

**COUNTRY GREENS  
COMMUNITY DEVELOPMENT  
DISTRICT**

**AGENDA PACKAGE**

**APRIL 27, 2020**

**Conference call in #800-747-5150**

**Access Code 8185960**

Board of Supervisors:

David Warden, Chairman  
Catherine Catusus, Vice Chairperson  
Alma Graham, Assistant Secretary  
Crystal Jones, Assistant Secretary  
Anna Heintzelman, Assistant Secretary

Kristen Suit, District Manager  
Scott Clark, District Counsel  
Peter Armans, District Engineer  
Ariel Medina, Field Supervisor

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**Conference call in #800-747-5150 Access Code 8185960**

April 20, 2020

Country Greens Community Development District  
Board of Supervisors

Dear Board Members:

The regular meeting of the Board of Supervisors of the Country Greens Community Development District will be held on **Monday, April 27, 2020 at 5:30 p.m. via conference call**. Following is the advance agenda for this meeting.

1. Roll Call
2. Audience Comments
3. Approval of the Minutes
  - A. February 24, 2020
4. District Manager's Report
  - A. Presentation of Proposed Budget Fiscal Year 2021
  - B. Consideration of Resolution 2020-04 Approving the Proposed Budget and Setting a Public Hearing for August 24, 2020
  - C. Consideration of Resolution 2020-03 Confirming District's Use of Lake County Supervisor of Elections to Continue Conducting District's Election of Supervisors in Conjunction with the General Election 2020
  - D. Qualifying to Run for Office Information
  - E. Financial Statements and Check Register
  - F. Ratification of O&M Maintenance Electrical Executed Proposal and Invoice
5. Staff Reports
  - A. Attorney
    - i. Hold Harmless Agreement with Golf Course
    - ii. First Amendment to Yellowstone Landscape Agreement and Golf Course Swap of Landscape Maintenance
  - B. Engineer
6. Supervisor Requests and Audience Comments
7. Adjournment

I look forward to seeing you at the meeting. In the meantime, if you have any questions, please contact me.

Sincerely,

Kristen Suit  
District Manager

# **Third Order of Business**

**3A.**

# **MINUTES OF MEETING COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Country Greens Community Development District was held at 5:30 p.m. on Monday, February 24, 2020 at the Christ Community Fellowship, 24540 State Road 46, Sorrento, Florida 32776.

Present and constituting a quorum were:

David Warden	Chairperson
Catherine Catusus	Vice Chairperson
Alma Graham	Assistant Secretary
Crystal Jones	Assistant Secretary
Anna Heintzelman	Assistant Secretary

Also present were:

Kristen Suit	District Manager
Scott Clark (via telephone)	District Counsel
Peter Armans	District Engineer
Ariel Medina	Field Supervisor
Juan Hernandez	Yellowstone Landscaping Account Manager

*The following is a summary of the minutes and actions taken at the February 24, 2020 Country Greens Board of Supervisors meeting.*

## **FIRST ORDER OF BUSINESS**

### **Roll Call**

- Ms. Suit called the meeting to order and called the roll.

## **SECOND ORDER OF BUSINESS**

### **Audience Comments**

- An audience member had several comments for the Board.

## **THIRD ORDER OF BUSINESS**

### **Approval of the Minutes**

#### **A. December 9, 2019**

- Ms. Suit stated each Board member received a copy of the minutes of the December 9, 2019 meeting and requested corrections, additions or deletions. There not being any,

On MOTION by Ms. Catasus seconded by Ms. Graham with all in favor the minutes of the December 9, 2019 meeting were approved.

**FOURTH ORDER OF BUSINESS****District Manager's Report****A. Acceptance of Audit for Fiscal Year 2019**

- Ms. Suit noted Grau & Associates report the Audit for Fiscal Year 2019 was a clean audit.

On MOTION by Ms. Catasus seconded by Mr. Warden with all in favor the Audit for Fiscal Year 2019 was accepted.

**B. Financial Statements and Check Register**

- There being no questions or comments,

On MOTION by Ms. Catasus seconded by Ms. Jones with all in favor the financial statements were accepted, and the check register was approved.

**FIFTH ORDER OF BUSINESS****Staff Reports****A. Attorney****i. Hold Harmless Agreement with Golf Course**

- Mr. Clark noted at the last few meetings an agreement with the Golf Course was discussed. He presented a form of agreement.
- Portions of the Golf Course are on CDD property. The storm water systems and the golf course are mixed in together, which is not unusual and happens with most CDD's that have golf courses.
- We permit the existing golf course business to operate on our property but clarify that they are responsible for maintaining their golf course. It is a non-exclusive responsibility, so it does not take away our ability or responsibility to maintain the stormwater system located on the golf course but clarifies those duties and those arrangements.
- It creates a Hold Harmless Indemnity so if there are injuries, damages, lawsuits that arise from the Golf Course operation on our property they are the responsibility of the Golf Course owner to take care of.

- Mr. Clark noted we have an insurance requirement. He provided this agreement to the Golf Course owner. They looked at the form of the agreement with their attorney and provided Mr. Clark very minor edits.
- Mr. Clark reviewed the Property Appraiser's records and other deeds. He attempted to identify the exhibit containing all the property we own being used by the Golf Course operation.
- Mr. Clark noted since we are not planning on recording this, he does not think it is worth the expense of trying to survey the Golf Course areas, which would be very expensive.
- He identified the parcels and the license as being those areas used for the Golf Course. He identified the parcels by tax ID number and created graphic exhibits to try to help understand what portions the Golf Course are. He asked for Board how they want to move forward.
- Ms. Catasus agreed we do not have to do the whole survey and just go with the parcel numbers. She did not have time to cross check these parcels versus the ones on the map we were working on.
- Mr. Armans noted we created this map off the County records. This is maintenance and not ownership.
- Ms. Catasus noted regarding the insurance, she is guessing they are looking at the \$2 million mark and their standard insurance may be the \$1 million mark.
- Mr. Clark noted they have not answered that question. Would we accept \$1 million or tell them to increase it to \$2 million? He is leaving that decision for the Board.
- All Supervisors agreed they would accept \$1 million.

On MOTION by Ms. Heintzelman seconded by Ms. Graham with all in favor the License Agreement with the Golf Course subject to District Engineer confirming exhibit locations, District Counsel's approval of minor changes by the Golf Course, that do not affect substance of the Agreement, District Counsel confirming Golf Course insurance, minimum of \$1 million, was approved.

**ii. Addendum to Landscape Agreement Adding Bush Hogs and Golf Course Swap of Landscape Maintenance**

- Mr. Clark noted that agreement was requested at the last meeting.
- Discussion ensued on whether the map included with the landscape agreement is the correct map.
- Ms. Suit noted this item will be tabled until the March meeting.
- Ms. Catasus noted we will get a new map with changes which needs to be sent to Yellowstone for them to look at the areas that require the hogging not on their original bid to us.
- Ms. Suit noted before this First Amendment to the Agreement between the District and the Contractor for Landscape Maintenance Services Addendum to the Landscape Agreement is signed, we must be sure the map is updated and correct, that the cost of \$5,500 is correct and the Golf Course swap is correct.

**iii. Consideration of Resolution 2020-02 Bank Public Depository**

- Ms. Suit discussed this resolution.

On MOTION by Ms. Catasus seconded by Ms. Graham with all in favor Resolution 2020-02, a resolution of the Board of Supervisors of the Country Greens Community Development District moving the District's checking account from Wells Fargo Bank to Valley National Bank, transferring \$200,000 from District's money market account to a six month Certificate of Deposit with Bank United, and providing for an effective date, was adopted.

**B. Engineer**

**i. Pond Drainage Repair Memo**

- Mr. Armans prepared a memo regarding the pond drainage repair. Mr. Clark and Ms. Suit reviewed it before it was sent to the other attorney. All questions were addressed in the memo. They wanted to know if this is a problem that will happen again in the future. They asked if this is regular maintenance.
- The memo was sent to them and we followed up with another conference call which Mr. Clark was part of. At that time, they brought up additional questions.
- Mr. Clark noted at the end of the call what he was hearing was they were willing to acknowledge some responsibility.



- We explained the cause of the problem, explained that before they owned their portion that they had, there was exposure which was not properly conditioned for construction. It had been there a long time and it washed out into our system.
- Mr. Clark thinks they were accepting some responsibility, but the direction they wanted to head was they will take their share of the responsibility and therein were the questions, what is the percentage of the whole thing. They asked us what part of the repair work the \$10,000 we wanted them to pay.
- We agreed to stop the call and discuss it and take a position with our side. He thinks a position can be taken that regardless of what percentage they had, their side was not properly maintained, and where we believe the soil came from.
- We can say we want them to pay for the whole thing or we can go back and make a proposal for less than the whole thing.
- Mr. Clark does not know how they would respond either way. He believes they are prepared to write a check but does not know how much. He wanted to bring the issue back to the Board to give an update and to review the memo. They are expecting another call after this meeting.
- Ms. Catasus felt we should be good neighbors and not demand the whole amount from them.
- Mr. Clark noted if we were able to go back to them with something like that and had a rationale, we could probably close this deal with them.
- The Board felt we should give them a negotiation range of maybe 60-40.

**C. Field Manager**

**i. Field Management Report – January and February 2020**

- Mr. Medina gave his Field Management Report.
- Mr. Warden asked about the Christmas lights.
- Lights in the District were discussed.
- An electrician will be contacted regarding the lights and timers.

**ii. Revised Agreement with Sitex (under separate cover)**

- Ms. Suit noted the Board already approved this agreement and already signed. The Board wanted some language changes. This is ratification of the Agreement with Sitex.

On MOTION by Ms. Catusus seconded by Ms. Graham with all in favor the Sitex Agreement for maintenance of decorative ponds in the amount of \$255 monthly; annual total cost of \$3,060; revised agreement adding to services, cleaning and inspection of water features and changing the initial clean up amount to \$1,000 was ratified.

- Ms. Catusus asked if it was possible for the Board to meet once per month.
- After some discussion, it was decided to hold a continued meeting on Thursday, March 19, 2020 at 5:30 p.m.

**C. Field Manager (continued)**

**iii. Proposals for Lighting Options at Cardenal Lane Entrance (under separate cover)**

On MOTION by Ms. Graham seconded by Ms. Catusus with all in favor Inframark Work Order 0201004 in the amount of \$2,446 to purchase and install pole and light fixture was approved.

**iv. Proposal for Dead Pine Removals**

On MOTION by Ms. Graham seconded by Ms. Catusus with all in favor Yellowstone Proposal #45775 in the amount of \$616.46 for removal of two dead pine trees located along 44B and inside community along 437 was approved.

**SIXTH ORDER OF BUSINESS**

**Other Business**

- There being nothing to report, the next item followed.

**SEVENTH ORDER OF BUSINESS**

**Supervisor Requests and Audience Comments**

- There not being any, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Continued Meeting**

There being no further business, the meeting continued to March 19<sup>th</sup> at 5:30 p.m.

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Secretary

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David Warden  
Chairman

## **Fourth Order of Business**

**4A.**

**COUNTRY GREENS**  
Community Development District

***Annual Operating and Debt Service Budget***  
**Fiscal Year 2021**

Proposed Budget  
(Meeting 4/27/20)

Prepared by:



**Table of Contents**

	<u>Page #</u>
<b><u>OPERATING BUDGET</u></b>	
General Fund	
Summary of Revenues, Expenditures and Changes in Fund Balances .....	1
Exhibit A - Allocation of Fund Balances .....	2
Budget Narrative .....	3 - 5
<b><u>DEBT SERVICE BUDGETS</u></b>	
Series 2016A	
Summary of Revenues, Expenditures and Changes in Fund Balances .....	6
Amortization Schedule .....	7 - 8
Budget Narrative .....	9
<b><u>SUPPORTING BUDGET SCHEDULES</u></b>	
2021-2020 Non-Ad Valorem Assessment Summary .....	10

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## **COUNTRY GREENS**

Community Development District

### **Budget Overview**

Fiscal Year 2021

## **COUNTRY GREENS**

Community Development District

### **Operating Budget**

Fiscal Year 2021



**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2021 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	ADOPTED BUDGET FY 2020	ACTUAL THRU MAR-2020	PROJECTED APR- SEP-2020	TOTAL PROJECTED FY 2020	ANNUAL BUDGET FY 2021
<b>REVENUES</b>							
Interest - Investments	\$ 10,628	14,630	\$ 7,000	\$ 5,901	1,000	\$ 6,901	\$ 7,000
Interest - Tax Collector	44	83	-	69	-	69	-
Special Assmnts- Tax Collector	281,536	249,248	226,844	218,606	8,238	226,844	226,844
Special Assmnts- Discounts	(10,617)	(9,514)	(9,074)	(8,587)	(82)	(8,669)	(9,074)
Developer Contributions	-	-	25,000	25,000	-	25,000	-
Other Miscellaneous Revenues	-	1,000	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>281,591</b>	<b>255,447</b>	<b>249,770</b>	<b>240,989</b>	<b>9,156</b>	<b>250,145</b>	<b>224,770</b>
<b>EXPENDITURES</b>							
<i>Administrative</i>							
P/R-Board of Supervisors	6,400	5,800	6,000	3,000	3,000	6,000	6,000
FICA Taxes	490	444	459	230	230	460	459
ProfServ-Arbitrage Rebate	600	600	600	-	600	600	600
ProfServ-Dissemination Agent	1,000	1,000	1,000	-	1,000	1,000	1,000
ProfServ-Engineering	1,030	12,015	5,500	12,318	7,322	19,640	5,500
ProfServ-Legal Services	8,375	11,883	10,000	8,620	5,620	14,240	10,000
ProfServ-Mgmt Consulting Serv	63,492	65,397	67,362	33,681	33,681	67,362	67,362
ProfServ-Trustee Fees	2,168	3,717	5,266	1,549	2,168	3,717	3,717
Auditing Services	3,200	3,400	3,423	3,400	-	3,400	3,600
Postage and Freight	275	961	400	432	218	650	400
Rental - Meeting Room	-	-	900	-	450	450	-
Insurance - General Liability	8,146	7,811	8,592	7,312	-	7,312	8,044
Printing and Binding	598	1,358	500	348	472	820	500
Legal Advertising	887	279	450	413	407	820	450
Miscellaneous Services	1,506	3,073	1,359	60	2,230	2,290	1,000
Misc-Assessmnt Collection Cost	3,883	3,495	4,537	4,173	165	4,338	4,537
Misc-Web Hosting	-	-	10,000	1,872	1,033	2,905	2,500
Office Supplies	-	198	200	213	213	426	200
Annual District Filing Fee	175	175	175	175	-	175	175
<b>Total Administrative</b>	<b>102,225</b>	<b>121,606</b>	<b>126,723</b>	<b>77,796</b>	<b>58,809</b>	<b>136,605</b>	<b>116,044</b>
<i>Field</i>							
ProfServ-Field Management	10,300	14,467	20,300	10,150	10,150	20,300	20,300
Contracts-Aquatic Management	-	-	-	-	-	-	3,060
Contracts-Landscape	133,252	166,747	167,880	86,177	86,690	172,867	173,380
Utility - General	14,280	16,088	22,000	7,307	7,877	15,184	17,000
R&M-Common Area	6,405	10,088	12,000	30,945	20,945	51,890	10,000
Miscellaneous Service	-	-	-	-	-	-	4,000
Misc-Hurricane Expense	9,282	-	-	-	-	-	-
<b>Total Field</b>	<b>173,519</b>	<b>207,390</b>	<b>222,180</b>	<b>134,579</b>	<b>125,662</b>	<b>260,241</b>	<b>227,740</b>
<b>TOTAL EXPENDITURES</b>	<b>275,744</b>	<b>328,996</b>	<b>348,903</b>	<b>212,375</b>	<b>184,471</b>	<b>396,846</b>	<b>343,784</b>
Excess (deficiency) of revenues Over (under) expenditures	5,847	29,021	(99,133)	28,614	(175,315)	(146,701)	(119,014)
Net change in fund balance	5,847	(73,549)	(99,133)	28,614	(175,315)	(146,701)	(119,014)
<b>FUND BALANCE, BEGINNING</b>	<b>829,020</b>	<b>834,867</b>	<b>761,318</b>	<b>761,318</b>	<b>-</b>	<b>761,318</b>	<b>614,617</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 834,867</b>	<b>\$ 761,318</b>	<b>\$ 662,185</b>	<b>\$ 789,932</b>	<b>\$ (175,315)</b>	<b>\$ 614,617</b>	<b>\$ 495,603</b>

**Exhibit "A"**  
Allocation of Fund Balances

**AVAILABLE FUNDS**

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2021	\$ 614,617
Net Change in Fund Balance - Fiscal Year 2021	\$ (119,014)
Reserves - Fiscal Year 2021	\$ -
<b>Total Funds Available (Estimated) - 9/30/2021</b>	<b>495,603</b>

**ALLOCATION OF AVAILABLE FUNDS*****Assigned Fund Balance***

Operating Reserve - Operating Capital	71,770 <sup>(1)</sup>
Subtotal	<u>71,770</u>
<b>Total Allocation of Available Funds</b>	<b><u>71,770</u></b>

<b>Total Unassigned (undesignated) Cash</b>	<b><u>\$ 423,833</u></b>
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**Notes**

(1) Represents approximately 3 months of operating expenditures

**Budget Narrative**  
Fiscal Year 2021**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 2021**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 2021**Expenditures - Administrative (continued)****Misc – Web Hosting**

Annual contract with Campus Suite/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****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 Management**

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.

**Miscellaneous Services**

Work orders for field operations.

## **COUNTRY GREENS**

Community Development District

### **Debt Service Budgets**

Fiscal Year 2021

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2021 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	ADOPTED BUDGET FY 2020	ACTUAL THRU MAR-2020	PROJECTED APR- SEP-2020	TOTAL PROJECTED FY 2020	ANNUAL BUDGET FY 2021
<b>REVENUES</b>							
Interest - Investments	\$ 3,735	6,723	\$ 6,000	\$ 1,135	\$ 1,135	\$ 2,270	\$ 1,774
Interest - Tax Collector	6	-	-	-	-	-	-
Special Assmnts- Tax Collector	369,774	369,757	369,754	352,121	17,633	369,754	369,754
Special Assmnts- Discounts	(13,941)	(14,041)	(14,790)	(13,939)	(705)	(14,644)	(14,790)
<b>TOTAL REVENUES</b>	<b>359,574</b>	<b>362,439</b>	<b>360,964</b>	<b>339,317</b>	<b>18,063</b>	<b>357,380</b>	<b>356,738</b>
<b>EXPENDITURES</b>							
<i>Administrative</i>							
Misc-Assessmnt Collection Cost	5,032	5,111	7,395	6,764	631	7,395	7,395
<b>Total Administrative</b>	<b>5,032</b>	<b>5,111</b>	<b>7,395</b>	<b>6,764</b>	<b>631</b>	<b>7,395</b>	<b>7,395</b>
<i>Debt Service</i>							
Principal Prepayments	-	30,000	-	-	5,000	5,000	-
Principal Debt Retirement A-1	140,000	145,000	145,000	-	145,000	145,000	150,000
Principal Debt Retirement A-2	45,000	50,000	50,000	-	50,000	50,000	50,000
Interest Expense Series A-1	99,436	96,636	93,736	46,868	46,868	93,736	90,836
Interest Expense Series A-2	59,750	57,500	55,000	26,750	26,750	53,500	50,750
<b>Total Debt Service</b>	<b>344,186</b>	<b>379,136</b>	<b>343,736</b>	<b>73,618</b>	<b>273,618</b>	<b>347,236</b>	<b>341,586</b>
<b>TOTAL EXPENDITURES</b>	<b>349,218</b>	<b>384,247</b>	<b>351,131</b>	<b>80,382</b>	<b>274,249</b>	<b>354,631</b>	<b>348,981</b>
Excess (deficiency) of revenues							
Over (under) expenditures	10,356	(21,808)	9,833	258,935	(256,186)	2,749	7,757
<b>OTHER FINANCING SOURCES (USES)</b>							
Contribution to (Use of) Fund Balance	-	-	9,833	-	-	-	7,757
<b>TOTAL OTHER SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>9,833</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,757</b>
Net change in fund balance	10,356	(21,808)	9,833	258,935	(256,186)	2,749	7,757
<b>FUND BALANCE, BEGINNING</b>	<b>269,911</b>	<b>280,267</b>	<b>258,459</b>	<b>258,459</b>	<b>-</b>	<b>258,459</b>	<b>261,208</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 280,267</b>	<b>\$ 258,459</b>	<b>\$ 268,292</b>	<b>\$ 517,394</b>	<b>\$ (256,186)</b>	<b>\$ 261,208</b>	<b>\$ 268,965</b>

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

<b>Period Ending</b>		<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Annual Debt Service</b>
11/1/2020	2,595,000.00			45,418.13	
5/1/2021	2,595,000.00	150,000.00	2.250%	45,418.13	240,836.25
11/1/2021	2,445,000.00			43,730.63	
5/1/2022	2,445,000.00	155,000.00	2.500%	43,730.63	242,461.25
11/1/2022	2,290,000.00			41,793.13	
5/1/2023	2,290,000.00	155,000.00	2.750%	41,793.13	238,586.25
11/1/2023	2,135,000.00			39,661.88	
5/1/2024	2,135,000.00	160,000.00	3.000%	39,661.88	239,323.75
11/1/2024	1,975,000.00			37,261.88	
5/1/2025	1,975,000.00	165,000.00	3.200%	37,261.88	239,523.75
11/1/2025	1,810,000.00			34,621.88	
5/1/2026	1,810,000.00	170,000.00	3.250%	34,621.88	239,243.75
11/1/2026	1,640,000.00			31,859.38	
5/1/2027	1,640,000.00	180,000.00	3.500%	31,859.38	243,718.75
11/1/2027	1,460,000.00			28,709.38	
5/1/2028	1,460,000.00	185,000.00	3.875%	28,709.38	242,418.75
11/1/2028	1,275,000.00			25,125.00	
5/1/2029	1,275,000.00	190,000.00	3.875%	25,125.00	240,250.00
11/1/2029	1,085,000.00			21,443.75	
5/1/2030	1,085,000.00	200,000.00	3.875%	21,443.75	242,887.50
11/1/2030	885,000.00			17,568.75	
5/1/2031	885,000.00	210,000.00	3.875%	17,568.75	245,137.50
11/1/2031	675,000.00			13,500.00	
5/1/2032	675,000.00	215,000.00	4.000%	13,500.00	242,000.00
11/1/2032	460,000.00			9,200.00	
5/1/2033	460,000.00	225,000.00	4.000%	9,200.00	243,400.00
11/1/2033	235,000.00			4,700.00	
5/1/2034	235,000.00	235,000.00	4.000%	4,700.00	244,400.00
		2,595,000.00		789,187.50	3,384,187.50



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

<b>Period Ending</b>	<b>Balance</b>	<b>Principal</b>	<b>Extraordinary Redemption</b>	<b>Coupon</b>	<b>Interest</b>	<b>Annual Debt Service</b>
11/1/2020	1,015,000.00				25,375.00	
5/1/2021	1,015,000.00	50,000.00		5.000%	25,375.00	100,750.00
11/1/2021	965,000.00				24,125.00	
5/1/2022	965,000.00	55,000.00		5.000%	24,125.00	103,250.00
11/1/2022	910,000.00				22,750.00	
5/1/2023	910,000.00	55,000.00		5.000%	22,750.00	100,500.00
11/1/2023	855,000.00				21,375.00	
5/1/2024	855,000.00	60,000.00		5.000%	21,375.00	102,750.00
11/1/2024	795,000.00				19,875.00	
5/1/2025	795,000.00	65,000.00		5.000%	19,875.00	104,750.00
11/1/2025	730,000.00				18,250.00	
5/1/2026	730,000.00	65,000.00		5.000%	18,250.00	101,500.00
11/1/2026	665,000.00				16,625.00	
5/1/2027	665,000.00	70,000.00		5.000%	16,625.00	103,250.00
11/1/2027	595,000.00				14,875.00	
5/1/2028	595,000.00	75,000.00		5.000%	14,875.00	104,750.00
11/1/2028	520,000.00				13,000.00	
5/1/2029	520,000.00	75,000.00		5.000%	13,000.00	101,000.00
11/1/2029	445,000.00				11,125.00	
5/1/2030	445,000.00	80,000.00		5.000%	11,125.00	102,250.00
11/1/2030	365,000.00				9,125.00	
5/1/2031	365,000.00	85,000.00		5.000%	9,125.00	103,250.00
11/1/2031	280,000.00				7,000.00	
5/1/2032	280,000.00	90,000.00		5.000%	7,000.00	104,000.00
11/1/2032	190,000.00				4,750.00	
5/1/2033	190,000.00	95,000.00		5.000%	4,750.00	104,500.00
11/1/2033	95,000.00				2,375.00	
5/1/2034	95,000.00	95,000.00		5.000%	2,375.00	99,750.00
		1,015,000.00			421,250.00	1,436,250.00

**Budget Narrative**  
Fiscal Year 2021**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 2021

**Assessment Summary**  
**Fiscal Year 2021 vs. Fiscal Year 2020**

Product	General Fund			Debt Service Series 2016A			Total Assessments per Unit			Units
	FY 2021	FY 2020	Percent Change	FY 2021	FY 2020	Percent Change	FY 2021	FY 2020	Percent Change	
TH 34'	\$223.40	\$223.40	0%	\$289.25	\$289.25	0%	\$512.65	\$512.65	0%	104
SF 55'	\$319.15	\$319.15	0%	\$424.23	\$424.23	0%	\$743.38	\$743.38	0%	319
SF 65'	\$319.15	\$319.15	0%	\$501.36	\$501.36	0%	\$820.51	\$820.51	0%	97
SF 100'	\$319.15	\$319.15	0%	\$752.04	\$752.04	0%	\$1,071.19	\$1,071.19	0%	158
Golf Course	\$3,190.66	\$3,190.66	0%	\$5,013.61	\$5,013.61	0%	\$8,204.28	\$8,204.27	0%	10
Commercial	\$17,229.33	\$17,229.33	0%	\$34,709.63	\$34,709.63	0%	\$51,938.96	\$51,938.96	0%	54
New Area	\$0.00	\$0.00	n/a	\$0.00	\$0.00	n/a	\$0.00	\$0.00	n/a	
										<b>742</b>

**4B.**

**RESOLUTION 2020-04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2020/2021 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors of the Country Greens Community Development District (the "Board") prior to June 15, 2020, a proposed budget for Fiscal Year 2020/2021; and

WHEREAS, the Board has considered the proposed budget and desires to set the required public hearing thereon.

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

1. The budget proposed by the District Manager for Fiscal Year 2020/2021 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said budget.
2. A public hearing on said approved budget is hereby declared and set for the following date, hour and location:

DATE: August 24, 2020  
 HOUR: 5:30 p.m.  
 LOCATION: REACH Church  
 24540 State Road 46  
 Sorrento, Florida 32776

3. The District Manager is hereby directed to submit a copy of the proposed budget to Lake County at least 60 days prior to the hearing set above.
4. In accordance with Section 189.016 Florida Statutes, the District Secretary is further directed to post this proposed budget on the District's website at least two days before the budget hearing date, as set forth in Section 2.
5. Notice of this public hearing shall be published in the manner prescribed in Florida law.
6. This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 27<sup>TH</sup> DATE OF APRIL 2020.**

ATTEST:

\_\_\_\_\_  
 Secretary

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

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

Its:\_\_\_\_\_

**4C.**

## RESOLUTION 2020-03

### A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT CONFIRMING THE DISTRICT'S USE OF THE LAKE COUNTY SUPERVISOR OF ELECTIONS TO CONTINUE CONDUCTING THE DISTRICT'S ELECTION OF SUPERVISORS IN CONJUNCTION WITH THE GENERAL ELECTION

**WHEREAS**, the Country Greens Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Lake County, Florida; and

**WHEREAS**, the Board of Supervisors of Country Greens Community Development District (hereinafter the "Board") seeks to implement section 190.006(3)(A)(2)(c), Florida Statutes and to instruct the Polk County Supervisor of Elections (the "Supervisor") to conduct the District's General Elections.

**WHEREAS**, the Supervisor has requested the District adopt a resolution confirming the District's use of the Supervisor for the purpose of conducting the District's future supervisor elections in conjunction with the General Election; and

**WHEREAS**, the District desires to continue to use the Supervisor for the purpose of conducting the District's supervisor elections in conjunction with the General Election.

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

**Section 1.** The Board is currently made up of the following individuals: David Warren, Catherine Catasus, Alma Graham, Crystal Jones, Anna Heintzelman.

**Section 2.** The term of office for each member of the Board is as follows:

Supervisor Catasus	Seat 1	four year – expires 11/2022
Supervisor Jones	Seat 2	four year – expires 11/2022
Supervisor Graham	Seat 3	four year – expires 11/2020
Supervisor Heintzelman	Seat 4	four year – expires 11/2020
Supervisor Warden	Seat 5	four year – expires 11/2020

**Section 3.** Seat 3 currently held by Alma Graham, Seat 4 currently held by Anna Heintzelman and Seat 5 currently held by David Warden are scheduled for the General Election in November 2020.

**Section 4.** Pursuant to section 190.006(8), Florida Statutes, members of the Board shall be entitled to receive for his or her services an amount not to exceed \$200 per meeting of the



Board, not to exceed \$4,800 per year per member.

**Section 5.** The term of office for the individuals to be elected to the Board in the November 2020 General Election is four years.

**Section 6.** The new Board members shall assume office on the second Tuesday following their election.

**Section 7.** The District hereby instructs the Supervisor to continue conducting the District's elections in conjunction with the General Election. The District understands that it will be responsible to pay for its proportionate share of the General Election cost and agrees to pay same within a reasonable time after receipt of an invoice from the Supervisor.

**PASSED AND ADOPTED THIS 27<sup>th</sup> DAY OF APRIL 2020.**

**ATTEST:**

**COUNTRY GREENS COMMUNITY  
DEVELOPMENT DISTRICT**

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Secretary

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Chairman

**4D**

## **Qualifying to Run for Office**

### **2020 Qualifying Dates**

Noon, June 8, 2020 – Noon, June 12, 2020

What happens when you go to the Supervisor of Elections office to qualify? You will file a loyalty oath, a financial disclosure Form 1 and either pay the \$25 qualifying fee or file a certification for 25 signatures.

### **Qualifying Fees**

\$25.00 (Unless qualifying by petition)

### **Qualifying by Petition**

In order to qualify by petition and thereby have the qualifying fee waived, a person needs to gather the signatures of 25 qualified voters residing within the Country Greens CDD. The Division of Elections has prescribed the format of the petition, a copy of which is attached.

The deadline to submit petitions to the Supervisor of Elections is **Noon, May 11, 2020.** (Candidates must still qualify during the candidate qualifying period.) Please note that petitions may be submitted prior to the deadline.

There is a verification fee of \$.10 per signature to ensure the signers are valid residents within the CDD. Cash is accepted. The Supervisor of Elections recommends bringing your petitions in person.

If you want to campaign, you are permitted to do so as long as you do not expend any funds. If you are going to expend money for signage, business cards, etc., even if it is your own money, you must open a campaign account and will need to file the required forms. You will also need to appoint a campaign treasurer and designate a campaign depository. If campaigning, signatures may not be obtained until the candidate has filed his or her appointment of campaign treasurer and designation of campaign depository.

The District shall publish a notice of the qualifying period set by the Supervisor of Elections for each election at least two weeks prior to the start of the qualifying period.

Contact the Supervisor of Elections for more specific information on qualifying by petition.

### **Qualifying Officers**

The Qualifying Officer for Special District Offices is the Supervisor of Elections.

### **LAKE COUNTY SUPERVISOR OF ELECTIONS**

Alan Hays  
315 West Main St., Room 144  
P.O. Box 457  
Tavares, FL 32778

352-343-9734  
Fax: 352-343-3605  
[elections@lakecountyfl.gov](mailto:elections@lakecountyfl.gov)

**4E.**

**COUNTRY GREENS**  
Community Development District  
*Financial Report*  
*March 31, 2020*

**Prepared by**



**Table of Contents**

<b><u>FINANCIAL STATEMENTS</u></b>	<b>Page #</b>
Balance Sheet - All Funds .....	1
Statement of Revenues, Expenditures and Changes in Fund Balance	
General Fund .....	2 - 3
Debt Service Fund .....	4
Notes to the Financial Statements .....	5 - 6
 <b><u>SUPPORTING SCHEDULES</u></b>	
Non-Ad Valorem Special Assessments - Collection Schedule .....	7
Cash and Investment Report .....	8
Bank Reconciliation .....	9
Check Register .....	10

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

**Financial Statements**

**(Unaudited)**

**March 31, 2020**

## Balance Sheet

March 31, 2020

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2016A DEBT SERVICE FUND	TOTAL
<b>ASSETS</b>			
Cash - Checking Account	\$ 160,871	\$ -	\$ 160,871
Due From Other Funds	-	6,672	6,672
Investments:			
Certificates of Deposit - 12 Months	156,776	-	156,776
Certificates of Deposit - 6 Months	212,397	-	212,397
Money Market Account	285,343	-	285,343
Prepayment Fund (A-2)	-	5,639	5,639
Reserve Fund (A-1)	-	120,534	120,534
Reserve Fund (A-2)	-	53,250	53,250
Revenue Fund	-	334,278	334,278
<b>TOTAL ASSETS</b>	<b>\$ 815,387</b>	<b>\$ 520,373</b>	<b>\$ 1,335,760</b>
<b>LIABILITIES</b>			
Accounts Payable	\$ 18,783	\$ -	\$ 18,783
Due To Other Funds	6,672	-	6,672
<b>TOTAL LIABILITIES</b>	<b>25,455</b>	<b>-</b>	<b>25,455</b>
<b>FUND BALANCES</b>			
<b>Restricted for:</b>			
Debt Service	-	520,373	520,373
<b>Assigned to:</b>			
Operating Reserves	71,770	-	71,770
<b>Unassigned:</b>	718,162	-	718,162
<b>TOTAL FUND BALANCES</b>	<b>\$ 789,932</b>	<b>\$ 520,373</b>	<b>\$ 1,310,305</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 815,387</b>	<b>\$ 520,373</b>	<b>\$ 1,335,760</b>



**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending March 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>REVENUES</u></b>				
Interest - Investments	\$ 7,000	\$ 3,500	\$ 5,901	\$ 2,401
Interest - Tax Collector	-	-	69	69
Special Assmnts- Tax Collector	226,844	223,673	218,606	(5,067)
Special Assmnts- Discounts	(9,074)	(8,946)	(8,587)	359
Developer Contribution	25,000	25,000	25,000	-
<b>TOTAL REVENUES</b>	<b>249,770</b>	<b>243,227</b>	<b>240,989</b>	<b>(2,238)</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Administration</u></b>				
P/R-Board of Supervisors	6,000	3,000	3,000	-
FICA Taxes	459	228	230	(2)
ProfServ-Arbitrage Rebate	600	-	-	-
ProfServ-Dissemination Agent	1,000	1,000	-	1,000
ProfServ-Engineering	5,500	2,748	12,318	(9,570)
ProfServ-Legal Services	10,000	5,000	8,620	(3,620)
ProfServ-Mgmt Consulting Serv	67,362	33,681	33,681	-
ProfServ-Trustee Fees	5,266	5,266	1,549	3,717
Auditing Services	3,423	3,423	3,400	23
Postage and Freight	400	198	432	(234)
Rental - Meeting Room	900	450	-	450
Insurance - General Liability	8,592	8,592	7,312	1,280
Printing and Binding	500	250	348	(98)
Legal Advertising	450	450	413	37
Miscellaneous Services	1,359	680	60	620
Misc-Assessmnt Collection Cost	4,537	4,000	4,173	(173)
Misc-Web Hosting	10,000	5,000	1,872	3,128
Office Supplies	200	100	213	(113)
Annual District Filing Fee	175	175	175	-
<b>Total Administration</b>	<b>126,723</b>	<b>74,241</b>	<b>77,796</b>	<b>(3,555)</b>

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

For the Period Ending March 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>Field</b>				
ProfServ-Field Management	20,300	10,150	10,150	-
Contracts-Landscape	167,880	83,940	86,177	(2,237)
Utility - General	22,000	11,000	7,307	3,693
R&M-Common Area	12,000	6,000	30,945	(24,945)
<b>Total Field</b>	<b>222,180</b>	<b>111,090</b>	<b>134,579</b>	<b>(23,489)</b>
<b>TOTAL EXPENDITURES</b>	<b>348,903</b>	<b>185,331</b>	<b>212,375</b>	<b>(27,044)</b>
Excess (deficiency) of revenues				
Over (under) expenditures	(99,133)	57,896	28,614	(29,282)
<b>OTHER FINANCING SOURCES (USES)</b>				
Contribution to (Use of) Fund Balance	(99,133)	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(99,133)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ (99,133)	\$ 57,896	\$ 28,614	\$ (29,282)
<b>FUND BALANCE, BEGINNING (OCT 1, 2019)</b>	<b>761,318</b>	<b>761,318</b>	<b>761,318</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 662,185</b>	<b>\$ 819,214</b>	<b>\$ 789,932</b>	

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

For the Period Ending March 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ 6,000	\$ 3,000	\$ 2,128	\$ (872)
Special Assmnts- Tax Collector	369,754	359,101	354,127	(4,974)
Special Assmnts- Discounts	(14,790)	(14,364)	(13,959)	405
<b>TOTAL REVENUES</b>	<b>360,964</b>	<b>347,737</b>	<b>342,296</b>	<b>(5,441)</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
Misc-Assessmnt Collection Cost	7,395	7,000	6,764	236
<b>Total Administration</b>	<b>7,395</b>	<b>7,000</b>	<b>6,764</b>	<b>236</b>
<b>Debt Service</b>				
Principal Debt Retirement A-1	145,000	-	-	-
Principal Debt Retirement A-2	50,000	-	-	-
Interest Expense Series A-1	93,736	46,868	46,868	-
Interest Expense Series A-2	55,000	27,500	26,750	750
<b>Total Debt Service</b>	<b>343,736</b>	<b>74,368</b>	<b>73,618</b>	<b>750</b>
<b>TOTAL EXPENDITURES</b>	<b>351,131</b>	<b>81,368</b>	<b>80,382</b>	<b>986</b>
Excess (deficiency) of revenues Over (under) expenditures	9,833	266,369	261,914	(4,455)
<b>OTHER FINANCING SOURCES (USES)</b>				
Contribution to (Use of) Fund Balance	9,833	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>9,833</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ 9,833	\$ 266,369	\$ 261,914	\$ (4,455)
<b>FUND BALANCE, BEGINNING (OCT 1, 2019)</b>	<b>258,459</b>	<b>258,459</b>	<b>258,459</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 268,292</b>	<b>\$ 524,828</b>	<b>\$ 520,373</b>	

## Notes to the Financial Statements

March 31, 2020

## General Fund

► Assets

■ **Cash and Investments-** In order to maximize cash liquidity, the District has several CDs with varying maturities and Money Market Accounts. (See Cash & Investments Report for further details).

■ **Due From Other Funds -** Tax Collector Assessments due from the General Fund account to Debt Svc. Fund

► Liabilities

■ **Accounts Payable -** Invoices paid in March.

■ **Due To Other Funds -** Tax Collector Assessments due to trustee.

► Fund Balance■ **Assigned to:**

Operating Reserves	\$	71,770
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<b>TOTAL</b>	<b>\$</b>	<b><u>71,770</u></b>
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## Debt Service Fund

► Assets

■ **Investments -** Trust Accounts at US Bank for the Debt Service (See Cash & Investments Report for further details).

**Notes to the Financial Statements**  
*March 31, 2020*

**Financial Overview / Highlights**

- ▶ The Non-Ad Valorem assessments are approximately 96% collected.
- ▶ Total expenditures through March are approximately 61% compared to Annual Adopted Budget. Significant variances are explained below.

**Variance Analysis**

Account Name	Annual Adopted Budget	YTD Actual	% of Budget	Explanation
<b>Expenditures</b>				
<b><u>Administrative</u></b>				
ProfServ- Engineering	\$ 5,500	\$ 12,318	224%	Additional services for pond repair and drainage issues.
Prof-Serv Legal Services	\$ 10,000	\$ 8,620	86%	Additional services for pond repair and drafting of license agreement related to Eagle Dunes Golf Course.
Postage and Freight	\$ 400	\$ 432	108%	Additional postage in Feb., \$134, for mailing of agenda packages to each board member.
Insurance- General Liability	\$ 8,592	\$ 7,312	85%	Insurance is paid in full for FY 2020.
Misc- Web Hosting	\$ 10,000	\$ 1,872	19%	Quarterly/Compliance Services and renewal of domain.
Office Supplies	\$ 200	\$ 213	107%	Inframark fees for bi-monthly supplies.
<b><u>Field</u></b>				
Contracts - Landscape	\$ 167,880	\$ 86,177	51%	\$1321 was reimbursed to Eagle Dunes to cover shared expenses in June.
Utility - General	\$ 22,000	\$ 7,307	33%	Monthly expenses fluctuate each month.
R&M Common Area	\$ 12,000	\$ 30,945	258%	Installation of LED Lighting w/Timers and work order.

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

**Supporting Schedules**

**March 31, 2020**

**Non-Ad Valorem Special Assessments - Lake County Tax Collector  
(Monthly Collection Distributions)  
For the Fiscal Year Ending September 30, 2020**

						ALLOCATION BY FUND	
Date Received	Check Number	Net Amount Received	Discounts / (Penalties) Amounts	(1) Collection Costs	Gross Amount Received	General Fund	Series 2016A Debt Service Fund
Assessments Levied FY 2020					\$ 596,600	\$ 226,846	\$ 369,754
Allocation %					100%	38%	62%
11/22/19	829502	\$ 7,688	\$ 317	\$ 154	\$ 8,005	\$ 8,005	
11/22/19	829501	12,566	556	251	13,122		13,122
11/27/19	ACH	27,176	1,133	856	28,309	28,309	
11/27/19	ACH	42,818	1,784	544	44,602		44,602
12/01/19	ACH	157,414	6,560	3,148	163,974	163,974	
12/01/19	ACH	256,777	10,699	5,136	267,476		267,476
12/15/19	ACH	7,924	329	158	8,253	8,253	
12/15/19	ACH	12,723	528	254	13,251		13,251
12/31/19	ACH	3,313	111	66	3,424	3,424	
12/31/19	ACH	5,028	171	101	5,199		5,199
01/16/20	ACH	1,601	50	32	1,650	1,650	
01/16/20	ACH	3,168	98	63	3,266		3,266
02/14/20	ACH	3,514.07	72.89	70.28	3,586.96	3,586.96	
02/14/20	ACH	5,101.47	103.88	102.03	5,205.35		5,205.35
03/18/20	ACH	1,390.22	14.03	27.80	1,404.25	1,404.25	
03/18/20	ACH	1,985.40	20.05	39.71	2,005.45		2,005.45
<b>TOTAL</b>		<b>\$ 550,187</b>	<b>\$ 22,546</b>	<b>\$ 11,004</b>	<b>\$ 572,733</b>	<b>\$ 218,606</b>	<b>\$ 354,127</b>
% COLLECTED					96%	96%	96%
<b>TOTAL OUTSTANDING</b>					<b>\$ 23,867</b>	<b>\$ 8,239</b>	<b>\$ 15,627</b>

Note (1) - Collection costs are paid directly to the Lake County Tax Collector twice a year.

## Cash and Investment Report

March 31, 2020

<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	1.08%	\$ 160,871
				<b>Subtotal</b>	<b>\$ 160,871</b>
Certificate of Deposits 6M	Valley Bank	CD	6/9/2020	1.75%	\$ 107,164
Certificate of Deposits 6M	Valley Bank	CD	6/23/2020	1.63%	\$ 105,233
				<b>Subtotal</b>	<b>\$ 212,397</b>
Certificate of Deposits 12M	Valley Bank	CD	3/16/2021	1.20%	\$ 156,776
				<b>Subtotal</b>	<b>\$ 156,776</b>
Money Market Account	Bank United	MMA	n/a	0.45%	\$ 285,343
				<b>Subtotal</b>	<b>\$ 285,343</b>
<b>DEBT SERVICE FUNDS</b>					
Series 2016 A-1 & A-2 Prepayment	US Bank	First American Govt.	n/a	1.2%	\$ 5,639
Series 2016 A-1 Reserve	US Bank	First American Govt.	n/a	1.2%	\$ 120,534
Series 2016 A-2 Reserve	US Bank	First American Govt.	n/a	1.2%	\$ 53,250
Series 2016 A-1 & A-2 Rev.	US Bank	First American Govt.	n/a	1.2%	\$ 334,278
				<b>Subtotal</b>	<b>\$ 513,702</b>
				<b>Total</b>	<b>\$ 1,329,088</b>



## Country Greens CDD

### Bank Reconciliation

Page Number 49

**Bank Account No.** 9840 Valley National Bank GF Checking New Account  
**Statement No.** 3/20  
**Statement Date** 3/31/2020

<b>G/L Balance (LCY)</b>	160,870.68	<b>Statement Balance</b>	160,870.68
<b>G/L Balance</b>	160,870.68	<b>Outstanding Deposits</b>	0.00
<b>Positive Adjustments</b>	0.00		
		<b>Subtotal</b>	160,870.68
<b>Subtotal</b>	160,870.68	<b>Outstanding Checks</b>	0.00
<b>Negative Adjustments</b>	0.00	<b>Differences</b>	0.00
<b>Ending G/L Balance</b>	160,870.68	<b>Ending Balance</b>	160,870.68
<b>Difference</b>	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
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**COUNTRY GREENS**  
**Community Development District**

**Check Register**

**FEB 1, 2020 - MAR 31, 2020**

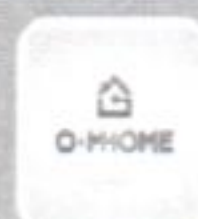
# **COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT**

**Payment Register by Fund  
For the Period from 2/1/2020 to 3/31/2020  
(Sorted by Check / ACH No.)**

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
<b>GENERAL FUND - 001</b>								
001	3081	02/04/20	HOME DEPOT	012120-	JAN PURCHASES	LATCHING BOX FOR XMAS DECOR	549001-51301	\$59.94
001	3082	02/04/20	YELLOWSTONE LANDSCAPE	ON 80746	JAN 2020 LANDSCAPE MAINT	Contracts-Landscape	534050-53901	\$13,990.00
001	3083	02/11/20	CLARK & ALBAUGH, LLP	16858	GEN MATTERS THRU JAN 2020	ProfServ-Legal Services	531023-51401	\$965.00
001	3084	02/11/20	FEDEX	6-916-86290	JAN POSTAGE	Postage and Freight	541006-51301	\$14.62
001	3086	02/14/20	FAST SIGNS	2060-12309	4 SIGNS	R&M-Common Area	546016-53901	\$408.33
001	3087	02/20/20	DEWBERRY ENGINEERS INC	1792040	ENGG SVCS THRU JAN 2020	ProfServ-Engineering	531013-51501	\$2,602.50
001	3090	02/25/20	INFRAMARK, LLC	48967	FEB 2020 MGMT FEES	ProfServ-Mgmt Consulting Serv	531027-51201	\$5,613.50
001	3090	02/25/20	INFRAMARK, LLC	48967	FEB 2020 MGMT FEES	ProfServ-Field Management	531016-53901	\$1,691.67
001	3090	02/25/20	INFRAMARK, LLC	48967	FEB 2020 MGMT FEES	Printing and Binding	547001-51301	\$11.10
001	3091	03/02/20	DAVID JORDAN	022520-TAX	2019 COMM TAX BILL DEBT	Misc-Assessmnt Collection Cost	549070-51301	\$4,172.59
001	3092	03/03/20	FEDEX	6-938-66323	FEB POSTAGE	Postage and Freight	541006-51301	\$134.21
001	3093	03/05/20	CLARK & ALBAUGH, LLP	16901	GEN MATTERS THRU FEB 2020	ProfServ-Legal Services	531023-51401	\$2,751.50
001	3094	03/05/20	HOME DEPOT	022120-6336	FEB PURCHASES	LIGHT POLE/LIGHT INSULATION	546016-53901	\$228.55
001	3095	03/05/20	YELLOWSTONE LANDSCAPE	ON 88945	FEB 2020 LANDSCAPE MAINT	Contracts-Landscape	534050-53901	\$14,448.34
001	3096	03/17/20	INFRAMARK, LLC	49741	MARCH MGMT FEES	ProfServ-Mgmt Consulting Serv	531027-51201	\$5,613.50
001	3096	03/17/20	INFRAMARK, LLC	49741	MARCH MGMT FEES	ProfServ-Field Management	531016-53901	\$1,691.67
001	3096	03/17/20	INFRAMARK, LLC	49741	MARCH MGMT FEES	Postage and Freight	541006-51301	\$12.00
001	3096	03/17/20	INFRAMARK, LLC	49741	MARCH MGMT FEES	Printing and Binding	547001-51301	\$147.15
001	3096	03/17/20	INFRAMARK, LLC	49741	MARCH MGMT FEES	R&M-Common Area	546016-53901	\$7.38
001	3096	03/17/20	INFRAMARK, LLC	49741	MARCH MGMT FEES	Office Supplies	551002-51301	\$90.00
001	3097	03/20/20	DEWBERRY ENGINEERS INC	1804169	ENGG SVCS THRU FEB 2020	ProfServ-Engineering	531013-51501	\$2,445.00
001	3098	03/20/20	FEDEX	6-952-53062	MAR POSTAGE	Postage and Freight	541006-51301	\$14.87
001	3099	03/26/20	INNERSYNC STUDIO, LTD	18077	ADA COMPLIANT FINAL 50%	Miscellaneous Services	549001-51301	\$1,037.50
001	DD213	02/27/20	SECO	022720 ACH	BILL PRD 1/9-2/10/20	1011917600	543001-53901	\$754.58
001	DD214	03/03/20	SECO	021720 ACH	BILL PRD 1/14-2/13/20	1011917600	543001-53901	\$535.55
001	DD215	03/27/20	SECO	031320 ACH	BILL PRD 2/10-3/11/20	1011917600	543001-53901	\$744.67
001	3088	02/27/20	CATHERINE G. CATASUS	PAYROLL	February 27, 2020 Payroll Posting			\$184.70
001	3089	02/27/20	ANNA L. HEINTZELMAN	PAYROLL	February 27, 2020 Payroll Posting			\$184.70
001	DD210	02/27/20	DAVID WARDEN	PAYROLL	February 27, 2020 Payroll Posting			\$184.70
001	DD211	02/27/20	ALMA W. GRAHAM	PAYROLL	February 27, 2020 Payroll Posting			\$184.70
001	DD212	02/27/20	CRYSTAL Y. JONES	PAYROLL	February 27, 2020 Payroll Posting			\$184.70
<b>Fund Total</b>								<b>\$61,109.22</b>
<b>SERIES 2016A DEBT SERVICE FUND - 202</b>								
202	3085	02/14/20	COUNTRY GREENS C/O US BANK NA-CDD	0211200002	TRFR ASSESS SERIES 2016	Due From Other Funds	131000	\$3,104.66
202	3091	03/02/20	DAVID JORDAN	022520-TAX	2019 COMM TAX BILL DEBT	Misc-Assessmnt Collection Cost	549070-51301	\$6,763.64
<b>Fund Total</b>								<b>\$9,868.30</b>
<b>Total Checks Paid</b>								<b>\$70,977.52</b>

**4F.**





O&M General Services LLC

March 2, 2020

Mr. Ariel Medina  
Field Services Manger  
Inframark, LLC

I am presenting a summary based on our electrical review completed on February 28<sup>th</sup>, 2020 at Country Greens CDD entrances with recommendations for all areas and gates:

1- Gates have all lighting controlled by either a photocell or mechanical timer, issues present at this time are the following:

**Findings** - Photocell will only activate circuit once sun is down or presence of light is limited so there are days and conditions that affect the functionality of the lights. For example, in December when lights will activate when is very dark. Light might also be activated when is very cloudy, a shade of clouds is in the area, rainy days, and tree shades will activate all circuits during any time of the day. Mechanical timers need to be adjusted manually when daylight saving time occurs in March 8<sup>th</sup>.

**Recommendations** - Digital timers are recommended as these components have the capability to be programmed once but are smart enough to manage all seasons by time zone. Theses component also has an embedded photocell to compare time zone vs sun light to ensure proper timing and lighting control.

2-Circuits not working properly for Christmas Lights

**Findings** - Christmas lights need to be installed with a different setting as they will cause power interruption and circuit breaker to trip because of expose copper bars or the extension cords used are not in NEC compliance. Code denotes [527.6] You must provide ground-fault protection for temporary wiring used for construction, remodeling, maintenance, repair or demolition of buildings, holiday lighting, structures, equipment or similar activities. Not using proper components can also provoke a shock hazard for any individual doing landscape as the irrigation system can get the components wet.

**Recommendations** - All 125V, 15A, 20A, and 30A receptacles used for temporary power must have GFCI protection. GFCI protection can be provided via circuit breakers, receptacles, and cord sets. Cords use for these type of lighting or holiday lighting must be protected, water proof, and sealed to ensure no exposed wires, bus bar or others. The following are recommended cords used and approved.

- Twist and Seal Devices
- Multy Box
- Seal Plug extensions

3-All electrical panels without locks, padlocks or tag out locks.

**Findings** - none of the electrical panels were secured and did not meet Code compliance as there were not any "High Voltage" notification with a "do not touch" warning sign. These is a NEC requirement.

**Recommendations** – Install locks, padlock or tag out and place notification signs to meet NEC requirements.



**O&M General Services LLC**

Estimate #000004

March 3, 2020

**Bill To**

Country Greens CDD /Sorento Springs

ariel.medina@inframark.com

(281) 831-0139

We look forward to working with you.

<b>Digital Timers Seasonal type Dusk to Dawn</b>	<b>\$1,170.00</b>
(\$195.00 ea.) × 6	

<b>Flood Light LED Garden Water Proof type</b>	<b>\$850.00</b>
(\$85.00 ea.) × 10	

<b>Labor for install all LED and Install Timers and program</b>	<b>\$1,600.00</b>
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<b>Move lighting fixtures Forward for main gate sign</b>	<b>\$250.00</b>
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<b>Sorento main gate LED Flood light</b>	<b>\$450.00</b>
(\$150.00 ea.) × 3	

Subtotal	\$4,320.00
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<b>Total</b>	<b>\$4,320.00</b>
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**O&M General Services LLC**

omhomerenovation@gmail.com

+1 (407) 433-3731



#### 4- Lighting fixtures changes and relocation.

**Findings** - Lighting fixtures at main gate at the Sorento sign need to be moved further to the front to reflect better lighting view of the sign since all lighting fixtures are behind all the bushes and the projection is blocked.

**Recommendations** - Change all old lighting fixtures to New Improved LED fixtures for energy saving, better response time with on and off actions and durability. The district will save on energy by upgrading to LED components. Most of the lighting fixtures have different colors and make areas look off and causes unbalanced lighting.

Proposal are attached for the timers and panel corrections. LED changes on gates at 437 and 44. I also included an optional proposal for all other LED changes at main gate, relocating lighting at main entrance and installation of new LED lighting for green areas around main gate.

Omar Ortiz  
O & M General Services LLC  
LIC# BE26693  
Master Electrician

Date 03/09/2020

David Warden  
Chair person



# Invoice #000015

We look forward to working with you.

## Bill To

Country Greens CDD /Sorento Springs  
ariel.medina@inframark.com  
281-831-0139

## Invoice Details

PDF created March 23, 2020  
\$4,320.00

## Payment

Due March 31, 2020  
\$4,320.00

Item	Quantity	Price	Amount
Digital Timers Seasonal type Dusk to Dawn	6	\$195.00	\$1,170.00
Flood Light LED Garden Water Proof type	10	\$85.00	\$850.00
Labor for install all LED and Install Timers and program	1	\$1,600.00	\$1,600.00
Move lighting fixtures Forward for main gate sign	1	\$250.00	\$250.00
Sorento main gate LED Flood light	3	\$150.00	\$450.00
Subtotal			\$4,320.00

**Total Due**

**\$4,320.00**



## Pay online

To pay your invoice go to <https://gosq.me/u/ryn17U95>

Or open your camera on your mobile device, and place the code on the left within the camera's view.



## **Fifth Order of Business**

**5Aii.**

**FIRST AMENDMENT TO AGREEMENT BETWEEN DISTRICT  
AND CONTRACTOR FOR LANDSCAPE MAINTENANCE SERVICES**

**THIS FIRST AMENDMENT** ("First Amendment") is entered into by and between Country Greens Community Development District, a Florida community development district (the "District") and Yellowstone Landscape - Southeast, LLC, a Florida Limited Liability Company, d/b/a Yellowstone Landscape (the "Contractor").

A. District and Contractor entered into that certain *Agreement for Landscape Maintenance Services* dated \_\_\_\_\_, (the "Agreement") for the provision of certain landscape services within property owned by the District, subject to the terms and conditions more particularly spelled out in the Agreement.

B. Capitalized terms not otherwise defined herein shall have the same meaning ascribed to them in the Agreement.

C. District and Contractor desire to amend the Agreement as more particularly described in Attachment "A" attached hereto.

**NOW, THEREFORE**, for and in exchange of good and valuable consideration, receipt and sufficiency of which being here acknowledged, the parties do hereby agree as follows:

1. **RECITALS.** The foregoing recitals are incorporated herein by reference as if they are set forth below.

2. **DEFINITIONS.** Subsections A and B of this section are amended as follows:

A. **Agreement.** The Agreement consists of the original *Agreement for Landscape Maintenance Services* and the exhibits attached thereto, as now amended by this First Amendment and the Proposal dated December 2, 2019, attached hereto as Attachment 1. The Agreement, as now amended, represents the entire and integrated Agreement between the parties hereto and supersedes all prior negotiations, representation or agreements, either written or oral. The Agreement may be further amended or modified only as set forth in Article 8 thereof.

B. **Services.** The term Services as used in this Agreement shall be construed to include all services set forth in Exhibit B, all obligations of Contractor under this Agreement, including any addenda or special conditions, and where any Work Authorizations have been issued pursuant to Article 8 of this Agreement, the changed services set forth therein. In addition, the term Services are amended to include all services set forth in Attachment 1.

The remainder of Section 2 shall be unchanged and remain in full force and effect.

3. **COMMENCEMENT OF SERVICES.** Section 3 shall be unchanged and remain in full force and effect.

4. DISTRICT MANAGER. Section 4 shall be unchanged and remain in full force and effect.

5. COMPENSATION AND PAYMENTS. Subsection A of this section is amended as follows:

A. Provided that the Contractor shall strictly perform all of its obligations under the Agreement to the District's satisfaction, and subject only to additions and deductions by Work Authorizations as set forth in Article 8, the District shall pay to Contractor for its Services as set forth in Article 2, a Fixed Fee in the amount of **ONE HUNDRED SIXTY-SEVEN THOUSAND EIGHT HUNDRED EIGHTY AND NO/100 DOLLARS (\$167,880.00 USD)** for one year. The Fixed Fee is payable monthly at the rate of \$13,990.00, plus additional fees for services rendered in connection with Work Authorizations as defined below. In addition, the District shall pay to Contractor for its Services as set forth in Attachment 1, a Fixed Fee in the amount of **FIVE THOUSAND FIVE HUNDRED AND NO/100 DOLLARS (\$5,500.00 USD)** for one year.

The remainder of Section 5 shall be unchanged and remain in full force and effect.

6 – 19. Sections 6 through 19, inclusive, shall be unchanged and remain in full force and effect.

20. RATIFICATION. Except as modified herein, the Agreement remains unchanged and is in full force and effect. In the event of a conflict between the terms and provisions of this First Amendment and the Agreement, the terms and provisions of this First Amendment shall control and be given effect.

21. EXECUTION. To facilitate execution, the parties hereto agree that this First Amendment may be executed and telecopied to the other party, and that the executed telecopy shall be binding and enforceable as an original. This First Amendment may be executed in as many counterparts as may be required, and it shall not be necessary that a signature of, or on behalf of, each party, or that the signatures of all persons required to bind any party, appear on each counterpart; it shall be sufficient that the signature of, or on behalf of, each party, or that the signatures of the persons required to bind any party, appear on one or more of such counterparts. All counterparts shall collectively constitute a single agreement.

*[SIGNATURES ON NEXT PAGE]*

**IN WITNESS WHEREOF**, this First Amendment is entered into as of the date the last of the parties shall execute this First Amendment as set forth below.

“DISTRICT”

COUNTRY GREENS COMMUNITY  
DEVELOPMENT DISTRICT

"CONTRACTOR"

YELLOWSTONE LANDSCAPE -  
SOUTHEAST, LLC, d/b/a  
YELLOWSTONE LANDSCAPE

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

## Attachment “1”



Date: 012/2/2019

## Proposal For

## Location

Country Greens CDD

313 Campus Street  
Celebration, FL 34747main: 407-566-4122  
mobile: 281-831-0139  
ariel.medina@inframark.com

Property Name: Country Greens Community Development District

Proposal for additional service maintenance areas

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Areas highlighted on the attached map to perform bush hogging 2x per year.	2.00	\$2,750.45	\$5,500.00

There will be no additional cost for the areas swapped with the Gulf Course

## Client Notes

There is one new area that Yellowstone have not maintained yet. A proposal will be provided before the meeting after further evaluation.

Signature

x

SUBTOTAL	\$5,500.00
SALES TAX	\$0.00
TOTAL	\$5,500.00

Signature above authorizes Yellowstone Landscape to perform work as described above and verifies that the prices and specifications are hereby accepted. All overdue balances will be charge a 1.5% a month, 18% annual percentage rate.  
Limited Warranty: All plant material is under a limited warranty for one year. Transplanted plant material and/or plant material that dies due to conditions out of Yellowstone Landscape's control (i.e. Acts of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.

Contact

Print Name

Title

Date

Assigned To

Michael Wilding

Office:

mwilding@yellowstonelandscape.com

