	MMA	n/a	5.25%	\$ 243,492
				<b>Subtotal</b>	<b>\$ 310,703</b>
<b>DEBT SERVICE FUNDS</b>					
Series 2016 A-1 & A-2 Prepayment	US Bank	First American Govt.	n/a	4.94%	\$ 4,491
Series 2016 A-1 Reserve	US Bank	First American Govt.	n/a	4.94%	\$ 120,534
Series 2016 A-2 Reserve	US Bank	First American Govt.	n/a	4.94%	\$ 53,250
Series 2016 A-1 & A-2 Rev.	US Bank	First American Govt.	n/a	4.94%	\$ 82,750
				<b>Subtotal</b>	<b>\$ 261,024</b>
				<b>Total</b>	<b>\$ 571,728</b>

# Country Greens CDD

## Bank Reconciliation

**Bank Account No.** 9840 Valley National Bank GF Checking  
**Statement No.** 08-23  
**Statement Date** 8/31/2023

<b>G/L Balance (LCY)</b>	67,210.96	<b>Statement Balance</b>	70,255.66
<b>G/L Balance</b>	67,210.96	<b>Outstanding Deposits</b>	0.00
<b>Positive Adjustments</b>	0.00		
	<hr/>	<b>Subtotal</b>	70,255.66
<b>Subtotal</b>	67,210.96	<b>Outstanding Checks</b>	3,044.70
<b>Negative Adjustments</b>	0.00	<b>Differences</b>	0.00
	<hr/>		
<b>Ending G/L Balance</b>	67,210.96	<b>Ending Balance</b>	67,210.96
<b>Difference</b>	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
<b>Outstanding Checks</b>						
8/18/2023	Payment	3448	ANNA L. HEINTZELMAN	184.70	0.00	184.70
8/30/2023	Payment	3454	SERVELLO & SONS, INC.	2,860.00	0.00	2,860.00
<b>Total Outstanding Checks.....</b>				<b>3,044.70</b>		<b>3,044.70</b>



# COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT

## Payment Register by Bank Account

For the Period from 8/1/23 to 8/31/23

(Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
<b>VALLEY NATIONAL BANK GF CHECKING - (ACCT#XXXXX9840)</b>							
<b>CHECK # 3443</b>							
08/08/23	Vendor	GRAU & ASSOCIATES	24541	ARBITRAGE SERIES 2016 FYE 1/31/23	Series 2016	001-531002-51301	\$600.00
							<b>Check Total</b>
							<u>\$600.00</u>
<b>CHECK # 3444</b>							
08/08/23	Vendor	INFRAMARK, LLC	98390	MANAGEMENT SRVCS JULY 2023	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$5,613.50
08/08/23	Vendor	INFRAMARK, LLC	98390	MANAGEMENT SRVCS JULY 2023	ProfServ-Field Management	001-531016-53901	\$1,691.67
08/08/23	Vendor	INFRAMARK, LLC	98390	MANAGEMENT SRVCS JULY 2023	Postage and Freight	001-541006-53901	\$5.40
							<b>Check Total</b>
							<u>\$7,310.57</u>
<b>CHECK # 3445</b>							
08/08/23	Vendor	PEGASUS ENGINEERING LLC	226736	ENGG SVCS 5/21 -7/1/23	ProfServ-Engineering	001-531013-51501	\$2,215.50
							<b>Check Total</b>
							<u>\$2,215.50</u>
<b>CHECK # 3446</b>							
08/08/23	Vendor	SITEX AQUATICS, LLC	7611B	JULY 2023 LAKE MAINT	June Inv.	001-534067-53901	\$255.00
							<b>Check Total</b>
							<u>\$255.00</u>
<b>CHECK # 3447</b>							
08/18/23	Employee	CATHERINE G. CATASUS	PAYROLL	August 18, 2023 Payroll Posting			\$184.70
							<b>Check Total</b>
							<u>\$184.70</u>
<b>CHECK # 3448</b>							
08/18/23	Employee	ANNA L. HEINTZELMAN	PAYROLL	August 18, 2023 Payroll Posting			\$184.70
							<b>Check Total</b>
							<u>\$184.70</u>
<b>CHECK # 3449</b>							
08/18/23	Employee	JOSEPH G. GRALL	PAYROLL	August 18, 2023 Payroll Posting			\$184.70
							<b>Check Total</b>
							<u>\$184.70</u>
<b>CHECK # 3450</b>							
08/17/23	Vendor	CLARK & ALBAUGH, LLP	18432	GEN MATTERS THRU 7/25/23	ProfServ-Legal Services	001-531023-51401	\$60.00
							<b>Check Total</b>
							<u>\$60.00</u>
<b>CHECK # 3451</b>							
08/22/23	Vendor	GEXPRO	S137252010.003	***Voided Voided****			\$0.00
08/22/23	Vendor	GEXPRO	S137252010.001	***Voided Voided****			\$0.00
							<b>Check Total</b>
							<u>\$0.00</u>

# COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT

## Payment Register by Bank Account

For the Period from 8/1/23 to 8/31/23

(Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
<b>CHECK # 3452</b>							
08/22/23	Vendor	SERVELLO & SONS, INC.	24637	AUGUST 2023 LANDSCAPE MAINT	Contracts-Landscape	001-534050-53901	\$14,628.17
08/22/23	Vendor	SERVELLO & SONS, INC.	24662	REPAIR OF MAIN LINE WEST OF SR 44 ENTRY	R&M-Irrigation	001-546041-53901	\$794.45
<b>Check Total</b>							<u>\$15,422.62</u>
<b>CHECK # 3453</b>							
08/22/23	Vendor	SITEX AQUATICS, LLC	7697B	AUGUST 2023 LAKE MAINT	June Inv.	001-534067-53901	\$255.00
<b>Check Total</b>							<u>\$255.00</u>
<b>CHECK # 3454</b>							
08/30/23	Vendor	SERVELLO & SONS, INC.	24371	FALLEN TREE CLEAN UP	R&M-Common Area	001-546016-53901	\$2,860.00
<b>Check Total</b>							<u>\$2,860.00</u>
<b>ACH #DD351</b>							
08/02/23	Vendor	SECO	071423-7400ACH	***Voided Voided****			\$0.00
<b>ACH Total</b>							<u>\$0.00</u>
<b>ACH #DD353</b>							
08/03/23	Vendor	SECO	071423-7400ACH	BILLING FOR 6/12-7/12/23	Utility - General	001-543001-53901	\$1,027.00
<b>ACH Total</b>							<u>\$1,027.00</u>
<b>ACH #DD354</b>							
08/18/23	Employee	DAVID WARDEN	PAYROLL	August 18, 2023 Payroll Posting			\$184.70
<b>ACH Total</b>							<u>\$184.70</u>
<b>ACH #DD355</b>							
08/18/23	Employee	CRYSTAL Y. JONES	PAYROLL	August 18, 2023 Payroll Posting			\$184.70
<b>ACH Total</b>							<u>\$184.70</u>
<b>ACH #DD356</b>							
08/07/23	Vendor	ELEMENT ENVIRONMENTAL	1057	Dredging of entrance ponds	R&M-Lake	001-546042-53901	\$16,500.00
<b>ACH Total</b>							<u>\$16,500.00</u>
<b>ACH #DD357</b>							
08/29/23	Vendor	SECO	082923ACH	SERVICE DATES 7/12-8/10/23	Utility - General	001-543001-53901	\$274.00
<b>ACH Total</b>							<u>\$274.00</u>
<b>ACH #DD359</b>							
08/25/23	Vendor	SECO	091723	TO BALANCE SHORT PAYMENT ENTRY	Utility - General	001-543001-53901	\$17.00
<b>ACH Total</b>							<u>\$17.00</u>
<b>Account Total</b>							<u><u>\$47,720.19</u></u>