

**COUNTRY GREENS  
COMMUNITY DEVELOPMENT  
DISTRICT**

**AGENDA PACKAGE**

**APRIL 26, 2021**

## Country Greens Community Development District

### Board of Supervisors:

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

Kristen Suit, District Manager  
Scott Clark, District Counsel  
Peter Armans, District Engineer  
Angel Montagna, Field Supervisor

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April 19, 2021

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 26, 2021 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. Approval of the Minutes**
  - A. February 22, 2021
- 4. Discussion and Consideration of Landscape Proposals**
  - A. Blade Runners Commercial Landscaping, Inc.
  - B. Servello Landscape Solutions
  - C. Maverick's Landscape & Lawn Service, Inc.
- 5. District Manager's Report**
  - A. Presentation of Proposed Budget for Fiscal Year 2022
  - B. Consideration of Resolution 2021-04 Approving the Proposed Budget and Setting a Public Hearing for June 28, 2021
  - C. Financial Statements and Check Register
  - D. Acceptance of the Audit for Fiscal Year 2020
  - E. Discussion and Consideration of Resolution 2021-05 – Chair Authorized Spending
- 6. Staff Reports**
  - A. Field Report
    - i. Field Management Report
    - ii. Yellowstone Proposal for Tree Removal and Replacement
    - iii. Inframark Pressure Washing Proposal for
      - a. PVC Fence
      - b. Signs – Campanero Drive, Main Entrance and 437 Entrance
  - B. Engineer
  - C. Attorney

April 19, 2021

- 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.**

**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 22, 2021 at the Christ Community Fellowship, 24540 State Road 46, Sorrento, Florida 32776.

Present and constituting a quorum were:

Catherine Catusus  
Alma Graham  
David Warden  
Crystal Jones  
Anna Heintzelman

Chairperson  
Vice Chairperson (via phone)  
Assistant Secretary  
Assistant Secretary  
Assistant Secretary (via phone)

Also present were:

Kristen Suit  
Scott Clark  
Peter Armans  
Angel Montagna  
Pete Wittman  
Trevor

District Manager  
District Counsel (via phone)  
District Engineer (via phone)  
Field Supervisor  
Yellowstone Landscaping

*The following is a summary of the minutes and actions taken at the February 22, 2021 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**

Ms. Suit introduced Ms. Angel Montagna, Field Supervisor.

There being no audience comments, the next item followed.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Oaths of Office for Ms. Graham and Ms. Heintzelman**

- Ms. Suit, being a Notary Public of the State of Florida, administered the Oath of Office to Ms. Graham and Ms. Heintzelman.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes**

**A. December 14, 2020**

- Discussion followed on three Board members not receiving the FedEx agenda package.
- Ms. Suit inquired if there were any corrections, additions, or deletions on the December 4, 2020 meeting.

On MOTION by Ms. Catusus seconded by Mr. Warden, with all in favor, the minutes of the December 14, 2020 meeting were approved.

## **FIFTH ORDER OF BUSINESS**

### **District Manager's Report**

#### **A. Financial Statements and Check Register**

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

#### **B. Discussion and Consideration of Memorandum of Understanding - E-Verify**

- Ms. Suit addressed the memorandum regarding E-Verify noting the District is required to register with Homeland Security.
- Mr. Clark addressed the legislature passing a bill that required a number of businesses and public governmental agencies to participate in the E-Verify program if they had employees and any vendors that they contract with to participate in the program.
- Ms. Catusus inquired what happens if somebody that we enter into business with says, they are going to comply with this, and they don't comply. Does it come back on us or come back on them or who does it come back on?
  - Mr. Clark noted if we follow the process, it comes back on them. Their required to get a certification from them that they are in compliance. If they find that they are not, they can demand that they get in compliance or the new contract language will give the District the right to terminate the agreement with them for non-compliance.

On MOTION by Ms. Catusus seconded by Ms. Heintzelman, with all in favor, the Memorandum of Understanding – E-Verify was approved.

**SIXTH ORDER OF BUSINESS****Staff Reports****A. Field Report****i. Field Management Report**

- Ms. Catasus apologized noting she received Ms. Montagna's email about the sign replacement, but didn't feel that she wanted to make that decision without the Board being involved because the signs are actually looking pretty rough in some places that maybe we want to look at a different type of sign.
  - Angel Montagna noted no problem.
- Ms. Montana noted she has taken over for Mr. Medina. She will give everyone her card before they leave. She noted she has a Fast Signs proposal; it is \$630 for the 'O'.
  - Discussion ensued on the cost to replace one letter.
  - Discussion followed on other signs and the letters corroding.
  - Ms. Montagna will explore other options for the Cardinal entrance and provide at least three proposals.
- Ms. Montagna inquired if there were any questions on the landscape report. She noted for the front fountain the pump is burnt out.
  - Ms. Heintzelman inquired what pump they replaced last.
  - Ms. Catasus noted it was the pump at the tower. The electrician is going to do an overview of all the electrical. There are lights at the front entrance that are shining into a bush instead of the sign. She made the decision for the 437 gate where they were having a lot of power issues. She told them to remove the two lights that were up-lights for the trees at the back of the island. Also, she had him put the lights that were hit by the mower on a riser.
  - Ms. Montagna noted she got an estimate to replace the pump and he said it would be about \$3,500.
  - Mr. Warden addressed his concerns with what the CDD has spent over the past two to three years on repairs.
  - Discussion continued on the pumps with Ms. Catasus noting she would meet with them onsite to take a look at options and discuss what is going on with it.

On MOTION by Ms. Heintzelman seconded by Ms. Jones, with all in favor, authorizing the Chair to approve proposal for new fountain pump at a not to exceed of \$3,500.00 was approved.

**ii. Proposals from Yellowstone for Tree Removal and Replacement**

- Ms. Montagna noted Yellowstone has provided two options for replacement trees.
  - Ms. Catasus inquired if they were able to find out if there is a replanting requirement or if they meet the minimum number of trees.
  - It was noted the District does meet the requirement so there are no other trees that need to be replanted. They can be removed.
  - Mr. Armans noted another option would be to have a survey / tree count done.
  - Discussion followed on the location of the trees to be removed.
  - Obtain revised proposals from Yellowstone for tree removal with detailed locations to be included in the proposals.

**iii. Discussion and Consideration of Landscape Proposals**

- Ms. Montagna noted she has provided a spreadsheet for the proposals received.
  - a. Blade Runners Commercial Landscaping, Inc**
  - b. Capital Land Management**
  - c. Servello Landscape Solutions**
  - Inquire about Servello's prior experience on the property.
  - Request cost for bush hogging.
  - It was suggested the concentrate on Servello and Bladerunners
  - Are Servello or Bladerunners in the Lake County area.
  - Do they need annuals to be changed four times per year. Change to three per years with one change out being Christmas flowers.
  - Discussion continued on the proposals.
  - This item tabled to April meeting. Request representatives from Servello and Bladerunners attend. The Board to email their questions to Ms. Montagna for the proposers.

**B. Engineer**

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

**C. Attorney**

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

**SEVENTH ORDER OF BUSINESS**

**Supervisor Requests and Audience  
Comments**

- Ms. Catusus addressed the bonds being paid off in 2034 but the CDD still has property it is responsible for – does the CDD go away and the property go to the HOA.
  - Ms. Suit noted O&M is in perpetuity; only the debt service portion would be paid off.
- Discussion followed on what the CDD does with the residents in attendance.

**EIGHTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

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

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Kristen Suit  
Secretary

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Catherine Catusus  
Chairman

## **Fourth Order of Business**

**COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT - LANDSCAPE /GROUNDS MAINTENANCE SERVICE - RFP 2021**

TASK	FREQUENCY	CONTRACTORS			
		BLADERUNNERS	SERVELLO	CAPITAL LAND	MAVERICKS
<b>TURF CARE/BAHIA - BUSH HOGGING</b>		<b>NO COUNT</b>	<b>NO COUNT</b>	2	<b>NO COUNT</b>
MOWING/BLOWING		2	2	2	2
<b>SUBTOTAL</b>		<b>\$5,500.00</b>	<b>\$928.00</b>	<b>\$7,980.00</b>	<b>\$3,600.00</b>
<b>TURF CARE - ZOYSIA</b>					
MOWING/BLOWING		42	42	42	42
EDGING		42	42	42	42
FERTILIZATION		4	4	4	4
DISEASE/INSECT CONTROL		2	2	2	2
PEST CONTROL		4	4	4	4
<b>SUBTOTAL</b>		<b>\$19,060.00</b>	<b>\$28,104.00</b>	<b>\$14,400.00</b>	<b>\$59,952.00</b>
<b>TURF CARE - BAHIA</b>					
MOWING/BLOWING		36	36	36	36
EDGING		36	36	36	36
FERTILIZATION		3	3	3	3
DISEASE/INSECT CONTROL		2	2	2	2
PEST CONTROL		2	2	2	2
<b>SUBTOTAL</b>		<b>\$94,265.00</b>	<b>\$83,383.00</b>	<b>\$98,040.00</b>	<b>\$12,795.00</b>
<b>SHRUB CARE/GROUND COVER CARE</b>					<b>\$10,000.00</b>
PRUINING		24	24	24	24
WEEDING/EDGING		17	17	17	17
FERTILIZATION		3	3	3	3
PEST/DISEASE CONTROL		6	6	6	6
MULCHING - 190 CUBIC YDS		1 (190 CUBIC YDS)	1(200 CUBIC YDS)	1(200 CUBIC YDS)	1(200 CUBIC YDS)
					\$9,000.00
<b>SUBTOTAL</b>		<b>\$36,195.00</b>	<b>\$29,647.00</b>	<b>\$46,840.00</b>	<b>\$19,000.00</b>
<b>TREE CARE</b>					
PRUINING		2	2	2	2
FERTILIZATION		3	3	3	3
PEST/DISEASE CONTROL		6	6	6	6
MULCHING		1	1	1	1
<b>SUBTOTAL</b>		<b>\$3,830.00</b>	<b>\$15,968.00</b>	<b>\$8,000.00</b>	<b>\$12,000.00</b>
<b>IRRIGATION SYSTEM MONITORING</b>					



CLOCKS - 4	12	12	12	12
VALVES/ZONES - 56	12	12	12	12
<b>SUBTOTAL</b>	<b>\$6,000.00</b>	<b>\$12,096.00</b>	<b>\$18,432.00</b>	<b>\$5,760.00</b>
<b>ANNUALS/SEASONAL FLOWERS</b>				
SPRING	1	1	1	1
SUMMER	1	1	1	1
FALL	1	1	1	1
WINTER	1	1	1	1
<b>SUBTOTAL</b>	<b>\$5,550.00</b>	<b>\$7,216.00</b>	<b>\$11,100.00</b>	<b>\$6,845.00</b>
<b>TOTAL</b>	<b>\$170,400.00</b>	<b>\$177,342.00</b>	<b>\$204,792.00</b>	<b>\$119,952.00</b>
<b>RANKING (LOWEST TO HIGHEST)</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>1</b>

**4A.**

January 19, 2021  
Revised: January 19, 2021

**COUNTRY GEENS COMMUNITY DEVELOPMENT DISTRICT**

C/O INFRAMAR  
313 Campus St.  
Celebration, FL 34747

We would like to take this opportunity to thank **COUNTRY GEENS COMMUNITY DEVELOPMENT DISTRICT** for the opportunity to submit this proposal. We take pride in the quality of our work and our competitive rates. We have over 18 years' experience in the industry. We have invested a lot of thought in reviewing your property individually. We have assed everything involved to tailor our service to meet the specific needs of the landscaping for your property.

We proudly offer professional, experienced, fully insured and drug free employees. All employees shall conduct themselves in a manner, which represents a professional business. All of our employees wear distinctive Blade Runners professional uniforms. All employees are well trained in the proper use of all equipment needed to fulfill the requirements of this contract.

Quality is the backbone of our company. We take great pride in the quality of work and the appearance of our company. We feel our work speaks for itself and we offer very competitive rates. If awarded this contract we are sure you will take notice to the Quality of our work!

**SERVICES OFFERED**

- LAWN / GROUNDS MAINTENANCE
- LANDSCAPE RENOVATIONS
- MULCHING
- IRRIGATION REPAIR / MAINTENANCE
- LANDSCAPE LIGHTING
- FOUNTAIN REPAIR
- LANDSCAPE DESIGN
- SOD INSTALLATION
- TREE TRIMMING
- TRACTOR SERVICE
- BUSH HOGGING
- FERTILIZATION

Thank you for your time and consideration. If there is any additional information we can provide do not hesitate to call us. We are looking forward to a long successful relationship in obtaining and maintaining a landscape we can both be proud of.

Thank you from all of us at Blade Runners Commercial Landscaping Orlando

**LANDSCAPE SPECIFICATIONS**



## **SERVICING**

Blade Runners Commercial Landscaping Orlando, LLC. will allot equipment, materials and manpower to perform QUALITY landscape maintenance as the conditions of the property indicates. All employees are in uniform during working hours as to project a professional appearance while performing grounds maintenance services on your property. Blade Runners Commercial Landscaping Orlando, LLC. is an equal opportunity employer and a drug-free workplace.

Services will be performed during a total of forty-two (42) visits per year. The work proposed includes all areas that have been landscaped. Natural areas are not included unless specified under additional services.

## **MOWING:**

- Mowing will be conducted on a seven to fourteen day frequency depending on growing conditions, at least forty-two (42) cuts for St. Augustine turf.
- The turf will be cut at the height of 3" to 4" to ensure property growth and to present a professional appearance.
- Retention ponds and lake banks will be mowed to where the surface meets the water. Areas under water or too wet to mow will be addressed when the ground dries out thirty-six (36) times per year.

## **EDGING:**

- Edging of all sidewalks, curbs, pathways and other paved surfaces will be done in conjunction with the mowing operations. Edging is to be defined as outlining and/or removing turf from the above-mentioned borders by use of a mechanical edger.
- Landscape beds, sidewalks and curbs will be edged in conjunction with the mowing operation.

*Note: Edging of beds that contain rock instead of mulch will be substituted with chemical to control excess growth.*

## **PLANT BED AND SHRUB MAINTENANCE:**

- Hedges, shrubs, shade trees and woody ornamentals plantings twelve (12) feet in height or less will be trimmed at times to maintain a well-shaped appearance. Hedges, shrubs, shade trees, and woody ornamentals in excess of twelve (12) feet are not considered part of routine maintenance and will be billed at an extra cost, as agreed upon prior to the work commencing.
- Sidewalks, passage ways, driveways and parking areas will be kept free of overhanging limbs as necessary.
- Cutback or reduction in height of plant for purposes of painting, building clearance, or size reduction and etc... Is not included in this scope of work and will be performed after authorization.





- Shaping and or shearing the canopies of small trees are not part of the scope of this contract. Detailing of planted areas will be performed in a sectional method with the frequency of rotation being set to completely detail the entire property once every four (4) week(s). The detailing process will include trimming, pruning, and shaping of all shrubbery, ornamental trees and groundcover, removal of tree suckers as well as the defining of bed lines, tree saucers, and the removal of unwanted vegetation.

*NOTE: Blade Runners Commercial Landscaping, Inc. cannot be responsible for groundcover beds that are infested with weeds. The roots of the weeds intertwine with the ground cover roots making control impossible. Blade Runners Commercial Landscaping, Inc. will provide a separate proposal for the removal of weed infested groundcover beds and replacement after the soil has been replaced or treated.*

#### **PAVED AREAS:**

- Blowing will be utilized to clear debris generated from the performance of landscape services.
- Undesired growth between expansion joints, cracks and paved areas will be removed.
- Sidewalks, curbs and over paved surfaces adjacent to turf and/or other landscaped elements will be kept clean of unwanted landscape debris by the use of forced air machinery.
- Clean up and removal of storm damage debris, fallen trees, tree limbs, and or other excessive debris from trees is not covered under this agreement but will be priced separately if it should become necessary.

#### **IRRIGATION SERVICE AND INSPECTIONS:**

- Will be performed twelve (12) times per contract year.
- Each inspection will include activating each zone and visually verifying and reporting any damaged heads or those requiring repair. Any heads not functioning properly will be cleaned or adjusted. Broken heads, pipes and valves will be flagged.
- Additional repairs will be proposed at a rate of \$35.00 per hour for the Master Technician and \$20.00 for the Assistant Technician plus the cost of materials.
- Monthly reports will be submitted for review upon completion. *Please note however, any damages that appeared to be caused by our company will be repaired at no extra cost.*

#### **FREQUENCY OF SERVICE**

It is hereby agreed that the Contractor will perform the following services on a monthly basis. This service should be listed on the performance calendar and be performed during the same week each month.

#### **SERVICE SPECIFICATIONS**

1. Activate each zone of the system on a monthly basis.
2. Visually check for and report any damaged heads or ones needing repair.
3. Clean or adjust any heads not functioning properly.
4. Report any valve or valve box that may be damaged in any way.
5. Leave areas in which repair or adjustments are made free of debris.
6. Adjust controller to the watering needs as dictated by water and county conditions.



## QUALIFYING STATEMENTS

1. Repairs that become necessary, that are over and above our routine maintenance contract will be done on a time and material basis.
2. Services calls required between scheduled visits will be billed on a time and material basis.
3. Contractor will not be held responsible for any accident that could arise from the overspray of water on hard surfaces.
4. Damage to the sprinklers resulting from our crews working on the property (e.g. mower and edger cuts) will be repaired at no charge. We will not be responsible for damage caused by sprinkler systems that malfunction or get broken.
5. Contractor shall not be held responsible for any system failure caused by lightning, construction work, pre-existing conditions, freeze or other acts of God.
6. Blade Runners Commercial Landscaping, Inc. irrigation technicians are trained in the maintenance and repair of Netafim irrigation line. Due to low visibility, product design and possible root intrusion, we do not warranty plant material covered by this product.

## AUTHORIZATION FOR REPAIRS

Request for authorization repairs should be submitted to the Owner's Representative for approval on all repairs in excess of \$250.00. Repairs less than \$250.00 will be made at the time of the inspection and billed at our standard customary time and material rates. A description of the problem, its location and the estimate cost will be included.

## DEBRIS/LEAF REMOVAL:

All landscaped areas shall be inspected on days of service and litter shall be removed. Landscape Debris generated from our work shall be cleaned from paved areas on days of service. Leaves shall be removed from lawn areas, beds, and walkways during leaf season. Accumulated leaves shall be removed from the site at the conclusion of leaf removal operation.

## SMALL LANDSCAPE TREE CARE:

- Trimming of trees will be performed as needed to maintain a lateral line of canopy to allow pedestrians and vehicular traffic. The height to trim will not exceed twelve (12) feet.
- Oleanders up to twelve (12) feet in height will be maintained in the condition as they are at the beginning of the contract period. Cutting back to reduce to overall height is not within the scope of work and would be addressed as additional billing.
- The maximum height of cut is twelve (12) feet for walkways and twelve (12) feet for vehicle traffic. The maximum limb size for removal is 1 ½ inches diameter. Any tree work beyond these specifications would be covered under "arbor services".
- All Crape Myrtles will be pruned one (1) time per year during the dormant season. They will not be hard pruned. Small spindly stems at the base of the trunk will be removed as well as last season's seed pods. No pruning cuts greater than 1" in diameter will be performed. Pruning cuts will only be for the purpose of improving shape and form





## **MULCH:**

- The installation of mulch, including labor and materials will be provided, not to exceed one hundred (100) cubic yards one (1) time(s) per year, (see map for mulch areas).

## **SEASONAL ANNUALS:**

- **FREQUENCY OF ROTATION** it is agreed that a total of one-hundred (100) annuals will be changed four (4) times per year. Contractor recognizes that bedding plants are intended to highlight and beautify high profile areas and should be selected for color, profusion and display. All annuals to be installed will be 4" pots unless otherwise specified.
- **INSTALLATION SPECIFICATIONS**
  1. All beds will be cleaned and hand or machine cultivated prior to the installation of the new plants.
  2. A granular time-release fertilizer and a granular systematic fungicide will be added to the bedding soil at the time of installation.
  3. Follow-up applications of fertilizer, fungicide and insecticide are provided as needed.
  4. Should the annual beds require additional soil; a proposal will be presented prior to installation.

## **HORTICULTURAL SERVICES:**

- Blade Runners Commercial Landscaping, Inc. will provide six (6) dedicated Horticultural visits to determine and treat:
  1. Turf health and vigor,
  2. Turf damaging insects.
- We will provide a spraying program to minimize infestations of weeds and insects in all St. Augustine turf.
- Insect control is limited to shrub and turf damaging insects only. Insect control does not cover pests such as; termites, fleas, rats, carpenter ants and etc....

## **INTEGRATED PEST MANAGEMENT**

- St. Augustine turf shall be fertilized to maintain green healthy appearance. Rate shall be one (1) pound of nitrogen per 1,000 S.F. The fertilizer applications shall contain at least 50% of the nitrogen-derived from S.C.U., or I.B.D.U. Fertilizer will contain a minor element package formulated for St. Augustine turf, Fertilizers to be applied as needed to maintain green and healthy appearance.
- Herbicides are to be applied to St. Augustine turf as needed to maintain turf in a healthy condition. Turf shall receive at least two applications of pre-emergent and broadleaf weed control per year. Spot treatments shall be provided throughout the year for necessary weed control.
- A treatment program will be provided to control turf diseases and pest. A spot treatment for chinch bugs will be applied to infected area of St. Augustine turf. Spot treatment shall be provided as needed to control localized infestations. All other turf pest will be treated on an as needed basis.
- All small trees, shrubs and ground covers shall receive four (4) fertilizations per year.



- All palms excluding Sabal Palms will be fertilized two (2) times per year with fertilizer blended for palms. Once a year Queen Palms shall be provided with a supplemental application of Granular Manganese Sulfate.
- Palms, small trees, shrubs and ground cover shall be treated as necessary to prevent or treat micronutrient deficiencies.
- Sago palms will be treated twice per year with a specialty fertilizer high in Magnesium, Iron and Manganese.
- A treatment program will be provided to control insects and diseases on trees, shrubs and ground covers on an as needed basis.

#### **FERTILIZATION/PEST CONTROL:**

- A completed lawn fertilizer and pest control program is included as indicated on the attached Fee Summary.
- This turf program includes six (6) applications per year for fertilization/micro-nutrients and insect control for surface feeding insects including fire ants.
- Each application will include a pre or post-emergent herbicide for broadleaf weeds. Turf diseases will be treated as needed.
- The shrub program also includes two (2) applications per year with granular fertilizer applications performed in the spring and fall
- All woody ornamental shrubs and trees below eight feet (8') will be treated for insect and disease.

*NOTE: Contractor shall not be responsible to warranty any turf replacement for damages caused from any weed variety that is considered invasive (i.e. Crabgrass, Alexandergrass, Torpadograss, wild and common Bermuda varieties, Sedge Grass, Wedelia, Creeping Beggarweed). Contractor shall not be responsible to warranty any palm, tree or shrub replacement for damages caused from any diseases or insects that is considered uncontrollable or not responsibly controlled (i.e. Root Rot, Phytophthora, Vercillium Wilt, Asian Cycad Scale, Nematodes, Bores, Weevils, and Locusts).*

#### **WEED CONTROL:**

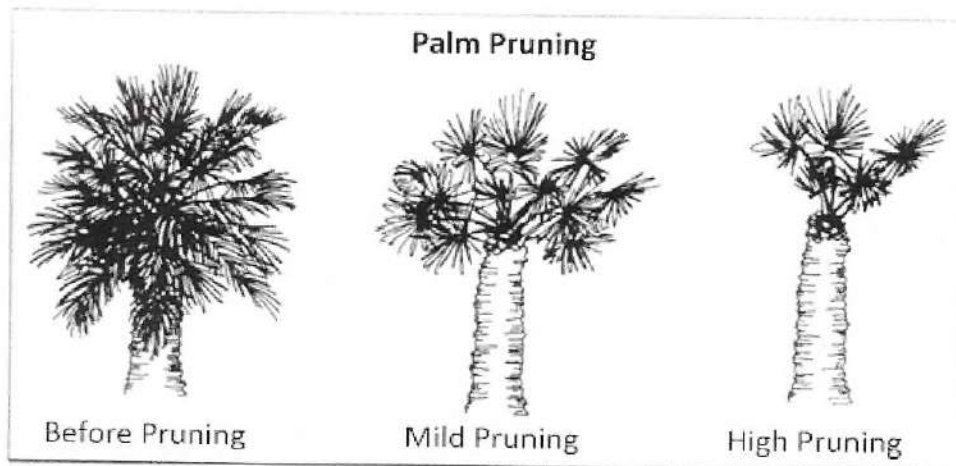
- Weed control will require spot treatment in St. Augustine lawns and beds.
- Weed germinating in paved areas covered by these specifications will be chemically controlled.
- Turf areas which have already been taken over with weeds to the point where re-establishing turf is beyond practicality are not covered under these specifications.





## ARBOR SERVICES:

- All palms trees up to twenty (20) feet in height will be trimmed of excess fronds and cleaned of unwanted seedpods and debris one (1) time per year.



## ADDITIONAL SERVICES AVAILABLE

For the following additional services a written proposal will be submitted for approval. Upon written authorization these charges will be billed separately and are due upon receipt.

- Cut back of existing plant material to reduce overall size or to provide access to the buildings for painters and etc.
- A complete landscape service is available to include plant and sod replacement as well as new landscaping of added areas upon separate negotiation.
- Tree care that is not included in the scope of work will be addressed as additional work and performed by the Arbor Division after authorization.
- Additional mowing beyond the number of frequencies specified in the proposal will be performed after authorization for additional billing.
- Clearing or maintenance of natural areas.



## LANDSCAPE MAINTENANCE CONTRACT

This agreement is made by and between, COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT, hereinafter referred to as "Client" and Blade Runners Commercial Landscaping Orlando, LLC. hereinafter referred to as contractor.

This Landscape Maintenance Agreement is for services to be provided by the Contractor for the Client at the following described property: COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT Contractor will provide all labor, supervision, and equipment necessary to carry out all work agreed by the parties.

The initial term of this agreement is for (12) twelve consecutive months starting on 02/01/2021 and terminating on 02/01/2022. This contract will automatically renew for an additional twelve months unless a (60) sixty day notification of non-renewal is given to the contractor by the client prior to the initial termination date.

The amount paid to be paid under this contract is \$170,400.00 annually. This amount will be billed and payable monthly at a rate of \$14,200.00. The annual and monthly cost includes the landscape maintenance, monthly irrigation checks, pest control and fertilization as specified in scope of work attached hereto. All services agreed upon by the contractor and the Client will be billed one month in advance and thereafter will be billed on the first (1<sup>st</sup>) day of each month. All monthly installments are due on the first (1<sup>st</sup>) day of each month of service and are past due on the fifteenth (15<sup>th</sup>) day of the month of service. Past due installments shall incur a service charge of 1.5% of the billed monthly amount per month. All payments under this contract will be mailed by the Client to the Contractor at: **3851 Center Loop, Orlando, FL 32808**

### EXTRA SERVICE REQUESTS

Any extra services can be requested and will be billed accordingly. A proposal for services will be submitted and will require approval prior to the initiation of such projects. This would include but is not limited to, pruning shrubs away from building for construction or painting, pest control treatments beyond the scope of contract, transplanting plant materials, irrigation inspections, storm clean-up, removal of leaves, etc.

### SPECIFIC EXCLUSIONS

Blade Runners Commercial Landscaping Orlando, LLC. is not responsible for hazardous conditions or any damage done by third parties, owner neglect, acts of nature (i.e., inclement weather, fire, freezes, etc.), areas that are not continually wet or are underwater for extended periods of time, theft, civil or military authority, falling tree limbs/fronds, burrowing animals, hazardous grade conditions, vandalism etc. affecting the property defined in this agreement.

Every attempt will be made to ensure sprinkler heads are positioned so water does not spray directly onto buildings or parking areas. Blade Runners Commercial Landscaping Orlando, LLC. will not be responsible for any incidences which could arise from the overspray of water or landscape damage caused by mandatory water restrictions. Blade Runners will not be responsible for grade levels around irrigation systems, parts or damage of any kind, caused by sprinkler systems.





Blade Runners will not be responsible for wires, cables, pipes, or anything else that may be either underground, entwined within the root system, hung on or through plants being worked on, or otherwise in conflict with the completion of services. The property owner agrees to ensure that all such items are marked or removed prior to the start of job.

Blade Runners will not be responsible for damage caused by drought, diseases or insects in the absence of an agreement to provide complete irrigation and/or horticultural services within the scope of services defined herein.

#### **NON-SOLICITATION OF EMPLOYEES**

During the term of this Agreement and for five (5) years after any termination of this Agreement, Client will not directly or indirectly solicit, induce, recruit, encourage or otherwise endeavor to cause or attempt to cause any employee of the Contractor or its Affiliates to leave the employment of the Contractor or use the employees outside of the scope of services of the contract between the parties (side work).

It is agreed by the parties that the actual damages which might be sustained by Contractor by reason of the breach of the Client of his promise of non-competition and non-solicitation are uncertain and would be difficult to ascertain and it is further agreed that the sum of Five Thousand and No/100 Dollars (\$5,000.00) or the 10% of the total contract price, the one that's greater, would be reasonable and just compensation for such a breach.

#### **INSURANCE**

The Contractor will carry complete and adequate Workman's Compensation Insurance for each employee along with liability and property damage insurance at all times. The Contractor will supply Client with a current Certificate of Insurance.

The Contractor shall comply with all applicable provisions of the Equal Opportunity Act, the Americans with Disabilities Act and other applicable laws and orders.

The Contractor will maintain at all times the necessary licenses and/or permits required to perform the said work in the County of Orange, State of Florida.

The Contractor agrees to reimburse the Client for damages to personal and/or real property the contractor damages due to negligence.

All work shall be performed professionally in accordance with generally accepted horticultural principles. All tree cuts shall be made in accordance with accepted arboricultural standards. All services will be performed by employees of the Contractor, or by a sub-contractor for the pest and fertilization specifications and/or for the irrigation repairs as needed. The Contractor certifies that any sub-contractors used will carry the same requirements for insurance and licensing as required herein for the Contractor.



## **GOVERNING LAW**

All matters pertaining to this agreement (including its interpretation, application, validity, performance and breach) in whatever jurisdiction action may be brought, shall be governed by, construed and enforced in accordance with the laws of State of Florida. The parties herein waive trial by jury and agree to submit to the personal jurisdiction and venue of a court of subject matter jurisdiction located in Orange County, State of Florida. In the event that litigation results from or arises out of this Agreement of the performance thereof, the parties agree to reimburse the prevailing party's reasonable attorney's fees, court costs, and all other expenses, whether or not taxable by the court as costs, in addition to any other relief to which the prevailing party may be entitled. Delinquent amounts are subject to interest at the rate of 18% per annum.

This is the only agreement between the parties with respect to the project (job) referenced herein. All other previous agreements, orally or in writing, are hereby revoked. Any additions or deletions to this contract or any modifications to the scope of service to be rendered by the Contractor will only be binding if reduced to writing and signed by both parties. Work classified as "extras" will be separately authorized in writing by the Client and will have no effect on the terms and conditions of this contract.



## CONTRACT CANCELLATION

During any active term either party may cancel this contract by providing to the other a "Written Notice of Cancellation", delivered by Certified Mail. Notices received during the months of April through September shall cause an effective final date of billable service not less than sixty (60) days after the date of receipt. Notices received in any other months shall cause an effective final date of not less than sixty (60) days after date of receipt. If the client desires to cancel this contract it will be for specific reasons related to the contractual scope of work and an itemization of deficiencies shall accompany the written notice of cancellation. The Contractor shall have a maximum of fifteen (15) days to correct such itemized deficiencies. If the corrections are completed within fifteen days the written notice of cancellation shall be canceled and withdrawn, with the terms and stipulations of this contract continuing without interruption. For the purposes of this provision all notices will be sent to the addresses shown at the bottom of this contract.

Upon the cancellation or termination of this contract by either party for any reason, the Contractor will be entitled to audit the contract and produce a final adjusted bill representing payment for services and/or materials actually delivered through the date of cancellation, less all contractual payments received through that date. Payment of the final adjusted bill will be due and payable upon receipt of the client.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2016

**Blade Runners Commercial Landscaping Orlando, LLC.**

**Country Greens Community Development  
(Board member or Authorized Representative)**

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Name (print) \_\_\_\_\_

Name (print) \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Blade Runners Commercial Landscaping Orlando, LLC.

3851 Center Loop

Orlando, FL 32808

407-306-0600 (P)

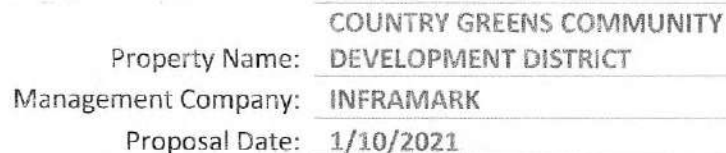
407-306-0500 (F)

[info@bladerunnersorlando.com](mailto:info@bladerunnersorlando.com)

[www.bladerunnersorlando.com](http://www.bladerunnersorlando.com)







PROPOSAL FEE SUMMARY			
Services	Yearly	Monthly	Unit Price
Landscape Maintenance	42 cuts a year	Included	Forty-two (42) cuts per year
Irrigation Inspections	12 times a year	Included	\$55.00 per hour
Horticultural Services	6 applications a year	Included	Six applications per year
Mulch Installation	190 yards per year	Included	\$40.00 per yard
Annual Installation	925 per year	Included	100 per quarter
Tree Trimming	Once a year	Included	Up to 12 feet
Palm Pruning	Once a year	Included	Up to 20 feet

## INITIAL CLEAN-UP

NOTES / COMMENTS

### Storm Structure Maintenance by CDD



COUNTRY GREENS CDD COMMUNITY DEVELOPMENT DISTRICT

EXHIBIT A -- Worksheet for Frequency and Unit Prices

TASK	Frequency	Unit Cost	Total
Turf Care - Bahia Bush Hogging			
Mowing/ Blowing	2	\$2,750.00	\$5,500.00
Edging	NA	NA	NA
Fertilization	NA	NA	NA
Disease and Insect Control	NA	NA	NA
Pest control	NA	NA	NA
Subtotal			\$5,500.00

Turf Care - Zoysia			
Mowing/ Blowing	42	\$400.00	\$16,800.00
Edging	42	Included under mowing/blowing	
Fertilization	4	\$340.00	\$1,360.00
Disease and Insect Control	2	\$150.00	\$300.00
Pest control	4	\$150.00	\$600.00
Subtotal			\$19,060.00

Turf Care - Bahia			
Mowing/ Blowing	36	\$2,500.00	\$90,000.00
Edging	36	Included under mowing/blowing	
Fertilization	3	\$1,105.00	\$3,315.00
Disease and Insect Control	2	Included under pest control below	
Pest control	2	\$475.00	\$950.00
Subtotal			\$94,265.00

Shrub Care/Ground Cover Care			
Pruning	24	\$640.00	\$15,360.00
Weeding/Edging	17	\$640.00	\$10,880.00
Fertilization	3	\$375.00	\$1,125.00
Pest/disease control	6	\$205.00	\$1,230.00
Mulching 190 cubic yds	1		\$7,600.00
Subtotal			\$36,195.00

To not exceed  
200 cubic yards

Tree Care			
Pruning	2	\$1,915.00	\$3,830.00
Fertilization	3	Included in shrub area	
Pest/disease control	6	Included in shrub area	
Mulching	1	Included in shrub area	
Subtotal			\$3,830.00

Irrigation System Monitoring			
Clocks -4	12	Included in pricing zone inspection	
Valves/Zones - 56	12	\$500.00	\$6,000.00
Subtotal			\$6,000.00

Annuals/Seasonal Flowers			
Spring	1	\$1,387.50	\$1,387.50
Summer	1	\$1,387.50	\$1,387.50
Fall	1	\$1,387.50	\$1,387.50
Winter	1	\$1,387.50	\$1,387.50
Subtotal			\$5,550.00

925 4" units per  
quarter

Grand Total (Annually) \$170,400.00

**4B**





January 15, 2021

Freddy Blanco  
C/O Inframark  
313 Campus Street  
Kissimmee, FL 34747

Dear Freddy:

Servello, with Corporate Offices located at 261 Springview Commerce Dr, Debary FL 32713 and a dispatch center located at 4761 Judge Rd Orlando, FL 32812, expresses its appreciation for the opportunity to submit a proposal. At Servello, maintaining the aesthetics of your property is our priority. We pride ourselves on our custom landscape service packages that will maximize your budget dollars. Our company is dedicated to servicing your lawn maintenance initiatives.

We believe we are the best qualified firm for this project, and you will have a chance to evaluate all the attached qualifications that confirm this statement. Servello knows the importance of a specific proactive approach to improve all the landscape areas at **Country Greens Community Development District** and comply with the required Scope of Work.

Servello continues to grow and develop lifetime relationships within the local community. Our employees work here, play here and all strive to support a stronger economy in our Central Florida community.

Thank you,

**James Whitaker – CEO - Servello**

P. 386-753-1100

M. 407-724-3440

F. 386-753-1106

E. [jwhitaker@servelloandson.com](mailto:jwhitaker@servelloandson.com)

A. 261 Springview Commerce Dr Debary FL 32713

W. [www.servelloandson.com](http://www.servelloandson.com)



Servello & Son, Inc.  
 261 Springview Commerce Drive  
 Debary, FL 32713  
 386-753-1100

COUNTRY GREENS CDD COMMUNITY DEVELOPMENT DISTRICT

EXHIBIT A - Worksheet for Frequency and Unit Prices

TASK	Frequency	Unit Cost	Total
Turf Care - Bahia Bush Hogging			
Mowing/ Blowing	2	\$ 464.00	\$ 928.00
Edging	NA		
Fertilization	NA		
Disease and Insect Control	NA		
Pest control	NA		
Subtotal		\$464.00	\$ 928.00

Turf Care - Zoysia			
Mowing/ Blowing	42	\$ 442.00	\$18,564.00
Edging	42	\$ 96.00	\$ 4,032.00
Fertilization	4	\$ 765.00	\$ 3,060.00
Disease and Insect Control	2	\$ 306.00	\$ 612.00
Pest control	4	\$ 459.00	\$ 1,836.00
Subtotal			\$28,104.00

Turf Care - Bahia			
Mowing/ Blowing	36	\$ 2,139.00	\$77,004.00
Edging	36	\$ 128.00	\$ 4,608.00
Fertilization	3	\$ 385.00	\$ 1,155.00
Disease and Insect Control	2	\$ 77.00	\$ 154.00
Pest control	2	\$ 231.00	\$ 462.00
Subtotal			\$83,383.00

Shrub Care/Ground Cover Care			
Pruning	24	\$ 483.00	\$11,592.00
Weeding/Edging	17	\$ 350.00	\$ 5,950.00
Fertilization	3	\$ 621.00	\$ 1,863.00
Pest/disease control	6	\$ 207.00	\$ 1,242.00
Mulching	1	\$ 9,000.00	\$9,000.00
Subtotal			\$29,647.00

To not exceed  
200 cubic yards

Tree Care			
Pruning	2	\$ 3,600.00	\$ 7,200.00
Fertilization	3	\$ 1,860.00	\$ 5,580.00
Pest/disease control	6	\$ 460.00	\$ 2,760.00
Mulching	1	\$ 428.00	\$ 428.00
Subtotal			\$15,968.00

Irrigation System Monitoring			
Clocks -4	12	\$ 224.00	\$ 2,688.00
Valves/Zones - 56	12	\$ 784.00	\$ 9,408.00
Subtotal			\$12,096.00

Annuals/Seasonal Flowers			
Spring	1	\$ 1,804.00	\$ 1,804.00
Summer	1	\$ 1,804.00	\$ 1,804.00
Fall	1	\$ 1,804.00	\$ 1,804.00
Winter	1	\$ 1,804.00	\$ 1,804.00
Subtotal			\$ 7,216.00

925 4" units per  
quarter

Grand Total (Annually) \$177,342.00



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

## Detail by Entity Name

Florida Profit Corporation

SERVELLO & SON, INC.

### Filing Information

<b>Document Number</b>	P95000027865
<b>FEI/EIN Number</b>	59-3308541
<b>Date Filed</b>	04/03/1995
<b>Effective Date</b>	04/01/1995
<b>State</b>	FL
<b>Status</b>	ACTIVE
<b>Last Event</b>	AMENDMENT
<b>Event Date Filed</b>	03/12/2013
<b>Event Effective Date</b>	NONE

### Principal Address

261 SPRINGVIEW COMMERCE DRIVE  
DEBARY, FL 32713

Changed: 04/22/2004

### Mailing Address

261 SPRINGVIEW COMMERCE DRIVE  
DEBARY, FL 32713

Changed: 04/22/2004

### Registered Agent Name & Address

SERVELLO, GREGORY  
261 SPRINGVIEW COMMERCE DR  
DEBARY, FL 32713

Address Changed: 04/15/2005

### Officer/Director Detail

#### **Name & Address**

Title ST

SERVELLO, GREGORY  
261 SPRINGVIEW COMMERCE DR  
DEBARY, FL 32713

Title VD

SERVELLO, GREGORY  
261 SPRINGVIEW COMMERCE DR  
DEBARY, FL 32713

Title P

SERVELLO, LISA  
261 SPRINGVIEW COMMERCE DR  
DEBARY, FL 32713

Annual Reports

Report Year	Filed Date
2018	01/23/2018
2019	02/19/2019
2020	01/20/2020

Document Images

<a href="#">01/20/2020 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">02/19/2019 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/23/2018 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
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<a href="#">01/24/1997 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/18/1996 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/03/1995 -- DOCUMENTS PRIOR TO 1997</a>	<a href="#">View image in PDF format</a>





# Certificate of Insurance

*We are fully insured with Commercial Liability Insurance and Worker's Compensation*



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/17/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Brown & Brown of Florida, Inc. 220 South Ridgewood Avenue Daytona Beach FL 32114		<b>CONTACT NAME:</b> Elinn Peacock <b>PHONE (A/C, No, Ext):</b> (386) 252-9601 <b>FAX (A/C, No):</b> (386) 239-5729 <b>EMAIL ADDRESS:</b> Epeacock@bbdaytona.com	
<b>INSURED</b> SERVELLO & SON, INC. DBA SERVELLO 261 SPRINGVIEW COMMERCE DR. DEBARY FL 32713		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> ALLIED Property and Casualty Insurance Company <b>INSURER B:</b> Auto-Owners Insurance Company <b>INSURER C:</b> Southern Owners Ins Co <b>INSURER D:</b> FFVA Mutual Ins Co <b>INSURER E:</b> XL Specialty Insurance Company <b>INSURER F:</b>	
		<b>NAIC #</b> 42579 18988 10190 10386 37886	

COVERAGES		CERTIFICATE NUMBER: 20-21/21-22		REVISION NUMBER:	
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
INSR LTR	TYPE OF INSURANCE	ADOL SUBR INSP WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> PESTICIDE OR HERBICIDE COV. GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:		GLP03066367771	12/11/2020	12/11/2021
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRER AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		9542914403	12/11/2020	12/11/2021
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 0		9542914404	12/11/2020	12/11/2021
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	WC84000353882021A	01/01/2021	01/01/2022
E	INLAND MARINE		UM00081947MA20A	12/11/2020	12/11/2021
			<b>LIMITS</b>		
			EACH OCCURRENCE \$ 1,000,000		
			CAPABLE TO REVERTED PESTICIDES (Ea occurrence) \$ 300,000		
			MED EXP (Any one person) \$ 10,000		
			PERSONAL & ADV INJURY \$ 1,000,000		
			GENERAL AGGREGATE \$ 2,000,000		
			PRODUCTS - COMP/OP AGG \$ 2,000,000		
			COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000		
			BODILY INJURY (Per person) \$		
			BODILY INJURY (Per accident) \$		
			PROPERTY DAMAGE (Per accident) \$		
			PIP \$ 10,000		
			EACH OCCURRENCE \$ 5,000,000		
			AGGREGATE \$ 5,000,000		
			PER STATUTE <input checked="" type="checkbox"/> OTH-ER <input type="checkbox"/>		
			E.L. EACH ACCIDENT \$ 1,000,000		
			E.L. DISEASE - EA EMPLOYEE \$ 1,000,000		
			E.L. DISEASE - POLICY LIMIT \$ 1,000,000		
			LEASED/RENTED \$50,000		

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
SEE NOTES FOR POLICY COVERAGE FORMS

# SAMPLE

<b>CERTIFICATE HOLDER</b> SERVELLO & SON 261 SPRINGVIEW COMMERCE DR. DEBARY FL 32713	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. <b>AUTHORIZED REPRESENTATIVE</b> 
---	---

ACORD 25 (2016/03)

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*We believe our clients say it best!*

**Kristen Suit**  
District Manager  
**Vista Lakes CDD**  
6206 Bristol Channel Way  
Orlando, FL 32829  
407-566-4378 Ext. 64135



**Valerie Rogers**  
LCAM, Property Manager  
**Heritage Estates Garden Homes**  
11701 Heritage Estates Avenue  
Orlando, FL 32825  
407-275-9095



**Jeffrey Messer**  
Board President  
**Parkside Townhomes at  
Venetian Bay**  
3571 Romea Dr  
New Smyrna Beach, FL 32168  
207-838-5994



*Please contact us to schedule your tour of our  
properties.*





### Current & Previous CDD Experience

- ☐ East Park CDD  
Celebration, Fl  
2012 – Current
- ☐ Harmony CDD  
Celebration, Fl  
2017 – Current
- ☐ Vista Lakes CDD  
Orlando, Fl  
2008 – Current
- ☐ Crescent Lakes CFD  
Kissimmee, Fl  
2006 – 2015
- ☐ Indian Point CFD  
Kissimmee, Fl  
2008 – 2014
- ☐ Cypress Woods CFD  
Orlando, Fl  
2009-2011
- ☐ Country Greens CDD  
Sorrento, Fl  
2006 – 2009
- ☐ Stevens Plantation CDD  
St Cloud, Fl  
2006-2010



## *Peace of Mind*



*Before interviewing, all potential team members are drug tested & we perform criminal background checks.*



## *Uniforms*

*ALL Servello Staff wear uniforms during working hours with a visibly listed name of the company.*



*We are committed to providing you with the best staff in Central Florida.*





**Name: Greg Servello**

**Title: Vice-President**

**Experience: 35+**



Since the company's inception in 1988, Mr. Servello has provided the management for the development and growth of the company to its annual revenue which is in excess of 5 million.

He established independently managed divisions to include:

- Landscape Maintenance
- Horticulture
- Arbor
- Irrigation
- Installation

He recruits and supports management personnel. He provides training in accordance with the State of Florida Department of Entomology and actively serves on the safety committee.

Mr. Servello has years of experience in the green industry working in the fields of Landscape Maintenance, Fertilization, Pest Control, Landscape Design, Landscape Installation, Irrigation and Arbor Care.

**Professional Designations:**

Certified Pest Control Operator

Certified Licensed Irrigation Contractor

Maintenance



Installation



Horticulture



Irrigation



Arbor



**Name: James Whitaker**

**Title: CEO**

**Experience: 30+**



Thorough knowledge of planning, directing and managing large scale accounts. Ensures the objectives are accomplished in accordance to outlined agreements. Qualified to interview, hire and train personnel; conduct performance reviews and recommend action. Manages the delegation of team responsibilities, budgeted man hours, creation of services and schedules

- o Managed a portfolio of \$5M in revenue.
- o Oversaw multiple projects within designated portfolio.
- o Co-coordinated expansion of business into new territories.
- o Oversaw \$500,000 in equipment maintenance.
- o Procured necessary material for multi-scale landscape projects.
- o Hired, trained, and supervised 25 full and part-time employees.
- o Manages the teams budgeted hours and salaries.
- o Responsible for bidding projects and expansion of business into new territories.
- o Advanced climbing skills, familiarity with crane removals and competent operation of chainsaws, chippers, stumps, and other heavy machinery.

**Professional Designations:**

- o Various Management and Leadership Seminar Certifications
  - o Landscape Management Seminars, FNGLA
  - o Department of Agriculture and Consumer Services Certification
  - o Dealer in Agricultural products in Florida
  - o Certified Best Management Practices
  - o State of Florida, Department of Transportation Maintenance of Traffic Certification
  - o State of Florida, Orange County Government Best Management Practices Certification
- 1998

Maintenance



Installation



Horticulture



Irrigation



Arbor



**Name: Scott Feliciano**

**Title: Vice President of Operations**

**Experience: 20+**



Experienced Landscape manager with over 19yrs combined experience in all areas of the Landscape Industry.

- Responsible for hiring personnel.
- Managing and budgeting property accounts.
- New property take offs.
- Enhancement bidding & landscape designs.
- Trained new and existing account managers on managing their book of business.
- Educate company employees on safety and quality issues.
- Maintained close personal contact with potential and current clients.
- Manage all the scheduling and budgeting for the Landscape Division.
- Worked effectively with customers to identify needs, tactfully answer questions, services for all department lines and solve problems.
- Assigned and monitored daily production.

**Professional Designations:**

Member of the Green Industries Best Management Practices Training Program

Florida Agriculture Center – Trainings & Classes.

Maintenance



Installation



Horticulture



Irrigation



Arbor





**Name: Kevin Hulsman**

**Title: Account Manager**

**Experience: 8+**



6+ years leadership experience. Thorough knowledge of planning, directing and managing large scale accounts. Ensures the objectives are accomplished in accordance to outlined agreements. Manages the delegation of team responsibilities, budgeted man hours, creation of services and schedules.

- Excellent leadership skills.
- Ability to inspire top tier performance.
- Ability to build effective work teams.
- Self-starter and demonstrates initiative.
- Results and action oriented.
- Excellent organizational skills and time management skills.
- Ability to organize and multi-task activities.
- Ability to delegate and follow-up.
- Excellent written and verbal communication skills.
- Profit driven – seeks ways to cut costs and improve efficiency.
- Effective problem solving skills, ability to handle adversity.
- Performs and demands excellent quality in work.
- Service and teamwork oriented.
- Customer centered and focused.
- Focus on learning and self development.
- Technically competent and skilled.
- Liaise with wholesale nurseries, and arrange plant purchase and transport.

Maintenance



Installation



Horticulture



Irrigation



Arbor



## **Corey Westmark– Irrigation Manager**

### **Summary**

Irrigation Supervisor capable of installing, operating and maintaining many types of irrigation equipment and systems. Familiar with both manual and automatic devices for regulating water distribution and backflow.



### **Highlights**

- Designs, assembles and installs manual and automatic sprinkling and irrigation systems
- Reads blueprints and schematics
- Operates power grounds equipment
- Communicates with groundskeepers
- Supervises work crews as required
- GI-BMP certified.
- Clean driving record with driver's license



### **Work Experience**

#### **Irrigation Supervisor / Technician**

- Designed irrigation and sprinkler system for new installation.
- Supervised layout and placement of new lines, nozzles, hoses and sprinklers.
- Installed and adjusted backflow pressure valves.
- Set up and programmed automatic control equipment.
- Operated grounds equipment, including backhoes, trenchers, augers, jackhammers and pipe saws.
- Directed crew of up to 10 Irrigation Technician workers.
- Read schematics for installation, maintenance and repair of irrigation and sprinkler systems at 10 school grounds and other facilities.
- Cut, threaded and installed pipes and tubing.
- Cleaned and adjusted irrigation nozzles and sprinkler heads.
- Tested water pressure for leaks and repaired problems.
- Supervised three maintenance crews for landscaping care.





**Connor Flanders - Horticulture Manager**



**Summary**

10+ years Industry experience. Thorough knowledge of planning, directing and managing large scale accounts. Ensures the objectives are accomplished in accordance to outlined agreements. Manages the delegation of team responsibilities, budgeted man hours, creation of services and schedules.

**Horticulture**

- Supervise landscape, flood irrigation, pre-emergent herbicide, insect and sports complex maintenance crews.
- Prescribe methods of transplanting, protecting and developing plants, trees and shrubs.
- Account for all back charges for horticulture supplies and labor for plant material and herbicides.
- Estimate requirements to meet anticipated seasonal needs for plant material and herbicides.
- Prescribe fertilizers, pesticides, herbicides and other inorganic or organic compounds required for plant development and care.
- Perform physical inventories.
- Use graphic instructions, such as blueprints, schematic drawings, layouts and other visual aids.
- Estimate labor and material costs from blueprints or work plans.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.



## **CEO**

Supervises and controls all strategic and business aspects of the company. It is the first in command in the company and responsible for giving the proper strategic direction as well as creating a vision for success. Develop high quality business strategies and plans ensuring their alignment with short-term and long-term objectives. Creating, communicating and implementing the organization's vision, mission, and overall direction.

- Formulating and implementing the strategic plan that guides the direction of the business or organization.
- Overseeing the complete operation of an organization in accordance with the direction established in the strategic plans. This includes the design of the organization in a manner that facilitates and supports the operations.
- Evaluating the success of the organization in reaching its goals. Making sure that each strategic goal is measurable or that the outcomes can be described so graphically that an agreed upon picture is shared by the team.
- Enforce adherence to legal guidelines and in-house policies to maintain the company's legality and business ethics.
- Maintaining awareness of both the external and internal competitive landscape, opportunities for expansion, customers, markets, new industry developments and standards, and so forth.
- Representing the organization for civic and professional association responsibilities and activities in the local community, the state, and at the national level.
- Additionally, the CEO ensures that organizational leaders experience the consequences of their actions whether through reward and recognition or performance coaching and disciplinary actions.

## **VICE PRESIDENT**

The Vice President's primary responsibilities are managing client accounts and assisting in growth and development of staff as well as the overall firm. This involves expanding and securing new business, managing project portfolio that meets or exceeds projections, and participating in the internal management of the company.

The Vice President will guide staff development through identifying skills needs, delegating tasks appropriately and motivating project staff to provide outstanding client service. Participates in senior staff meetings, actively identify and pursue new business opportunities, contribute ideas into the overall management and well-being of the company, serve as a mentor to junior staff and consistently identify and implement new ways to improve the quality of Servello's work and job satisfaction.

- Identify new business opportunities, participate in new business pitches and assist in drafting new business proposals.
- Expand and/or renew existing accounts.
- Maintain an extensive network connection that can be tapped for new business outreach, issue expertise, etc.
- Successfully run multiple accounts simultaneously, including managing schedules, client expectations, and internal staffing to ensure project is consistent with time and scope in the contract.
- Develop relationships with vendors or contractors that represent a variety of fields.





## **VP OPERATIONS**

Hiring, managing, training and developing employees; conducting performance appraisals and managing employee performance.

Managing multiple services within a branch including: fertilization and spray operations, maintenance production, tree care or arborist services, horticultural services and irrigation.

Establishing and maintaining the branch's annual budget for revenue, overhead, and profit.

Managing the preparation of financial monthly audits and workload projections; reporting results to management.

Ensuring that customers are satisfied completely through effective communication and relationship building.

Scheduling and making regular visits to meet customers; reviewing quality and production.

Collaborating with Business Developers in developing proposals and selling services to existing and potential customers.

Represents the Company with owners, property managers, general contractors and subcontractors

Manages tools and equipment delivery, storage, operation and maintenance.

Ensures that entire branch operates safely and efficiently at all times.

Communicates Company goals to branch management and employees.

Ensures that employees are both results oriented and able to operate as a team.

Demonstrates role model behaviors on ethics and integrity as well as positively promoting Company culture.

## **ACCOUNT MANAGER**

Account Managers are responsible for meeting service schedules and quality standards. They coordinate, manage and monitor site maintenance teams, and support the Operations in administrative and client communications functions. Additionally they conduct before and after inspections, assess the timing and feasibility of sites, and offer valuable and proactive suggestions/improvements. They also identify any plant, tree or turf issues; and set irrigation clocks. On the managerial side, they prioritize daily work lists, assign teams, train and oversee crews, and ensure the completion of daily time sheets and weekly reports.

An Account Manager will conduct quality control inspections, oversees the crews and acts as the liaison with Osceola County. Servello recognizes the value in maintaining a consistent open line of communication. The Account Manager and Vice President of Operations will communicate with the management to keep them informed of ongoing activities.

Experienced Crew Leaders report directly to the Account Manager and receives updated information and instructions for his daily schedule.





### **IRRIGATION TECHNICIAN**

Assists in the installation, troubleshooting and maintenance of simple and moderately complex irrigation systems. Reads diagrams and blueprints to lay out and locate irrigation valves, timers and wiring. Installs irrigation timers. Installs irrigation piping and valves. Tests completed irrigation systems for proper functioning of valves and timers. Locates, excavates and repairs or replaces damaged or malfunctioning equipment. Restocks van to ensure supply of necessary parts and equipment .

### **HORTICULTURAL SERVICES SUPERVISOR**

Completes lawn and ornamental applications for our clients as requested. This includes lawn and shrub fertilization, broadleaf & weed grass control, pre-emergent control, insect control including aphid injections, fungicides, and diagnostics for issues caused by disease, irrigation, or other sources. Applies pesticides to destroy undesirable growth and pests. Mixes and applies a variety of fertilizers to obtain proper nutrient balance for each plant. Maintains log of daily activities. Maintains inventory and requisitions supplies and chemicals. Knowledge of pesticides and their use in the care of plants & fertilization techniques.

### **CREW MEMBERS**

Perform basic maintenance on landscaping related equipment as needed. Maintain a high level of quality, safety, efficiency, and customer service. Duties include, but are not limited to mowing, pruning, proper planting of trees, shrubs, & flowers - considering depth, placement, and space. Prune shrubs and trees as needed and clean-up all debris to maintain a clean job site. Pull weeds as needed and clean-up any other debris or trash from landscaping areas. mulching. Apply rock and mulch to landscape beds to the appropriate depth. Edge beds or establish new bed edges for landscaped areas, planting, maintaining flowers, tilling flowerbeds, weeding, sidewalk edging, watering, etc. Fertilize & water new plant material and existing flower installations correctly. Assist in irrigation and hardscaping installations as necessary. Must be able to work safely and produce quality results.





# Our Experience

*We believe our reputation is your reputation and we want to earn your trust.*



*Servello has been exceeding industry standards in the area of quality and dependability in Central Florida for over 25 years!*

*We provide a complete range of landscape services:*

*Maintenance*

*Landscape Design*

*Fertilization & Pest Control*

*Irrigation*

*Tree Care*



*Orlando District 6  
Beautification Award.*



*Arthur Rood Award for  
Excellence.*



*FNGLA State Award for  
Landscape Installation over  
\$500,000.*







Servello has been proudly servicing Central Florida for 30+ years

Servello is a private ownership company established in 1989.

We compare ourselves and our service, not to the "industry standard", but to provide the best possible individualized service. In order to provide clients with the highest quality of workmanship it was crucial to include services such as:



**Landscape  
Maintenance**



**Landscape  
Design**



**Turf & Shrub  
Care**



**Irrigation  
Systems**



**Tree  
Care**

Our **Philosophy** is to approach each project on an individual basis because no two clients are the same. We bring a straight forward, focused analysis to each property's unique needs. Servello's commitment to quality, dependability and industry best practices drives us forward. This commitment empowers Servello to meet our client's requirements and to serve their expanding needs by:

***"Always Providing Solutions."***

Servello is certified as a **Women-Owned Business Enterprise**.

Fully **Licensed & Insured** we are headquartered in Debary, Florida. We have our own full-service mechanics shop, remote dispatch centers and a fleet of landscaping trucks.

Our **Drug Free Workplace** creates an employment setting where all employees adhere to a program of policies and activities designed to provide a safe workplace, discourage alcohol and drug abuse.

As an **Equal Opportunity Employer** we promote equality in the workplace. We maintain a diverse workplace by not discriminating against applicants or existing employees on the basis of race, religion, age, gender or for any characteristic or class protected by the law. Making it possible for employees to perform their job duties in a workplace free from harassment and discrimination.

Servello continues to grow and develop lifetime relationships within the local community. Both the employees and clients of Servello live here, work here, play here and all strive to support a stronger economy in our Central Florida community.





# *Hurricanes & Storms*

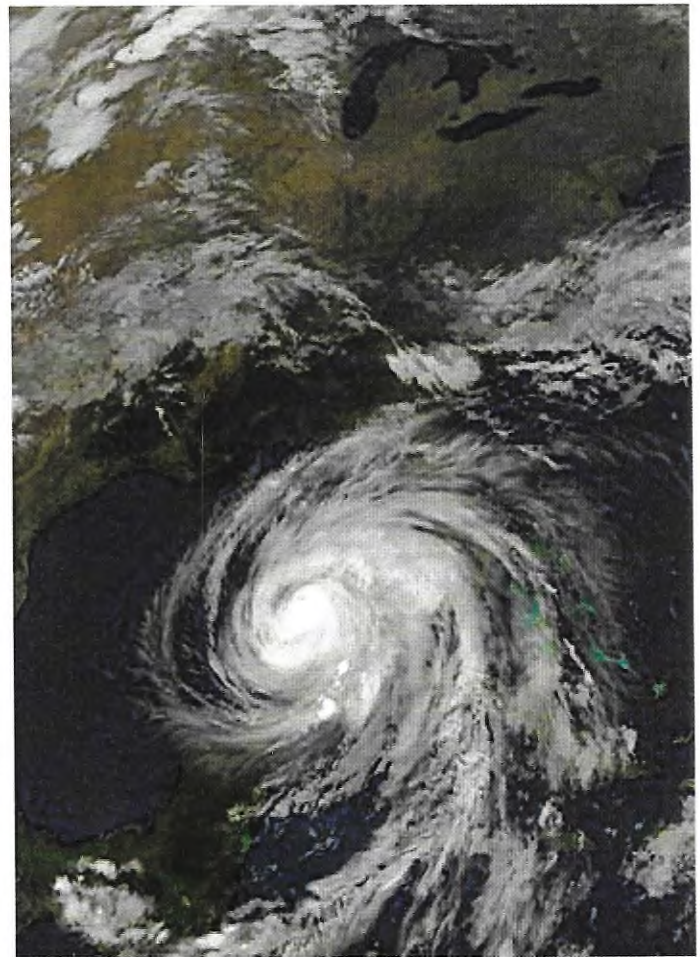
*Our disaster relief plan quickly addresses your needs immediately after a storm.*

## ***Resources:***

- *Staff of 100+ employees*
- *Fleet of over 50 trucks*
- *Extensive supply of equipment*
- *Onsite fuel source of over 1500 gallons*
- *Office generators*

***Our team will be there to support you!***

*To Clear roadways, Remove immediate dangers & Make your property safe.*





*Servello* organizational structure has been built to insure the delivery of quality service to our customers. *Servello* recognizes the value in maintaining a consistent open line of communication. The Account Manager & Vice President of Operations will communicate with the **Country Greens CDD** management to keep them informed of ongoing activities.

*Servello's* organizational structure provides a Account Manager that is responsible for:

Overall operations and meeting service schedules our quality standards.

Account Manager, conducts quality control inspections and oversees the crews and acts as the liaison with The **Country Greens CDD**.

Experienced Crew Foreman & Production Supervisor reports directly to the Account Manager and receives updated information and instructions for his daily schedule.

*Having a Specific Crew Assigned for this project will assure that the Scheduled Services for any of our current & new contracts will NOT be affected.*

<i>Qty - Crew</i>	<i>Title - Crew</i>
<i>1</i>	<i>Vice President of Operations</i>
<i>1</i>	<i>Account Manager/Project Manager</i>
<i>1</i>	<i>Crew Leader On Site</i>
<i>5 Man Crew</i>	<i>Mow &amp; Detail On Site Crew</i>
<i>2 Man Crew</i>	<i>Horticulture Technician</i>
<i>1 Man Crew</i>	<i>Irrigation Technician – For Extra Services – Proposals if needed.</i>

*ALL Servello Staff wear uniforms during working hours with a visibly listed name of the company. Before interviewing, all potential team members are drug tested & we perform criminal background checks.*







## SERVELLO IS A PRIVATE OWNERSHIP COMPANY

### LOCATIONS

#### •Corporate Office & Full Mechanic Shop

261 Springview Commerce Dr  
Debary FL 32713

#### •Dispatch Center

4761 Judge Rd– Orlando Fl

### DISTANCE

•From: 261 Springview Commerce Dr  
To: Country Greens CDD  
Drive: 19 miles / 30 minutes



### Current Workload Summary

#### ***Managing:***

*100+ Current Active Contracts*

#### ***Managing Staff:***

*8 Management  
5 Account Managers  
1 Horticulture Supervisor  
1 Irrigation Technician  
2 Business Developers*

#### ***Staff:***

*56 Crew Members Total Approx*

*50 Seasonal Crew Member Staff*

### MANAGEMENT PERSONNEL

❖ Scott Feliciano	VP Operations
❖ Kevin Hulsman	Account Manager
❖ James Whitaker	CEO
❖ Greg Servello	Vice President





**Servello** establishes a quality control plan to ensure the requirements of the contract are provided as specified. Our organizational structure has been built to ensure the delivery of quality service to our customers.

***Having a Specific Crew Assigned for each project will assure that the Scheduled Services for any of our current & new clients will NOT be affected.***

Preferred Day of Service will be established at the beginning of contract.

**Servello** recognizes the value in maintaining a consistent open line of communication. The Account Manager and Vice-President of Operations will communicate with ***the key contacts*** to keep them informed of ongoing activities.

***Before start of service:***

- Perform thorough walk-through of the property with all supervisory staff to review the scope of work, establish expectations and create a detailed work plan.
- Establish a clear plan for service requests.

***Start of service:***

- Our management team will arrange meetings with board and committee members involved with the landscape and beautification of the Community.
- Account Managers will work with the crew leaders servicing the property to ensure areas are completed as expected
- The Crew Leader will stay onsite to oversee the project and direct all activities.
- Service requests will take top priority and will be handled by the supervisor.



- Our Account Manager will have a custom project book that will include:
  - ❖ All contact information
  - ❖ Description of Scope of Services
  - ❖ Mowing Schedule Maps
  - ❖ Project Equipment Maintenance Log
- The Account Manager & Vice President of Operations are responsible for the performance of the work.
- Servello personnel are easily recognized by their uniforms.
- We ensure that all vehicle operators have a valid Florida operator's license for the type vehicle being driven, prior to starting work.
- We establish a quality control plan to ensure the requirements of the contract are provided as specified.
- All services shall be guaranteed by Servello and performed with the utmost professionalism in accordance with the best practices of the trade and horticultural procedures.
- Servello provides fully qualified craftsmen/technicians/workers to perform the tasks necessary in grounds maintenance/mowing services.
- Weekly/Monthly internal inspections of each property is conducted by the Account Manager and the Vice President of Operations.
- We take a proactive approach to identify and resolve quality issues in a timely manner..
- Quarterly Rewards Program for Crew Members based on quality work.





We believe that job quality is a complete team effort. Having a team that is regularly inspecting the property and providing support to each other is the key. All new team members are walked through the daily task assignments they will be expected to perform to evaluate comprehension of the task and duties.

Servello will create a custom onsite project book that will include: All contact information, daily log, irrigation maintenance check reports, horticultural maintenance check reports, mowing schedule maps, shrub pruning schedule maps, and a schedule of contracted services.

All services for fertilization and pest control, palm tree pruning, irrigation & mulching are managed through our scheduling software. Managers receive reports each month which they use to pull the purchase orders for materials. When completed, reports are returned to the office with completion dates.

#### Visits:

- Crew Leader – On site.
- Account Manager - minimum once weekly. Performs visual inspection and creates service requests for items that are noted.
- Vice President Operations - minimum of twice a month. Reviews the overall job with all managers.
- We provide our Team with a variety of different equipment options they can use to service the property.
- Maintaining a safe work environment for our employees is paramount at Servello. Safety meetings are held with crew members on a weekly basis to insure a safe work environment.



## ADDITIONAL SERVICES

- Servello will provide special services and/or landscape enhancements over and above the Performance Specifications at an additional charge with written approval from an authorized management representative of **Country Greens CDD**.
- In the event of a storm or hurricane, Servello, will provide **Country Greens CDD** with preferential treatment in our availability for clean up.
- Custom onsite project book that will include:

All contact information	Description of Scope of Services	Daily Log
Mowing Schedule Maps	Project Equipment Maintenance Log	
- The Account Manager will be responsible for the performance of the work.
- Servello personnel will be in uniform and will present a neat appearance.
- We ensure that all vehicle operators have a valid Florida operator's license for the type vehicle being driven, prior to starting work.
- We establish a quality control plan to ensure the requirements of the contract are provided as specified.
- All services shall be guaranteed by Servello and performed with the utmost professionalism in accordance with the best practices of the trade and horticultural procedures.
- Servello provides fully qualified craftsmen/technicians/workers to perform the tasks necessary in grounds maintenance/mowing services.
- Weekly/Monthly Internal Inspections on Properties by the Account Manager and Vice-President of Operations.
- We have an internal evaluation process to access and address in a timely fashion all potential quality issues.
- Monthly Quality Control Inspections of each property.
- Quarterly Rewards Program for Crew Members based on quality work.







State of Florida  
Department of Agriculture and Consumer Services  
Division of Consumer Services  
2005 Agriculture Parkway  
Tallahassee, Florida 32399-4500

Registration No: AD880  
Issue Date: April 14, 2020  
Expiration Date: April 25, 2021

POST CERTIFICATE  
CONSPICUOUSLY

**License as Dealer in Agriculture Products**

Section 604.15-604.30, Florida Statutes

SERVELLO & SON, INC.  
261 SPRINGVIEW COMMERCE DR  
DEBARY, FL 32713-4838

*Nicole Fried*  
NICOLE "NIKKI" FRIED  
COMMISSIONER OF AGRICULTURE

**IRRIGATION & PUMP CERTIFICATE OF COMPETENCY**  
VOL # 98112301

**GREG SERVELLO**  
**SERVELLO & SON, INC.**

*[Signature]*

**NAME**

Failure to renew license by expiration date will result in  
discontinuance of permit issuance!

**EXPIRES: 09/30/2021**

STATE OF FLORIDA  
Department of Agriculture and Consumer Services  
BUREAU OF LICENSING AND ENFORCEMENT

Date: June 9, 2020      File No: JF114261      Expires: June 1, 2021

THE CERTIFIED PEST CONTROL OPERATOR NAMED BELOW HAS  
REGISTERED UNDER THE PROVISIONS OF CHAPTER 462 FOR THE  
PERIOD EXPIRING: June 1, 2021

GREG JOSEPH SERVELLO      Lawn and Ornamental  
265 VALHALLA DR  
DELAND, FL 32724

*Nicole Fried*  
NICOLE "NIKKI" FRIED, COMMISSIONER

STATE OF FLORIDA  
Department of Agriculture and Consumer Services  
BUREAU OF LICENSING AND ENFORCEMENT

Date: April 2, 2020      File No: JF115501      Expires: March 31, 2021

THE PEST CONTROL COMPANY FIRM NAMED BELOW HAS  
REGISTERED UNDER THE PROVISIONS OF CHAPTER 462 FOR THE  
PERIOD EXPIRING: March 31, 2021      AT

261 SPRINGVIEW COMMERCE DRIVE  
DEBARY, FL 32713      and Ornamental

SERVELLO  
261 SPRINGVIEW COMMERCE DRIVE  
DEBARY, FL 32713

*Nicole Fried*  
NICOLE "NIKKI" FRIED, COMMISSIONER

State of Florida

**Woman Business Certification**

Servello & Son, Inc

Is certified under the provisions of  
287 and 295.167, Florida Statutes, for a period from:

04/01/2019 to 04/01/2021

*[Signature]*  
Jonathan B. Scales, Secretary  
Florida Department of Management Services

Office of Supplier Diversity

Office of Supplier Diversity • 4000 Expressway Way, Suite 300 • Tallahassee, FL 32399 • 904-437-0011 • www.dms.myflorida.com/read

Some Of Other Certifications Available are:



# *Mission Statement*

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*To provide our clients with  
quality, cost effective service  
in all areas of landscape  
maintenance.*

*To build and maintain strong  
client and employee relations.*

*To provide employees with goals  
and opportunities to advance  
and grow.*

*“Always Providing Solutions.”*



**4C**





## **Country Greens CDD**

### **Request of Proposal for Landscape Maintenance Services**

The Country Greens Community Development District is requesting a proposal for Landscaping Maintenance Services.

Please include proof of business registration in Florida and insurance coverage to include Comprehensive General Liability covering all operations, including legal liability and completed operations/products liability with minimum limits of \$1,000,000 combined single limit occurrence and Workers compensation insurance in amounts prescribed by the laws of the State of Florida.

### **See the attached Request for Proposal**

Exhibit A – Worksheet for Frequency and Unit Prices

Exhibit B - Scope of Work

Exhibit C – Scope of Work Map

Make sure to contact Freddy Blanco at 407-947-2489 to schedule a community drive through and answer any questions.

Submit 7 hard copies and 1 digital copy of your proposal to Rosemary Tschinkel at 313 Campus Street, Kissimmee, FL 34747 no later than **January 18, 2021**.

EXHIBIT "A"

PROPOSAL



COUNTRY GREENS CDD COMMUNITY DEVELOPMENT DISTRICT

EXHIBIT A -- Worksheet for Frequency and Unit Prices

TASK	Frequency	Unit Cost	Total
Turf Care - Bahia Bush Hogging			
Mowing/ Blowing	2		
Edging	NA		
Fertilization	NA		
Disease and Insect Control	NA		
Pest control	NA		
Subtotal			\$3,600.00

Turf Care - Zoysia			
Mowing/ Blowing	42		
Edging	42		
Fertilization	4		
Disease and Insect Control	2		
Pest control	4		
Subtotal			\$59,952.00

Turf Care - Bahia			
Mowing/ Blowing	36		
Edging	36		
Fertilization	3		
Disease and Insect Control	2		
Pest control	2		
Subtotal			\$12,795.00

Shrub Care/Ground Cover Care			\$10,000.00
Pruning	24		
Weeding/Edging	17		
Fertilization	3		
Pest/disease control	6		
Mulching	1		\$9,000.00
Subtotal			\$19,000.00

To not exceed  
200 cubic yards

Tree Care			
Pruning	2		
Fertilization	3		
Pest/disease control	6		
Mulching	1		
Subtotal			\$12,000.00

Irrigation System Monitoring			
Clocks -4	12		
Valves/Zones - 56	12		
Subtotal		\$480.00	\$5,760.00

Annuals/Seasonal Flowers			
Spring	1	\$1.85	\$1,711.25
Summer	1	\$1.85	\$1,711.25
Fall	1	\$1.85	\$1,711.25
Winter	1	\$1.85	\$1,711.25
Subtotal			\$6,845.00

925 4" units per  
quarter

Grand Total (Annually) \$119,952.00 USD

## EXHIBIT "B"

### SCOPE OF WORK

EXHIBIT B

Scope of Services

Project Scope

- 1.1 General Overview
- 1.2 CDD Development

2. General Contractor Requirements and Procedures

- 2.1 Operation Procedures
- 2.2 Key Personnel
- 2.3 Personnel Dress Code
- 2.4 Personnel Conduct
- 2.5 Safety Program
- 2.6 Facility Location
- 2.7 Subcontractors
- 2.8 Consultants
- 2.9 Document Control and Data Maintenance
- 2.10 Verification of Data
- 2.11 Ownership of Data
- 2.12 Quality Control

3. Coordination

- 3.1 General Coordination
- 3.2 Contractor's Project Manager

4. Scheduled Operations and Maintenance

- 4.1 Turf Care
- 4.2 Shrubs/Ground Cover Care/Annuals
- 4.3 Tree Care
- 4.4 Irrigation System
- 4.5 Little Removal
- 4.6 Bush Hogging

5. Unscheduled Maintenance and Repairs

- 5.1 General
- 5.2 Damaged Facilities
- 5.3 Emergency Repairs
- 5.4 Unscheduled Maintenance

6. Administration/Maintenance/Operations Program

- 6.1 General
- 6.2 Administration
- 6.3 Operations

7. Response Time

- 7.1 General

## **1. PROJECT SCOPE**

The Contractor shall provide landscape, irrigation and general grounds maintenance for Country Greens Community Development District.

### **1.1 General Overview**

The district is a local special purpose government which was established pursuant an ordinance enacted, ordered and approved by Lake County.

The CDD areas to be included in this landscape and ground maintenance Scope of Services are generally defined as all the public lands within Country Greens. These areas and elements include public parks, roadway shoulder areas (landscape, irrigation, and sidewalks), stormwater management ponds, roadway bridges, culverts and headwalls. These areas are highlighted in light & dark blue, on the attached map.

## **2. GENERAL CONTRACTOR REQUIREMENTS AND PROCEDURES**

The Contractor shall meet the requirements and follow the procedures associated with all items in this Agreement. These general requirements and procedures are as follows:

### **2.1 Operation Procedures**

The Contractor shall perform the basic services outlined within the Scope of Services between the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday and unless specified otherwise or directed by the Owner. The Contractor may submit a request for additional operation time, in response to poor weather conditions, to be reviewed for approval by the Owner. The Owner will designate where Contractor's crew will take breaks, lunches, and use restroom facilities. Employee personnel vehicles will be parked only in areas designated by the Owner.

### **2.2 Key Personnel**

2.2.1 All work shall be managed and/or directed by key personnel identified in the proposal. Any changes in the assigned key personnel shall be subject to approval by the Owner. Where applicable, the Contractor shall require certifications, training, [etc. be](#) secured and updated for all employees for the maintenance and technical services performed under this contract.

2.2.2 Contractor shall provide one (1) Project Manager who is knowledgeable of the Contractor's daily activities when performed at the site. This Project Manager shall serve as the point of contact between the Owner and Contractor. The Project Manager shall be responsible for coordinating all scheduled services with the Owner and for the timely scheduling of unscheduled maintenance services.

2.2.3 Contractor shall provide at least one (1) Field Supervisor to observe and monitor the daily activities including landscape, irrigation, and general grounds maintenance operations.



**2.3 Personnel Dress Code**

The Contractor shall ensure that employees working on the Project shall wear uniforms or professional attire at all times. Clothing that expresses or implies obscene language or graphics, degrading or demeaning connotations, or in the opinion of the Owner is unsightly for any reason, shall be strictly prohibited. Contractor personnel shall wear shirts at all times and shall wear footwear that conforms to safe work practices.

**2.4 Personnel Conduct**

The Contractor shall enforce strict discipline and good order among its employees on the Project site. The Contractor shall ensure that its employees that communicate and interact with the Country Greens community and any other customer/party associated with the Country Greens Project are knowledgeable of the Project and the Services the Contractor is performing.

**2.5 Safety Program**

The Contractor shall develop, implement, and maintain a safety program for its operations on the Project. That safety program shall include, at a minimum, a safety policy, safety rules and procedures, safety training, procedures for reinforcing and monitoring safety programs, procedures for accident investigations, providing and maintaining equipment safety features, and safety record keeping.

The Contractor shall comply with all State of Florida and federal and local regulations, rules and orders, as they pertain to occupational safety and health, the safe operation and security of the facilities.

The Contractor shall provide, at the Contractor's expense, all safety equipment and materials necessary for and related to the work performed by its employees. Such equipment will include, but is not limited to items necessary to protect its employees and the general public, if applicable.

**2.6 Facility Location**

The Owner shall not provide a facility on the Project Site for the Contractor as part of this scope of Services. The Contractor shall, upon receipt of written approval from the Owner, be allowed to temporarily store, if necessary, its materials and equipment on site at an Owner selected location. The Contractor shall be responsible for security of its stored materials and equipment, as well as any connections for utilities to the storage site.

**2.7 Subcontractors**

If the Contractor, as a part of the performance of its Services, elects to employ subcontractors, the following shall apply:

The contractor shall notify the owner of any subcontractors to be used on the property. The owner will have the right to reject any subcontractors.

- The Contractor shall be responsible for, and coordinate with, the services of any of its subcontractors.
- The Contractor shall require all of its Subcontractors, as a condition of employment, to agree to the applicable terms and conditions identified in the contract documents.

## 2.8 Consultants

If the Contractor, as a part of the performance of its Services, elects to employ consultants, the following shall apply:

- The Contractor shall be responsible for, and coordinate with, the services of any of its consultants.
- The Contractor shall require all consultants, as a condition of employment, to agree to the applicable terms and conditions identified in the contract documents.

## 2.9 Document Control and Data Maintenance

### 2.9.1 Document Control

The Contractor shall keep accurate records of documents received and, if applicable, issued by this Contractor. A document log shall be maintained during the work of this Contractor to provide records on the information available to or from this Contractor. The log shall outline document titles and dates, the originator, received dates, and to/from information. This log shall be updated monthly and submitted to the Owner when requested.

### 2.9.2 Data Maintenance

The Contractor shall, after review with the Owner, establish a systematic process for the insertion of revised sets and the integration of that data into the overall Project plan after verification for compatibility and consistency of the information received with existing information.

### 2.9.3 Highlight Report

The Contractor shall provide to the Field Manager a highlight report identifying monthly maintenance and unscheduled maintenance activities for the previous month. The highlight report shall be provided 15 days prior to each Board meeting and shall contain information helpful to the District and its staff as it relates to all landscape maintenance issues.

### 2.9.4 Data Dispersal

Should the Contractor distribute data to others, the Contractor shall document the distribution of data by completing a letter of transmittal. All distribution of data shall be accompanied by a letter of transmittal with a copy provided to the Owner identifying:

- Party to whom the data is being transferred
- Origination of the request for transfer
- Name of data being transferred
- Type(s) of data being transferred
- Date of transfer
- Purpose of transfer, or use of information
- Further action necessary

The Contractor shall propose a format for, and keep a log of, all data transfers for updates to the Owner.

#### **2.10 Verification of Data**

All data provided to the Contractor shall be examined for consistency with its records and work efforts. Any obvious inconsistency shall be reported to the Owner verbally and in writing, upon discovery.

#### **2.11 Ownership of Data**

It is to be understood that all data transmitted, and material/equipment purchased under this contract by the Contractor or provided to the Contractor, either by the Owner or third parties, are the sole properties of the Owner. The Contractor shall have temporary charge of the data while performing contracted services for the Project. All data shall be returned to the Owner at the conclusion of the Project, after which no copies of the data may be kept by the Contractor without the express written permission of the Owner.

The Owner shall retain the right to require that the Contractor transfer all Project data, material, or equipment to the Owner immediately upon fourteen days written notice, for any reason. The same procedures shall apply should it become necessary for the Contractor to voluntarily return **all** Project data to the Owner.

#### **2.12 Quality Control**

The Owner will have the right, at any stage of the operation, to reject any or **all** of the Contractor's Services and materials, which in the Owner's opinion does not meet the requirements of these specifications. Throughout the entire landscape, the Contractor shall maintain the installed number of shrubs, ground cover, and trees in addition to the installed amount of turf grasses. The Contractor shall replace or reimburse the Owner for the cost of replacement or repairs, at the Contractor's own expense, those turf areas, shrubs, ground cover, and trees that are damaged or lost due to insects, disease, fungus, and/or over watering or insufficient watering from the irrigation system as directed by the Owner. All replacements shall meet the current size, specification, and quality of surrounding related material. Any other CDD items damaged due to Contractor's negligence shall be repaired or replaced as directed by the Owner at the Contractor's own expense. **All** repairs and replacements shall also occur within two (2) weeks of notice from the Owner.

If requested by the Owner, the Contractor will make weekly walk-through reviews of the entire site related to visual observations and the Contractor's performance. The Contractor will make repairs and adjustments, as directed by the Owner, during these site visits. A

monthly Maintenance Report shall be generated by the Contractor and submitted to the Owner outlining potential problem areas and the Contractor's proposed corrective action, upcoming work approval request, coordination, scheduling, etc. The Contractor shall provide the Owner with a weekly updated maintenance log addressing all activities occurring in that week.

### 3. COORDINATION

The Contractor shall provide coordination with the Owner for all items associated with the requirements of this Agreement.

#### 3.1 **General Coordination**

The Contractor shall meet with the Owner and its separate consultants as appropriate, on a monthly basis. Those meetings shall serve as a forum for the exchange of information, identification of pertinent and critical issues, determination of an action plan and schedule for resolving those issues, review of schedule and budget status, and discussion of other landscape, irrigation and maintenance related issues deemed appropriate by the Owner or the Contractor. The Contractor shall prepare the agenda for those meetings and submit it to the Owner two working days prior to the date of each meeting. The Contractor shall record and distribute minutes of each meeting to all attendees within five (5) business days, as well as other parties with a need-to-know.' The Owner shall provide the meeting location.

In addition, Contractor shall provide a representative to attend the meetings of the Country Greens Board of Supervisors if requested to do so by the Owner. This representative shall be knowledgeable of this Project Scope and Scope of Services and shall be able to respond to any questions the Board may have as to the day to day activities at the Project site pursuant to this Agreement.

Coordination of the construction, operation, and general maintenance at Country Greens is considered one of the many critical activities of the Contractor. Further, coordination of those efforts with all parties involved, or those with a need-to-know is crucial to the success of the Project. While all parties involved with the Country Greens Project cannot be identified at this time, a partial list is provided as follows:

- CDD District Manager
- CDD District Engineer
- CDD District Representative
- CDD Aquatic Weed Control Maintenance Contractor
- Lake County and its various departments
- Florida Department of Transportation
- Adjacent property Owners, as directed by the Owner

#### 3.2 **Contractor's Project Manager**

Contractor shall designate an onsite representative who will be responsible for overall supervision of the Contractor's work force on the Project and shall act as the single point of contact between the Owner and the Contractor. This individual shall maintain at all times a



means of being contacted by the Owner (cellular phone) and shall respond to such calls within twenty minutes of contact. This individual shall be responsible for maintaining the Contractor's schedule of activities and notifying the Owner of this schedule, for quality control of the Contractor's services, and for arranging and supervising unscheduled service requests by Owner.

#### 4. SCHEDULED OPERATIONS AND MAINTENANCE

The Contractor shall meet all requirements associated with turf care, shrubs/ground cover care, tree care, irrigation system, as required in this Agreement. The Contractor shall make a complete site inspection of Country Greens, specifically the areas of CDD maintenance. The attached map includes maps identifying the general limits of CDD maintenance by area. All landscaping (entry features) within the CDD areas shall be maintained by this Contractor in accordance with the following requirements:

##### 4.1 Turf Care

###### 4.1.1 Mowing

- a. All lawns, located in developed areas, including Zoysia St. Augustine and Bahia, shall be mowed once per week from April through September, three (3) times per month in March and October and once every other week from November through February. Mowing shall be performed at a minimum frequency of 42 times a year.
- b. Turf areas shall be cut to a height of no more than three (3-4) inches nor less than two and one-half (2 IA) inches, to foster photosynthesis and healthy root development.
- c. Mower blades shall be kept sharp at all times to prevent tearing of grass blades.
- d. Mulching type-mowing equipment is preferred and no side discharges are permitted on walk-behind mowers.
- e. Visible clippings after mowing shall be removed to prevent thatch build up.
- f. Various mowing patterns shall be employed to prevent ruts in the turf caused by mowers.
- g. All clippings shall be kept out of ornamental beds, off all sidewalks, roadways, and waterways.

###### 4.1.2 Edging

- a. Hard surface edging is to be defined as outlining and/or removing turf from along all sidewalks and curbs, and soft surface edging is to be defined as outlining and/or removing turf from all trees rings and planting beds, etc. by the use of a mechanical edger.

- b. All hard surface edging shall be performed to maintain straight and sharp edges between curbs/sidewalks and turf areas. Edging shall be completed the same day and at the same frequency that an area is mowed.
- c. All soft surface edging shall be performed neatly to maintain the shape and configuration of all planting areas in a clean manner, free of imperfections, at the same frequency as detailing of plant beds (once every three weeks). All plant bed edges shall be maintained to the curves, as originally designed.
- d. The edging equipment shall be equipped with manufactures guard to deflect hazardous debris. String or lined trimmers shall not be used.
- e. All sidewalks, streets, and roadways shall be immediately swept, blown, or vacuumed to maintain a clean, well-groomed appearance, Clippings shall not be blown or swept into drainage basins or ponds.

The proper safety precautions shall be taken when edging (i.e., safety vest, signage, warning light, etc.), along roadways as required by federal, state or local law, as deemed necessary by the Contractor and/or as directed by the Owner.

#### 4.1.3 Trimming

All areas inaccessible to mowers, and/or otherwise unmowable due to trees, light poles, chain-link fences, signs, rocks, culverts, miscellaneous hardscape items etc., shall be trimmed at the same height, same day, in the same frequency as mowing. This includes grass runners around all ponds. Trimming shall be performed with the use of a string trimmer or other mechanical means. Chemical use shall be encouraged when working within 6" of any vinyl fence posts and for crack weeds on roadways and sidewalks. All other chemical use will not be permitted unless approved by Owner.

#### 4.1.4 Weed and Disease Control

- a. Two (2) applications (full coverage) of weed and disease/fungus control shall be provided in the month of March and November of each year for all St. Augustine and Bahia areas. Any reapplications required, in the Owner's opinion, shall be provided at the Contractor's own expense. Weeding shall be preformed to a level that is acceptable to the Owner. Additional requirements for weed control are defined in paragraph 4.2.2.
- b. Turf areas shall be continuously monitored for infestations of disease/fungus, and weeds and treated immediately for proper control. Contractor shall provide a monthly monitoring report of these activities to the Owner.
- c. All state and Federal regulations governing the use/application of chemicals shall be strictly adhered to. Contractor assumes all related liability for adhering to these regulations.

- d. Contractor shall provide MSDS sheets for all chemicals to the Owner prior to start of the contract. Contractor shall also provide MSDS sheets for any changes in chemical use to the Owner, prior to application, throughout the entire contract period.

#### 4.1.5 Fertilization

All fertilizers shall be applied (full coverage) according to manufacturer's instructions. Fertilizers shall be applied when the turf is dry and not over an early morning dew. Fertilizers shall be watered following application on the same day. Apply lawn fertilizer with broadcast spreaders and overlap consistently for uniform coverage.

- a. A custom blended granular fertilizer shall be applied at least four (4) times per year (February, April, June, and October) for Zoysia, St. Augustine. Bahia shall be fertilized three (3) times per year upon request. Additional applications of micronutrients may be needed in July or August for St. Augustine turf. Analysis, scheduled applications, and application rates per 1000 s.f. shall be approved by the Owner and at a minimum include a full trace element package of iron, magnesium, zinc and calcium. Analysis may be different depending on the season of application, and should always meet the specific site conditions. The minimum application rate shall be 1 lb. of Nitrogen per 1000 s.f. per application. Any reapplications required, in the Owner's opinion, shall be provided at the Contractor's own expense.
- b. The Owner reserves the right to make reasonable adjustments to the specifications, timing, rate of application and elementary composition according to actual horticultural conditions at the time.
- c. A state inspection of analysis along with an actual certified fertilizer label, legible and otherwise suitable condition for filing, must be submitted for approval.
- d. To maintain uniform turf color, fertilization shall be completed within ten (10) working days for Phase 1 in its entirety.
- e. All fertilizers shall be kept out of canals and stormwater retention ponds and be removed immediately from all sidewalks and roadways.  
  
A report containing bag usage and tonnage per area shall be submitted immediately following fertilization.
- g. All state and federal regulations governing the use/application chemicals shall be strictly adhered to. Contractor assumes all related liability for adhering to or failing to adhere to these regulations.
- h. Contractor shall provide MSDS sheets for all chemicals to the Owner prior to start of contract. Contractor shall also provide MSDS sheets for any



changes in chemical use to the Owner, prior to application, throughout the entire contract period.

#### 4.1.6 Pest Control

- a. The Contractor shall provide four (4) applications (full coverage) of insect control per year in the months of March, May, July and September for Zoysia and St. Augustine, and two (2) applications of insect control per year in May and July for Bahia. Any reapplications required, in the Owner's opinion, shall be provided at the Contractor's own expense.
- b. Turf areas shall be continuously monitored for infestations of insects and treated immediately for proper control. Contractor shall provide a monthly monitoring report of these activities to the Owner.
- c. All state and federal regulations governing the use/application chemicals shall be strictly adhered to. Contractor assumes all related liability for adhering to or failing to adhere to these regulations.
- d. Contractor shall provide MSDS sheets for all chemicals to the Owner prior to start of Agreement. Contractor shall also provide MSDS sheets for any changes in chemical use to the Owner, prior to application, throughout the entire term of the Agreement.

#### 4.1.7 pH Adjustment

It is anticipated that the soil pH level may require adjustment in various areas throughout the Project site. The Contractor shall perform, as directed by the Owner, soil tests for any and all areas where the landscape is not responding adequately to the landscape care program. Based on the pH test results, the Contractor shall provide a pH adjustment program, if required, to be approved by the Owner. These areas will be monitored and, as directed by the Owner, follow-up tests will be required. The soil tests and the pH adjustments shall be considered part of the base Scope of Services.

### 4.2 Shrubs/Ground Cover Care

#### 4.2.1 Pruning

- a. Detailing of planted areas shall be performed in a sectional method, with the frequency of every two (2) weeks. Detailing includes trimming, pruning and shaping of all shrubbery, ornamentals and ground cover, removal of under story tree suckers, removal of unwanted vegetation. Contractor shall provide to the Owner a sectional detailing operation map for review and approval within 30 days after the Contractor's notice-to-proceed.
- b. Shrubs shall be hand clipped to remove only the top excess growth. Hedge sheering shall not be performed until shrub rows are completely full and have obtained at least 3' full height. Pruning sides of shrubs shall be avoided to allow the mass to naturally fill.

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- c. No pruning shall be performed on live wood that alters the shape and fullness with respect to the intended character of the plantings. Any shrub damage from equipment, other negligent activities, or improper pruning shall be replaced by the Contractor at no additional cost to the Owner.
- d. Shrubs shall be pruned according to Owner's specific instructions.
- e. Summer flowering shrubs shall be pruned yearly during late winter/early spring (late February - April).
- f. Spring flowering shrubs shall be pruned yearly after blooming.
- g. Broad leaf evergreen shrubs shall be hand-pruned yearly to maintain their natural appearance after the new growth has hardened off.
- h. Conifers shall be pruned yearly after the foliage of the new growth has changed color.
- i. Ground covers shall be edged and pruned to contain them within the planting beds.
- j. The main stem of shrubs or vine-like plants planted near fences shall be secured to the fence with plastic tie material to allow new growth to be guided as directed by the Owner.
- k. All clippings shall be removed from all sidewalks, roadways, and waterways, and disposed off-site.
- l. A schedule for pruning shall be submitted within 30 calendar days of the notice-to-proceed with the Services for Owner's approval.
- m. Selective pruning, balling and shaping shall be performed as needed to expose landscape lights and remove all dead wood.

#### 4.2.2 Annuals

Contractor shall be responsible for pricing installation of four (4) annual rotations. All annuals shall be 4" container-grown Grad "A": plants with multiple blooms at the time of installation. All prices should be including soil amendments, mulch, labor, taxes, etc. association with installation. All plants should be in bloom at time of planting. Specific colors and varieties shall be mutually agreed upon prior to installation. Contractor is responsible for the spacing of seasonal plants as shown below:

- a) Distance away from curbs, turf lines, etc. annuals 10"
- b) On center (o.c.) spacing, annuals 10"
- c) November and December, place order early

#### 4.2.3 Weeding

- a. The Contractor shall be required to maintain all mulched areas free of weeds, to a level that is acceptable to the Owner, by hand pulling or chemical means, as environmental, horticultural, and weather conditions permit. An appropriate combination of "pre" and "post" emergent is strongly recommended. Weeding shall be performed in conjunction with the detailing of planted areas at a minimum frequency of once every three weeks. Any reapplications required, in the Owner's opinion, shall be provided at the Contractor's own expense. Weeds around impervious surfaces shall be sprayed as soon as observed. All weeds collected shall be removed and disposed off-site.
- b. All state and federal regulations governing the use/application chemicals shall be strictly adhered to. Contractor assumes all related liability for adhering to or failing to adhere to these regulations.
- c. Contractor shall provide MSDS sheets for all chemicals to the Owner prior to start of the contract. Contractor shall also provide MSDS sheets for any changes in chemical use to the Owner, prior to application, throughout the entire contract period.
- d. Spray of weeds in street cracks, between curb and asphalt at all roads and any CDD sidewalks within the maintenance area.

#### 4.2.4 Fertilization

- a. A custom blend fertilizer shall be applied at least three (3) times per year (February, May, and October). Analysis shall include a trace element of iron, magnesium, zinc, and calcium. Analysis and program should be structured to meet the specific site conditions. Reapplications, if required in the Owner's opinion, shall be provided at the Contractor's own expense.
- b. Fertilizers shall be applied at a rate of 12 pounds of nitrogen per 1,000 SF of bed area.
- c. Fertilizers shall have the following:
  - 1. Forty- percent nitrogen derived from ammonium sulfate; 60% from controlled release.
  - 2. A ratio of nitrogen to potassium at 1 to 1.
  - 3. Two percent iron - minimum.
  - 4. Two percent magnesium - minimum.
  - 5. One percent magnesia - minimum.
  - 6. Three percent phosphorous - minimum.
  - 7. Include elements of calcium, boron, copper, zinc, and phosphor.
- d. Alternative fertilizer analysis may be approved by the Owner, if the Contractor substantiates reasons for healthier plant growth.

- e. Granular fertilizer shall be applied by hand or hand operated broadcast spreader insuring uniform coverage. Fertilization shall be completed within ten (10) working days.
- f. A state inspection of analysis along with an actual label in legible and otherwise suitable condition for filing shall be submitted for approval.
- g. All fertilizer shall be kept out of canals and lakes and be removed immediately from all sidewalks, pedestrian areas and roadways.
- h. A report containing name of product applied, mix ratio, rate of application, amount of product applied, and location of application shall be submitted immediately following fertilization.
- i. All state and federal regulations governing the use/application chemicals shall be strictly adhered to. Contractor assumes all related liability for adhering to or failing to adhere to these regulations.
- J. Contractor shall provide MSDS sheets for all chemicals to the Owner prior to start of the contract. Contractor shall also provide MSDS sheets for any changes in chemical use to the Owner, prior to application, throughout the entire contract period.

#### 4.2.5 Pest and Disease Control

- a. The Owner shall be notified one week prior to any chemical application. All over spray shall be prevented and contact with any pedestrians, their property or pets shall be strictly avoided.
- b. All landscape areas shall be continuously monitored for infestations of insects and disease/fungus and treated immediately for proper control. Contractor shall provide a monthly monitoring report of these activities to the Owner.
- c. Six (6) applications (full coverage) of insect and disease control shall be required per year in the months of February, April, June, August, October, and December. Any reapplications required, in the Owner's opinion, shall be provided at the Contractor's own expense.
- d. Use manufacturers' instructions for proper applications. Operating personnel shall be knowledgeable for monitoring and identification and licensed for application. All chemicals shall be used in strict accordance with federal, state, and county directives on environmental control and carry an EPA approval number.
- e. All state and federal regulations governing the use/application chemicals shall be strictly adhered to. Contractor assumes all related liability for adhering to or failing to adhere to these regulations.



- f. Contractor shall provide MSDS sheets for all chemicals to the Owner prior to start of the Agreement. Contractor shall also provide MSDS sheets for any changes in chemical use to the Owner, prior to application, throughout the entire term of the Agreement.

#### 4.2.6 Mulching

Premium grade pine bark mulch shall be installed once a year in November at a depth of 1½" to 2". Mulch in excess of 2" shall be removed from the planting areas.

#### 4.2.7 pH Adjustment

A soil analysis and pH adjustment shall be provided for shrubs/ground covers as per section 4.1.7.

#### 4.2.8 Annuals

##### December through March

A combination of pink petunias, dusty miller and holiday poinsettias. Replace Poinsettias with Dwarf (Sonnet, Snapshot or similar) snapdragons after the holidays or when the poinsettias decline

##### April through June

Plant a combination of purple Angelonia, red Salvia and Dwarf Zinnias(of the Profusion or Zahara series)

##### July through November

Beds of a blend of Pentas colors or single colors or a combination of Pentas, Dwarf Zinnias(of the Profusion or Zahara series), Farinacea Salvia, and Torenia

##### November and December

Red and white petunias

\*\* Alternatives could include Begonias, Sunpatiens, Marigolds, Wheat Celosia, Joseph's coat or Geraniums

### 4.3 Tree Care

Tree care shall pertain to all trees located in CDD common areas and rights-of-way.

#### 4.3.1 Pruning

- a. Street tree pruning shall occur on all of the trees 2 times per year on a rotating schedule. The trees shall be thinned and lifted in order for the trees to mature structurally to avoid traffic notching and a top heavy appearance. Larger live branches may have to be removed. Any trees that are being damaged by vehicular traffic due to low hanging branches must be pruned immediately.

Any tree damaged from equipment, other negligent activities or improper pruning shall be replaced by the Contractor at no additional cost to the Owner.

- b. All street trees shall be pruned over roadways on an as needed basis to a minimum height of 14' to allow for emergency vehicle access and minimum height of 8' over sidewalks for pedestrian access and 5' away from any structure, building or residences trees shall be pruned away from street lights to allow for proper roadway lighting. Lifting of trees shall be kept consistent for proper tree character.
- c. Remove all sucker growth from base of trees on a regular basis. Remove any limbs, which in the Owner's opinion, poses a threat to public safety. Provide specific pruning practices, unless otherwise directed by the Owner, for the following items:
  - Oaks - Generally prune trees to maintain the desired uniform appearance by thinning or tipping. No topping shall be performed on oak trees. Branches are encouraged to hang over walks with adequate pedestrian and bicycle clearance.
  - Crape Myrtle - Crape Myrtles shall be trimmed on the sides.
  - Wax Myrtle - Wax Myrtles shall be tipped mildly in January, cleaned at the base to 2' clear trunk and dead wood removed.
  - Holly - Burford Hollies shall be kept full headed, and pruned only to bring clear trunk level to 2' above ground cover level. All holly trees shall be hand-clipped (not hedged) for naturally formed appearance. Severe shearing into "pyramids or lollipops" shall be avoided.
  - Ligustrum - Hand clipped for natural form. Severe shearing into "globes" shall be avoided, unless directed by the Owner.
  - Magnolias - Prune only sucker growth and to maintain an attractive, clear trunk appearance.
  - All Palms - Condition and appearance of booted trunks shall be monitored monthly and clean-up/boot removal shall be provided as directed by the Owner. Once the fronds have drooped to a 8:00 to 4:00 angle, the Contractor shall remove the fronds to a maximum 9:00 to 3:00 angle. Fronds shall be removed a minimum two (2) times per year.
- d. Trees located in buffer areas shall be pruned once (1) per year. These trees shall be pruned to promote dense canopy for screening and to provide a neat appearance. The Owner shall provide specific instructions for pruning trees in buffer areas.
- e. Other ornamental trees shall be pruned yearly during late winter/early spring (late February - April).
- f. All other trees shall be pruned yearly to enhance their natural character as directed by the Owner.

- g. Trees shall be canopied in a manner that will prevent interference with pedestrian walkways, as well as assist in the general appearance of the property. This service will be performed as necessary during the detail three-week rotation to maintain uniformity and property clearances.
- h. Selective pruning and shaping shall be performed as needed to expose landscape lights. Street lights and regulatory signage.

#### 4.3.2 Fertilizer

Trees shall be fertilized as per the requirements of 4.2.3. Any alternative fertilizer analysis recommended specifically for individual trees may be approved if the Contractor substantiates reasons for healthier plant growth.

#### 4.3.3 Pest Control

Preventative insect/disease control treatments shall be provided for individual trees, as per the requirements of 4.2.4.

#### 4.3.4 Mulch

All individual isolated trees shall have their tree ring re-mulched as per requirements of 4.2.5.

#### 4.3.5 pH Adjustment

Soil testing and pH adjustment shall be provided as per the requirements of 4.1.7.

### 4.4 Irrigation System

#### 4.4.1 General Requirements

- a. The Contractor shall be responsible for continual, full operation of all system parts. Any plant damage resulting from non-operation of system, over-watering, or insufficient watering due to maintenance neglect shall be the Contractor's responsibility, as per Section 2.12. Contractor shall replace damaged materials or reimburse the Owner for the cost of replacement or repairs as directed by the Owner.
- b. The Contractor shall be responsible for repairs to the system caused by the Contractor or by the Contractor's neglect for the term of this Agreement.
- c. Automatic irrigation system will be updated monthly to provide watering frequency sufficient to replace soil moisture below the root zone.
- d. Any modifications to the irrigation system shall be submitted in writing for approval. Approval will be in writing to the Contractor. If the original request is not satisfactory to the Owner, an alternate plan may be requested. A detailed sketch for record documents will also be supplied to the Owner, prior to work commencing.

#### 4.4.2 Monitoring/Adjustments

- a. The Contractor shall inspect the entire operation of the system no less than once per month. A written report shall be furnished to the Owner at the completion of each inspection. During this inspection, the Contractor shall perform the following:
  - Activate each zone of the existing system.
  - Ensure the operation and coverage is sufficient for proper healthy landscape growing conditions.
  - Fix any broken pipes, valves or irrigation heads the same day of inspection.
- b. Spray patterns for all irrigation heads shall be adjusted, if required, when detected by the Contractor or as directed by the Owner.
- c. Any adjustments to the spray nozzles spray patterns, controllers, etc. required to provide optimum growth of the landscape shall be provided on an as needed basis as part of the base Scope of Services.
- d. Notify the Owner if there are any major repairs, such as mainline or controller to be fixed.

#### 4.4.3 Valve/Valve Boxes

- a. Provide any miscellaneous cleaning of valves for proper functioning on an as needed basis.
- c. Ensure that all valve boxes remain flush and level with grade. The valve boxes shall be kept free of any overgrowth of plant material or sod. The interior of each box shall be kept clean.
- d. All repairs shall be done in a timely manner.
- e. The CDD will pay for materials, no labor except as indicated on 4.4.2 d

### 4.5 Litter Removal

#### 4.5.1 Landscape Areas

Any litter found in planting beds or in turf areas shall be collected and disposed of off-site prior to each mowing cycle.

#### 4.6.2 Road Right-of-Way, Ponds.



Contractor shall monitor all road rights-of-way, storm water ponds, and parks areas once weekly to collect any litter and dispose litter off-site.

#### **4.6 Bush Hogging**

Contractor shall perform the services 2 times per year in a timely, workman-like manner as indicated in the maintenance map.

- Contractor shall mow all grass, weeds and brush including moving around all obstacles, up to three inches (3") in diameter, leaving no ridges of high or uncut grass.
- Trimming/Cutting/Raking. Contractor shall trim all bushes and unsightly branches, cut large tree limbs that have fallen or logs, rake and remove heavy concentrations of yard clippings, small debris and fallen leaves and/or branches.
- Garbage, debris and waste removal. Contractor shall pick up and remove all garbage, rubbish, debris, trash and waste materials, including but not limited to cans, bottles, loose papers, dead tree limbs, grass and brush clippings, abandoned/broken/unused household appliances, furniture, and other like items.

### **5. UNSCHEDULED MAINTENANCE AND REPAIRS**

The Contractor shall be equipped and organized to provide any unscheduled maintenance and repairs required in this Agreement. The following addresses the general procedures for unscheduled maintenance and repairs, response to damaged facilities and emergencies, and unscheduled maintenance activities.

#### **5.1 General**

The Contractor shall be responsible for all repairs within all limits of work, within the Country Greens Community unless otherwise directed by the Owner. Repairs that result from the Contractor's failure to properly perform the Services under this Scope of Services shall not be considered an Additional Service and therefore shall not warrant additional compensation to the Contractor. Repairs that, in the Contractor and Owner's opinion are not as a result of Contractor negligence shall be deemed an Additional Service and shall, at the Owner's election, be made by the Contractor upon receipt of a Work Authorization from the Owner. When the Contractor determines that a repair is necessary, the Contractor shall submit to the Owner a Work Authorization form together with the Contractor's estimate of the cost to perform the repair. Whenever possible, this Work Authorization and cost estimate should be sent to the Owner seven (7) calendar days in advance of the Contractor performing the Services. The Owner shall return one executed copy of the Work Authorization form and shall indicate the method of compensation. In the event the Services are to be provided on a unit price or time and material basis, within seven (7) calendar days upon completion of the Services, the Contractor shall submit to the Owner, an itemized listing of the Contractor's costs to perform the Services including all unit quantity items or labor, equipment, materials,

and Subcontractor's accordingly. The itemized listing shall be presented in a format acceptable to the Owner and if requested by the Owner shall include copies of invoices from others providing work or materials on the repair.

## 5.2 Damaged Facilities

5.2.1 Should the Contractor become aware of damage to the facilities within the area maintained by the Contractor, the Contractor shall notify the Owner as soon as possible. If the Owner elects to have the Contractor perform the repair, the Owner shall issue a Work Authorization to the Contractor to proceed with the repair.

### 5.2.2 Irrigation Repairs

- a. All breaks shall be repaired immediately. Lines shall be flushed thoroughly before installing new heads.
- b. All replacement parts shall be the same manufacture as the initial irrigation installation. Execution of all repairs/installation shall be as per original construction details/specifications.
- c. Aboveground irrigation components damaged by the Contractor while performing landscape maintenance activities shall be repaired and replaced by the Contractor within 24 hours at no charge to the Owner.
- d. Any damage on property due to wash outs created by irrigation breaks that went undetected for a period of time due to negligence of the Contractor shall be repaired by the Contractor at no charge to the Owner.
- e. Irrigation components damaged by accident caused by someone other than the Contractor, by wear and tear, or by vandalism shall be reported to the Owner immediately. Execution and payment for these repairs is explained in Section 5.1.

## 5.3 Emergency Repairs

5.3.1 If the repair to a damaged facility is deemed an emergency and immediate repair is judged necessary by either the Contractor, District Manager, District Engineer, or Owner, upon receipt of authorization by the Owner, the Contractor shall proceed with providing all material, labor, and equipment on a time and material basis necessary to make the repair and restore the facilities. If the repair is required due to Contractor's negligence, the Owner shall back charge the Contractor for the repair.

5.3.2 The Contractor shall provide any emergency repairs to the irrigation system immediately once detected by the Contractor, or within three hours of notification from the Owner. If the emergency repairs are due to Contractor negligence, the Contractor shall provide these repairs at its own expense. If these repairs are beyond the Contractor's control within the Scope of Services, the Contractor shall provide the repairs and submit an invoice on a time and material basis.

5.3.3 Emergency repairs, as agreed by the Owner, are the only repairs that will not require a Work Authorization from the Owner.

The Owner shall use the contractor's labors to revise the irrigation or hardscape at times. The Owner will compensate the Contractor by trading irrigation reviews, as accepted by both parties.

#### 5.4 Unscheduled Maintenance

The Contractor shall provide occasional unscheduled maintenance that is in Addition to the base Scope of Services. The Contractor shall receive a Work Authorization from the Owner and shall respond and complete the request within two weeks or a mutually agreeable time with the Owner. The Contractor's cost estimate to provide the work shall be approved by the Owner prior to commencement. The Contractor shall be available and willing to provide the following unscheduled maintenance services:

- Raise the height of irrigation heads.
- Provide landscape and irrigation materials, replacements, or repairs due to vandalism or acts of God.
- Provide mowing of undeveloped areas.
- Provide selective weeding and pruning for existing wooded areas.

#### 6. RESPONSE TIME

The Contractor shall provide services and repairs within the amount of time indicated in this Agreement. The following is general response time information and requirements for the Emergency Response Program to be developed, implemented, and maintained by the Contractor.

##### 7 General

The Contractor shall, on a timely and efficient basis, respond to any and all requests, and perform all repairs, inspections, and observations, etc. stipulated in the Project Manual. The Contractor shall provide supervisory, operating and maintenance personnel as required who shall be available on call 24 hours per day, 7 days per week to respond to and correct any problems with any of the elements covered by this agreement.

Response time, unless otherwise directed by the Owner, required by the Contractor for various maintenance activities is as follows:

- Standard maintenance activity adjustments - varies; as directed by Owner
- Irrigation adjustments - 24 hours
- Standard repairs — 2 days
- Emergency repairs — same day
- Unscheduled maintenance request - as needed, as soon as four hours
- Plant material replacement - two weeks

Should the Contractor fail to respond to a request for any services addressed in this Project Scope within the required allotted time, the Owner shall, at the Contractor's sole expense, provide the requested services.

**7.1 Emergency Response Program**

The Contractor shall develop, implement, and maintain an emergency response program (ERP) for emergency work that must proceed immediately to avoid property damage or result in a public health or safety hazard. The ERP shall address emergency situations including, but not limited to, the following items:

- Irrigation line breaks
- Equipment failures
- Chemical spills
- Additionally, the ERP shall address the following:
- Responsible parties to be notified
- Personnel, equipment, and emergency repair contractors on call and who will respond to each type of emergency
- Procedures for notifying the Owner, District Manager, the Country Greens community, and other utility companies affected by the listed emergency
- The Contractor shall prepare, maintain, and distribute an ERP manual detailing the procedures and responsibilities for the situations listed above and any other situation deemed appropriate by the Owner.



## EXHIBIT "C"

SCOPE OF WORK - MAP



**Country Greens CDD**  
**Vegetation Maintenance by CDD Contractor**  
 June 12, 2020

0 250 500 1,000 Feet



## **Fifth Order of Business**

**5A**



**COUNTRY GREENS**  
Community Development District

***Annual Operating and Debt Service Budget***  
**Fiscal Year 2022**

Proposed Budget  
(Meeting 4/26/21, Version 1)

Prepared by:



**COUNTRY GREENS**

Community Development District

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# **COUNTRY GREENS**

Community Development District

## **Operating Budget**

Fiscal Year 2022

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2022 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	ADOPTED BUDGET FY 2021	ACTUAL THRU MAR-2021	PROJECTED APR- SEP-2021	TOTAL PROJECTED FY 2021	ANNUAL BUDGET FY 2022
<b>REVENUES</b>							
Interest - Investments	14,630	9,243	\$ 7,000	\$ 896	896	\$ 1,792	\$ 2,000
Interest - Tax Collector	83	81	-	-	-	-	-
Special Assmnts- Tax Collector	249,248	226,846	226,844	217,399	9,445	226,844	226,844
Special Assmnts- Discounts	(9,514)	(8,429)	(9,074)	(8,723)	-	(8,723)	(9,074)
Developer Contributions	-	32,500	-	-	-	-	-
Other Miscellaneous Revenues	1,000	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>255,447</b>	<b>260,241</b>	<b>224,770</b>	<b>209,572</b>	<b>10,341</b>	<b>219,913</b>	<b>219,770</b>
<b>EXPENDITURES</b>							
<i>Administrative</i>							
P/R-Board of Supervisors	5,800	5,800	6,000	3,000	1,000	4,000	6,000
FICA Taxes	444	444	459	230	77	307	459
ProfServ-Arbitrage Rebate	600	-	600	-	600	600	600
ProfServ-Dissemination Agent	1,000	1,000	1,000	-	1,000	1,000	1,000
ProfServ-Engineering	12,015	18,890	5,500	1,125	1,125	2,250	5,500
ProfServ-Legal Services	11,883	20,919	10,000	2,250	2,250	4,500	10,000
ProfServ-Mgmt Consulting Serv	65,397	67,362	67,362	33,681	33,681	67,362	67,362
ProfServ-Trustee Fees	3,717	3,717	3,717	1,549	2,168	3,717	3,717
Auditing Services	3,400	3,400	3,600	3,500	-	3,500	3,600
Postage and Freight	961	472	400	551	551	1,102	400
Insurance - General Liability	7,811	-	8,044	8,409	-	8,409	9,250
Printing and Binding	1,358	392	500	235	235	470	500
Legal Advertising	279	1,265	450	-	450	450	450
Miscellaneous Services	3,073	60	1,000	50	950	1,000	1,000
Misc-Assessmnt Collection Cost	3,495	3,347	4,537	-	3,421	3,421	4,537
Misc-Web Hosting	-	2,702	2,500	1,685	776	2,461	2,613
Office Supplies	198	213	200	180	180	360	200
Annual District Filing Fee	175	175	175	175	-	175	175
<b>Total Administrative</b>	<b>121,606</b>	<b>130,158</b>	<b>116,044</b>	<b>56,620</b>	<b>48,464</b>	<b>105,084</b>	<b>117,363</b>
<i>Field</i>							
ProfServ-Field Management	14,467	20,300	20,300	10,150	10,150	20,300	20,300
Contracts-Aquatic Management	-	3,040	3,060	1,530	1,530	3,060	3,060
Contracts-Landscape	166,747	173,868	178,380	89,690	89,690	179,380	179,380
Utility - General	16,088	16,477	17,000	5,078	11,205	16,283	17,000
R&M-Common Area	10,088	36,643	10,000	1,516	8,484	10,000	10,000
Miscellaneous Service	-	-	4,000	-	4,000	4,000	4,000
<b>Total Field</b>	<b>207,390</b>	<b>250,328</b>	<b>232,740</b>	<b>107,964</b>	<b>125,059</b>	<b>229,023</b>	<b>233,740</b>
<b>TOTAL EXPENDITURES</b>	<b>328,996</b>	<b>380,486</b>	<b>348,784</b>	<b>164,584</b>	<b>173,523</b>	<b>334,107</b>	<b>351,103</b>
Excess (deficiency) of revenues Over (under) expenditures	(73,549)	(120,245)	(124,014)	44,988	(163,182)	(114,194)	(131,333)
Net change in fund balance	(73,549)	(120,245)	(124,014)	44,988	(163,182)	(114,194)	(131,333)
<b>FUND BALANCE, BEGINNING</b>	834,868	761,319	641,074	641,074	-	641,074	526,880
<b>FUND BALANCE, ENDING</b>	<b>\$ 761,319</b>	<b>\$ 641,074</b>	<b>\$ 517,060</b>	<b>\$ 686,062</b>	<b>\$ (163,182)</b>	<b>\$ 526,880</b>	<b>\$ 395,546</b>

# COUNTRY GREENS

Community Development District

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## Exhibit "A" Allocation of Fund Balances

### AVAILABLE FUNDS

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2021	\$ 526,880
Net Change in Fund Balance - Fiscal Year 2021	(131,333)
Reserves - Fiscal Year 2021	-
<b>Total Funds Available (Estimated) - 9/30/2021</b>	<b>395,546</b>

### ALLOCATION OF AVAILABLE FUNDS

#### *Assigned Fund Balance*

Operating Reserve - Operating Capital	87,776 <sup>(1)</sup>
Subtotal	87,776
<b>Total Allocation of Available Funds</b>	<b>87,776</b>

<b>Total Unassigned (undesignated) Cash</b>	<b>\$ 307,771</b>
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### Notes

(1) Represents approximately 3 months of operating expenditures



**Budget Narrative**  
Fiscal Year 2022**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 2022

<b>Expenditures - Administrative (continued)</b>
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**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 2022**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 2022

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2022 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	ADOPTED BUDGET FY 2020	ACTUAL THRU MAR-2021	PROJECTED APR- SEP-2021	TOTAL PROJECTED FY 2021	ANNUAL BUDGET FY 2022
<b>REVENUES</b>							
Interest - Investments	6,723	2,393	\$ 4,278	\$ 7	\$ 1,913	\$ 1,920	\$ 1,424
Interest - Tax Collector	-	-	-	-	-	-	-
Special Assmnts- Tax Collector	369,757	369,789	369,754	353,814	-	353,814	369,754
Special Assmnts- Discounts	(14,041)	(13,642)	(14,790)	(14,210)	-	(14,210)	(14,790)
<b>TOTAL REVENUES</b>	<b>362,439</b>	<b>358,540</b>	<b>359,242</b>	<b>339,611</b>	<b>1,913</b>	<b>341,524</b>	<b>356,388</b>
<b>EXPENDITURES</b>							
<i>Administrative</i>							
Misc-Assessmnt Collection Cost	5,111	5,376	7,395	-	-	7,076	7,395
<b>Total Administrative</b>	<b>5,111</b>	<b>5,376</b>	<b>7,395</b>	<b>-</b>	<b>-</b>	<b>7,076</b>	<b>7,395</b>
<i>Debt Service</i>							
Principal Prepayments	30,000	5,000	-	5,000	15,000	20,000	-
Principal Debt Retirement A-1	145,000	145,000	150,000	-	150,000	150,000	155,000
Principal Debt Retirement A-2	50,000	50,000	50,000	-	50,000	50,000	55,000
Interest Expense Series A-1	96,636	93,736	90,836	45,418	45,418	90,836	87,461
Interest Expense Series A-2	57,500	53,500	50,750	25,375	25,500	50,875	48,500
<b>Total Debt Service</b>	<b>379,136</b>	<b>347,236</b>	<b>341,586</b>	<b>75,793</b>	<b>285,918</b>	<b>361,711</b>	<b>345,961</b>
<b>TOTAL EXPENDITURES</b>	<b>384,247</b>	<b>352,612</b>	<b>348,981</b>	<b>75,793</b>	<b>285,918</b>	<b>368,787</b>	<b>353,356</b>
Excess (deficiency) of revenues							
Over (under) expenditures	(21,808)	5,928	10,261	263,818	(284,005)	(27,263)	3,032
<b>OTHER FINANCING SOURCES (USES)</b>							
Contribution to (Use of) Fund Balance	-	-	10,261	-	-	-	3,032
<b>TOTAL OTHER SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>10,261</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,032</b>
Net change in fund balance	(21,808)	5,928	10,261	263,818	(284,005)	(27,263)	3,032
<b>FUND BALANCE, BEGINNING</b>	<b>280,267</b>	<b>258,459</b>	<b>264,387</b>	<b>264,387</b>	<b>-</b>	<b>264,387</b>	<b>237,124</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 258,459</b>	<b>\$ 264,387</b>	<b>\$ 274,648</b>	<b>\$ 528,205</b>	<b>\$ (284,005)</b>	<b>\$ 237,124</b>	<b>\$ 240,156</b>



**COUNTRY GREENS**

Community Development District

*Series 2016A-1 Debt Service Fund***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>
11/1/2021	2,445,000			43,731	
5/1/2022	2,445,000	155,000	2.500%	43,731	242,461
11/1/2022	2,290,000			41,793	
5/1/2023	2,290,000	155,000	2.750%	41,793	238,586
11/1/2023	2,135,000			39,662	
5/1/2024	2,135,000	160,000	3.000%	39,662	239,324
11/1/2024	1,975,000			37,262	
5/1/2025	1,975,000	165,000	3.200%	37,262	239,524
11/1/2025	1,810,000			34,622	
5/1/2026	1,810,000	170,000	3.250%	34,622	239,244
11/1/2026	1,640,000			31,859	
5/1/2027	1,640,000	180,000	3.500%	31,859	243,719
11/1/2027	1,460,000			28,709	
5/1/2028	1,460,000	185,000	3.875%	28,709	242,419
11/1/2028	1,275,000			25,125	
5/1/2029	1,275,000	190,000	3.875%	25,125	240,250
11/1/2029	1,085,000			21,444	
5/1/2030	1,085,000	200,000	3.875%	21,444	242,888
11/1/2030	885,000			17,569	
5/1/2031	885,000	210,000	3.875%	17,569	245,138
11/1/2031	675,000			13,500	
5/1/2032	675,000	215,000	4.000%	13,500	242,000
11/1/2032	460,000			9,200	
5/1/2033	460,000	225,000	4.000%	9,200	243,400
11/1/2033	235,000			4,700	
5/1/2034	235,000	235,000	4.000%	4,700	244,400
		2,445,000		698,351	3,143,351

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

<b>Period Ending</b>	<b>Outstanding Balance</b>	<b>Principal</b>	<b>Coupon</b>	<b>Extraordinary Redemption</b>	<b>Interest</b>	<b>Debt Service</b>	<b>Annual Debt Service</b>
11/1/2021	945,000.00				24,250.00	24,875.00	
5/1/2022	945,000.00	55,000.00	5.000%		24,250.00	79,875.00	103,500.00
11/1/2022	890,000.00				22,875.00	23,500.00	
5/1/2023	890,000.00	55,000.00	5.000%		22,875.00	83,500.00	100,750.00
11/1/2023	835,000.00				21,500.00	22,000.00	
5/1/2024	835,000.00	60,000.00	5.000%		21,500.00	82,000.00	103,000.00
11/1/2024	775,000.00				20,000.00	20,500.00	
5/1/2025	775,000.00	60,000.00	5.000%		20,000.00	85,500.00	100,000.00
11/1/2025	715,000.00				18,375.00	18,875.00	
5/1/2026	715,000.00	65,000.00	5.000%		18,375.00	88,875.00	101,750.00
11/1/2026	650,000.00				16,750.00	17,125.00	
5/1/2027	650,000.00	70,000.00	5.000%		16,750.00	87,125.00	103,500.00
11/1/2027	580,000.00				15,000.00	15,375.00	
5/1/2028	580,000.00	70,000.00	5.000%		15,000.00	90,375.00	100,000.00
11/1/2028	510,000.00				13,125.00	13,500.00	
5/1/2029	510,000.00	75,000.00	5.000%		13,125.00	93,500.00	101,250.00
11/1/2029	435,000.00				11,250.00	11,500.00	
5/1/2030	435,000.00	80,000.00	5.000%		11,250.00	96,500.00	102,500.00
11/1/2030	355,000.00				9,250.00	9,375.00	
5/1/2031	355,000.00	85,000.00	5.000%		9,250.00	99,375.00	103,500.00
11/1/2031	270,000.00				7,125.00	7,125.00	
5/1/2032	270,000.00	85,000.00	5.000%		7,125.00	97,125.00	99,250.00
11/1/2032	185,000.00				4,875.00	4,875.00	
5/1/2033	185,000.00	90,000.00	5.000%		4,875.00	99,875.00	99,750.00
11/1/2033	95,000.00				2,500.00	2,500.00	
5/1/2034	95,000.00	95,000.00	5.000%		2,500.00	102,500.00	100,000.00
		945,000.00		0.00	373,750.00	1,377,250.00	1,318,750.00

**Budget Narrative**  
Fiscal Year 2022**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 2022

**Assessment Summary**  
**Fiscal Year 2022 vs. Fiscal Year 2021**

Product	General Fund			Debt Service Series 2016A			Total Assessments per Unit			Units
	FY 2022	FY 2021	Percent Change	FY 2022	FY 2021	Percent Change	FY 2022	FY 2021	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	\$8,204.28	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>



**5B**

## **RESOLUTION 2021-04**

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2021/2022 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, 2021, a proposed budget for Fiscal Year 2021/2022; 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 2021/2022 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: June 28, 2021

TIME: 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 26<sup>TH</sup> DATE OF APRIL 2021.**

ATTEST:

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

\_\_\_\_\_  
Secretary

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

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

**5C**

**COUNTRY GREENS**  
Community Development District

*Financial Report*

*March 31, 2021*

*(Unaudited)*

**Prepared by**





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

**Financial Statements**

**(Unaudited)**

**March 31, 2021**

# COUNTRY GREENS

Community Development District

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**Balance Sheet**

March 31, 2021

<b>ACCOUNT DESCRIPTION</b>	<b>GENERAL FUND</b>	<b>SERIES 2016A DEBT SERVICE FUND</b>	<b>TOTAL</b>
<b><u>ASSETS</u></b>			
Cash - Checking Account	\$ 96,216	\$ -	\$ 96,216
Accounts Receivable	225	-	225
Due From Other Funds	-	14,565	14,565
Investments:			
Certificates of Deposit - 12 Months	157,717	-	157,717
Money Market Account	439,684	-	439,684
Prepayment Fund (A-2)	-	13,064	13,064
Reserve Fund (A-1)	-	120,534	120,534
Reserve Fund (A-2)	-	53,250	53,250
Revenue Fund	-	326,792	326,792
<b>TOTAL ASSETS</b>	<b>\$ 693,842</b>	<b>\$ 528,205</b>	<b>\$ 1,222,047</b>
<b><u>LIABILITIES</u></b>			
Accounts Payable	\$ 527	\$ -	\$ 527
Due To Other Funds	14,565	-	14,565
<b>TOTAL LIABILITIES</b>	<b>15,092</b>	<b>-</b>	<b>15,092</b>
<b><u>FUND BALANCES</u></b>			
<b>Restricted for:</b>			
Debt Service	-	528,205	528,205
<b>Assigned to:</b>			
Operating Reserves	87,226	-	87,226
<b>Unassigned:</b>	591,524	-	591,524
<b>TOTAL FUND BALANCES</b>	<b>\$ 678,750</b>	<b>\$ 528,205</b>	<b>\$ 1,206,955</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 693,842</b>	<b>\$ 528,205</b>	<b>\$ 1,222,047</b>

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

For the Period Ending March 31, 2021

<b>ACCOUNT DESCRIPTION</b>	<b>ANNUAL ADOPTED BUDGET</b>	<b>YEAR TO DATE BUDGET</b>	<b>YEAR TO DATE ACTUAL</b>	<b>VARIANCE (\$) FAV(UNFAV)</b>
<b><u>REVENUES</u></b>				
Interest - Investments	\$ 7,000	\$ 3,500	\$ 896	\$ (2,604)
Special Assmnts- Tax Collector	226,844	223,673	217,399	(6,274)
Special Assmnts- Discounts	(9,074)	(8,946)	(8,723)	223
<b>TOTAL REVENUES</b>	<b>224,770</b>	<b>218,227</b>	<b>209,572</b>	<b>(8,655)</b>

**EXPENDITURES****Administration**

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	1,125	1,623
ProfServ-Legal Services	10,000	5,000	2,250	2,750
ProfServ-Mgmt Consulting Serv	67,362	33,681	33,681	-
ProfServ-Trustee Fees	3,717	3,717	1,549	2,168
Auditing Services	3,600	3,600	3,500	100
Postage and Freight	400	198	551	(353)
Insurance - General Liability	8,044	8,044	8,409	(365)
Printing and Binding	500	250	235	15
Legal Advertising	450	-	-	-
Miscellaneous Services	1,000	500	50	450
Misc-Assessmnt Collection Cost	4,537	4,473	-	4,473
Misc-Web Hosting	2,500	2,500	1,685	815
Office Supplies	200	100	180	(80)
Annual District Filing Fee	175	175	175	-
<b>Total Administration</b>	<b>116,044</b>	<b>69,214</b>	<b>56,620</b>	<b>12,594</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending March 31, 2021

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	178,380	89,190	89,690	(500)
Contracts-Aquatic Control	3,060	1,530	1,530	-
Utility - General	17,000	8,500	5,078	3,422
R&M-Common Area	10,000	5,000	1,516	3,484
Miscellaneous Services	4,000	2,000	-	2,000
<b>Total Field</b>	<b>232,740</b>	<b>116,370</b>	<b>107,964</b>	<b>8,406</b>
<b>TOTAL EXPENDITURES</b>	<b>348,784</b>	<b>185,584</b>	<b>164,584</b>	<b>21,000</b>
Excess (deficiency) of revenues				
Over (under) expenditures	(124,014)	32,643	44,988	12,345
<b>OTHER FINANCING SOURCES (USES)</b>				
Contribution to (Use of) Fund Balance	(124,014)	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(124,014)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ (124,014)	\$ 32,643	\$ 44,988	\$ 12,345
<b>FUND BALANCE, BEGINNING (OCT 1, 2020)</b>	<b>633,762</b>	<b>633,762</b>	<b>633,762</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 509,748</b>	<b>\$ 666,405</b>	<b>\$ 678,750</b>	



**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending March 31, 2021

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>REVENUES</u></b>				
Interest - Investments	\$ 4,278	\$ 2,139	\$ 7	\$ (2,132)
Special Assmnts- Tax Collector	369,754	359,101	353,814	(5,287)
Special Assmnts- Discounts	(14,790)	(14,364)	(14,210)	154
<b>TOTAL REVENUES</b>	<b>359,242</b>	<b>346,876</b>	<b>339,611</b>	<b>(7,265)</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Administration</u></b>				
Misc-Assessmnt Collection Cost	7,395	7,182	-	7,182
<b>Total Administration</b>	<b>7,395</b>	<b>7,182</b>	<b>-</b>	<b>7,182</b>
Principal Prepayments	-	-	5,000	(5,000)
Principal Debt Retirement A-1	150,000	-	-	-
Principal Debt Retirement A-2	50,000	-	-	-
Interest Expense Series A-1	90,836	45,418	45,418	-
Interest Expense Series A-2	50,750	25,375	25,375	-
<b>Total Debt Service</b>	<b>341,586</b>	<b>70,793</b>	<b>75,793</b>	<b>(5,000)</b>
<b>TOTAL EXPENDITURES</b>	<b>348,981</b>	<b>77,975</b>	<b>75,793</b>	<b>2,182</b>
Excess (deficiency) of revenues Over (under) expenditures	10,261	268,901	263,818	(5,083)
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Contribution to (Use of) Fund Balance	10,261	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>10,261</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ 10,261	\$ 268,901	\$ 263,818	\$ (5,083)
<b>FUND BALANCE, BEGINNING (OCT 1, 2020)</b>	<b>264,387</b>	<b>264,387</b>	<b>264,387</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 274,648</b>	<b>\$ 533,288</b>	<b>\$ 528,205</b>	

## Notes to the Financial Statements

March 31, 2021

**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).

■ **Accounts Receivable** - Duplicate payment to Sitex (Aquatic Control).

■ **Due From Other Funds** - Tax collector fees and assessments.

► **Liabilities**

■ **Accrued Expenses** - Accrual for Contracts - Aquatic Control for January.

■ **Due To Other Funds** - Tax Collector Assessments due to trustee and transferred in February, 2021.

► **Fund Balance**■ **Assigned to:**

Operating Reserves	\$	87,226
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<b>TOTAL</b>	<b>\$</b>	<b>87,226</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, 2021*

**Financial Overview / Highlights**

- ▶ The Non-Ad Valorem assessments are about 96% collected.
- ▶ Total expenditures through March are approximately 47% 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 - Trustee Fees	\$ 3,717	\$ 1,549	42%	Trustee fees paid through Mar 2021.
Postage and Freight	\$ 400	\$ 551	138%	Mailing of Agenda Packages.
Insurance- General Liability	\$ 8,044	\$ 8,409	105%	Insurance is paid in full.
Misc-Web Hosting	\$ 2,500	\$ 1,685	67%	Quarterly contract with Innersync and annual contract with Campus Suite
Office Supplies	\$ 200	\$ 180	90%	Agenda Books.
<b><u>Field</u></b>				
Contracts - Landscape	\$ 178,380	\$ 89,690	50%	Landscape increased by \$500 after budget was adopted.
Utility - General	\$ 17,000	\$ 5,078	30%	Monthly expenses fluctuate each month.
R&M - Common Area	\$ 10,000	\$ 1,516	15%	Irrigation repairs.

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

**Supporting Schedules**

**March 31, 2021**

**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	(1) Collection Costs	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	\$ 37	\$ 1,915	\$ 1,915	
10/31/20	3,162	158	65	3,320		3,320
11/09/20	7,386	314	151	7,700	7,700	
11/09/20	11,139	474	227	11,613		11,613
11/27/20	32,776	1,391	669	34,167	34,167	
11/27/20	52,316	2,220	1,068	54,537		54,537
12/01/20	146,609	6,235	2,992	152,844	152,844	
12/01/20	240,666	10,232	4,912	250,899		250,899
12/21/19	11,853	497	242	12,350	12,350	
12/21/19	19,394	814	396	20,208		20,208
01/01/21	3,222	99	66	3,321	3,321	
01/01/21	5,133	159	105	5,292		5,292
02/22/21	2,933	72	60	3,005	3,005	
02/22/21	4,433	111	90	4,544		4,544
03/15/21	2,071	25	42	2,096	2,096	
03/15/21	3,360	42	69	3,402		3,402
<b>TOTAL</b>	<b>\$ 548,281</b>	<b>\$ 22,933</b>	<b>\$ 11,189</b>	<b>\$ 571,213</b>	<b>\$ 217,399</b>	<b>\$ 353,814</b>
% COLLECTED				96%	96%	96%
<b>TOTAL OUTSTANDING</b>				<b>\$ 25,386</b>	<b>\$ 9,447</b>	<b>\$ 15,940</b>

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

**Cash and Investment Report****March 31, 2021**

<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	0.25%	\$ 96,216
Certificate of Deposits 12M	Valley Bank	CD	3/16/2021	1.20%	\$ 157,717
Money Market Account	Valley National	MMA	n/a	0.25%	\$ 439,684
<b>Subtotal</b>					<b>\$ 693,618</b>
<b>DEBT SERVICE FUNDS</b>					
Series 2016 A-1 & A-2 Prepayment	US Bank	First American Govt.	n/a	0.02%	\$ 13,064
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%	\$ 326,792
<b>Subtotal</b>					<b>\$ 513,640</b>
<b>Total</b>					<b>\$ 1,207,257</b>



## Country Greens CDD

### Bank Reconciliation

**Bank Account No.** 9840 Valley National Bank GF Checking New Account  
**Statement No.** 3/21  
**Statement Date** 3/31/2021

<b>G/L Balance (LCY)</b>	96,216.13	<b>Statement Balance</b>	111,685.79
<b>G/L Balance</b>	96,216.13	<b>Outstanding Deposits</b>	0.00
<b>Positive Adjustments</b>	0.00		
		<b>Subtotal</b>	111,685.79
<b>Subtotal</b>	96,216.13	<b>Outstanding Checks</b>	15,469.66
<b>Negative Adjustments</b>	0.00	<b>Differences</b>	0.00
<b>Ending G/L Balance</b>	96,216.13	<b>Ending Balance</b>	96,216.13
<b>Difference</b>	0.00		

<b>Posting Date</b>	<b>Document Type</b>	<b>Document No.</b>	<b>Description</b>	<b>Amount</b>	<b>Cleared Amount</b>	<b>Difference</b>
<b>Outstanding Checks</b>						
3/24/2021	Payment	3204	FEDEX	20.01	0.00	20.01
3/24/2021	Payment	3205	HOME DEPOT	21.31	0.00	21.31
3/29/2021	Payment	3206	DEWBERRY ENGINEERS INC	225.00	0.00	225.00
3/31/2021	Payment	3207	SITEX AQUATICS, LLC	255.00	0.00	255.00
3/31/2021	Payment	3208	YELLOWSTONE LANDSCAPE	14,948.34	0.00	14,948.34
<b>Total Outstanding Checks.....</b>				<b>15,469.66</b>		<b>15,469.66</b>

# COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT

## Payment Register by Bank Account

For the Period from 2/21/21 to 3/31/21

(Sorted by Check / ACH No.)

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

### VALLEY NATIONAL BANK GF CHECKING NEW ACCOUNT - (ACCT#XXXXX9840)

**CHECK # 3193**

02/22/21	Vendor	FEDEX	7-271-08345	JAN POSTAGE	Postage and Freight	001-541006-51301	\$35.78
<b>Check Total</b>							<u>\$35.78</u>

**CHECK # 3194**

02/25/21	Employee	CATHERINE G. CATASUS	PAYROLL	February 25, 2021 Payroll Posting			\$184.70
<b>Check Total</b>							<u>\$184.70</u>

**CHECK # 3195**

02/25/21	Employee	ANNA L. HEINTZELMAN	PAYROLL	February 25, 2021 Payroll Posting			\$184.70
<b>Check Total</b>							<u>\$184.70</u>

**CHECK # 3196**

02/23/21	Employee	ANNA L. HEINTZELMAN	PAYROLL	February 23, 2021 Payroll Posting			\$184.70
<b>Check Total</b>							<u>\$184.70</u>

**CHECK # 3197**

02/24/21	Vendor	INFRAMARK, LLC	60470	FEB 2021 MGMT FEES	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$5,613.50
02/24/21	Vendor	INFRAMARK, LLC	60470	FEB 2021 MGMT FEES	ProfServ-Field Management	001-531016-53901	\$1,691.67
02/24/21	Vendor	INFRAMARK, LLC	60470	FEB 2021 MGMT FEES	Postage and Freight	001-541006-51301	\$5.55
02/24/21	Vendor	INFRAMARK, LLC	60470	FEB 2021 MGMT FEES	Printing and Binding	001-547001-51301	\$42.50
02/24/21	Vendor	INFRAMARK, LLC	60470	FEB 2021 MGMT FEES	MANHOLE COVER	001-546016-53901	\$129.65
<b>Check Total</b>							<u>\$7,482.87</u>

**CHECK # 3198**

03/02/21	Vendor	SITEX AQUATICS, LLC	4496B	FEB LAKE MAINT 3-WATERWAYS	Contracts-Aquatic Control	001-534067-53901	\$255.00
03/02/21	Vendor	SITEX AQUATICS, LLC	4388B-2	JAN LAKE MAINT 3 WATERWAYS	Contracts-Aquatic Control	001-534067-53901	\$255.00
<b>Check Total</b>							<u>\$510.00</u>

**CHECK # 3199**

03/02/21	Vendor	YELLOWSTONE LANDSCAPE	LSBG 189213	FEB LANDSCAPE MAINT	Contracts-Landscape	001-534050-53901	\$14,948.34
<b>Check Total</b>							<u>\$14,948.34</u>

**CHECK # 3200**

03/05/21	Vendor	CLARK & ALBAUGH, LLP	17365	GEN MATTERS THRU FEB 2021	Feb Expenses	001-531023-51401	\$684.00
<b>Check Total</b>							<u>\$684.00</u>

**CHECK # 3201**

03/05/21	Vendor	FEDEX	7-286-24276	FEB POSTAGE	Postage and Freight	001-541006-51301	\$48.32
<b>Check Total</b>							<u>\$48.32</u>

# COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT

## Payment Register by Bank Account

For the Period from 2/21/21 to 3/31/21

(Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
<b>CHECK # 3202</b>							
03/09/21	Vendor	FEDEX	7-292-40280	FEB POSTAGE	Postage and Freight	001-541006-51301	\$107.12
<b>Check Total</b>							<u>\$107.12</u>
<b>CHECK # 3203</b>							
03/22/21	Vendor	INFRAMARK, LLC	61534	MARCH 2021 MGMT FEES	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$5,613.50
03/22/21	Vendor	INFRAMARK, LLC	61534	MARCH 2021 MGMT FEES	ProfServ-Field Management	001-531016-53901	\$1,691.67
03/22/21	Vendor	INFRAMARK, LLC	61534	MARCH 2021 MGMT FEES	Postage and Freight	001-541006-51301	\$6.63
03/22/21	Vendor	INFRAMARK, LLC	61534	MARCH 2021 MGMT FEES	Printing and Binding	001-547001-51301	\$63.50
03/22/21	Vendor	INFRAMARK, LLC	61534	MARCH 2021 MGMT FEES	Office Supplies	001-551002-51301	\$90.00
<b>Check Total</b>							<u>\$7,465.30</u>
<b>CHECK # 3204</b>							
03/24/21	Vendor	FEDEX	7-307-99387	MAR POSTAGE	Postage and Freight	001-541006-51301	\$20.01
<b>Check Total</b>							<u>\$20.01</u>
<b>CHECK # 3205</b>							
03/24/21	Vendor	HOME DEPOT	022121-6336	FEB PURCHASES	Couplings and Primer	001-546016-53901	\$21.31
<b>Check Total</b>							<u>\$21.31</u>
<b>CHECK # 3206</b>							
03/29/21	Vendor	DEWBERRY ENGINEERS INC	1937085	ENGG SVCS THRU FEB 2021	ProfServ-Engineering	001-531013-51501	\$225.00
<b>Check Total</b>							<u>\$225.00</u>
<b>CHECK # 3207</b>							
03/31/21	Vendor	SITEX AQUATICS, LLC	4602B	LAKE MAINT 3 WATERWAYS	Contracts-Aquatic Control	001-534067-53901	\$255.00
<b>Check Total</b>							<u>\$255.00</u>
<b>CHECK # 3208</b>							
03/31/21	Vendor	YELLOWSTONE LANDSCAPE	LSBG 195647	MARCH LANDSCAPE MAINT	Contracts-Landscape	001-534050-53901	\$14,948.34
<b>Check Total</b>							<u>\$14,948.34</u>
<b>ACH #DD255</b>							
03/02/21	Vendor	SECO	021521 ACH	BILL PRD 1/14-2/11/21	Utility - General	001-543001-53901	\$489.56
<b>ACH Total</b>							<u>\$489.56</u>
<b>ACH #DD256</b>							
02/25/21	Vendor	SECO	021021 ACH	BILL PRD 1/11-2/8/21	Utility - General	001-543001-53901	\$318.97
<b>ACH Total</b>							<u>\$318.97</u>
<b>ACH #DD257</b>							
02/25/21	Employee	DAVID WARDEN	PAYROLL	February 25, 2021 Payroll Posting			\$184.70
<b>ACH Total</b>							<u>\$184.70</u>

# COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT

## Payment Register by Bank Account

For the Period from 2/21/21 to 3/31/21

(Sorted by Check / ACH No.)

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

**ACH #DD258**

02/25/21	Employee	ALMA W. GRAHAM	PAYROLL	February 25, 2021 Payroll Posting			\$184.70
<b>ACH Total</b>							<u>\$184.70</u>

**ACH #DD259**

02/25/21	Employee	CRYSTAL Y. JONES	PAYROLL	February 25, 2021 Payroll Posting			\$184.70
<b>ACH Total</b>							<u>\$184.70</u>

**ACH #DD260**

03/27/21	Vendor	SECO	031221 ACH	BILL PRD 2/8-3/10/21	Utility - General	001-543001-53901	\$312.00
<b>ACH Total</b>							<u>\$312.00</u>
<b>Account Total</b>							<u><b>\$48,980.12</b></u>

**5D**

**COUNTRY GREENS  
COMMUNITY DEVELOPMENT DISTRICT  
LAKE COUNTY, FLORIDA  
FINANCIAL REPORT  
FOR THE FISCAL YEAR ENDED  
SEPTEMBER 30, 2020**



**COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT  
LAKE COUNTY, FLORIDA**

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# Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Supervisors  
Country Greens Community Development District  
Lake County, Florida

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of Country Greens Community Development District, Lake County, Florida ("District") as of and for the fiscal year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the District as of September 30, 2020, and the respective changes in financial position thereof for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated March 9, 2021, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

March 9, 2021

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

Our discussion and analysis of Country Greens Community Development District, Lake County, Florida ("District") provides a narrative overview of the District's financial activities for the fiscal year ended September 30, 2020. Please read it in conjunction with the District's Independent Auditor's Report, basic financial statements, accompanying notes and supplementary information to the basic financial statements.

### **FINANCIAL HIGHLIGHTS**

- The assets of the District exceeded its liabilities at the close of the most recent fiscal year resulting in a net position balance of \$610,203.
- The change in the District's total net position in comparison with the prior fiscal year was (\$36,765), a decrease. The key components of the District's net position and change in net position are reflected in the table in the government-wide financial analysis section.
- At September 30, 2020, the District's governmental funds reported combined ending fund balances of \$898,148, a decrease of (\$121,629) in comparison with the prior fiscal year. The total fund balance is non-spendable for prepaid items, restricted for debt service, assigned to operating reserves and subsequent year's expenditures, and the remainder is unassigned fund balance which is available for spending at the District's discretion.

### **OVERVIEW OF FINANCIAL STATEMENTS**

This discussion and analysis is intended to serve as the introduction to the District's basic financial statements. The District's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

#### **Government-Wide Financial Statements**

The government-wide financial statements are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all the District's assets, deferred outflows of resources, liabilities, and deferred inflows of resources with the residual amount being reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

The government-wide financial statements include all governmental activities that are principally supported by special assessment. The District does not have any business-type activities. The governmental activities of the District include the general government (management) and maintenance functions.

#### **Fund Financial Statements**

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The District has one fund category: governmental funds.

## OVERVIEW OF FINANCIAL STATEMENTS (Continued)

### Fund Financial Statements (Continued)

#### Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a District's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the District's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balance provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The District maintains two governmental funds for external reporting. Information is presented separately in the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances for the general and debt service funds, both of which are considered major funds.

The District adopts an annual appropriated budget for its general fund. A budgetary comparison schedule has been provided for the general fund to demonstrate compliance with the budget.

#### Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

### GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of an entity's financial position. In the case of the District, assets exceeded liabilities at the close of the most recent fiscal year.

Key components of the District's net position are reflected in the following table:

NET POSITION SEPTEMBER 30,		
	2020	2019
Current and other assets	\$ 916,851	\$ 1,091,287
Capital assets, net of depreciation	3,360,682	3,476,717
Total assets	4,277,533	4,568,004
Current liabilities	77,697	132,858
Long-term liabilities	3,589,633	3,788,178
Total liabilities	3,667,330	3,921,036
Net position		
Net investment in capital assets	(228,951)	(311,461)
Restricted	205,393	197,112
Unrestricted	633,761	761,317
Total net position	\$ 610,203	\$ 646,968

The District's net position reflects its investment in capital assets (e.g. land, land improvements, and infrastructure); less any related debt used to acquire those assets that are still outstanding. These assets are used to provide services to residents; consequently, these assets are not available for future spending. Although the District's investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

## GOVERNMENT-WIDE FINANCIAL ANALYSIS (Continued)

The restricted portion of the District's net position represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position may be used to meet the District's other obligations.

The District's net position decreased during the most recent fiscal year. The majority of the decrease represents the extent to which the cost of operations and depreciation expense exceeded ongoing program revenues.

Key elements of the change in net position are reflected in the following table:

CHANGES IN NET POSITION FOR THE FISCAL YEAR ENDED SEPTEMBER 30,		
	2020	2019
Revenues:		
Program revenues		
Charges for services	\$ 574,564	\$ 595,450
Operating grants and contributions	34,892	6,723
General revenues		
Interest income	9,324	14,713
Miscellaneous	-	1,000
Total revenues	618,780	617,886
Expenses:		
General government	142,844	126,717
Maintenance and operations	366,364	318,026
Interest	146,337	152,716
Total expenses	655,545	597,459
Change in net position	(36,765)	20,427
Net position, beginning	646,968	626,541
Net position, ending	\$ 610,203	\$ 646,968

As noted above and in the statement of activities, the cost of all governmental activities during the fiscal year ended September 30, 2020 was \$655,545. The costs of the District's activities were primarily funded by program revenues. Program revenues, comprised primarily of assessments and Developer contributions, increased slightly from the prior fiscal year. The remainder of the current fiscal year revenue includes interest income. In total, expenses increased from the prior fiscal year, the majority of the increase is the result of an increase in landscape and common area maintenance charges.

## GENERAL BUDGETING HIGHLIGHTS

An operating budget was adopted and maintained by the governing board for the District pursuant to the requirements of Florida Statutes. The budget is adopted using the same basis of accounting that is used in preparation of the fund financial statements. The legal level of budgetary control, the level at which expenditures may not exceed budget, is in the aggregate. Any budget amendments that increase the aggregate budgeted appropriations must be approved by the Board of Supervisors. The general fund budget for the fiscal year ended September 30, 2020 was amended to increase appropriations and use of fund balance by \$61,000. Actual general fund expenditures did not exceed appropriations for the fiscal year ended September 30, 2020.



## CAPITAL ASSETS AND DEBT ADMINISTRATION

### Capital Assets

At September 30, 2020, the District had \$5,196,283 invested in capital assets for its governmental activities. In the government-wide financial statements depreciation of \$1,835,601 has been taken, which resulted in a net book value of \$3,360,682. More detailed information about the District's capital assets is presented in the notes of the financial statements.

### Capital Debt

At September 30, 2020, the District had \$3,610,000 Bonds outstanding for its governmental activities. More detailed information about the District's capital debt is presented in the notes of the financial statements.

## ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND OTHER EVENTS

The District does not anticipate any major projects or significant changes to its infrastructure maintenance program for the subsequent fiscal year. In addition, it is anticipated that the general operations of the District will remain fairly constant.

## CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, land owners, customers, investors and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the financial resources it manages and the stewardship of the facilities it maintains. If you have questions about this report or need additional financial information, contact Country Greens Community Development District's Finance Department at 210 N. University Drive, Suite 702, Coral Springs, Florida 33071.

**COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT  
LAKE COUNTY, FLORIDA  
STATEMENT OF NET POSITION  
SEPTEMBER 30, 2020**

	Governmental Activities
<b>ASSETS</b>	
Cash and equivalents	\$ 501,601
Investments	157,717
Due from other government	2,818
Prepaid items	2,543
Restricted assets:	
Investments	252,172
Capital assets:	
Nondepreciable	1,742,000
Depreciable, net	1,618,682
Total assets	<u>4,277,533</u>
<b>LIABILITIES</b>	
Accounts payable and accrued expenses	18,703
Accrued interest payable	58,994
Non-current liabilities:	
Due within one year	200,000
Due in more than one year	3,389,633
Total liabilities	<u>3,667,330</u>
<b>NET POSITION</b>	
Net investment in capital assets	(228,951)
Restricted for debt service	205,393
Unrestricted	633,761
Total net position	<u>\$ 610,203</u>

See notes to the financial statements

**COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT  
LAKE COUNTY, FLORIDA  
STATEMENT OF ACTIVITIES  
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2020**

<u>Functions/Programs</u>	Program Revenues			Net (Expense)
	Expenses	Charges for Services	Operating Grants and Contributions	Revenue and Changes in Net Position
Primary government:				Governmental Activities
Governmental activities:				
General government	\$ 142,844	\$ 142,844	\$ -	\$ -
Maintenance and operations	366,364	75,573	32,500	(258,291)
Interest on long-term debt	146,337	356,147	2,392	212,202
Total governmental activities	655,545	574,564	34,892	(46,089)
General revenues:				
Unrestricted investment earnings				9,324
Total general revenues				9,324
Change in net position				(36,765)
Net position - beginning				646,968
Net position - ending				\$ 610,203

See notes to the financial statements

**COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT  
LAKE COUNTY, FLORIDA  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
SEPTEMBER 30, 2020**

	Major Funds		Total
	General	Debt Service 2016	Governmental Funds
<b>ASSETS</b>			
Cash and equivalents	\$ 501,601	\$ -	\$ 501,601
Investments	157,717	252,172	409,889
Due from other governments	1,071	1,747	2,818
Due from other funds	-	10,468	10,468
Prepaid items	2,543	-	2,543
Total assets	<u>\$ 662,932</u>	<u>\$ 264,387</u>	<u>\$ 927,319</u>
<b>LIABILITIES AND FUND BALANCES</b>			
Liabilities:			
Accounts payable and accrued expenses	\$ 18,703	\$ -	\$ 18,703
Due to other funds	10,468	-	10,468
Total liabilities	<u>29,171</u>	<u>-</u>	<u>29,171</u>
Fund balances:			
Nonspendable:			
Prepays	2,543	-	2,543
Restricted for:			
Debt service	-	264,387	264,387
Assigned to:			
Operating reserve	87,226	-	87,226
Subsequent year's expenditures	124,014	-	124,014
Unassigned	419,978	-	419,978
Total fund balances	<u>633,761</u>	<u>264,387</u>	<u>898,148</u>
Total liabilities and fund balances	<u>\$ 662,932</u>	<u>\$ 264,387</u>	<u>\$ 927,319</u>

See notes to the financial statements

**COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT  
LAKE COUNTY, FLORIDA  
RECONCILIATION OF BALANCE SHEET – GOVERNMENTAL FUNDS  
TO STATEMENT OF NET POSITION  
SEPTEMBER 30, 2020**

Fund balances - governmental funds \$ 898,148

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported as assets in the governmental funds. The statement of net position includes those capital assets, net of any accumulated depreciation, in the net position of the government as a whole.

Cost of capital assets	5,196,283	
Accumulated depreciation	<u>(1,835,601)</u>	3,360,682

Liabilities not due and payable from current available resources are not reported as liabilities in the governmental fund financial statements. All liabilities, both current and long-term, are reported in the government-wide financial statements.

Accrued interest payable	(58,994)	
Discount on bonds	21,822	
Amortization of discount	(1,455)	
Bonds payable	<u>(3,610,000)</u>	(3,648,627)
Net position of governmental activities		<u><u>\$ 610,203</u></u>

See notes to the financial statements

**COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT  
LAKE COUNTY, FLORIDA  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
GOVERNMENTAL FUNDS  
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2020**

	Major Funds		Total
	General	Debt Service 2016	Governmental Funds
<b>REVENUES</b>			
Assessments	\$ 218,417	\$ 356,147	\$ 574,564
Developer contributions	32,500	-	32,500
Interest	9,324	2,392	11,716
Miscellaneous revenue	-	-	-
Total revenues	<u>260,241</u>	<u>358,539</u>	<u>618,780</u>
<b>EXPENDITURES</b>			
Current:			
General government	137,468	5,376	142,844
Maintenance and operations	250,329	-	250,329
Debt service:			
Principal	-	200,000	200,000
Interest	-	147,236	147,236
Total expenditures	<u>387,797</u>	<u>352,612</u>	<u>740,409</u>
Excess (deficiency) of revenues over (under) expenditures	(127,556)	5,927	(121,629)
Fund balances - beginning	<u>761,317</u>	<u>258,460</u>	<u>1,019,777</u>
Fund balances - ending	<u>\$ 633,761</u>	<u>\$ 264,387</u>	<u>\$ 898,148</u>

See notes to the financial statements



**COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT  
LAKE COUNTY, FLORIDA  
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES  
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2020**

Net change in fund balances - total governmental funds	\$ (121,629)
Amounts reported for governmental activities in the statement of activities are different because:	
Depreciation on capital assets is not recognized in the governmental fund financial statements but is reported as an expense in the statement of activities.	(116,035)
Repayment of long-term liabilities are reported as expenditures in the governmental fund financial statements, but such repayments reduce liabilities in the statement of net position and are eliminated in the statement of activities.	200,000
Amortization of Bond discounts/premiums is not recognized in the governmental fund financial statements, but is reported as an expense in the statement of activities.	(1,455)
The change in accrued interest on long-term liabilities between the current and prior fiscal year is recorded in the statement of activities but not in the fund financial statements.	<u>2,354</u>
Change in net position of governmental activities	<u><u>\$ (36,765)</u></u>

See notes to the financial statements

**COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT  
LAKE COUNTY, FLORIDA  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 1 – NATURE OF ORGANIZATION AND REPORTING ENTITY**

Country Greens Community Development District (the "District") was created on December 2, 1991 by Ordinance of the City Commission of Lake County, Florida under the Uniform Community Development District Act of 1980, otherwise known as Chapter 190, Florida Statutes, and was adopted as Lake County, Florida Ordinance 1991-16, under the name of Country Greens Community Development District. The Act provides, among other things, the power to manage basic services for community development, power to borrow money and issue Bonds, and to levy non-ad valorem assessments for the financing and delivery of capital infrastructure. The District was established for the purpose of financing and managing the acquisition, construction, maintenance and operation of a portion of the infrastructure necessary for community development within the District. The District was created in 1991 but was dormant until 2001.

The District is governed by the Board of Supervisors ("Board") which is composed of five members. The Supervisors are elected on an at large basis by the owners of the property within the District. The Board of Supervisors of the District exercise all powers granted to the District pursuant to Chapter 190, Florida Statutes.

The Board has the final responsibility for:

1. Assessing and levying special assessments.
2. Approving budgets.
3. Exercising control over facilities and properties.
4. Controlling the use of funds generated by the District.
5. Approving the hiring and firing of key personnel.
6. Financing improvements.

The financial statements were prepared in accordance with Governmental Accounting Standards Board ("GASB") Statements. Under the provisions of those standards, the financial reporting entity consists of the primary government, organizations for which the District is considered to be financially accountable, and other organizations for which the nature and significance of their relationship with the District are such that, if excluded, the financial statements of the District would be considered incomplete or misleading. There are no entities considered to be component units of the District; therefore, the financial statements include only the operations of the District.

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Government-Wide and Fund Financial Statements**

The basic financial statements include both government-wide and fund financial statements.

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment; operating-type special assessments for maintenance and debt service are treated as charges for services and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Other items not included among program revenues are reported instead as *general revenues*.

## NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

### **Measurement Focus, Basis of Accounting and Financial Statement Presentation**

The government-wide financial statements are reported using the *economic resources measurement* focus and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Assessments are recognized as revenues in the year for which they are levied. Grants and similar items are to be recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due.

### **Assessments**

Assessments are non-ad valorem assessments on benefited lands within the District. Assessments are levied to pay for the operations and maintenance of the District and provide funds for payment of the District's debt service payments. The fiscal year for which annual assessments are levied begins on October 1 with discounts available for payments through February 28 and become delinquent on April 1. The District's annual assessments for operations and debt service are billed and collected by the County Tax Collector. The amounts remitted to the District are net of applicable discounts or fees and include interest on monies held from the day of collection to the day of distribution.

Assessments and interest associated with the current fiscal period are considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. The portion of assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period.

The District reports the following major governmental funds:

### **General Fund**

The general fund is the general operating fund of the District. It is used to account for all financial resources except those required to be accounted for in another fund.

### **Debt Service Fund**

The debt service fund is used to account for the accumulation of resources for the annual payment of principal and interest on long-term debt.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first for qualifying expenditures, then unrestricted resources as they are needed.

### **Assets, Liabilities and Net Position or Equity**

#### **Restricted Assets**

These assets represent cash and investments set aside pursuant to Bond covenants or other contractual restrictions.

## NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

### Assets, Liabilities and Net Position or Equity (Continued)

#### Deposits and Investments

The District's cash and cash equivalents are considered to be cash on hand and demand deposits.

The District has elected to proceed under the Alternative Investment Guidelines as set forth in Section 218.415 (17) Florida Statutes. The District may invest any surplus public funds in the following:

- a) The Local Government Surplus Trust Funds, or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act;
- b) Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency;
- c) Interest bearing time deposits or savings accounts in qualified public depositories;
- d) Direct obligations of the U.S. Treasury.

Securities listed in paragraph c and d shall be invested to provide sufficient liquidity to pay obligations as they come due. In addition, surplus funds may be deposited into certificates of deposit which are insured and any unspent Bond proceeds are required to be held in investments as specified in the Bond Indenture.

The District records all interest revenue related to investment activities in the respective funds. Investments are measured at amortized cost or reported at fair value as required by generally accepted accounting principles.

#### Inventories and Prepaid Items

Inventories of governmental funds are recorded as expenditures when consumed rather than when purchased.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

#### Capital Assets

Capital assets, which include property, plant and equipment, and infrastructure assets (e.g., roads, sidewalks and similar items) are reported in the government activities columns in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$5,000 (amount not rounded) and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Property, plant and equipment of the District are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Infrastructure	20-30
Equipment	10

In the governmental fund financial statements, amounts incurred for the acquisition of capital assets are reported as fund expenditures. Depreciation expense is not reported in the governmental fund financial statements.

## **NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

### **Assets, Liabilities and Net Position or Equity (Continued)**

#### Unearned Revenue

Governmental funds report unearned revenue in connection with resources that have been received, but not yet earned.

#### Long-Term Obligations

In the government-wide financial statements long-term debt and other long-term obligations are reported as liabilities in the statement of net position. Bond premiums and discounts are deferred and amortized ratably over the life of the Bonds. Bonds payable are reported net of applicable premiums or discounts. Bond issuance costs are expensed when incurred.

In the fund financial statements, governmental fund types recognize premiums and discounts, as well as issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

#### Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

#### Fund Equity/Net Position

In the fund financial statements, governmental funds report non spendable and restricted fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Assignments of fund balance represent tentative management plans that are subject to change.

The District can establish limitations on the use of fund balance as follows:

Committed fund balance – Amounts that can be used only for the specific purposes determined by a formal action (resolution) of the Board of Supervisors. Commitments may be changed or lifted only by the Board of Supervisors taking the same formal action (resolution) that imposed the constraint originally. Resources accumulated pursuant to stabilization arrangements sometimes are reported in this category.

Assigned fund balance – Includes spendable fund balance amounts established by the Board of Supervisors that are intended to be used for specific purposes that are neither considered restricted nor committed. The Board may also assign fund balance as it does when appropriating fund balance to cover differences in estimated revenue and appropriations in the subsequent year's appropriated budget. Assignments are generally temporary and normally the same formal action need not be taken to remove the assignment.

The District first uses committed fund balance, followed by assigned fund balance and then unassigned fund balance when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

## **NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

### **Assets, Liabilities and Net Position or Equity (Continued)**

#### **Fund Equity/Net Position (Continued)**

Net position is the difference between assets and deferred outflows of resources less liabilities and deferred inflows of resources. Net position in the government-wide financial statements are categorized as net investment in capital assets, restricted or unrestricted. Net investment in capital assets represents net position related to infrastructure and property, plant and equipment. Restricted net position represents the assets restricted by the District's Bond covenants or other contractual restrictions. Unrestricted net position consists of the net position not meeting the definition of either of the other two components.

### **Other Disclosures**

#### **Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

## **NOTE 3 – BUDGETARY INFORMATION**

The District is required to establish a budgetary system and an approved Annual Budget. Annual Budgets are adopted on a basis consistent with generally accepted accounting principles for the general fund. All annual appropriations lapse at fiscal year-end.

The District follows these procedures in establishing the budgetary data reflected in the financial statements.

- a) Each year the District Manager submits to the District Board a proposed operating budget for the fiscal year commencing the following October 1.
- b) Public hearings are conducted to obtain public comments.
- c) Prior to October 1, the budget is legally adopted by the District Board.
- d) All budget changes must be approved by the District Board.
- e) The budgets are adopted on a basis consistent with generally accepted accounting principles.
- f) Unused appropriation for annually budgeted funds lapse at the end of the year.

## **NOTE 4 – DEPOSITS AND INVESTMENTS**

### **Deposits**

The District's cash balances including certificates of deposit as shown below were entirely covered by federal depository insurance or by a collateral pool pledged to the State Treasurer. Florida Statutes Chapter 280, "Florida Security for Public Deposits Act", requires all qualified depositories to deposit with the Treasurer or another banking institution eligible collateral equal to various percentages of the average daily balance for each month of all public deposits in excess of any applicable deposit insurance held. The percentage of eligible collateral (generally, U.S. Governmental and agency securities, state or local government debt, or corporate bonds) to public deposits is dependent upon the depository's financial history and its compliance with Chapter 280. In the event of a failure of a qualified public depository, the remaining public depositories would be responsible for covering any resulting losses.



## NOTE 4 – DEPOSITS AND INVESTMENTS (Continued)

### Investments

The District's investments were held as follows at September 30, 2020:

	Amortized Cost	Credit Risk	Maturities
First American Government Obligation Fund - CL Y	\$ 252,172	S&P AAAm	Weighted average of the fund portfolio: 44 days
Bank United Certificate of Deposit	157,717	N/A	3/16/2021
	<u>\$ 409,889</u>		

The money market investment is held by the trustee or agent but not in the District's name.

*Credit risk* – For investments, credit risk is generally the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Investment ratings by investment type are included in the preceding summary of investments.

*Concentration risk* – The District places no limit on the amount the District may invest in any one issuer.

*Interest rate risk* – The District does not have a formal policy that limits investment maturities as a means of managing exposure to fair value losses arising from increasing interest rates.

However, the Bond Indenture limits the type of investments held using unspent proceeds.

*Fair Value Measurement* – When applicable, the District measures and records its investments using fair value measurement guidelines established in accordance with GASB Statements. The framework for measuring fair value provides a fair value hierarchy that prioritizes the inputs to valuation techniques.

These guidelines recognize a three-tiered fair value hierarchy, in order of highest priority, as follows:

- *Level 1:* Investments whose values are based on unadjusted quoted prices for identical investments in active markets that the District has the ability to access;
- *Level 2:* Investments whose inputs - other than quoted market prices - are observable either directly or indirectly; and,
- *Level 3:* Investments whose inputs are unobservable.

The fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the entire fair value measurement. Valuation techniques used should maximize the use of observable inputs and minimize the use of unobservable inputs.

Money market investments that have a maturity at the time of purchase of one year or less and are held by governments other than external investment pools should be measured at amortized cost. Non-negotiable, non-transferable certificates of deposits that do not consider market rates are also required to be reported at amortized cost. Accordingly, the District's investments have been reported at amortized cost above.

## NOTE 5 – INTERFUND RECEIVABLES AND PAYABLES

Interfund receivables and payables at September 30, 2020 were as follows:

Fund	Receivable	Payable
General	\$ -	\$ 10,468
Debt service	10,468	-
Total	<u>\$ 10,468</u>	<u>\$ 10,468</u>

The outstanding balances between funds result primarily from the time lag between the dates that transactions are recorded in the accounting system and payments between funds are made. In the case of the District, the balances between the general fund and the debt service fund relate to assessments collected in the general fund that have not yet been transferred to the debt service fund.

## NOTE 6 – CAPITAL ASSETS

Capital asset activity for the fiscal year ended September 30, 2020 was as follows:

	Beginning Balance	Additions	Reductions	Ending Balance
<u>Governmental activities</u>				
Capital assets, not being depreciated				
Land and land improvements	\$ 1,742,000	\$ -	\$ -	\$ 1,742,000
Total capital assets, not being depreciated	1,742,000	-	-	1,742,000
Capital assets, being depreciated				
Infrastructure - stormwater	1,950,289	-	-	1,950,289
Infrastructure - other	1,498,894	-	-	1,498,894
Equipment	5,100	-	-	5,100
Total capital assets, being depreciated	3,454,283	-	-	3,454,283
Less accumulated depreciation for:				
Infrastructure - stormwater	975,147	65,010	-	1,040,157
Infrastructure - other	744,207	50,515	-	794,722
Equipment	212	510	-	722
Total accumulated depreciation	1,719,566	116,035	-	1,835,601
Total capital assets, being depreciated, net	1,734,717	(116,035)	-	1,618,682
Governmental activities capital assets, net	\$ 3,476,717	\$ (116,035)	\$ -	\$ 3,360,682

Depreciation expense was charged to the maintenance and operations function.

## NOTE 7 – LONG-TERM LIABILITIES

### Series 2016

In February 2016, the District issued \$3,165,000 of Senior Special Assessment Revenue Refunding Bonds, Series 2016A-1 and \$1,240,000 of Subordinate Special Assessment Revenue Refunding Bonds, Series 2016A-2. Series 2016A-1 is due May 1, 2034 with variable interest rate of 2% - 4%, and Series 2016A-2 is due May 1, 2034 with an interest rate of 5%. The Bonds were issued for the primary purpose of refunding the District's outstanding Series 2003 Special Assessment Revenue Bonds (the "Refunded Bonds"), the proceeds of which were used to finance the acquisition and construction of certain improvements for the benefit of the District. Interest is paid semiannually on each May 1 and November 1, commencing May 1, 2016. Principal is paid serially commencing May 1, 2017 through May 1, 2034.

The Series 2016 Bonds are subject to redemption at the option of the District prior to their maturity. The Bonds are also subject to extraordinary mandatory redemption prior to their selected maturity in the manner determined by the Bond Registrar if certain events occur as outlined in the Bond Indenture. This occurred during the current fiscal year as the District used excess revenues to prepay \$5,000 of the Series 2016A-2 Bonds.

The Bond Indenture requires that the District maintain adequate funds in a reserve account to meet the debt service reserve requirement as defined in the Indenture. The Bond Indenture also has certain restrictions and requirements relating principally to the use of proceeds and the procedures to be followed by the District on assessments to property owners. The District agreed to levy special assessments in annual amounts adequate to provide payment of debt service and to meet the reserve requirements. The District is in compliance with the requirements of the Bond Indenture at September 30, 2020.

## NOTE 7 – LONG-TERM LIABILITIES (Continued)

### Long-term Debt Activity

Changes in long-term liability activity for the fiscal year ended September 30, 2020 were as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
<u>Governmental activities</u>					
Bond payable:					
Series 2016A-1	\$ 2,740,000	\$ -	\$ 145,000	\$ 2,595,000	\$ 150,000
Series 2016A-2	1,070,000	-	55,000	1,015,000	50,000
Less deferred amounts:					
For issuance discount	21,822	-	1,455	20,367	-
Governmental activity long-term liabilities	<u>\$ 3,788,178</u>	<u>\$ -</u>	<u>\$ 198,545</u>	<u>\$ 3,589,633</u>	<u>\$ 200,000</u>

At September 30, 2020, the scheduled debt service requirements on the long-term debt were as follows:

Year ending September 30:	Governmental Activities		
	Principal	Interest	Total
2021	\$ 200,000	\$ 141,586	\$ 341,586
2022	210,000	135,711	345,711
2023	210,000	129,086	339,086
2024	220,000	122,074	342,074
2025	230,000	114,274	344,274
2026-2030	1,290,000	431,269	1,721,269
2031-2034	1,250,000	136,438	1,386,438
Total	<u>\$3,610,000</u>	<u>\$1,210,438</u>	<u>\$4,820,438</u>

## NOTE 8 – DEVELOPER TRANSACTIONS

### Contraction of District Boundaries

In the prior year, the District and the Developer executed a Consent Agreement whereby the District agreed the withdrawal petition of the SP Property from the District boundaries and agrees not to oppose the contraction under certain conditions, including that the Developer will pay the District \$25,000 on or before October 1, 2019 which represents consideration for future operations and maintenance assessments that the District will forego by agreeing to the contraction. The amount was received during the current fiscal year.

### Pond Repair Reimbursement

During the current fiscal year the Developer agreed to fund a portion of the cost related to the Dale Beasley pond repair. In August 2020 the Developer remitted \$7,500 to the District for its share of the costs.

## NOTE 9 – MANAGEMENT COMPANY

The District has contracted with a management company to perform management advisory services, which include financial and accounting advisory services. Certain employees of the management company also serve as officers of the District. Under the agreement, the District compensates the management company for management, accounting, financial reporting and other administrative costs.

## NOTE 10 – RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. The District has obtained commercial insurance from independent third parties to mitigate the costs of these risks; coverage may not extend to all situations. There were no settled claims during the past three years.

**COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT  
LAKE COUNTY, FLORIDA  
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL – GENERAL FUND  
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2020**

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget - Positive (Negative)
<b>REVENUES</b>				
Assessments	\$ 217,770	\$ 217,770	\$ 218,417	\$ 647
Developer contributions	25,000	25,000	32,500	7,500
Interest	7,000	7,000	9,324	2,324
Total revenues	249,770	249,770	260,241	10,471
<b>EXPENDITURES</b>				
Current:				
General government	126,723	151,723	137,468	14,255
Maintenance and operations	222,180	258,180	250,329	7,851
Total expenditures	348,903	409,903	387,797	22,106
Excess (deficiency) of revenues over (under) expenditures	(99,133)	(160,133)	(127,556)	32,577
<b>OTHER FINANCING SOURCES</b>				
Use of fund balance	99,133	160,133	-	(160,133)
Total other financing sources	99,133	160,133	-	(160,133)
Net change in fund balances	\$ -	\$ -	(127,556)	\$ (127,556)
Fund balance - beginning			761,317	
Fund balance - ending			\$ 633,761	

See notes to required supplementary information

**COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT  
LAKE COUNTY, FLORIDA  
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION**

The District is required to establish a budgetary system and an approved Annual Budget for the general fund. The District's budgeting process is based on estimates of cash receipts and cash expenditures which are approved by the Board. The budget approximates a basis consistent with accounting principles generally accepted in the United States of America (generally accepted accounting principles).

The legal level of budgetary control, the level at which expenditures may not exceed budget, is in the aggregate. Any budget amendments that increase the aggregate budgeted appropriations must be approved by the Board of Supervisors. The general fund budget for the fiscal year ended September 30, 2020 was amended to increase appropriations and use of fund balance by \$61,000. Actual general fund expenditures did not exceed appropriations for the fiscal year ended September 30, 2020.



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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT  
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS**

To the Board of Supervisors  
Country Greens Community Development District  
Lake County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of Country Greens Community Development District, Lake County, Florida ("District") as of and for the fiscal year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our opinion thereon dated March 9, 2021.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

March 9, 2021





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**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH THE  
REQUIREMENTS OF SECTION 218.415, FLORIDA STATUTES, REQUIRED BY  
RULE 10.556(10) OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA**

To the Board of Supervisors  
Country Greens Community Development District  
Lake County, Florida

We have examined Country Greens Community Development District, Lake County, Florida's ("District") compliance with the requirements of Section 218.415, Florida Statutes, in accordance with Rule 10.556(10) of the Auditor General of the State of Florida during the fiscal year ended September 30, 2020. Management is responsible for the District's compliance with those requirements. Our responsibility is to express an opinion on the District's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the District complied, in all material respects, with the specified requirements referenced in Section 218.415, Florida Statutes. An examination involves performing procedures to obtain evidence about whether the District complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion. Our examination does not provide a legal determination on the District's compliance with specified requirements.

In our opinion, the District complied, in all material respects, with the aforementioned requirements for the fiscal year ended September 30, 2020.

This report is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, management, and the Board of Supervisors of Country Greens Community Development District, Lake County, Florida and is not intended to be and should not be used by anyone other than these specified parties.

March 9, 2021



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## MANAGEMENT LETTER PURSUANT TO THE RULES OF THE AUDITOR GENERAL FOR THE STATE OF FLORIDA

To the Board of Supervisors  
Country Greens Community Development District  
Lake County, Florida

### Report on the Financial Statements

We have audited the accompanying basic financial statements of Country Greens Community Development District, Lake County, Florida ("District") as of and for the fiscal year ended September 30, 2020, and have issued our report thereon dated March 9, 2021.

### Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.550, Rules of the Auditor General.

### Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; and Independent Auditor's Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated March 9, 2021, should be considered in conjunction with this management letter.

### Purpose of this Letter

The purpose of this letter is to comment on those matters required by Chapter 10.550 of the Rules of the Auditor General of the state of Florida. Accordingly, in connection with our audit of the financial statements of the District, as described in the first paragraph, we report the following:

- I. **Current year findings and recommendations.**
- II. **Status of prior year findings and recommendations.**
- III. **Compliance with the Provisions of the Auditor General of the State of Florida.**

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, as applicable, management, and the Board of Supervisors of Country Greens Community Development District, Lake County, Florida and is not intended to be and should not be used by anyone other than these specified parties.

We wish to thank Country Greens Community Development District, Lake County, Florida and the personnel associated with it, for the opportunity to be of service to them in this endeavor as well as future engagements, and the courtesies extended to us.

March 9, 2021

## **REPORT TO MANAGEMENT**

### **I. CURRENT YEAR FINDINGS AND RECOMMENDATIONS**

None

### **II. PRIOR YEAR FINDINGS AND RECOMMENDATIONS**

None

### **III. COMPLIANCE WITH THE PROVISIONS OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA**

Unless otherwise required to be reported in the auditor's report on compliance and internal controls, the management letter shall include, but not be limited to the following:

1. A statement as to whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report.

There were no significant findings and recommendations made in the preceding annual financial audit report for the fiscal year ended September 30, 2019.

2. Any recommendations to improve the local governmental entity's financial management.

There were no such matters discovered by, or that came to the attention of, the auditor, to be reported for the fiscal year ended September 30, 2020.

3. Noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance.

There were no such matters discovered by, or that came to the attention of, the auditor, to be reported, for the fiscal year ended September 30, 2020.

4. The name or official title and legal authority of the District are disclosed in the notes to the financial statements.

5. The District has not met one or more of the financial emergency conditions described in Section 218.503(1), Florida Statutes.

6. We applied financial condition assessment procedures and no deteriorating financial conditions were noted as of September 30, 2020. It is management's responsibility to monitor financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

**5E.**

## **RESOLUTION 2021-05**

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING THE DISBURSEMENT OF FUNDS FOR PAYMENT OF CERTAIN EXPENSES WITHOUT PRIOR APPROVAL OF THE BOARD OF SUPERVISORS; PROVIDING FOR A MONETARY THRESHOLD; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the Country Green 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 Osceola County, Florida; and

**WHEREAS**, Section 190.011 (5), Florida Statutes, authorizes the District to adopt resolutions which may be necessary for the conduct of District business; and

**WHEREAS**, the Board of Supervisors of the District (hereinafter the “Board”) typically meets regularly to conduct the business of the District, including authorizing the payment of District operating and maintenance expenses; and

**WHEREAS**, the Board recognizes that it may be necessary or convenient in many instances to make expenditures prior to the next regular meeting of the Board; and

**WHEREAS**, the Board determines this Resolution is in the best interest of the District and is necessary for the efficient conduct of District business; the health, safety and welfare of the residents within the District; and the preservation of District assets or facilities.

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

Section 1. **General Maintenance Expenses:** The Board hereby authorizes the Chairman of the Board to oversee General Maintenance Activities and to disburse funds not to exceed \$\_\_\_\_ for expenses which are reasonably necessary to 1) provide for the health, safety and welfare of the residents within the District; or 2) repair, control or maintain a District facility or asset. These expenditures must not exceed budgeted amounts for maintenance expenses.

Section 2. **Emergency Expenditures:** The Board hereby authorizes the Chairman of the Board to expend up to \$\_\_\_\_ (individually) for a single incident to make emergency repairs for incidents related to General District maintenance activities. Emergency expenditures are classified as those expenses that are required due to an emergency situation in which a delay in addressing these issues may result in further damage to District facilities and/or be more expensive to repair if repairs are delayed.

Section 3. Any disbursements made pursuant to this Resolution shall be submitted to the Board at the next scheduled meeting for acceptance.

Section 4. District management staff will take direction for these types of expenses from the Chairman of the Board. Staff will move forward with the implementation and/or expenditures approved by the Chairman of the Board as long as the expenditures and/or activities are in accordance with this Resolution.

Section 5. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 26<sup>TH</sup> DAY OF APRIL 2021**

**COUNTRY GREENS COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
CHAIRMAN

ATTEST:

\_\_\_\_\_  
SECRETARY

## **Sixth Order of Business**



**6A.**

**6Ai**

# Country Greens CDD

## FIELD INSPECTION REPORT



April 13, 2021





**INFRAMARK**

FREDDY BLANCO

FIELD SERVICES MANAGER

# SUMMARY

The following are action items for Yellowstone to complete. Please refer to the item # in your response listing action already taken or anticipated time of completion. **Red text** indicates deficient from previous report. **Bold Red text** indicates deficient for more than a month. **Green text** indicates a proposal has been requested. **Blue** indicates irrigation. **Bold, underlined is info or questions for the BOS.**

Issue	Location	Date of Drive-thru	Status	Field Manager Comments	Photos
Dead pine tree	At 44	3/23/2021	<b>Pending</b>	Provide proposal to remove dead pine trees near the PVC fence. Please include replacements.	
Trimming service	At Marbella Dr.	3/23/2021	<b>Pending</b>	Trimming service pending around the storm drain outlet and at the dry lake.	
Dead Sod	At 44 Entrance	3/23/2021	<b>Pending</b>	At the main entrance all the right section shows a lack of irrigation and the sod is completely dead. Provide an irrigation inspection and proposal to sod installation. The proposal to replace the sod is still pending	
Mulch Installation	Throughout the community	3/23/2021	<b>Completed</b>	Mulch installation was completed on scheduled	
Annual flowers installation	Throughout the community	3/23/2021	<b>Completed</b>	The annual flowers installations were completed on scheduled.	

Irrigation sprinkle head adjustment	At 44 Entrance	3/23/2021	Completed	As the contract states, the irrigation system must be inspected and set. This area shows that the irrigation is running to the street. Provide adjustment ASAP.	
Sod damaged	At Campanero Dr.	3/23/2021	Pending	Provide proposal to the sod damage located at the Campanero Drive entrance	
Trimming service	At 437 Entrance	3/23/2021	Pending	The trimming service along the 437 and the 44 is pending on several sections	
Trimming service	At 437 Entrance	3/23/2021	Pending	The trimming service along the 437 and the 44 is pending on several sections	

**Date:** Monday, March 29, 2021

**Property:** Country Greens CDD



**Senior Account Manager:** Jennifer E

**Assistant Account Manager:** Paul Villavicencio

### **Maintenance Activities**

- Mowing of all areas completed weekly.
- Trim and detail shrubs beds at community entrances ongoing maintenance.
- Perform weekly detail to all Annual beds at community entrance
- Weed control is ongoing in all shrub beds to include pre-emergent herbicide
- Tree canopies elevated along 44 west side along fence
- 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 continuous during weekly visits.
- Mulch has been installed
- Trash has been a daily focus along 44 and 437. Basins are mowed and drains are clear.

### **Mowing Activities**

- Perform weekly mowing and string trimming of roadways and entrances to the community. Retention ponds 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.

### **Projected Work**

COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT - LANDSCAPE /GROUNDS MAINTENANCE SERVICE - RFP 2021					
		CONTRACTORS			
TASK	FREQUENCY	BLADERUNNERS	SERVELLO	CAPITAL LAND	MAVERICKS
TURF CARE/BAHIA - BUSH HOGGING		NO COUNT	NO COUNT	2	NO COUNT
MOWING/BLOWING		2	2	2	2
<b>SUBTOTAL</b>		<b>\$5,500.00</b>	<b>\$928.00</b>	<b>\$7,980.00</b>	<b>\$3,600.00</b>
TURF CARE - ZOYSIA					
MOWING/BLOWING		42	42	42	42
EDGING		42	42	42	42
FERTILIZATION		4	4	4	4
DISEASE/INSECT CONTROL		2	2	2	2
PEST CONTROL		4	4	4	4
<b>SUBTOTAL</b>		<b>\$19,060.00</b>	<b>\$28,104.00</b>	<b>\$14,400.00</b>	<b>\$59,952.00</b>
TURF CARE - BAHIA					
MOWING/BLOWING		36	36	36	36
EDGING		36	36	36	36
FERTILIZATION		3	3	3	3
DISEASE/INSECT CONTROL		2	2	2	2
PEST CONTROL		2	2	2	2
<b>SUBTOTAL</b>		<b>\$94,265.00</b>	<b>\$83,383.00</b>	<b>\$98,040.00</b>	<b>\$12,795.00</b>
SHRUB CARE/GROUND COVER CARE					\$10,000.00
PRUNING		24	24	24	24
WEEDING/EDGING		17	17	17	17
FERTILIZATION		3	3	3	3
PEST/DISEASE CONTROL		6	6	6	6
MULCHING - 190 CUBIC YDS		1 (190 CUBIC YDS)	1(200 CUBIC Y	1(200 CUBIC Y	1(200 CUBIC YDS)
<b>SUBTOTAL</b>		<b>\$36,195.00</b>	<b>\$29,647.00</b>	<b>\$46,840.00</b>	<b>\$19,000.00</b>
TREE CARE					
PRUNING		2	2	2	2
FERTILIZATION		3	3	3	3
PEST/DISEASE CONTROL		6	6	6	6
MULCHING		1	1	1	1
<b>SUBTOTAL</b>		<b>\$3,830.00</b>	<b>\$15,968.00</b>	<b>\$8,000.00</b>	<b>\$12,000.00</b>
IRRIGATION SYSTEM MONITORING					
CLOCKS - 4		12	12	12	12
VALVES/ZONES - 56		12	12	12	12
<b>SUBTOTAL</b>		<b>\$6,000.00</b>	<b>\$12,096.00</b>	<b>\$18,432.00</b>	<b>\$5,760.00</b>
ANNUALS/SEASONAL FLOWERS					
SPRING		1	1	1	1
SUMMER		1	1	1	1
FALL		1	1	1	1
WINTER		1	1	1	1
<b>SUBTOTAL</b>		<b>\$5,550.00</b>	<b>\$7,216.00</b>	<b>\$11,100.00</b>	<b>\$6,845.00</b>
<b>TOTAL</b>		<b>\$170,400.00</b>	<b>\$177,342.00</b>	<b>\$204,792.00</b>	<b>\$119,952.00</b>
<b>RANKING (LOWEST TO HIGHEST)</b>		<b>2</b>	<b>3</b>	<b>4</b>	<b>1</b>



**COUNTRY GREEN COMMUNITY DEVELOPMENT DISTRICT**

**OPERATIONS & MAINTENANCE HIGHLIGHT**

**SITEX AQUATICS MANAGEMENT REPORT**



March 2021

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 and Algae have been treated.

**POND2-** Algae has been retreated

**POND3-** 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.



# PROPOSALS

We are working on a proposal for sod replacement at entrance of Campanero Dr. We are still waiting on proposals to be approved for dead Pine trees along 44.



**Inframark**  
313 Campus Street, Celebration, FL 34747  
Phone: 407-566-1935

Date 04/12/2021  
Proposal # 20210005  
Customer ID Country Greens District

**Proposal For**  
Country Greens CDD

Quotation valid until: 05/30/2021  
Prepared by Freddy Blanco

**Proposal to pressure washer service.**

Quantity	Description	Unit Price	Taxable?	Amount
	Pressure washer cleaning service to the Campanero Dr signs, Main entrance signs and 437 entrance signs.	\$ 1,770.00	No	\$ 1,770.00
	Quote includes labor.			

**Full payment due within 30 days of finalizing project.**

If you have any questions concerning this quotation, please contact Freddy Blanco  
[Freddy.Blanco@inframark.com](mailto:Freddy.Blanco@inframark.com) 407-947-2489

Thank you for your business!

Subtotal	\$	1,770.00
Tax Rate		0.00%
Sales Tax	\$	-
Other		

<b>TOTAL</b>	<b>1,770.00</b>
--------------	-----------------



# Proposal

**Inframark**

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

Date 04/12/2021

Proposal # 20210006

Customer ID Country Greens District

**Proposal For**

Country Greens CDD

Quotation valid until: 05/30/2021

Prepared by Freddy Blanco

**Proposal to pressure washer service.**

Quantity	Description	Unit Price	Taxable?	Amount
	Pressure washer cleaning service to the PVC Fence around the community (all the concrete all column included on the service.)	\$ 4,175.00	No	\$ 4,175.00
	Quote includes labor.			

**Full payment due within 30 days of finalizing project.**

If you have any questions concerning this quotation, please contact Freddy Blanco  
[Freddy.Blanco@inframark.com](mailto:Freddy.Blanco@inframark.com)

407-947-2489

Subtotal \$ 4,175.00

Tax Rate 0.00%

Sales Tax \$ -

Other

Thank you for your business!

**TOTAL 4,175.00**

More than fast. More than signs. ®

Payment Terms: Deposit Required Account

Created Date: 3/24/2021

**DESCRIPTION:** Repaint 02 Set of Dimensional Letters

**Bill To:** Country Greens CDD  
610 Sycamore St #140,  
Celebration, FL 34747  
US

**Installed:** Country Greens CDD  
Cardinal Ln & Companero Dr  
Eustis, FL 32776  
US

**Requested By:** Freddy BLANCO  
Email: freddy.blanco@inframark.com  
Work Phone: (407) 947-2489  
Tax ID: 85-8012700767C-3

**Salesperson:** Teresa Oliva

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	Removal existing Aluminum Letter and Paint with Matheus Painted(Color TBD) 02 Set included and fabrication of the O in 1/2" Aluminum - Installation is included	1	\$2,115.00	\$2,115.00
1.1	Dimensional Letters Custom - Redo O Letter Part Qty: 1			
1.2	Paint - Part Qty: 1			
1.3	Installation - - # of Hours: 8.75			
1.4	Removal -			

\*This estimate is valid for 30 days.

\*Please Signed Estimate. 50% down deposit is required to begin working on the project when is more than \$200.00 total cost. If it is less than \$200.00, full payment is required to proceed.

\*Three Revisions and/or changes per Artwork per project. After the third change, a \$15.00 Fee will be added to the order per Artwork change.

\*Artwork and Set-up Fee does not release a digital copy of the artwork to customer.

\*Customer will provide primary electrical service within 5 feet of sign electrical connection.

\*City or County Fees not included in the estimate.

\*ANY ORDERS THAT ARE RUSH ORDERS, ORDERS WITH INSTALLATION, AND ORDERS THAT NEED TO BE DELIVERED NEED TO BE PAID IN FULL BEFORE.

\*All RUSH ORDER must be approved before 2:00 pm. After 2:01 pm the order will be ready for the next day

**Subtotal:** \$2,115.00

**Taxes:** \$0.00

**Grand Total:** \$2,115.00



## Option 01



White

**PROOF DISCLAIMER:** Please CHECK proof over CAREFULLY. Upon proof approval FASTSIGNS Kissimmee is NOT RESPONSIBLE for any error in spelling, content, composition and or format. Please keep in mind the colors may change depending on the material to be used. Once approved buyer assumes all responsibility. These drawings and designs are the exclusive property of FASTSIGNS. Use or duplication in any manner including but not limited to electronic transfer without express written permission of FASTSIGNS is prohibited.

**FASTSIGNS.**  
More than fast. More than signs.

Customer: Country Green CDD

Project No. 15543

Date: 03/24/2021

Location:

Designer: Daniel J.

Description:

Removal existing Aluminum Letter and Paint with Matheus Painted(Color TBD) 02 Set included and fabrication of the O in 1/2" Aluminum - Installation is included

Customer Approval: 20210324 Unless specified by customer, all depth of embossing will be determined by FASTSIGNS, or existing customer specifications on file. Colors and graphics on file will be used unless otherwise specified by customer.

Please read carefully, check appropriate box and fax back

☐ Design OK As Is

☐ Revision Required

SIGNATURE:

DATE:

## Option 02



Gold

**PROOF DISCLAIMER:** Please CHECK proof over CAREFULLY. Upon proof approval FASTSIGNS Kissimmee is NOT RESPONSIBLE for any error in spelling, content, composition and or format. Please keep in mind the colors may change depending on the material to be used. Once approved buyer assumes all responsibility. These drawings and designs are the exclusive property of FASTSIGNS. Use or duplication in any manner including but not limited to electronic transfer without express written permission of FASTSIGNS is prohibited.

**FASTSIGNS.**  
More than fast. More than signs.

Customer: Country Green CDD

Project No. 15543

Date: 03/24/2021

Location:

Designer: Daniel J.

Description:

Removal existing Aluminum Letter and Paint with Matheus Painted(Color TBD) 02 Set included and fabrication of the O in 1/2" Aluminum - Installation is included

Customer Approval: 20210324 Unless specified by customer, all depth of embossing will be determined by FASTSIGNS, or existing customer specifications on file. Colors and graphics on file will be used unless otherwise specified by customer.

Please read carefully, check appropriate box and fax back

☐ Design OK As Is

☐ Revision Required

SIGNATURE:

DATE:



## Option 03



Beige

**PROOF DISCLAIMER:** Please CHECK proof over CAREFULLY. Upon proof approval FASTSIGNS Kissimmee is NOT RESPONSIBLE for any error in spelling, content, composition and or format. Please keep in mind the colors may change depending on the material to be used. Once approved buyer assumes all responsibility. DISCLAIMER: Renderings are for graphic purposes only and not intended for construction dimensions. For window requirements, actual dimensions and mounting detail, please refer to engineering specifications and install drawings (if applicable). These drawings and designs are the exclusive property of FASTSIGNS. Use or duplication in any manner including but not limited to electronic transfer without express written permission of FASTSIGNS is prohibited.

**FASTSIGNS**  
More than fast. More than signs.

Customer: Country Green CDD

Project No. 15543

Date: 03/24/2021

Location:

Designer: Daniel J.

Description:

Removal existing Aluminum Letter and Paint with Matheus Painted(Color TBD) 02 Set included and fabrication of the O in 1/2" Aluminum - Installation is included

Customer Approval NOTICE: Unless specified by customer, all depth of embossing will be determined by FASTSIGNS or existing customer specifications on file. Colors and graphics on file will be used unless otherwise specified by customer.

Please read carefully, check appropriate box and fax back.

☐ Design OK As Is

☐ Revision Required

SIGNATURE

DATE

## Option 04



Silver

**PROOF DISCLAIMER:** Please CHECK proof over CAREFULLY. Upon proof approval FASTSIGNS Kissimmee is NOT RESPONSIBLE for any error in spelling, content, composition and or format. Please keep in mind the colors may change depending on the material to be used. Once approved buyer assumes all responsibility. DISCLAIMER: Renderings are for graphic purposes only and not intended for construction dimensions. For window requirements, actual dimensions and mounting detail, please refer to engineering specifications and install drawings (if applicable). These drawings and designs are the exclusive property of FASTSIGNS. Use or duplication in any manner including but not limited to electronic transfer without express written permission of FASTSIGNS is prohibited.

**FASTSIGNS**  
More than fast. More than signs.

Customer: Country Green CDD

Project No. 15543

Date: 03/24/2021

Location:

Designer: Daniel J.

Description:

Removal existing Aluminum Letter and Paint with Matheus Painted(Color TBD) 02 Set included and fabrication of the O in 1/2" Aluminum - Installation is included

Customer Approval NOTICE: Unless specified by customer, all depth of embossing will be determined by FASTSIGNS or existing customer specifications on file. Colors and graphics on file will be used unless otherwise specified by customer.

Please read carefully, check appropriate box and fax back.

☐ Design OK As Is

☐ Revision Required

SIGNATURE

DATE





## Simple Solutions Exterior Cleaning LLC

4280 Church St. Ste 1556 | Sanford, FL 32771  
407-952-1453 | SimpleSolutionsOrlando@gmail.com |  
www.SimpleSolutionsFL.com

### RECIPIENT:

#### Freddy Blanco

Sorrento Springs Drive  
Lakeland, Florida 32776  
Phone: 4079472489

### Quote #3048

Sent on 02/02/2021

**Total \$2,900.00**

PRODUCT / SERVICE	DESCRIPTION	TOTAL
Fence	Soft wash vinyl/PVC fence using mild detergents, soaps and then rinsing with a high volume, low pressure tip. Sections to clean: -Fences along 437, 44, and Cardinal Lane. This includes the gates at all 3 entrances, stone columns/ caps, front and back side of the fence.	\$2,900.00*

**Total \$2,900.00**

\* Non-taxable

Thank you for the opportunity to bid the cleaning of the Sorrento Springs Community fence again. We are licensed, insured and fully capable of getting this caliber of work completed quickly. We carry very large tanks, which helps us get it done efficiently.

When we cleaned the fence last time, it took us about 2 and a half days. we would plan to spend the same amount of time this time as well.

We have found the best method to clean these types of fence is to apply detergents from a dedicated 12v "soft washing" pump, following with a high volume low pressure cleaning. The key is the detergents, making sure the algae

1 of 3 pages



## Simple Solutions Exterior Cleaning LLC

4280 Church St. Ste 1556 | Sanford, FL 32771  
407-952-1453 | SimpleSolutionsOrlando@gmail.com |  
www.SimpleSolutionsFL.com

### Notes Continued...

and lichen is completely killed and then removed. A simple pressure cleaning will not thoroughly clean the fence, it will look clean but will grow back twice as fast. Like pulling weeds but not the roots. Our method will give you the longest lasting clean you can get, without the risk of damaging the fence or landscaping!

Unlike some of the other pressure washing companies, we attend yearly conventions and classes, as we are UAMCC (United Association of Mobile Contract Cleaners) Certified Member as well as a PWRA (Pressure Washing Resource Association) member. There is more information on our website, [www.SimpleSolutionsFL.com](http://www.SimpleSolutionsFL.com). We have the experience and knowledge to get this project completed in a timely manner, and with the best results.

Thanks and hope we get the chance to work with your company!

-Justin

This quote is valid for the next 30 days, after which values may be subject to change.

By signing, the Client and Contractor hereby agree to the following terms:

1. Client will give Simple Solutions Exterior Cleaning LLC access to the proposed property, or work site.
2. Simple Solutions Exterior Cleaning LLC will begin performing services on a service date that is scheduled as agreed upon and confirmed via email.

\*Disclaimer: Service date subject to change with notice.

3. Client will provide Simple Solutions Exterior Cleaning LLC with a water supply to perform pressure cleaning services.

4. Client agrees to pay the total amount shown on the Quote and agrees to all listed services.

5. Payment terms will consist of Due on Completion unless other payment terms were agreed to. Payment shall be received on completion by any of the follow payment methods: check, cash, or credit card. Upon completion of service, an invoice will be emailed.

6. Driveway and parking areas should be clear of automobiles. Items should be removed from, under, and around patios, decks, pads, and sidewalks. These items should be placed inside, or under cover away from roof line/ area to be cleaned.

7. Make sure all windows are closed tightly, and notify Simple Solutions Exterior Cleaning LLC of any damaged window seals or leaks. If windows have had issues before, put a towel in place prior to service.

8. 2 year roof cleaning warranty conditions: If within the first two (2) years after initial service, the roof begins to show black spots/stains, the customer is to contact Simple Solutions to request warranty service. Simple Solutions can request and require at least two (2) pictures from the ground showing suspected problem areas.

Simple Solutions shall determine if the suspected problem areas are indeed moss/algae/lichen growth, and determine if it needs to be cleaned again. Simple Solutions shall not be held accountable for any loose debris, leaves, sticks, etc. Any and all tree limbs and branches must be trimmed and maintained so they are not touching or resting on roof, and at least six (6) feet from the roof.

Roof must be maintained from heavy accumulation of loose debris, leaves, fallen sticks/branches, and pine needles as well as hanging/Spanish moss, ferns and other plant growth. Failure to maintain can result in voided warranty. Warranty treatment should be performed no later than eight (8) weeks from initial warranty request. Warranty treatment shall be performed by Simple Solutions, unless otherwise specified. There will be NO charge for warranty treatment within two (2) years of original service date. There will be no pro-rated charges. Warranty has no cash value.

Spot treatment warranty entails treating dirty spots, not entire roof. Any warranty service performed that is more than 15 miles from Simple Solutions business address shall be charged a travel fee of \$2.25 per mile each way.

9. Disclaimer: Simple Solutions Exterior Cleaning LLC guarantees all products and labor supplied under this contract to meet or exceed standards of the trade. These terms do not apply to any work or product not



## Simple Solutions Exterior Cleaning LLC

4280 Church St. Ste 1556 | Sanford, FL 32771  
407-952-1453 | SimpleSolutionsOrlando@gmail.com |  
www.SimpleSolutionsFL.com

### Notes Continued...

provided by Simple Solutions Exterior Cleaning LLC. The guarantee does not apply to any damages caused by factors beyond the control of Simple Solutions Exterior Cleaning LLC, such as; existing structural defects, improper maintenance, or unusual wear of cleaned surface. All pre-existing damage should be documented. Simple Solutions Exterior Cleaning LLC shall only be obligated under this agreement for damages of which are a direct result of operator error and discovered and reported within 15 days of completion of service. Upon receipt of written notice, Simple Solutions Exterior Cleaning LLC shall be allowed 30 days from date of receipt for the purpose of inspecting the premises. Simple Solutions Exterior Cleaning LLC shall have sole option of repairing or contracting repair work correcting any structural damages that are a direct result of operator error. If for any reason a claim for insurance is made, 100% payment of the total invoice is still required in full per item 4 payment terms.

\* If there is any litigation needed between the Client and Simple Solutions Exterior Cleaning LLC it shall be filed and tried in Simple Solutions Exterior Cleaning LLC's local jurisdiction.

\* The contract prices, specifications, method of billing, and terms of payment are satisfactory and hereby accepted by Client.

This contract shall be governed by the laws of the State of Florida in Seminole County and any applicable Federal Law.

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

**6Aiii.**



**INFRAMARK**  
WATER & INFRASTRUCTURE SERVICES

# Proposal

**Inframark**

313 Campus Street, Celebration, FL 34747

Phone: 407-566-1935

**Date** 04/12/2021

**Proposal #** 20210006

**Customer ID** Country Greens District

**Proposal For**

Country Greens CDD

**Quotation valid until:** 05/30/2021

**Prepared by** Freddy Blanco

**Proposal to pressure washer service.**

	Pressure wash cleaning service to the PVC Fence around the community (all the concrete columns included on the service.)	\$ 4,175.00	No	\$ 4,175.00

**Full payment due within 30 days of finalizing project.**

If you have any questions concerning this quotation, please contact Freddy Blanco

[Freddy.Blanco@inframark.com](mailto:Freddy.Blanco@inframark.com)

407-947-2489

Subtotal \$ 4,175.00

Tax Rate 0.00%

Sales Tax \$ -

Other

Thank you for your business!







**INFRAMARK**  
WATER & INFRASTRUCTURE SERVICES

# Proposal

**Inframark**

313 Campus Street, Celebration, FL 34747

Phone: 407-566-1935

**Date** 04/12/2021

**Proposal #** 20210005

**Customer ID** Country Greens District

**Proposal For**

Country Greens CDD

**Quotation valid until:** 05/30/2021

**Prepared by** Freddy Blanco

**Proposal to pressure washer service.**

	Pressure wash cleaning service to the Campanero Dr signs, Main entrance signs and 437 entrance signs.	\$ 1,770.00	No	\$ 1,770.00

**Full payment due within 30 days of finalizing project.**

If you have any questions concerning this quotation, please contact Freddy Blanco  
[Freddy.Blanco@inframark.com](mailto:Freddy.Blanco@inframark.com)

407-947-2489

Subtotal \$ 1,770.00

Tax Rate 0.00%

Sales Tax \$ -

Other

Thank you for your business!



