

**COUNTRY GREENS
COMMUNITY DEVELOPMENT
DISTRICT**

AGENDA PACKAGE

DECEMBER 14, 2020

Board of Supervisors:

David Warden, Chairman
Catherine Catasus, 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

December 7, 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, December 14, 2020 at 5:30 p.m.** at REACH Church, 24540 State Road 46, Sorrento, Florida 32776. Following is the advance agenda for this meeting.

1. **Roll Call**
2. **Audience Comments**
3. **Organizational Matters**
 - A. Resolution 2021-02 Declaring Vacancies
 - B. Oaths of Office for Newly Appointed Supervisors
 - C. Consideration of Resolution 2021-03 Election of Officers
4. **Approval of the Minutes**
 - A. October 26, 2020
5. **District Manager's Report**
 - A. Financial Statements and Check Register
6. **Staff Reports**
 - A. Field Report
 - i. Field Management Report
 - ii. Proposals from Yellowstone for Tree Removal and Replacement
 - B. Engineer
 - C. Attorney
7. **Supervisor Requests and Audience Comments**
8. **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.

RESOLUTION 2021-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT DECLARING VACANCIES IN CERTAIN SEATS ON THE BOARD OF SUPERVISORS PURSUANT TO SECTION 190.006(3)(b), FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Country Greens Community Development District (the "District") is a local unit of special purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

WHEREAS, on November 3, 2020, three (3) members of the Board of Supervisors (the "Board") were to be elected by the Qualified Electors of the District, as defined in Section 190.003, Florida Statutes; and

WHEREAS, the District published a notice of qualifying period set by the Supervisor of Elections at least two (2) weeks prior to the start of said qualifying period; and

WHEREAS, at the close of the qualifying period, no Qualified Elector qualified to run for the three (3) seats available for election by the Qualified Electors of the District; and

WHEREAS, pursuant to Section 190.006(3)(b), Florida Statutes, the Board shall declare such unfilled seats' as vacant and appoint Qualified Electors to the vacant seats; and

WHEREAS, the Board finds that it is in the best interests of the District to adopt this Resolution declaring the seats available for election as vacant.

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

1. The following seats are hereby declared vacant as of December 14, 2020; Seat 3 currently held by Alma Graham; Seat 4 currently held by Anna Heintzelman and Seat 5 currently held by David Warden.
2. This Resolution shall become effective upon its passage.

PASSED AND ADOPTED this 14th day of December 2020.

ATTEST:

**COUNTRY GREENS COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

Chairman

3C.

RESOLUTION 2021-03

**A RESOLUTION DESIGNATING OFFICERS OF THE
COUNTRY GREENS COMMUNITY DEVELOPMENT
DISTRICT**

WHEREAS, the Board of Supervisors of the Country Greens Community Development District at a regular business meeting following the General Election held on November 3, 2020, desires to appoint the below recited persons to the offices specified.

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

1. The following persons were appointed to the offices shown, to wit:

_____	Chairman
_____	Vice Chairman
<u>Kristen Suit</u>	Secretary
<u>Alan Baldwin</u>	Treasurer
<u>Stephen Bloom</u>	Assistant Treasurer
_____	Assistant Secretary(s)

PASSED AND ADOPTED THIS, 14th DAY OF DECEMBER 2020.

Chairman

Secretary

Fourth Order of Business

4A.

**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, October 26, 2020 via Zoom, Meeting ID: 785 1126 2826; URL: <https://us04web.zoom.us/j/78511262826>; Call in number: (929) 205-6099.

Present and constituting a quorum were:

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

Also present were:

Kristen Suit	District Manager
Scott Clark	District Counsel
Peter Armans	District Engineer
Ariel Medina	Field Supervisor
Pete Wittman	Yellowstone Landscaping
Jennifer Elmore	Yellowstone Landscaping

The following is a summary of the minutes and actions taken at the October 26, 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

- There being no audience, the next item followed.

THIRD ORDER OF BUSINESS

Approval of the Minutes

A. August 24, 2020

- Ms. Suit stated each Board member received a copy of the minutes of the August 24, 2020 meeting and requested corrections, additions or deletions. There not being any,

On MOTION by Ms. Catusus seconded by Ms. Graham with all in favor the minutes of the August 24, 2020 meeting were approved, 4-0.

FOURTH ORDER OF BUSINESS**District Manager's Report****A. Financial Statements and Check Register**

- There being no questions or comments,

On MOTION by Ms. Catusus seconded by Ms. Jones with all in favor the financial statements were accepted, and the check register was approved, 4-0.

- Ms. Catusus noted the legal advertising seemed to have jumped up so high. We had \$450 budgeted and we spent \$1,265.
- Ms. Suit noted it includes the Zoom meetings and meeting notices.
- Ms. Catusus asked about R&M Common Area – Replacement of Timer damaged by lightning. We budgeted \$12,000 and Year to Date Actual was \$29,143.
- Ms. Suit noted there was \$12,000 for regrading the pond, installation of the LED lighting and the timers, \$4,000 and also plant replacement and palm tree trimming in the \$1,000 range.
- Ms. Catusus asked can we get the explanation updated to have it say retention pond regrading. It looks like we spent \$12,000 on a timer, which we did not.
- Ms. Suit noted she will have the Accountant update the notes to the Financials.

Let the record reflect, Ms. Heintzelman joined the meeting.

B. Motion to Assign Fund Balance

- Ms. Suit asked for a motion to assign fund balance.

On MOTION by Ms. Catusus seconded by Ms. Heintzelman with all in favor motion to assign fund balance for the Operating Reserves in the amount of \$87,226.00 was approved, 5-0.

C. Consideration of Resolution 2021-01 Budget Amendment

- There being no questions or comments,

On MOTION by Ms. Catasus seconded by Ms. Jones with all in favor Resolution 2021-01 amending the District's General Fund Budget for Fiscal Year 2020 in the amount of \$61,000, was adopted, 5-0.

D. Acceptance of the Audit Engagement Letter

- There being no questions or comments,

On MOTION by Ms. Graham seconded by Ms. Catasus with all in favor the Audit Engagement Letter for Fiscal Year 2020 in an amount not-to-exceed \$3,500, was accepted, 5-0.

- Ms. Suit noted Mr. Medina sent the Board three proposals that were not included in the agenda package; two were from Yellowstone and one was an Inframark Work Order.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Field Report

i. Field Management Report

- Mr. Medina noted the proposal from Inframark is for the fountain located at the entrance, where there is the sign for the community. Two sections of the pipe broke. The pump is not flowing correctly. We had to shut it down. The proposal is to repair the fountain including materials and labor in the amount of \$639.

On MOTION by Ms. Catasus seconded by Ms. Graham with all in favor the Inframark Work Order #0201007 to repair the fountain pump leak in the amount of \$639.00 was approved, 5-0.

- Mr. Medina introduced Jennifer Elmore from Yellowstone. He met with her and did a community review. She will be at Board meetings going forward.
- He noted he found five dead pine trees. They need to be removed.
- Ms. Suit noted five dead pine trees removal along the fence of the road on State Road 44 will cost \$2,397.33.
- Ms. Catasus noted we have a lot of dead pine trees. The arborist told us they were installed incorrectly which is what is causing them to die. Is there a way to go back after somebody to get money for these because they put them in wrong?
- Mr. Clark asked how long has it been?

- Ms. Catasus responded when the development went in.
- Mr. Clark noted it is next to impossible at this stage.
- Ms. Catasus asked is there any plan to replace these in the future once we remove them? Or is this proposal just to remove them?
- Mr. Armans responded that is up to the direction of the Board per County Ordinance. He can get information and find out if we need to do like species or if we are able to go in with a different variety of species. It depends on City and County Ordinances. He would be happy to provide those proposals. We would like to get some direction on variety and type once we know those regulations.
- Ms. Catasus wanted to hold off approving these until Mr. Armans finds out what is required to take them down and what kind of replacement would need to be done.
- Mr. Armans noted the only concern is the hazard risk of leaving the trees up. Regardless, they need to come down and we can come up with a replacement plan, but the cost of removal is still not going to go away at any point.
- Ms. Catasus noted she has not worked with the landscape ordinance requirements in a while, the tree removal permit process and not sure what it is currently, but does not want to remove trees if we have to have a permit to remove them and then get behind afterwards if we don't have the permit we need to have.
- Mr. Armans noted we can get a response by the end of the week on what this ordinance is and how the plan needs to be.
- Ms. Suit noted here is the problem with that, getting proposals late and after the fact, the Board must make decisions at meetings. We need these in the agenda because if the Board could have looked at these in the agenda, they could have come to her with questions and she could have proposed them to Mr. Medina or to Mr. Armans. It is tough because we must decide now or wait until the next Board meeting.
- She suggested if the Board wants to authorize Ms. Catasus to approve once they found out by the Ordinance if they must replace one for one. That way we are not waiting two months since it sounds like the trees must be replaced.
- Ms. Catasus asked how did the trees get that bad in two months that they now suddenly must be replaced immediately?

- Mr. Medina noted we brought this up to Yellowstone at the last meeting, but we did not get the proposal on time.
- Ms. Graham noted this is the third or fourth account manager since we have Yellowstone on board. Is this going to be a continuing revolving door?
- Ms. Elmore noted one tree is completely dead and that is the one we should focus on. It is going to fall any day. For the other five trees, she will have the arborist there again to find out what we can replace it with.
- Ms. Catasus noted she does not know if we need an arborist for that. Lake County has a tree removal permit process and it lists what replacement trees can be used if they are even required. She does not know all the rules and regulations for that anymore. She does not think it requires an arborist.
- Mr. Armans will look on the Lake County website and the tree removal permit. There is a mitigation fee you must pay. If you plant something smaller than what is already there, you pay a fee for that.
- Ms. Catasus noted if we approve these proposals that is not the total cost because there will be a cost of a replacement and for a permit.
- Ms. Graham noted we pay you to give us this information without us having to Google it and ask these questions.
- Mr. Wittman noted you are correct. Sorry these proposals came in late. We should have done more homework on our end. He saw the proposals this morning. Regarding the account manager change, the initial account manager was promoted to branch manager. Ms. Elmore has been very successful. He did not want the Board to worry about account manager changes.
- Ms. Catasus noted is it the same account manager for the CDD as for the HOA, now that the HOA has Yellowstone. Is it the same account manager for the entire property or are there two different account managers?
- Mr. Wittman noted they are for both.
- Ms. Catasus noted her concern is the neighborhood may be too big to handle both accounts for one person.
- Ms. Elmore noted personally she does not think it is. It causes her to be on the property a lot more. Mr. Medina took her around on Friday, showed her the CDD

- and made sure she completely understands the grounds. She feels very confident and hopes you are happy along with the HOA.
- Ms. Suit asked Ms. Elmore if she feels these trees can wait to be removed until the next meeting in December?
 - The connection to Ms. Elmore was lost.
 - Ms. Suit asked does the Board want to hold off until the December 14th meeting?
 - Ms. Catasus noted if it is not going to be a safety issue, then we need to have all the information.
 - Mr. Wittman noted he will get information on the ordinances and will come to the next meeting to discuss plant replacement options or tree replacement options.
 - Ms. Suit asked about the manhole cover replacement.
 - Mr. Medina noted he is going to Tampa tomorrow to get the new one. It should be placed by Friday or no later than Monday. He noted it is a stormwater cover.
 - Ms. Suit noted Mr. Armans said there are four rotations in the contract for flowers at the main entrance. Each rotation lasts about three months. There will be another change in December or January.
 - Ms. Catasus noted in December we want red and white, not in January.
 - Mr. Armans noted we will do red and white in December.
 - Discussion ensued on the red and white flowers at the main entrances.

B. Engineer

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

C. Attorney

- Mr. Clark noted it is very likely December will be an in-person meeting. There is an offhand chance it may be a blend of in-person and Zoom for a while. There are some proposals that will be introduced in the Legislature in the spring for a permanent remote meeting option. He will keep everyone updated.
- He noted the Golf Course signed the License Agreement and sent him a digital copy. He requested an original copy. It has taken a while to find the original because it bounced around between attorneys and other offices. It was located and is on its way to his office. He will send it to Ms. Suit so the Chairman can sign it.

- Mr. Clark noted we received the \$7,500 settlement from the commercial owner about a month ago for the regrading.

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

- Ms. Graham noted her term is up, but because of the COVID-19, she did not do her re-application.
- Mr. Warden noted his term is up this year. He filled out the paperwork.
- Ms. Suit noted if the Board so chooses, they can reappoint Ms. Graham to the Board.
- Mr. Clark noted if there were no qualifiers for the seats, we can declare the seats vacant at the December meeting. The Board will have the option to fill the seats in the way it chooses. The current supervisors will remain in their seats until the Board fills them.
- Ms. Graham noted let's make sure Field Staff know around Thanksgiving, we want the Christmas lights up.
- Mr. Medina noted we have on our schedule to install the lights the week of November 16th and we will turn them on right before we go on Thanksgiving recess.
- Mr. Warden noted last night when he came through the 437 gate, he noticed the lights were back on. What is the problem with the lights at that gate?
- Mr. Medina noted he checked on them and they seem to be working.
- Mr. Warden asked what is causing the problem for them being off so often? Last year the Christmas lights were put out, but they were off more than they were on. Because the lights were recently off again, what is contributing to the lights being off so often?
- Ms. Catasus noted what we need to do, every time we see them off, we need to send an email to Ms. Suit so she can let Mr. Medina know because he is saying he checked them, and they were on. If we don't let him know, he does not know they are off.
- Ms. Suit agreed to having an email sent to her so she can contact Mr. Medina immediately.
- Mr. Clark noted there is no information on the website at the Supervisor of Elections for Country Greens which means nobody qualified.
- Ms. Suit noted we will plan for the December meeting at the Church and if anything changes, she will let everyone know. As of now, the Order expires on November 1st at 12:00 a.m. and the Governor has not extended it. But last month, he extended it at the last minute.

SEVENTH ORDER OF BUSINESS

Adjournment

- There being no further business,

On MOTION by Ms. Heintzelman seconded by Ms. Graham with all in favor the meeting was adjourned.

Secretary

David Warden
Chairman

Fifth Order of Business

5A

COUNTRY GREENS
Community Development District
Financial Report
October 31, 2020
(Unaudited)

Prepared by



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COUNTRY GREENS
Community Development District

Financial Statements

(Unaudited)

October 31, 2020

Balance Sheet
October 31, 2020

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2016A DEBT SERVICE FUND	TOTAL
<u>ASSETS</u>			
Cash - Checking Account	\$ 275,969	\$ -	\$ 275,969
Due From Other Gov'tl Units	1,071	1,747	2,818
Due From Other Funds	-	3,162	3,162
Investments:			
Certificates of Deposit - 12 Months	157,717	-	157,717
Money Market Account	184,377	-	184,377
Prepayment Fund (A-2)	-	639	639
Reserve Fund (A-1)	-	120,534	120,534
Reserve Fund (A-2)	-	53,250	53,250
Revenue Fund	-	88,218	88,218
Prepaid Items	904	-	904
TOTAL ASSETS	\$ 620,038	\$ 267,550	\$ 887,588
<u>LIABILITIES</u>			
Accounts Payable	\$ 2,289	\$ -	\$ 2,289
Accrued Expenses	14,865	-	14,865
Due To Other Funds	3,162	-	3,162
TOTAL LIABILITIES	20,316	-	20,316
<u>FUND BALANCES</u>			
Nonspendable:			
Prepaid Items	904	-	904
Restricted for:			
Debt Service	-	267,550	267,550
Assigned to:			
Operating Reserves	87,226	-	87,226
Unassigned:	511,592	-	511,592
TOTAL FUND BALANCES	\$ 599,722	\$ 267,550	\$ 867,272
TOTAL LIABILITIES & FUND BALANCES	\$ 620,038	\$ 267,550	\$ 887,588

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ 7,000	\$ 583	\$ 101	\$ (482)
Special Assmnts- Tax Collector	226,844	-	1,915	1,915
Special Assmnts- Discounts	(9,074)	-	(90)	(90)
TOTAL REVENUES	224,770	583	1,926	1,343

EXPENDITURES**Administration**

P/R-Board of Supervisors	6,000	1,000	-	1,000
FICA Taxes	459	76	-	76
ProfServ-Arbitrage Rebate	600	-	-	-
ProfServ-Dissemination Agent	1,000	-	-	-
ProfServ-Engineering	5,500	458	450	8
ProfServ-Legal Services	10,000	833	542	291
ProfServ-Mgmt Consulting Serv	67,362	5,614	5,614	-
ProfServ-Trustee Fees	3,717	1,600	1,549	51
Auditing Services	3,600	-	-	-
Postage and Freight	400	33	140	(107)
Insurance - General Liability	8,044	8,044	8,409	(365)
Printing and Binding	500	42	-	42
Legal Advertising	450	-	-	-
Miscellaneous Services	1,000	83	50	33
Misc-Assessmnt Collection Cost	4,537	-	-	-
Misc-Web Hosting	2,500	2,500	1,297	1,203
Office Supplies	200	17	-	17
Annual District Filing Fee	175	175	175	-
Total Administration	116,044	20,475	18,226	2,249

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending October 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
Field				
ProfServ-Field Management	20,300	1,692	1,692	-
Contracts-Landscape	178,380	14,865	14,865	-
Contracts-Aquatic Control	3,060	255	255	-
Utility - General	17,000	1,417	928	489
R&M-Common Area	10,000	833	-	833
Miscellaneous Services	4,000	333	-	333
Total Field	232,740	19,395	17,740	1,655
TOTAL EXPENDITURES	348,784	39,870	35,966	3,904
Excess (deficiency) of revenues				
Over (under) expenditures	(124,014)	(39,287)	(34,040)	5,247
OTHER FINANCING SOURCES (USES)				
Contribution to (Use of) Fund Balance	(124,014)	-	-	-
TOTAL FINANCING SOURCES (USES)	(124,014)	-	-	-
Net change in fund balance	\$ (124,014)	\$ (39,287)	\$ (34,040)	\$ 5,247
FUND BALANCE, BEGINNING (OCT 1, 2020)	633,762	633,762	633,762	
FUND BALANCE, ENDING	\$ 509,748	\$ 594,475	\$ 599,722	

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ 4,278	\$ 357	\$ 1	\$ (356)
Special Assmnts- Tax Collector	369,754	-	3,320	3,320
Special Assmnts- Discounts	(14,790)	-	(158)	(158)
TOTAL REVENUES	359,242	357	3,163	2,806
<u>EXPENDITURES</u>				
<u>Administration</u>				
Misc-Assessmnt Collection Cost	7,395	-	-	-
Total Administration	7,395	-	-	-
<u>Debt Service</u>				
Principal Debt Retirement A-1	150,000	-	-	-
Principal Debt Retirement A-2	50,000	-	-	-
Interest Expense Series A-1	90,836	-	-	-
Interest Expense Series A-2	50,750	-	-	-
Total Debt Service	341,586	-	-	-
TOTAL EXPENDITURES	348,981	-	-	-
Excess (deficiency) of revenues Over (under) expenditures	10,261	357	3,163	2,806
<u>OTHER FINANCING SOURCES (USES)</u>				
Contribution to (Use of) Fund Balance	10,261	-	-	-
TOTAL FINANCING SOURCES (USES)	10,261	-	-	-
Net change in fund balance	\$ 10,261	\$ 357	\$ 3,163	\$ 2,806
FUND BALANCE, BEGINNING (OCT 1, 2020)	264,387	264,387	264,387	
FUND BALANCE, ENDING	\$ 274,648	\$ 264,744	\$ 267,550	

Notes to the Financial Statements

October 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 Gov't Units - Excess Fees** to be sent to trustee.

■ **Due From Other Funds - Tax Collector Assessments** due from Debt Service Fund.

■ **Prepaid Items - Nov Utility Expense.**

► **Liabilities**

■ **Accrued Expenses - Landscape October accrual.**

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

► **Fund Balance**■ **Assigned to:**

Operating Reserves	\$	87,226
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TOTAL	\$	<u>87,226</u>
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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
October 31, 2020

Financial Overview / Highlights

- ▶ The Non-Ad Valorem assessments are about 1% collected.
- ▶ Total expenditures through October are approximately 10% compared to Annual Adopted Budget. Significant variances are explained below.

Variance Analysis

Account Name	Annual Adopted Budget	YTD Actual	% of Budget	Explanation
Expenditures				
<u>Administrative</u>				
Postage and Freight	\$ 400	\$ 140	35%	Mailing of Agenda Packages.
Insurance- General Liability	\$ 8,044	\$ 8,409	105%	Insurance is paid in full for FY 2021.
<u>Field</u>				
Utility - General	\$ 17,000	\$ 928	5%	Utilites fluctuate each month.

COUNTRY GREENS
Community Development District

Supporting Schedules

October 31, 2020

**Non-Ad Valorem Special Assessments - Lake County Tax Collector
(Monthly Collection Distributions)
For the Fiscal Year Ending September 30, 2021**

					ALLOCATION BY FUND	
Date Received	Net Amount Received	Discounts / (Penalties) Amounts	Gross Amount Received		General Fund	Series 2016A Debt Service Fund
Assessments Levied FY 2021			\$ 596,600		\$ 226,846	\$ 369,754
Allocation %			100%		38%	62%
10/31/20	\$ 1,825	\$ 90	\$ 1,915		\$ 1,915	
10/31/20	3,162	158	3,320			3,320
TOTAL	\$ 4,987	\$ 248	\$ 5,235		\$ 1,915	\$ 3,320
% COLLECTED				1%	1%	1%
TOTAL OUTSTANDING			\$ 591,365		\$ 224,931	\$ 366,434

Cash and Investment Report

October 31, 2020

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Maturity</u>	<u>Yield</u>	<u>Balance</u>
GENERAL FUND					
Checking account - Operating	Valley National Bank	Checking Account	n/a	0.25%	\$ 275,969
				Subtotal	\$ 275,969
Certificate of Deposits 12M	Valley Bank	CD	3/16/2021	1.20%	\$ 157,717
				Subtotal	\$ 157,717
Money Market Account	Valley National	MMA	n/a	0.25%	\$ 184,377
				Subtotal	\$ 184,377
DEBT SERVICE FUNDS					
Series 2016 A-1 & A-2 Prepayment	US Bank	First American Govt.	n/a	0.02%	\$ 639
Series 2016 A-1 Reserve	US Bank	First American Govt.	n/a	0.02%	\$ 120,534
Series 2016 A-2 Reserve	US Bank	First American Govt.	n/a	0.02%	\$ 53,250
Series 2016 A-1 & A-2 Rev.	US Bank	First American Govt.	n/a	0.02%	\$ 88,218
				Subtotal	\$ 262,641
				Total	\$ 880,704

Country Greens CDD

Bank Reconciliation

Page Number 32

Bank Account No. 9840 Valley National Bank GF Checking New Account
Statement No. 10/20
Statement Date 10/31/2020

G/L Balance (LCY)	275,969.07	Statement Balance	280,417.60
G/L Balance	275,969.07	Outstanding Deposits	4,986.83
Positive Adjustments	0.00		
		Subtotal	285,404.43
Subtotal	275,969.07	Outstanding Checks	9,435.36
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	275,969.07	Ending Balance	275,969.07
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
10/22/2020	Payment	3159	DEPT OF ECONOMIC OPPORTUNITY	175.00	0.00	175.00
10/28/2020	Payment	DD237	Payment of Invoice 002896	994.55	0.00	994.55
10/29/2020	Payment	3160	INFRAMARK, LLC	8,215.81	0.00	8,215.81
10/29/2020	Payment	3161	COMPLETE IT	50.00	0.00	50.00
Total Outstanding Checks.....				9,435.36		9,435.36
Outstanding Deposits						
10/31/2020		ASSESSSME	Received Assessments G/L Ac	1,824.58	0.00	1,824.58
10/31/2020		ACH	ASSESSMENT COLLECTIONS - TAX COLLE G/L Ac	3,162.25	0.00	3,162.25
Total Outstanding Deposits.....				4,986.83		4,986.83

COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Fund
For the Period from 10/1/2020 to 10/31/2020
(Sorted by Check / ACH No.)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
GENERAL FUND - 001								
001	3152	10/01/20	THE DAILY COMMERCIAL	10098636	NOTICE OF MEETING 9/11/20	Legal Advertising	548002-51301	\$190.17
001	3153	10/08/20	CLARK & ALBAUGH, LLP	17170	GEN MATTERS THRU SEPT 2020	ProfServ-Legal Services	531023-51401	\$369.50
001	3154	10/08/20	INNERSYNC STUDIO, LTD	18948	CDD WEBSITE SVCS/COMLIANCE SVCS	Misc-Web Hosting	549915-51301	\$388.13
001	3155	10/08/20	PUBLIC RISK INSURANCE	69763	PK FL1 0354010 20-14 10/1/20-10/1/21	PUBLIC OFFICIAL	545002-51301	\$8,409.00
001	3156	10/08/20	SITEX AQUATICS, LLC	3987B	SEPT LAKE MAINT - 3 WATERWAYS	Contracts-Aquatic Control	534067-53901	\$255.00
001	3157	10/08/20	YELLOWSTONE LANDSCAPE	ON 145527	IRR REPAIRS	R&M-Common Area	546016-53901	\$802.41
001	3157	10/08/20	YELLOWSTONE LANDSCAPE	ON 145628	SEPT LANDSCAPE MAINT	Contracts-Landscape	534050-53901	\$14,948.34
001	3159	10/22/20	DEPT OF ECONOMIC OPPORTUNITY	82854	FY 20/21 DISTRICT FEES	Annual District Filing Fee	554007-51301	\$175.00
001	3160	10/29/20	INFRAMARK, LLC	56468	OCT MGMT FEES	ProfServ-Mgmt Consulting Serv	531027-51201	\$5,613.50
001	3160	10/29/20	INFRAMARK, LLC	56468	OCT MGMT FEES	ProfServ-Field Management	531016-53901	\$1,691.67
001	3160	10/29/20	INFRAMARK, LLC	56468	OCT MGMT FEES	Postage and Freight	541006-51301	\$1.50
001	3160	10/29/20	INFRAMARK, LLC	56468	OCT MGMT FEES	GO DADDY/EMAIL/ARCHIVING RENEWAL	549915-51301	\$909.14
001	3161	10/29/20	COMPLETE IT	5854		Miscellaneous Services	549001-51301	\$50.00
001	DD235	10/02/20	SECO	091720 ACH	BILL PRD 8/13-9/15/20	1011917600	543001-53901	\$1,142.92
001	DD237	10/28/20	SECO	100920 ACH	BILL PRD 9/10-10/14/20	1011917600	543001-53901	\$994.55
Fund Total								\$35,940.83

SERIES 2016A DEBT SERVICE FUND - 202

202	3158	10/15/20	COUNTRY GREENS C/O US BANK NA-CDD	0911200002	TRFR ASSESS SERIES 2016	Due From Other Funds	131000	\$10,467.73
Fund Total								\$10,467.73

Total Checks Paid	\$46,408.56
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Sixth Order of Business

6Ai.

Country Greens CDD Field Management Report

December 2020

Ariel Medina | Field Services Supervisor

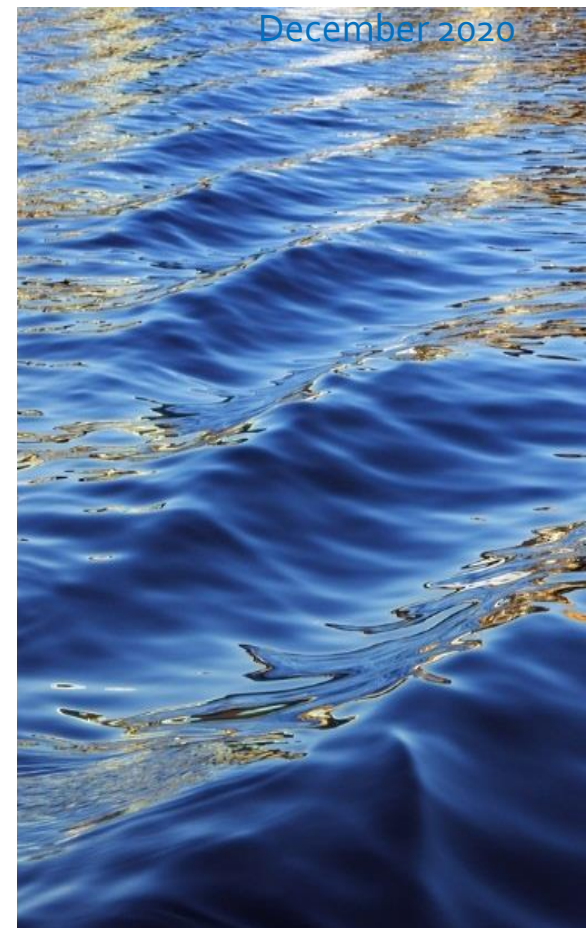


313 Campus Street, Celebration, FL 34747
(O) 407-566-4122 | (M) 281-831-0139 |
www.inframarkllms.com

FREDDY BLANCO | Assistant
Maintenance Manager



313 Campus Street| Celebration, FL 34747
Office: 1.407.566.1935| Mobile:
1.407.947.2489|www.inframarkllms.com



Field Management Update

COMPLETED ITEMS:

- Meet with Yellowstone for Landscaping Review and special tasks follow up
- Reviewed and processed invoices on a weekly basis
- Met with Sitex to discuss maintenance of pond
- Installed manhole cover
- Respond to emails and communications as needed
- Repaired fountain at entrance
- Assessed and repaired lights issues at 437 caused by mowers damaging LED lights
- Installed new photocell and outlet at 437 entrance
- Installed Christmas Lights at all entrance

ATTACHMENTS

- Yellowstone Landscaping Report
- Sitex Aquatics Report
- Inframark's Landscaping Review

Yellowstone Landscaping Report



Date: Monday, November 30, 2020

Property: Country Greens CDD

Senior Account Manager: Jennifer Elmore

Assistant Account Manager:

Maintenance Activities

- Mowing of all areas completed weekly.
- Trim and detail shrubs beds at community entrances (Cardinal, 437 and 44) ongoing maintenance.
- Preform weekly detail to all Annual beds at community entrance
- Weed control is ongoing in all shrub beds to include pre-emergent herbicide
- Continue treating visible fire ant mounds throughout property as needed
- Annual flowers cleaned free of weeds. New Annuals have been installed.
- Pruning of all shrubs is continues during weekly visits.

Mowing Activities

Preform weekly mowing and string trimming of roadways and entrances to the community. Berm within the community

- has been mowed as well.
- Perform weekly mowing service on all Zoysia/St Augustine along Cardinal Ln, 437 and 44 community entrances.
- Identified Drain Areas have been string trimmed and cleared.

Irrigation Activities

- All irrigation timers have been inspected and checked for coverage. Adjustments have been made.
- Main Line repair at 44

Fertilization and Pest Control Activities

- Turf Application made for Weed Control, Fungicide and Insecticide

Projected Work

- Dead Pine Tree on 44 12/30/2020
- Plant Installations scheduled for 11/12/2020

Sitex Aquatics Report

COUNTRY GREEN COMMUNITY DEVELOPMENT DISTRICT

OPERATIONS & MAINTENANCE HIGHLIGHT

SITEX AQUATICS MANAGEMENT REPORT



November 2020

All ponds were treated for shoreline vegetation as needed with a custom grass mix targeted for specific species present. All ponds had trash removed as well.

POND1- Grasses spot treated.

POND2- Algae treated

POND3- Water meal and Duck weed treated

ADDITIONAL NOTES:





Please don't hesitate to reach out to my staff or myself if you need anything at all.

Regards

Brian Fackler

Sitex Aquatics LLC.

Inframark's Landscaping Review

Country Greens Landscaping Review						
Issue	Location	Date of	Status	Field Manager Comments	Photos	Yellowstone Plan of Action
Dead pine tree	At 44	11/11/2020	Pending	Provide proposal to remove dead pines tree near to the PVC fence. And include replacement.		Proposal to be presented at next Board of Supervisors Meeting
Irrigation Leak	At 44	11/11/2020	Not completed	Irrigation leak present near to the main entrance.		Completed on 11/19/20
Irrigation Hole	At 44	11/11/2020	Not completed	This leak was repaired but the leak leave a hole that need to be filled.		Completed on 11/18/20
Annual flowers.	Throughout the community	11/11/2020	Completed	Annual flowers installations was completed.		
Trimming service	At 437 and 44	11/11/2020	Ongoing	Improve the schedule for trimming service along the 44 and 437. The job has been completed just partially.		Completed on 11/19/20

Lake County Tree Protection Information

CAN I REMOVE TREES FROM MY RESIDENTIAL PROPERTY?

It is unlawful and a violation of the Lake County Land Development Regulations to clear, kill or remove a protected tree or palm by any method without first obtaining a tree removal permit. Residential tree removal applications are available online at www.lakecountyfl.gov or at the Zoning Division, located on the fifth floor of the Lake County Administration Building, 315 W. Main St., Tavares.

NOTE:

A tree removal permit, when issued, shall specifically identify which trees can be removed. Each tree permitted for removal shall be physically marked with an "X" using brightly colored paint or surveyor's tape. Or, if a group of trees are permitted for removal, the outside perimeter trees of the group may be designated with a brightly colored rope or tape in lieu of each tree. The permit will automatically expire 12 months after issuance. Trees not removed during the life of the permit may not be removed without the issuance of a new permit based upon new application.

THE FOLLOWING RESOURCES MAY BE HELPFUL:

Florida-Friendly landscaping
floridayards.org

University of Florida IFAS Extension
<http://fyn.ifas.ufl.edu>

Assessing Damage and Restoring
Trees After a Hurricane
<http://hort.ifas.ufl.edu/treesandhurricanes>

Lake County Extension Office
Horticultural Learning Center
1951 Woodlea Road, Tavares, FL 32778
Phone: (352) 343-4101
Web site: <http://cfextension.ifas.ufl.edu>
E-mail: cfedunak@ifas.ufl.edu



LAKE COUNTY
FLORIDA
DEPARTMENT OF
GROWTH MANAGEMENT

315 W. Main St., Tavares, fifth floor
Phone: (352) 343-9641
Fax: (352) 343-9767
www.lakecountyfl.gov
keyword: zoning forms
CS35 - Tree Removal Permit Application

MISSION STATEMENT OF THE LAKE COUNTY ZONING DIVISION

To provide the best customer service possible to the citizens of Lake County by affording a total range of services; continually improving the customer's experience with Lake County Government.

RESIDENTIAL TREE PROTECTION IN LAKE COUNTY



LAKE COUNTY
FLORIDA
DEPARTMENT OF
GROWTH MANAGEMENT
Zoning Division

For more information about zoning,
contact the Lake County Zoning Division
at (352) 343-9641.

WHAT ARE THE MINIMUM CANOPY TREE REQUIREMENTS FOR A SINGLE-FAMILY OR DUPLEX LOT?

- Two canopy trees for lots 6,000 square feet or less.
- Three canopy trees for lots between 6,001 to 10,000 square feet.
- Four canopy trees for lots between 10,001 to 15,000 square feet.
- Five canopy trees for lots between 15,001 to 43,560 square feet (1 acre).
- Eight canopy trees for lots between one acre and less than two acres.
- Eleven canopy trees for lots between two acres and less than three acres.
- Fifteen canopy trees for lots between three acres and less than five acres.
- Twenty-five trees for lots five acres or greater.

WHICH TREES ARE PROTECTED AND WHAT SIZE DOES THE TREE NEED TO BE?

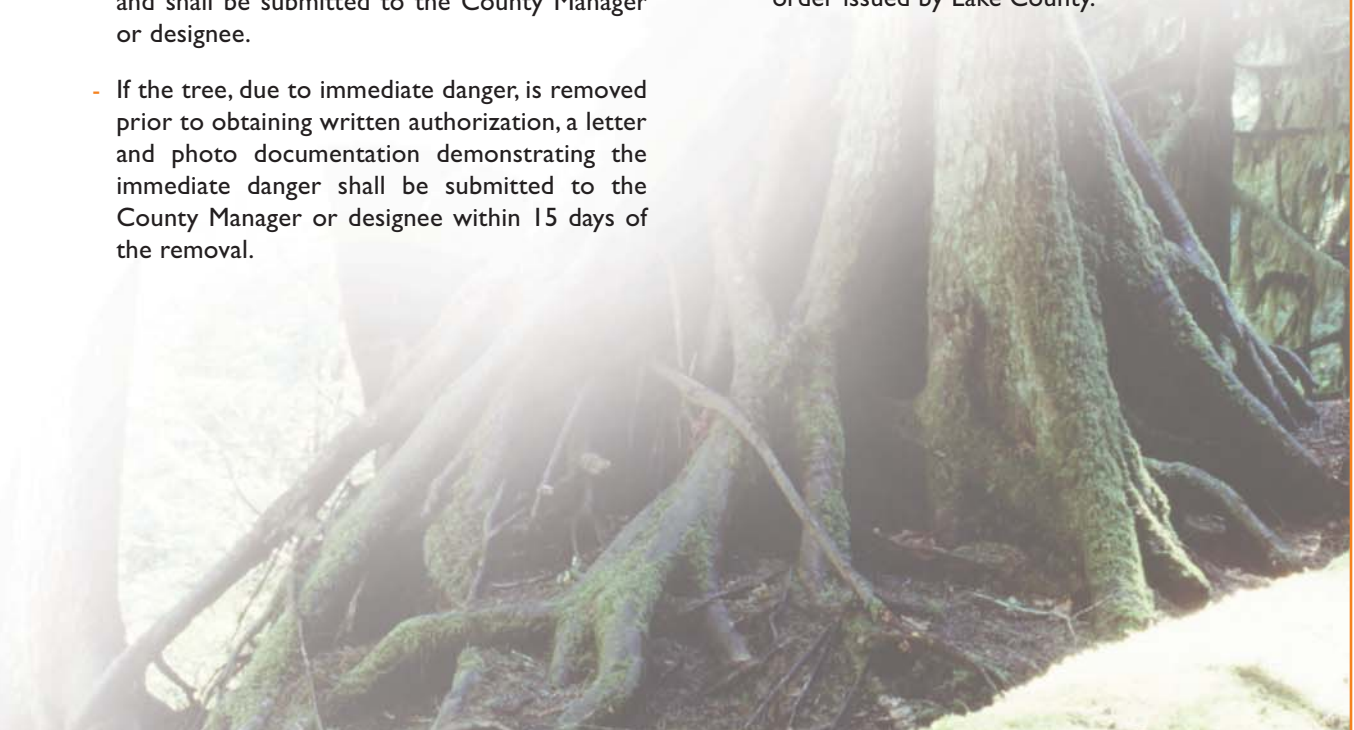
- All trees and palms native to Florida, or Florida Friendly, three inches or larger in diameter at breast height (dbh=54 inches from the ground). Refer to www.floridayards.org, Florida-friendly plant database for trees and palms native to Florida or Florida Friendly.
- Sand Pine and Xeric Oak Scrub community trees two inches or larger in diameter at breast height (dbh=54 inches from the ground).
- Wetland trees of any size.
- Historic, Specimen and Heritage trees.
- Exemptions to Protected Trees. Prohibited trees, invasive trees, citrus or non-native fruit trees of any species shall not be considered a protected tree.

EXEMPTIONS TO TREE REMOVAL PERMIT REQUIREMENTS

Page Number 46

The following protected trees and palms may be removed without a tree removal permit and required mitigation:

1. One to three trees, not to exceed a combined cumulative caliper of 30 inches, within any one three-year period; and are not required for any landscape requirement.
2. Trees located within new or existing recorded or prescriptive public road or drainage rights-of-way and easements that are to be removed as part of a Board of County Commissioners approved project. However, all protected trees removed under this exemption shall be avoided or relocated whenever feasible.
3. Any tree determined to be in a hazardous or dangerous condition so as to endanger the public health, safety or welfare and requires immediate removal. Authorization may be given by the County Manager or designee pursuant to the following procedures:
 - Photo documentation of the hazardous tree(s) by property owner is required prior to removal and shall be submitted to the County Manager or designee.
 - If the tree, due to immediate danger, is removed prior to obtaining written authorization, a letter and photo documentation demonstrating the immediate danger shall be submitted to the County Manager or designee within 15 days of the removal.
4. Agriculture and silviculture so long as the operation qualifies as a bona fide farm operation on land classified as agricultural pursuant to section 193.461, Florida Statutes, if such activity is regulated through implemented best management practices, interim measures, or regulations developed through the Florida Department of Environmental Protection, Florida Department of Agriculture and Consumer Services or a water management district adopted under Chapter 120, Florida Statutes under a regional program; or if such activity is expressly regulated by the U.S. Army Corps of Engineers, or U.S. Environmental Protection Agency.
5. Trees that have died through natural causes or diseased trees shall not require replacement or relocation. Trees killed or toppled by natural causes, such as lightning, hurricanes and tornadoes, shall not be required to be replaced or mitigated unless the tree(s) are required as part of a development order issued by Lake County.



6Aii.



Proposal #99281

Date: 12/03/2020

From: Jenny Elmore

Proposal For

Country Greens Community
Development Districtc/o Inframark
210 N. University Dr
Suite 702
Coral Springs, FL 33071main: 407-566-4122
mobile: 281-831-0139
ariel.medina@inframark.com

Location

24000 Marbella Dr.

Sorrento, , FL 32776

Property Name: Country Greens Community Development District

Oak Tree

Terms: Net 30

DESCRIPTION	QUANTITY	AMOUNT
General Labor	8.00	\$402.60
30G Live Oak 2" Caliper 10-12 Ht	5.00	\$1,647.75
Gator Bag	10.00	\$482.25
Tree kit	5.00	\$350.00

Client Notes

Install 30G Live Oak 2" Caliper 10-12 Ht

Signature

x

SUBTOTAL	\$2,882.60
SALES TAX	\$0.00
TOTAL	\$2,882.60

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

Assigned To

Print Name: _____

Jenny Elmore
Office:
jelmore@yellowstonelandscape.com

Title: _____

Date: _____



Proposal #99274

Date: 12/03/2020

From: Jenny Elmore

Proposal For

Country Greens Community
Development District

c/o Inframark
210 N. University Dr
Suite 702
Coral Springs, FL 33071

main: 407-566-4122
mobile: 281-831-0139
ariel.medina@inframark.com

Location

24000 Marbella Dr.

Sorrento, , FL 32776

Property Name: Country Greens Community Development District

Pine Tree Replacement

Terms: Net 30

DESCRIPTION	QUANTITY	AMOUNT
General Labor	8.00	\$402.60
Slash Pine Tree 3-3.5 Caliper 45G 10-12" HT	5.00	\$3,370.25
Tree kits	5.00	\$350.00
Gator Bag	10.00	\$482.25

Client Notes

5 Slash Pine Tree installed at - 10-12 Ht 45 gal 3-3.5 Caliper

Signature

x

SUBTOTAL	\$4,605.10
SALES TAX	\$0.00
TOTAL	\$4,605.10

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

Assigned To

Print Name: _____

Jenny Elmore
Office:
jelmore@yellowstonelandscape.com

Title: _____

Date: _____