

**COUNTRY GREENS  
COMMUNITY DEVELOPMENT DISTRICT**

**AGENDA PACKAGE**

**APRIL 18, 2022**

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313 CAMPUS STREET  
CELEBRATION, FLORIDA 34747

## **Country Greens Community Development District**

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

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

### **Regular Meeting Agenda April 18 , 2022 at 5:30 p.m.**

Call-In Number: 1-646-838-1601, Conference Id: 370769952#

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- 1. Call to Order / Roll Call**
- 2. Audience Comments**
- 3. Approval of the Minutes of February 21, 2022**
- 4. New Business**
  - A.** Consideration of Resolution 2022-02 Appointing Assistant Treasurer
  - B.** Consideration of Resolution 2022-03 General Election Qualifying Period
  - C.** Presentation of the Proposed Fiscal Year 2023 Budget
- 5. District Manager's Report**
  - A.** Financial Statements and Check Register – March 2022
  - B.** Dewberry Resignation Letter
- 6. Staff Reports**
  - A.** Field Manager
    - i. Field Report
    - ii. Servello Irrigation Reports
    - iii. Proposals
  - B.** Attorney
  - C.** Engineer
- 7. Supervisor Requests and Audience Comments**
- 8. Adjournment**

**Next meeting scheduled for June 20, 2022**

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

**Meeting Location:**  
REACH Church  
31431 Payne Road  
Sorrento, Florida 32757

# **Section 3**

## **Minutes**





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

- Mr. Mena reviewed the financial statements.
- Ms. Catasus inquired on the Dewberry invoices showing on the check register.

On MOTION by Ms. Jones, seconded by Mr. Warden, with all in favor, unanimous approval was given to accept the January 2022 Financial Statements and approve the check register.

**B. Acceptance of Fiscal Year 2021 Final Audit**

- Mr. Mena reviewed the addendum for informational purposes.

On MOTION by Heintzelman, seconded by Ms. Catasus, with all in favor, unanimous approval was given to accept the Fiscal Year 2021 Final Audit as presented.

- Mr. Mena reviewed the audit letter with the Board, with no issues arising.

**C. Review of Engineering Qualifications**

- Mr. Mena explained to the Board that Dewberry was non-responsive and currently the District does not have a contracted engineer.

On MOTION by Ms. Jones, seconded by Ms. Heintzelman, with all in favor, unanimous approval was given for the Chairman to execute a contract with Pegasus Engineering for engineering services, not to exceed \$5,500.00, not subject to individual work authorizations through September 30, 2022.

- Mr. Mena explained the ROW work on SR437 is not complete. District Counsel advised the developer possibly sold the property to a possible home builder. This will be checked on further.

**FIFTH ORDER OF BUSINESS****Staff Reports****A. Field Manager's Report**

- Mr. Blanco explained the emergency work done with the pumps.

**i. Field Report**

- Mr. Blanco reviewed the field report with the Board:
- The Board feels the re-install price of drainage grates is too expensive.
- Item #11: Check to see if there is actually a grate at this location; if so, why isn't it being maintained?
- Item #8: What is the reason these grates are being displaced? It could be possible

there is too much volume.

- Item #8, #14, and #15: The grates look to be dislodged, that should not cost anything to just set back on.
- Item #6: Proposal to remove dead tree.
- The light installation is behind. The initial proposal was for 32 lights at 150 watts each, none have been received.

## **ii. Servello Irrigation Reports and Proposal**

### **iii. Proposals**

- Consideration of Dick Joyce invoice for well pump work at \$10,085.10

On MOTION by Ms. Catusus, seconded by Ms. Heintzelman, with all in favor, unanimous approval was given to approve the Dick Joyce invoice for well pump work at \$10,085.10.

- Ratification of Servello Proposal #6324 for \$1400.00, Clearing Access to Pump

On MOTION by Ms. Catusus, seconded by Ms. Jones, with all in favor, unanimous approval was given to ratify Servello Proposal #6324 at \$1400.00.

- Consideration of Servello Proposal #6413 for \$725.00
  - This item was tabled.
- Consideration of Sitex Proposal
  - Ms. Catusus explained to Mr. Hamstra the past issues with these ponds and the Board's desire to remove the two ponds that are not connected to the waterfall.
  - This item was tabled.

## **B. Attorney**

### **i. Dewberry Work Authorization**

- Mr. Clark gave an update on the Yellowstone issue. Mr. Clark sent a letter demanding reimbursement and damages, however, Yellowstone refused and demanded their final payment. Mr. Clark advised Yellowstone will continue to provide support for their position and will not seek legal action at this time.

## **C. Engineer**

- Mr. Hamstra reviewed Storm Bill 53 - Stormwater needs analysis. Once more information is found, Mr. Hamstra will update the Board.

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

99 There being none, the next item followed.  
100

101 **SEVENTH ORDER OF BUSINESS** **Adjournment**  
102

On MOTION by Ms. Catasus, seconded by Mr. Warden, with all in  
favor, the meeting was adjourned.

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108 Gabriel Mena, Secretary

Catherine Catasus, Chairperson

# **Section 4**

## **New Business**

# **Subsection 4A**

## **Resolution 2022-02**

## **RESOLUTION 2022-02**

### **A RESOLUTION REMOVING TRUMAINE EASY AS TREASURER AND APPOINTING STEPHEN BLOOM AS TREASURER, REMOVING STEPHEN BLOOM AS ASSISTANT TREASURER AND APPOINTING GABRIEL MENA AS ASSISTANT TREASURER OF THE COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT**

WHEREAS, the Board of Supervisors of the Country Greens Community Development District is removing Trumaine Easy as Treasurer and appointing Stephen Bloom as Treasurer, and removing Stephen Bloom as Assistant Treasurer and appointing Gabriel Mena as Assistant Treasurer;

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

1. Trumaine Easy is removed as Treasurer
2. Stephen Bloom is appointed Treasurer
3. Stephen Bloom is removed as Assistant Treasurer
4. Gabriel Mena is appointed Assistant Treasurer.

Adopted this 18th day of April 2022.

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Chairman/Vice Chairman

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Secretary

# **Subsection 4B**

## **Resolution 2022-03**

## RESOLUTION 2022-03

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT IMPLEMENTING SECTION 190.006(3), FLORIDA STATUTES, AND REQUESTING THAT THE LAKE COUNTY SUPERVISOR OF ELECTIONS CONDUCT THE DISTRICT'S GENERAL ELECTIONS; PROVIDING FOR COMPENSATION; SETTING FORTH THE TERMS OF OFFICE; AUTHORIZING NOTICE OF THE QUALIFYING PERIOD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

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

**WHEREAS**, the Board of Supervisors of the District ("**Board**") seeks to implement Section 190.006(3), *Florida Statutes*, and to instruct the Lake County Supervisor of Elections ("**Supervisor**") to conduct the District's elections by the qualified electors of the District at the general election ("**General Election**").

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

1. **GENERAL ELECTION SEATS.** Seat 1, currently held by Catherine Catasus, and Seat 2, currently held by Crystal Y. Jones, are scheduled for the General Election in November 2022. The District Manager is hereby authorized to notify the Supervisor of Elections as to what seats are subject to General Election for the current election year.

2. **QUALIFICATION PROCESS.** For each General Election, all candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a qualified elector of the District. A qualified elector is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Lake County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, *Florida Statutes*.

3. **COMPENSATION.** Members of the Board are entitled to receive \$200 per meeting for their attendance and no Board member shall receive more than \$4,800 per year.

4. **TERM OF OFFICE.** The term of office for the individuals to be elected to the Board in the General Election is four years. The newly elected Board members shall assume office on the second Tuesday following the election.



5. **REQUEST TO SUPERVISOR OF ELECTIONS.** The District hereby requests the Supervisor to conduct the District's General Election. The District understands that it will be responsible to pay for its proportionate share of the General Election cost and agrees to pay same within a reasonable time after receipt of an invoice from the Supervisor.

6. **PUBLICATION.** The District Manager is directed to publish a notice of the qualifying period for each General Election, in a form substantially similar to **Exhibit A** attached hereto.

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

8. **EFFECTIVE DATE.** This Resolution shall become effective upon its passage.

**PASSED AND ADOPTED** this 18th day of April 2022.

**COUNTRY GREENS COMMUNITY  
DEVELOPMENT DISTRICT**

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Chairman, Board of Supervisors

ATTEST:

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Secretary / Assistant Secretary

## **EXHIBIT A**

### **NOTICE OF QUALIFYING PERIOD FOR CANDIDATES FOR THE BOARD OF SUPERVISORS OF THE COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT**

Notice is hereby given that the qualifying period for candidates for the office of Supervisor of the Country Greens Community Development District will commence at noon on June 13, 2022, and close at noon on June 17, 2022. Candidates must qualify for the office of Supervisor with the Lake County Supervisor of Elections located at 1898 E. Burleigh Boulevard, Tavares, Florida 32778, Ph.: (352) 343-9734. All candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a “qualified elector” of the District, as defined in Section 190.003, *Florida Statutes*. A “qualified elector” is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Lake County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, *Florida Statutes*.

The Country Greens Community Development District has two (2) seats up for election, specifically seats 1 and 2. Each seat carries a four-year term of office. Elections are nonpartisan and will be held at the same time as the general election on November 8, 2022, and in the manner prescribed by law for general elections.

For additional information, please contact the Lake County Supervisor of Elections.

**PUBLISH ON OR BEFORE MAY 30, 2022**

# **Subsection 4C**

## **FY 2023 Proposed Budget**

**COUNTRY GREENS**  
Community Development District

***Annual Operating and Debt Service Budget***  
**Fiscal Year 2023**

Proposed Budget  
(Printed 4/5/22, 2:46PM)

Prepared by:



**COUNTRY GREENS**

Community Development District

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# **COUNTRY GREENS**

Community Development District

## **Operating Budget**

Fiscal Year 2023

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2023 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2020	ACTUAL FY 2021	ADOPTED BUDGET FY 2022	ACTUAL THRU MAR-2022	PROJECTED APR- SEP-2022	TOTAL PROJECTED FY 2022	ANNUAL BUDGET FY 2023
<b>REVENUES</b>							
Interest - Investments	9,243	2,664	\$ 2,000	\$ 934	934	\$ 1,868	\$ 2,268
Special Assmnts- Tax Collector	226,846	226,850	226,844	221,846	4,998	226,844	226,844
Special Assmnts- Discounts	(8,429)	(8,645)	(9,074)	(8,727)	-	(8,727)	(9,074)
<b>TOTAL REVENUES</b>	<b>260,241</b>	<b>220,869</b>	<b>219,770</b>	<b>214,053</b>	<b>5,932</b>	<b>219,985</b>	<b>220,038</b>
<b>EXPENDITURES</b>							
<i>Administrative</i>							
P/R-Board of Supervisors	5,800	5,400	6,000	2,200	3,800	6,000	6,000
FICA Taxes	444	413	459	168	291	459	459
ProfServ-Arbitrage Rebate	-	1,200	600	-	600	600	600
ProfServ-Dissemination Agent	1,000	1,000	1,000	-	1,000	1,000	1,000
ProfServ-Engineering	18,890	1,380	5,500	1,105	1,105	2,210	5,500
ProfServ-Legal Services	20,919	7,150	10,000	5,212	4,788	10,000	10,000
ProfServ-Mgmt Consulting Serv	67,362	67,362	67,362	33,681	33,681	67,362	69,383
ProfServ-Trustee Fees	3,717	3,717	3,717	1,549	2,168	3,717	3,717
Auditing Services	3,400	3,500	3,600	3,700	-	3,700	3,700
Postage and Freight	472	947	1,100	352	748	1,100	1,100
Insurance - General Liability	7,312	8,409	9,250	6,975	-	6,975	7,673
Printing and Binding	392	588	500	438	62	500	500
Legal Advertising	1,265	-	450	-	450	450	450
Miscellaneous Services	60	50	1,000	-	1,000	1,000	1,000
Misc-Assessmnt Collection Cost	3,347	1,626	4,537	4,262	100	4,362	4,537
Misc-Web Hosting	2,702	2,465	2,613	1,685	928	2,613	2,613
Office Supplies	213	435	200	-	200	200	200
Annual District Filing Fee	175	175	175	175	-	175	175
<b>Total Administrative</b>	<b>137,470</b>	<b>105,817</b>	<b>118,063</b>	<b>61,502</b>	<b>50,921</b>	<b>112,423</b>	<b>118,606</b>
<i>Field</i>							
ProfServ-Field Management	20,300	20,300	20,300	10,150	10,150	20,300	20,300
Contracts-Aquatic Control	3,040	3,315	3,060	1,530	1,530	3,060	3,060
Contracts-Landscape	173,868	163,151	175,538	87,769	87,769	175,538	175,538
Utility - General	16,477	11,755	17,000	3,930	10,186	14,116	17,000
R&M-Common Area	36,643	24,959	10,000	14,376	16,425	30,801	25,000
Miscellaneous Service	-	-	4,000	1,400	2,600	4,000	4,000
<b>Total Field</b>	<b>250,328</b>	<b>223,480</b>	<b>229,898</b>	<b>119,155</b>	<b>128,660</b>	<b>243,815</b>	<b>244,898</b>
<b>TOTAL EXPENDITURES</b>	<b>387,798</b>	<b>329,297</b>	<b>347,961</b>	<b>180,657</b>	<b>179,581</b>	<b>356,238</b>	<b>363,504</b>
Excess (deficiency) of revenues							
Over (under) expenditures	(127,557)	(108,428)	(128,191)	33,396	(173,649)	(136,253)	(143,466)
Net change in fund balance	(127,557)	(108,428)	(128,191)	33,396	(173,649)	(136,253)	(143,466)
<b>FUND BALANCE, BEGINNING</b>	761,318	633,761	525,333	525,333	-	525,333	389,080
<b>FUND BALANCE, ENDING</b>	<b>\$ 633,761</b>	<b>\$ 525,333</b>	<b>\$ 397,142</b>	<b>\$ 558,729</b>	<b>\$ (173,649)</b>	<b>\$ 389,080</b>	<b>\$ 245,614</b>

# COUNTRY GREENS

Community Development District

## Exhibit "A" Allocation of Fund Balances

### **AVAILABLE FUNDS**

	<b><u>Amount</u></b>
Beginning Fund Balance - Fiscal Year 2023	\$ 389,080
Net Change in Fund Balance - Fiscal Year 2023	(143,466)
Reserves - Fiscal Year 2023	-
<b>Total Funds Available (Estimated) - 9/30/2022</b>	<b>245,614</b>

### **ALLOCATION OF AVAILABLE FUNDS**

#### ***Assigned Fund Balance***

Operating Reserve - Operating Capital	90,876 <sup>(1)</sup>
Subtotal	90,876
<b>Total Allocation of Available Funds</b>	<b>90,876</b>

<b>Total Unassigned (undesignated) Cash</b>	<b>\$ 154,738</b>
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### **Notes**

(1) Represents approximately 3 months of operating expenditures



**Budget Narrative**  
Fiscal Year 2023**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 2023

<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 2023**Expenditures - Administrative (continued)****Misc – Web Hosting**

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

**Office Supplies**

Miscellaneous office supplies.

**Annual District Filing Fee**

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

**Expenditures - Field****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 2023

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2023 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2020	ACTUAL FY 2021	ADOPTED BUDGET FY 2022	ACTUAL THRU MAR-2022	PROJECTED APR- SEP-2022	TOTAL PROJECTED FY 2022	ANNUAL BUDGET FY 2023
<b>REVENUES</b>							
Interest - Investments	2,393	16	\$ 1,425	\$ 6	\$ 6	\$ 12	\$ 25
Interest - Tax Collector	-	-	-	-	-	-	-
Special Assmnts- Tax Collector	369,789	369,760	369,754	361,272	8,482	369,754	369,754
Special Assmnts- Discounts	(13,642)	(14,084)	(14,790)	(14,205)	-	(14,205)	(14,790)
<b>TOTAL REVENUES</b>	<b>358,540</b>	<b>355,692</b>	<b>356,389</b>	<b>347,073</b>	<b>8,488</b>	<b>355,561</b>	<b>354,989</b>
<b>EXPENDITURES</b>							
<i>Administrative</i>							
Misc-Assessmnt Collection Cost	5,376	7,114	7,395	6,941	170	7,395	7,395
<b>Total Administrative</b>	<b>5,376</b>	<b>7,114</b>	<b>7,395</b>	<b>6,941</b>	<b>170</b>	<b>7,395</b>	<b>7,395</b>
<i>Debt Service</i>							
Principal Prepayments	5,000	20,000	-	-	-	-	-
Principal Debt Retirement A-1	145,000	150,000	155,000	-	155,000	155,000	155,000
Principal Debt Retirement A-2	50,000	50,000	55,000	-	55,000	55,000	55,000
Interest Expense Series A-1	93,736	90,836	87,461	43,731	43,731	87,462	83,586
Interest Expense Series A-2	53,500	50,625	48,500	23,625	23,625	47,250	44,500
<b>Total Debt Service</b>	<b>347,236</b>	<b>361,461</b>	<b>345,961</b>	<b>67,356</b>	<b>277,356</b>	<b>344,712</b>	<b>338,086</b>
<b>TOTAL EXPENDITURES</b>	<b>352,612</b>	<b>368,575</b>	<b>353,356</b>	<b>74,297</b>	<b>277,525</b>	<b>352,107</b>	<b>345,481</b>
Excess (deficiency) of revenues							
Over (under) expenditures	5,928	(12,883)	3,033	272,776	-	3,454	-
<b>OTHER FINANCING SOURCES (USES)</b>							
Contribution to (Use of) Fund Balance	-	-	3,033	-	-	-	-
<b>TOTAL OTHER SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>3,033</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	5,928	(12,883)	3,033	272,776	-	3,454	-
<b>FUND BALANCE, BEGINNING</b>	<b>258,460</b>	<b>264,388</b>	<b>251,505</b>	<b>251,505</b>	<b>-</b>	<b>251,505</b>	<b>254,959</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 264,388</b>	<b>\$ 251,505</b>	<b>\$ 254,538</b>	<b>\$ 524,281</b>	<b>-</b>	<b>\$ 254,959</b>	<b>\$ 254,959</b>

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

Period Ending		Principal	Coupon	Interest	Annual Debt Service
11/1/2022	2,290,000			41,793	
5/1/2023	2,290,000	155,000	2.75%	41,793	238,586
11/1/2023	2,135,000			39,662	
5/1/2024	2,135,000	160,000	3.00%	39,662	239,324
11/1/2024	1,975,000			37,262	
5/1/2025	1,975,000	165,000	3.20%	37,262	239,524
11/1/2025	1,810,000			34,622	
5/1/2026	1,810,000	170,000	3.25%	34,622	239,244
11/1/2026	1,640,000			31,859	
5/1/2027	1,640,000	180,000	3.50%	31,859	243,719
11/1/2027	1,460,000			28,709	
5/1/2028	1,460,000	185,000	3.88%	28,709	242,419
11/1/2028	1,275,000			25,125	
5/1/2029	1,275,000	190,000	3.88%	25,125	240,250
11/1/2029	1,085,000			21,444	
5/1/2030	1,085,000	200,000	3.88%	21,444	242,888
11/1/2030	885,000			17,569	
5/1/2031	885,000	210,000	3.88%	17,569	245,138
11/1/2031	675,000			13,500	
5/1/2032	675,000	215,000	4.00%	13,500	242,000
11/1/2032	460,000			9,200	
5/1/2033	460,000	225,000	4.00%	9,200	243,400
11/1/2033	235,000			4,700	
5/1/2034	235,000	235,000	4.00%	4,700	244,400
		2,290,000		610,890	2,900,890

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

<b>Period Ending</b>	<b>Outstanding Balance</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Debt Service</b>	<b>Annual Debt Service</b>
11/1/2022	890,000			22,250	23,500	
5/1/2023	890,000	55,000	5.00%	22,250	83,500	99,500
11/1/2023	835,000			20,875	22,000	
5/1/2024	835,000	60,000	5.00%	20,875	82,000	101,750
11/1/2024	775,000			19,375	20,500	
5/1/2025	775,000	60,000	5.00%	19,375	85,500	98,750
11/1/2025	715,000			17,875	18,875	
5/1/2026	715,000	65,000	5.00%	17,875	88,875	100,750
11/1/2026	650,000			16,250	17,125	
5/1/2027	650,000	70,000	5.00%	16,250	87,125	102,500
11/1/2027	580,000			14,500	15,375	
5/1/2028	580,000	70,000	5.00%	14,500	90,375	99,000
11/1/2028	510,000			12,750	13,500	
5/1/2029	510,000	75,000	5.00%	12,750	93,500	100,500
11/1/2029	435,000			10,875	11,500	
5/1/2030	435,000	80,000	5.00%	10,875	96,500	101,750
11/1/2030	355,000			8,875	9,375	
5/1/2031	355,000	85,000	5.00%	8,875	99,375	102,750
11/1/2031	270,000			6,750	7,125	
5/1/2032	270,000	85,000	5.00%	6,750	97,125	98,500
11/1/2032	185,000			4,625	4,875	
5/1/2033	185,000	90,000	5.00%	4,625	99,875	99,250
11/1/2033	95,000			2,375	2,500	
5/1/2034	95,000	95,000	5.00%	2,375	102,500	99,750
		890,000		314,750	1,272,500	1,204,750

**Budget Narrative**  
Fiscal Year 2023**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 2023

**Assessment Summary**  
**Fiscal Year 2023 vs. Fiscal Year 2022**

Product	General Fund			Debt Service Series 2016A			Total Assessments per Unit			Units
	FY 2023	FY 2022	Percent Change	FY 2023	FY 2022	Percent Change	FY 2023	FY 2022	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	\$743.37	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	\$17,229.34	\$17,229.33	0%	\$34,709.63	\$34,709.63	0%	\$51,938.97	\$51,938.95	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>

# **Section 5**

## **District Manager**

# **Subsection 5A**

## **Financials**

**COUNTRY GREENS**  
Community Development District

*Financial Report*

*March 31, 2022*

*(Unaudited)*

**Prepared by**



# COUNTRY GREENS

Community Development District

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

**Financial Statements**

**(Unaudited)**

**March 31, 2022**

**Balance Sheet**

March 31, 2022

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2016A DEBT SERVICE FUND	TOTAL
<b><u>ASSETS</u></b>			
Cash - Checking Account	\$ 187,146	\$ -	\$ 187,146
Due From Other Funds	-	7,789	7,789
Investments:			
Money Market Account	394,551	-	394,551
Prepayment Fund (A-2)	-	10,367	10,367
Reserve Fund (A-1)	-	120,534	120,534
Reserve Fund (A-2)	-	53,250	53,250
Revenue Fund	-	332,341	332,341
<b>TOTAL ASSETS</b>	<b>\$ 581,697</b>	<b>\$ 524,281</b>	<b>\$ 1,105,978</b>
<b><u>LIABILITIES</u></b>			
Accounts Payable	\$ 14,924	\$ -	\$ 14,924
Accrued Expenses	255	-	255
Due To Other Funds	7,789	-	7,789
<b>TOTAL LIABILITIES</b>	<b>22,968</b>	<b>-</b>	<b>22,968</b>
<b><u>FUND BALANCES</u></b>			
<b>Restricted for:</b>			
Debt Service	-	524,281	524,281
<b>Assigned to:</b>			
Operating Reserves	73,020	-	73,020
<b>Unassigned:</b>	485,709	-	485,709
<b>TOTAL FUND BALANCES</b>	<b>\$ 558,729</b>	<b>\$ 524,281</b>	<b>\$ 1,083,010</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 581,697</b>	<b>\$ 524,281</b>	<b>\$ 1,105,978</b>



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

For the Period Ending March 31, 2022

<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	\$ 2,000	\$ 1,000	\$ 934	\$ (66)
Special Assmnts- Tax Collector	226,844	207,562	221,846	14,284
Special Assmnts- Discounts	(9,074)	(8,302)	(8,727)	(425)
<b>TOTAL REVENUES</b>	<b>219,770</b>	<b>200,260</b>	<b>214,053</b>	<b>13,793</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Administration</u></b>				
P/R-Board of Supervisors	6,000	3,000	2,200	800
FICA Taxes	459	228	168	60
ProfServ-Arbitrage Rebate	600	-	-	-
ProfServ-Dissemination Agent	1,000	1,000	-	1,000
ProfServ-Engineering	5,500	2,748	1,105	1,643
ProfServ-Legal Services	10,000	5,000	5,212	(212)
ProfServ-Mgmt Consulting	67,362	33,681	33,681	-
ProfServ-Trustee Fees	3,717	3,717	1,549	2,168
Auditing Services	3,600	3,600	3,700	(100)
Postage and Freight	1,100	550	352	198
Insurance - General Liability	9,250	9,250	6,975	2,275
Printing and Binding	500	250	438	(188)
Legal Advertising	450	450	-	450
Miscellaneous Services	1,000	500	-	500
Misc-Assessment Collection Cost	4,537	4,151	4,262	(111)
Misc-Web Hosting	2,613	1,307	1,685	(378)
Office Supplies	200	100	-	100
Annual District Filing Fee	175	175	175	-
<b>Total Administration</b>	<b>118,063</b>	<b>69,707</b>	<b>61,502</b>	<b>8,205</b>

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

For the Period Ending March 31, 2022

<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>Field</u></b>				
ProfServ-Field Management	20,300	10,150	10,150	-
Contracts-Landscape	175,538	87,769	87,769	-
Contracts-Aquatic Control	3,060	1,530	1,530	-
Utility - General	17,000	8,500	3,930	4,570
R&M-Common Area	10,000	5,000	14,376	(9,376)
Miscellaneous Services	4,000	2,000	1,400	600
<b>Total Field</b>	<b>229,898</b>	<b>114,949</b>	<b>119,155</b>	<b>(4,206)</b>
<b>TOTAL EXPENDITURES</b>	<b>347,961</b>	<b>184,656</b>	<b>180,657</b>	<b>3,999</b>
Excess (deficiency) of revenues				
Over (under) expenditures	(128,191)	15,604	33,396	17,792
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Contribution to (Use of) Fund Balance	(128,191)	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(128,191)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ (128,191)	\$ 15,604	\$ 33,396	\$ 17,792
<b>FUND BALANCE, BEGINNING (OCT 1, 2021)</b>	<b>525,333</b>	<b>525,333</b>	<b>525,333</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 397,142</b>	<b>\$ 540,937</b>	<b>\$ 558,729</b>	

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

For the Period Ending March 31, 2022

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ 1,425	\$ 713	\$ 6	\$ (707)
Special Assmnts- Tax Collector	369,754	338,323	361,272	22,949
Special Assmnts- Discounts	(14,790)	(13,533)	(14,205)	(672)
<b>TOTAL REVENUES</b>	<b>356,389</b>	<b>325,503</b>	<b>347,073</b>	<b>21,570</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
Misc-Assessment Collection Cost	7,395	6,766	6,941	(175)
<b>Total Administration</b>	<b>7,395</b>	<b>6,766</b>	<b>6,941</b>	<b>(175)</b>
<b>Debt Service</b>				
Principal Debt Retirement A-1	155,000	-	-	-
Principal Debt Retirement A-2	55,000	-	-	-
Interest Expense Series A-1	87,461	43,731	43,731	-
Interest Expense Series A-2	48,500	24,250	23,625	625
<b>Total Debt Service</b>	<b>345,961</b>	<b>67,981</b>	<b>67,356</b>	<b>625</b>
<b>TOTAL EXPENDITURES</b>	<b>353,356</b>	<b>74,747</b>	<b>74,297</b>	<b>450</b>
Excess (deficiency) of revenues				
Over (under) expenditures	3,033	250,756	272,776	22,020
<b>OTHER FINANCING SOURCES (USES)</b>				
Contribution to (Use of) Fund Balance	3,033	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>3,033</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ 3,033	\$ 250,756	\$ 272,776	\$ 22,020
<b>FUND BALANCE, BEGINNING (OCT 1, 2021)</b>	<b>251,505</b>	<b>251,505</b>	<b>251,505</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 254,538</b>	<b>\$ 502,261</b>	<b>\$ 524,281</b>	

## Notes to the Financial Statements

March 31, 2022

**Balance Sheet****General Fund**▶ **Assets**

- **Cash and Investments-** In order to maximize cash liquidity, the District has a Money Market Account. (See Cash & Investments Report for further details).

▶ **Liabilities**

- **Accrued Expenses - March accrual for Sitex Aquatics.**
- **Due To Other Funds - Assessments will be sent to the trustee in April, 2022.**

▶ **Fund Balance**■ **Assigned to:**

Operating Reserves	\$	73,020
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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, 2022**

**Financial Overview / Highlights**

- ▶ The Non-Ad Valorem assessments will be sent to trustee in April 2022.
- ▶ Total expenditures through March are approximately 52% 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%	Paid through the end of March.
Insurance- General Liability	\$ 9,250	\$ 6,975	75%	Insurance is paid in full for FY 2022.
Printing and Binding	\$ 500	\$ 438	88%	Fees for copies.
Misc-Web Hosting	\$ 2,613	\$ 1,685	64%	Quarterly contract with Innersync and annual contract with Campus Suite
<b><u>Field</u></b>				
Utility - General	\$ 17,000	\$ 3,930	23%	Monthly charges fluctuate each month.
R&M - Common Area	\$ 10,000	\$ 14,376	144%	Installation of 5HP sub-pumps and controls

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

**Supporting Schedules**

**March 31, 2022**

**Non-Ad Valorem Special Assessments - Lake County Tax Collector**  
**(Monthly Collection Distributions)**  
**For the Fiscal Year Ending September 30, 2022**

					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 2022				\$ 596,598	\$ 226,844	\$ 369,754
Allocation %				100%	38%	62%
11/16/21	\$ 3,075	\$ 144	\$ 63	\$ 3,281	\$ 3,281	\$ -
11/16/21	5,446	253	111	5,811	-	5,811
11/18/21	3,333	142	68	3,543	3,543	-
11/18/21	5,170	220	106	5,496	-	5,496
12/03/21	124,425	5,291	2,539	132,256	132,256	-
12/03/21	198,796	8,452	4,057	211,305	-	211,305
12/11/21	64,037	2,719	1,307	68,063	68,063	-
12/11/21	109,055	4,627	2,226	115,908	-	115,908
12/23/21	6,342	247	129	6,718	6,718	-
12/23/21	9,382	357	191	9,931	-	9,931
01/13/22	2,695	83	55	2,833	2,833	-
01/13/22	4,487	136	92	4,714	-	4,714
02/28/22	3,806	88	78	3,971	3,971	-
02/28/22	6,052	139	124	6,315	-	6,315
03/01/22	1,143	14	23	1,181	1,181	-
03/01/22	1,737	21	35	1,793	-	1,793
<b>TOTAL</b>	<b>\$ 548,982</b>	<b>\$ 22,932</b>	<b>\$ 11,204</b>	<b>\$ 583,118</b>	<b>\$ 221,846</b>	<b>\$ 361,272</b>
% COLLECTED				98%	98%	98%
<b>TOTAL OUTSTANDING</b>				<b>\$ 13,480</b>	<b>\$ 4,998</b>	<b>\$ 8,482</b>

**Cash and Investment Report****March 31, 2022**

<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%	\$ 187,146
Money Market Account	Valley National	MMA	n/a	0.25%	\$ 394,551
<b>Subtotal</b>					<b>\$ 581,697</b>
<b>DEBT SERVICE FUNDS</b>					
Series 2016 A-1 & A-2 Prepayment	US Bank	First American Govt.	n/a	0.02%	\$ 10,367
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%	\$ 332,341
<b>Subtotal</b>					<b>\$ 516,491</b>
<b>Total</b>					<b>\$ 1,098,188</b>



## Country Greens CDD

### Bank Reconciliation

**Bank Account No.** 9840 Valley National Bank GF Checking New Account  
**Statement No.** 3/22  
**Statement Date** 3/31/2022

<b>G/L Balance (LCY)</b>	187,146.30	<b>Statement Balance</b>	194,491.48
<b>G/L Balance</b>	187,146.30	<b>Outstanding Deposits</b>	0.00
<b>Positive Adjustments</b>	0.00		
		<b>Subtotal</b>	194,491.48
<b>Subtotal</b>	187,146.30	<b>Outstanding Checks</b>	7,345.18
<b>Negative Adjustments</b>	0.00	<b>Differences</b>	0.00
<b>Ending G/L Balance</b>	187,146.30	<b>Ending Balance</b>	187,146.30
<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>						
3/28/2022	Payment	3309	INFRAMARK, LLC	7,345.18	0.00	7,345.18
<b>Total Outstanding Checks.....</b>				<b>7,345.18</b>		<b>7,345.18</b>

# COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT

## Payment Register by Bank Account

For the Period from 2/1/22 to 3/31/22

(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 # 3297**

02/03/22	Vendor	CLARK & ALBAUGH, LLP	17796	GEN MATTERS THRU JAN 2022	ProfServ-Legal Services	001-531023-51401	\$142.50
<b>Check Total</b>							<b>\$142.50</b>

#### **CHECK # 3298**

02/03/22	Vendor	INFRAMARK, LLC	72142	JAN 2022 MGMT FEES	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$5,613.50
02/03/22	Vendor	INFRAMARK, LLC	72142	JAN 2022 MGMT FEES	ProfServ-Field Management	001-531016-53901	\$1,691.67
02/03/22	Vendor	INFRAMARK, LLC	72142	JAN 2022 MGMT FEES	Postage and Freight	001-541006-51301	\$2.65
02/03/22	Vendor	INFRAMARK, LLC	72142	JAN 2022 MGMT FEES	Printing and Binding	001-547001-51301	\$110.90
02/03/22	Vendor	INFRAMARK, LLC	72142	JAN 2022 MGMT FEES	GODADDY RENEWAL	001-549915-51301	\$909.14
02/03/22	Vendor	INFRAMARK, LLC	72142	JAN 2022 MGMT FEES	GODADDY RENEWAL	001-546016-53901	\$96.09
<b>Check Total</b>							<b>\$8,423.95</b>

#### **CHECK # 3299**

02/03/22	Vendor	SERVELLO & SONS, INC.	20976	LANDSCAPE MAINT- JAN 2022	Landscape - January 2022	001-534050-53901	\$14,628.17
02/03/22	Vendor	SERVELLO & SONS, INC.	21054	IRRIGATION REPAIR FOR PROPOSAL 6281	R&M-Irrigation	001-546041-53901	\$708.09
<b>Check Total</b>							<b>\$15,336.26</b>

#### **CHECK # 3300**

02/16/22	Vendor	SERVELLO & SONS, INC.	21223	ARBOR SERVICES/DUMP FEES	R&M-Common Area	001-546016-53901	\$1,400.00
<b>Check Total</b>							<b>\$1,400.00</b>

#### **CHECK # 3301**

02/22/22	Vendor	COUNTRY GREENS C/O US BANK NA-CDD	0208220002	TRFR ASSESS SERIES 2016	Due From Other Funds	131000	\$332,336.26
<b>Check Total</b>							<b>\$332,336.26</b>

#### **CHECK # 3302**

02/25/22	Employee	CATHERINE G. CATASUS	PAYROLL	February 25, 2022 Payroll Posting			\$184.70
<b>Check Total</b>							<b>\$184.70</b>

#### **CHECK # 3303**

02/25/22	Employee	ANNA L. HEINTZELMAN	PAYROLL	February 25, 2022 Payroll Posting			\$184.70
<b>Check Total</b>							<b>\$184.70</b>

#### **CHECK # 3304**

03/03/22	Vendor	DICK JOYCE WELL DRILLING INC	22-02077	SORRENTO SPRINGS WELL #1 & 2	R&M-Common Area	001-546016-53901	\$10,085.10
<b>Check Total</b>							<b>\$10,085.10</b>

# COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT

## Payment Register by Bank Account

For the Period from 2/1/22 to 3/31/22

(Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
<b>CHECK # 3305</b>							
03/03/22	Vendor	INFRAMARK, LLC	73801	02/22 MANAGEMENT SERVICES	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$5,613.50
03/03/22	Vendor	INFRAMARK, LLC	73801	02/22 MANAGEMENT SERVICES	ProfServ-Field Management	001-531016-53901	\$1,691.67
03/03/22	Vendor	INFRAMARK, LLC	73801	02/22 MANAGEMENT SERVICES	Postage and Freight	001-541006-51301	\$8.48
03/03/22	Vendor	INFRAMARK, LLC	73801	02/22 MANAGEMENT SERVICES	Printing and Binding	001-547001-51301	\$0.15
<b>Check Total</b>							<b>\$7,313.80</b>
<b>CHECK # 3306</b>							
03/03/22	Vendor	SERVELLO & SONS, INC.	21177	FEB 2022 LANDSCAPE MAINT	Contracts-Landscape	001-534050-53901	\$14,628.17
<b>Check Total</b>							<b>\$14,628.17</b>
<b>CHECK # 3307</b>							
03/03/22	Vendor	SITEX AQUATICS, LLC	5745B	FEB 2022 LAKE MAINT	Contracts-Aquatic Control	001-534067-53901	\$255.00
<b>Check Total</b>							<b>\$255.00</b>
<b>CHECK # 3308</b>							
03/09/22	Vendor	CLARK & ALBAUGH, LLP	17834	GEN MATTERS THRU FEB 2022	ProfServ-Legal Services	001-531023-51401	\$2,327.00
<b>Check Total</b>							<b>\$2,327.00</b>
<b>CHECK # 3309</b>							
03/28/22	Vendor	INFRAMARK, LLC	74961	MAR 2022 MGMT FEES	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$5,613.50
03/28/22	Vendor	INFRAMARK, LLC	74961	MAR 2022 MGMT FEES	ProfServ-Field Management	001-531016-53901	\$1,691.67
03/28/22	Vendor	INFRAMARK, LLC	74961	MAR 2022 MGMT FEES	Postage and Freight	001-541006-51301	\$3.71
03/28/22	Vendor	INFRAMARK, LLC	74961	MAR 2022 MGMT FEES	Printing and Binding	001-547001-51301	\$36.30
<b>Check Total</b>							<b>\$7,345.18</b>
<b>ACH #DD294</b>							
02/25/22	Employee	DAVID WARDEN	PAYROLL	February 25, 2022 Payroll Posting			\$184.70
<b>ACH Total</b>							<b>\$184.70</b>
<b>ACH #DD295</b>							
02/25/22	Employee	CRYSTAL Y. JONES	PAYROLL	February 25, 2022 Payroll Posting			\$184.70
<b>ACH Total</b>							<b>\$184.70</b>
<b>ACH #DD296</b>							
02/25/22	Vendor	SECO	011022 ACH	BILL PRD 1/10-2/8/22	Utility - General	001-543001-53901	\$168.19
<b>ACH Total</b>							<b>\$168.19</b>
<b>ACH #DD297</b>							
02/01/22	Vendor	SECO	011722 ACH	BILL PD 12/14-1/13/22	Utility - General	001-543001-53901	\$568.45
<b>ACH Total</b>							<b>\$568.45</b>

# COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT

## Payment Register by Bank Account

For the Period from 2/1/22 to 3/31/22

(Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
<b>ACH #DD298</b>							
03/02/22	Vendor	SECO	021122 ACH	BILL PRD 1/13-2/11/22	1/13/22 - 2/11/22	001-543001-53901	\$295.97
<b>ACH Total</b>							<u>\$295.97</u>
<b>ACH #DD300</b>							
03/29/22	Vendor	SECO	031022 ACH	BILL PRD 2/8 - 3/10/22	Utility - General	001-543001-53901	\$222.36
<b>ACH Total</b>							<u>\$222.36</u>
<b>Account Total</b>							<u><b>\$401,586.99</b></u>

## **Subsection 5B**

# **Dewberry Resignation**



Dewberry Engineers Inc. 800 N. Magnolia Ave, Suite 1000 Orlando, FL 32803	407.843.5120 407.649.8664 fax www.dewberry.com
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**Sent Via Email: Gabriel.mena@inframark.com**

March 7, 2022

Country Greens Community Development District  
Attention: Gabriel Mena, District Manager  
313 Campus Street  
Celebration, Florida 34747

**RE: Letter of Resignation as District Engineer**

Dear Mr. Mena and Board of Supervisors:

Please allow this letter to serve as notice that our firm will be resigning from its role as District Engineer effective March 7, 2022. It has been a pleasure working with each of you and becoming acquainted with the community.

Thank you for the opportunity to be of service, and we wish you all the best going forward.

Sincerely,

A handwritten signature in blue ink, appearing to read "RM", with a long horizontal flourish extending to the right.

Reinardo Malavé, P.E.  
Associate Vice President

# **Section 6**

## **Staff Reports**

# **Subsection 6Ai**

## **Field Report**





# **Country Greens Field Report**

## **3/24/22**

**Thursday, March 24, 2022**

**21 Item Identified**





#### Item 1

Assigned To Servello Landscaping

The Annual flowers installation is completed by the season



#### Item 2

Assigned To Imframark

The fountains at the main entrance is running under normal conditions.





### Item 3

Assigned To Inframark

The tower fountain at the main entrance is running under normal conditions.



### Item 4

Assigned To Servello Landscaping  
Provide Proposal for installation of  
new plants material at the front  
(44)





Item 5

Assigned To Servello Landscaping  
Provide trimming service for all the  
bushes located along the 44



Item 6

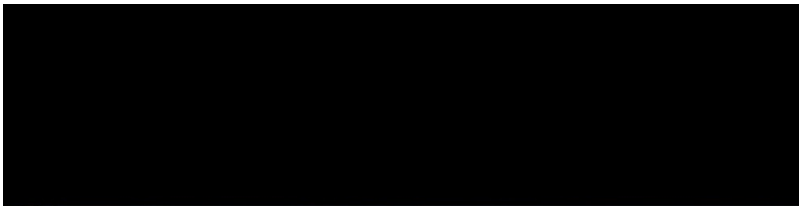
Assigned To Servello Landscaping  
Provide Proposal for remove dead  
pine tree located near to the PVC  
fence at the 44





Item 7

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



Item 8

Assigned To Servello Landscaping  
The area show a full mowing  
service at Marbella Dr.



Item 8

Assigned To Servello Landscaping  
Storm drain located next to the  
33901 Terragona Dr. Need  
trimming service.



Item 9

Assigned To Servello Landscaping  
Provide Proposal for remove Two  
dead pine tree located at  
Terragona Dr.





Item 10

Assigned To Servello Landscaping  
The mowing service at Campanero  
dr. Is completed.



Item 11

Assigned To Servello Landscaping  
Annual flowers installation service  
at Cardinal Ln Is completed.





Item 12

Assigned To Servello Landscaping  
Palms tree trimming service is  
completed according to schedule.



Item 13

Assigned To Servello Landscaping  
Provide Proposal for fill hole and  
installation service of sod at  
Cardinal Ln Community entrance.





Item 14

Assigned To Servello Landscaping  
Mowing service is not completed  
at all around the storm drain at  
Cardinal Ln.



Item 15

Assigned To Inframark  
PVC fence repair at Cardinal Ln is  
complete.





Item 16

Assigned To Servello Landscaping  
Provide trimming service along  
the PVC fence located at Cardinal  
Ln



Item 17

Assigned To Servello Landscaping  
Provide Proposal for remove dead  
branches at the 44.





Item 18

Assigned To Servello Landscaping  
Provide Proposal for remove dead  
pine tree located at 437 near to  
the community entrance.



Item 19

Assigned To Inframark  
The service sod installation for the  
development contractor next to  
the community is still pending.  
(437 entrance)

Item 24

# **Subsection 6Aiii**

## **Proposals**



261 Springview Commerce Drive  
DeBary, FL 32713  
Telephone 386-753-1100  
Fax 386-753-1106

# Proposal

Date	Proposal #
04/06/2022	6542

## Submitted To

### Country Greens CDD

Angel Montagna  
210 North University Drive Suite 702  
Coral Springs, FL 33071

## Project

Country Greens CDD  
Tuscany Avenue  
Sorrento, FL 32776

## Scope

*We propose to furnish the following scope of work to complete Country Greens CDD.*

## Arbor Services

Clean up fallen tree limb along State Road 44.

Description	Quantity	Unit	Price
Arbor Services	1.00	Ea	1,200.00

<b>Subtotal Arbor Services</b>	1,200.00
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<b>Project Total</b>	\$1,200.00
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**Proposal # 6542**

**Project Total**

\$1,200.00

**Terms & Conditions**

Plant material is guaranteed for controlable insects and disease only when a horticulture program is in place through Servello & Son, Inc. Plant damage due to drought is only covered when an irrigation agreement is in place through Servello & Son, Inc. and the Client signs off on needed repairs as they are brought to the Clients attention. Servello & Son, Inc. will not be responsible for plant damage due to catastrophic events such as: Hurricanes, Floods, Fire, Lightning, Freeze, and severe drought (no recorded rainfall for 30 days). Irrigation parts will be guaranteed against defect and improper installation for a period of (1) one year.

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from the above specifications will be executed only upon written authorization and billed accordingly. Servello & Son, Inc. is a drug free workplace and carries workers compensation insurance.

By: <u>Kevin Hulsman</u>	<u>4/6/2022</u>	Accepted: _____	_____
Servello & Son, Inc.	Date	Country Greens CDD	Date

The above prices, specifications and conditions are accepted. Not valid after 30 days. Full payment is due upon completion.

**All jobs equal to or totaling a price of \$10,000.00 and above: A minimum 40% draw is required to schedule and start the job.**


**Subsection 6C**

**Engineer**



## PROJECT MEMORANDUM

**To:** Country Greens Community Development District Board of Supervisors

**From:** David Hamstra, P.E., CFM   
District Engineer

**Date:** April 11, 2022

**Re:** County Greens Community Development District

**Subject:** District Engineer Report #1

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The purpose of this project memorandum is to briefly describe current and upcoming assignments.

### **Tuscany Avenue Bubble-Up Drainage Structure**

On Friday, March 11, 2022, Pegasus Engineering (David Hamstra) attended an on-site meeting with the Chairperson (Cathie Catusus) and Inframark (Freddy Blanco) to investigate the current conditions (refer to Attachment "A" for the site inspection photographs). The purpose of the inspection was to determine the extent of the erosion and wash-outs caused by the high flow rates / velocities exiting the drainage structure.

After the site inspection, Pegasus Engineering (David Hamstra) reviewed the St. Johns River Water Management District (SJRWMD) permit website and downloaded the construction plans, drainage calculations, Technical Staff reports, and permits associated with the Mass Grading Phase, Phase 1A, Phases 1-4, and the Commercial Site (Sorrento Village Center).

That said, I was able to extract the following information from the Phase 1 and Commercial Site construction plans (refer to Attachment "B"):

- Figure 1 > Phase 1 – Site Plan of Tuscany Avenue
- Figure 2 > Phase 1 – Site Plan of Tuscany Avenue at CR 437
- Figure 3 > Phase 2 – Site Plan at CR 437 at Tuscany Avenue
- Figure 4 > Phase 1 – Drainage Structure Detail
- Figure 5 > Commercial Site – Drainage Plan

---

*"Engineering a Higher Standard"*

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



Based on my review, the following are my comments:

1. Based on Figure 1, the storm pipe between Tuscany Avenue and the Bubble-Up Drainage Inlet (Structure D27) is 30-inches in diameter.
2. Based on Figure 4, the storm pipe between Tuscany Avenue and the Bubble-Up Drainage Inlet (Structure D27) is 24-inches in diameter.
3. Based on the construction plans associated with Figure 5, the drainage pipe conveying the flows from the Commercial Site and connecting to the Tuscany Avenue system is 42-inches in diameter.

Pegasus Engineering (David Hamstra) is currently coordinating with Southeastern Surveying and Mapping Corp. (SSMC) to request a proposal to confirm the pipe diameters and invert elevations. In addition, we will have SSMC prepare a Specific Purpose Survey of the existing drainage structure and adjacent grades. We need to confirm that the Commercial Site did not connect their 42-inch pipe to a downstream system that may be 30-inches, or worse yet, 24-inches in diameter. This may explain the high velocities and the force to dislodge the cast iron grates.

### **Entrance Ponds**

On Friday, March 11, 2022, Pegasus Engineering (David Hamstra) attended an on-site meeting with the Chairwoman (Cathie Catasus) and Inframark (Freddy Blanco) to investigate the current conditions (refer to Attachment "C" for the site inspection photographs).

The purpose of the site inspection was to discuss options to modify the current arrangement to prevent the middle pond from impacting the intake line and pump. Based on the meeting, it was agreed upon to implement the following modifications (refer to Attachment "D" for the conceptual plan):

- Deepen and concrete line the middle pond (Pond #2);
- Relocate the intake line for Pond #2 to the middle of the deeper pond;
- Extend the water supply line to Pond #2 and add a float to activate the water line to fill-up Pond #2 as needed;
- Regarding Pond 3, remove the existing intake line and pump; and
- Remove all the construction debris and trash for all three ponds.

Pegasus Engineering (David Hamstra) is coordinating with Southeastern Surveying and Mapping Corp. (SSMC) to request a proposal to provide limited topographic information for the middle pond.

### **CDD Maintenance Exhibit**

Pegasus Engineering (Donny Greenough) shall begin adding the stormwater infrastructure system based on permitted construction plans and/or as-built drawings since the engineer-of-record will not make available the AutoCAD files to the Community Development District.

### **House Bill No. 53 (Public Works Bill)**

The State of Florida passed a new House Bill (House Bill No. 53) on July 1, 2021, requiring Counties, Cities, and Special Districts to create a 20-year Needs Analysis and submit by June 30, 2022. Pegasus Engineering (David Hamstra and Leylah Saavedra) shall conduct research and present the requirements at a future CDD meeting. In addition, Pegasus Engineering shall prepare a scope of work and fee estimate to provide the required information and mapping to the County prior to the June 30, 2022, deadline. During the month of April, Pegasus Engineering (David Hamstra and Leylah Saavedra) will meet with Inframark (Angel Montagna) to discuss the required data to complete a 20-year needs analysis.

In closing, we respectfully request the Board's input and direction regarding any additional assignments or tasks that need to be addressed prior to future Community Development District meetings.

END OF MEMO

cc: Gabe Mena, Inframark Services  
Scott Clark, District Counsel  
Pegasus Project File MSC-22072

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# Attachment “A”

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## Tuscany Avenue Site Inspection Photographs

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### PROJECT INFORMATION

Project Name:	Country Greens Community Development District
Location:	Tuscany Avenue Drainage Structure (south of Tuscany Avenue and west of Fortunado Street)
Inspection Date:	March 11, 2022 (Site Inspection #1)

#### Photograph No.

1

#### Photographer Location:

West of Bubble-Up Structure

#### Direction Photo was taken:

Facing east

#### Comments:

Dislodged cast iron grates.



#### Photograph No.

2

#### Photographer Location:

North of Bubble-Up Structure

#### Direction Photo was taken:

Facing south

#### Comments:

Erosion / wash-outs.



PROJECT INFORMATION	
Project Name:	Country Greens Community Development District
Location:	Tuscany Avenue Drainage Structure (south of Tuscany Avenue and west of Fortunado Street)
Inspection Date:	March 11, 2022 (Site Inspection #1)

<b>Photograph No.</b>
3
<b>Photographer Location:</b>
Northeast of Bubble-Up Structure
<b>Direction Photo was taken:</b>
Facing southwest
<b>Comments:</b>
Overflow ditch.



<b>Photograph No.</b>
4
<b>Photographer Location:</b>
Northwest of Bubble-Up Structure
<b>Direction Photo was taken:</b>
Facing south
<b>Comments:</b>
Existing overflow ditch between drainage structure and the stormwater pond.





PROJECT INFORMATION	
Project Name:	Country Greens Community Development District
Location:	Tuscany Avenue Drainage Structure (south of Tuscany Avenue and west of Fortunado Street)
Inspection Date:	March 11, 2022 (Site Inspection #1)

<b>Photograph No.</b>
5
<b>Photographer Location:</b>
Southwest of Bubble-Up Structure
<b>Direction Photo was taken:</b>
Facing northeast
<b>Comments:</b>
Dislodged cast iron grates and erosion.



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# Attachment “B”

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## Tuscany Avenue Drainage Structure Information

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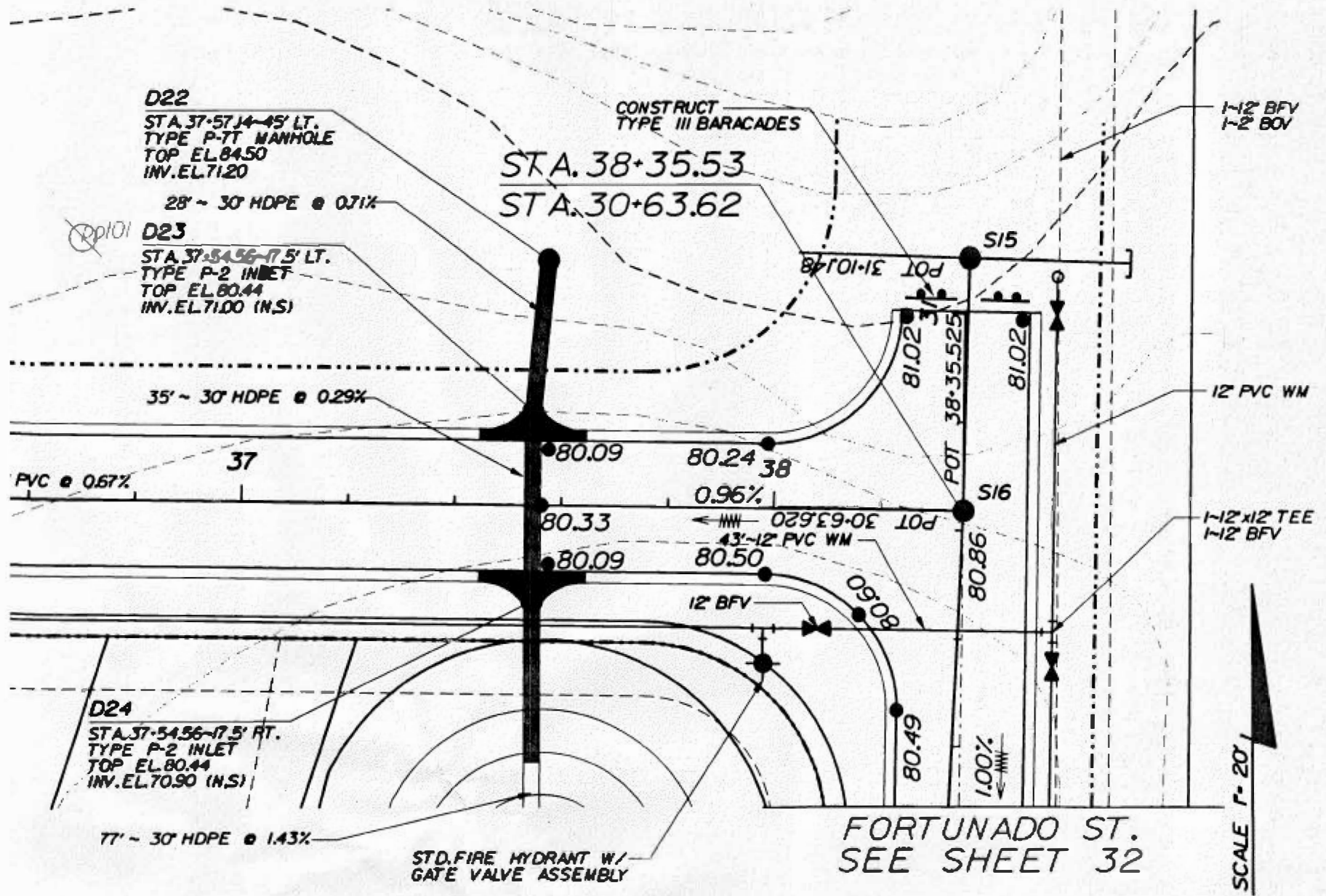
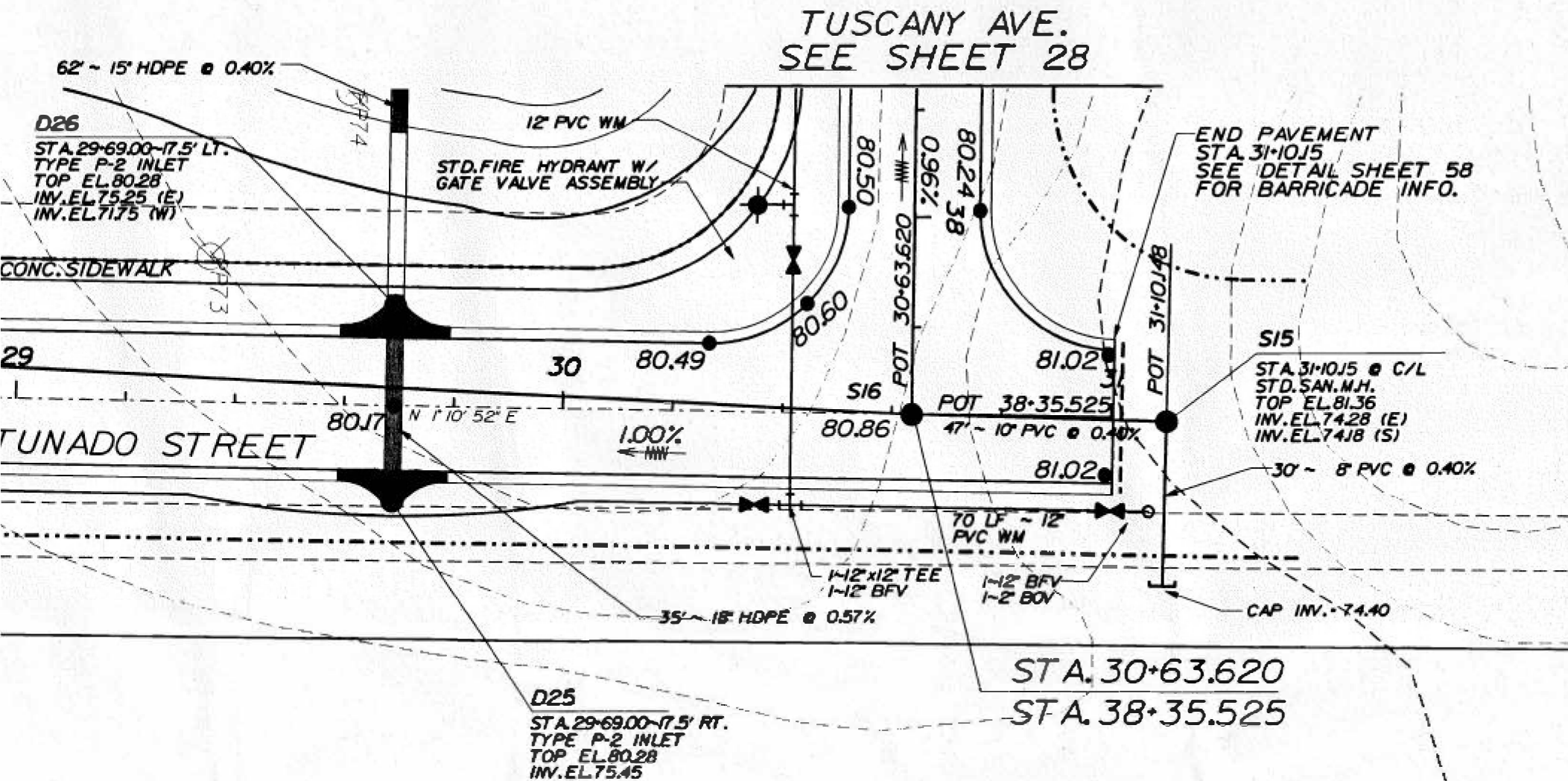
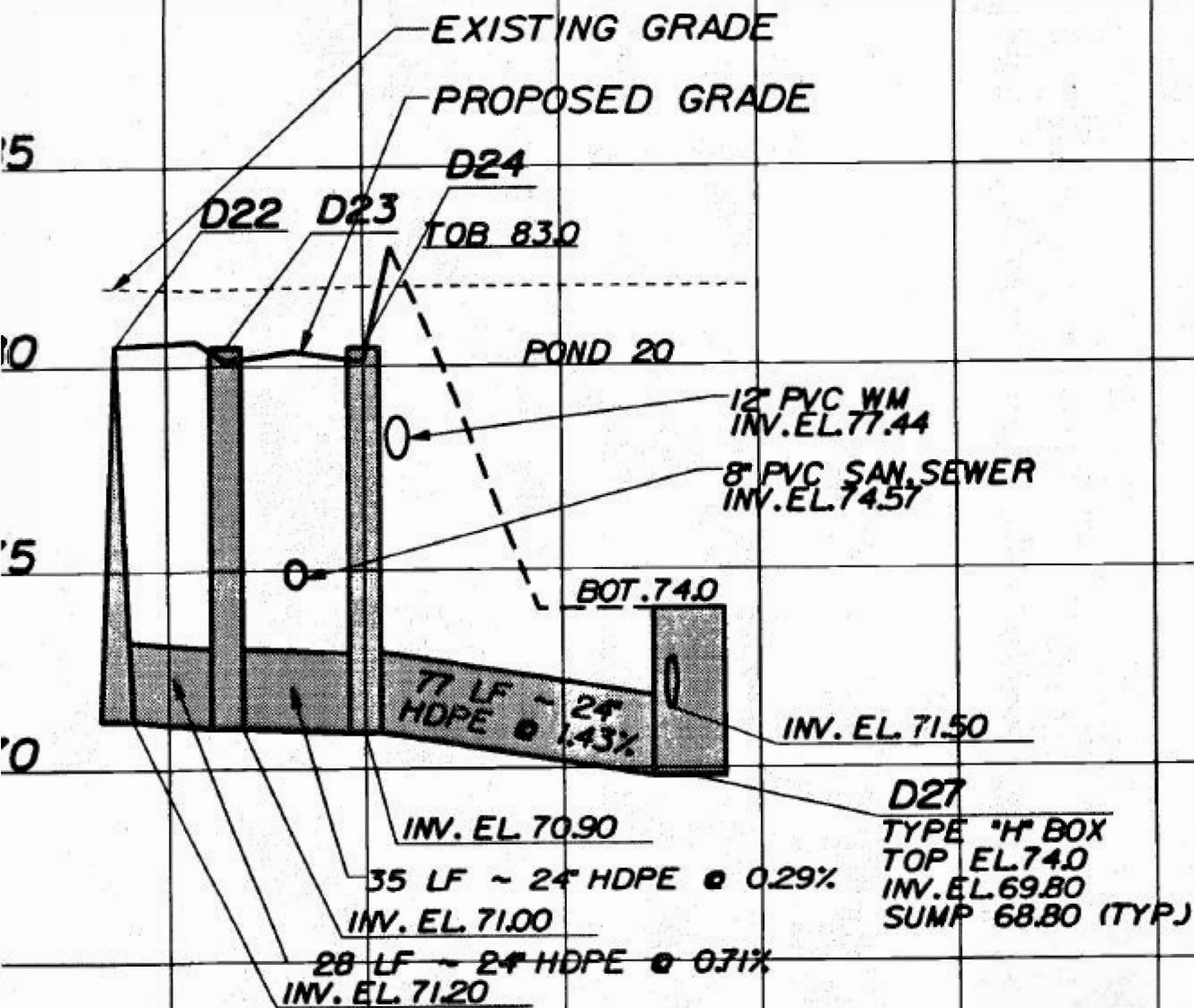


Figure 2



**Figure 3**





**STRUCTURES D23-D28**  
**REFER TO SHEETS 9 & 28**

**Figure 4**



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# Attachment “C”

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## Entrance Ponds Site Inspection Photographs

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### PROJECT INFORMATION

Project Name:	Country Greens Community Development District
Location:	Entrance Ponds (intersection of State Road 44 and Sorrento Springs Drive)
Inspection Date:	March 11, 2022 (Site Inspection #1)

#### Photograph No.

1

#### Photographer Location:

Pond #2

#### Direction Photo was taken:

Facing west

#### Comments:

Existing pond to be excavated, deepened, and concrete lined.



PROJECT INFORMATION	
Project Name:	Country Greens Community Development District
Location:	Entrance Ponds (south of State Road 44 and west of Sorrento Springs Drive)
Inspection Date:	March 11, 2022 (Site Inspection #1)

<b>Photograph No.</b>
2
<b>Photographer Location:</b>
Pond #2
<b>Direction Photo was taken:</b>
Facing southwest
<b>Comments:</b>
Pump, intake line, and construction debris.



<b>Photograph No.</b>
3
<b>Photographer Location:</b>
Pond #3
<b>Direction Photo was taken:</b>
Facing south
<b>Comments:</b>
Pump, intake line, and construction debris.





PROJECT INFORMATION	
Project Name:	Country Greens Community Development District
Location:	Entrance Ponds (south of State Road 44 and west of Sorrento Springs Drive)
Inspection Date:	March 11, 2022 (Site Inspection #1)

Photograph No.
4
Photographer Location:
Pond #3
Direction Photo was taken:
Facing west
Comments:
Pump and intake line.



Photograph No.
5
Photographer Location:
Pond #2
Direction Photo was taken:
Facing northwest
Comments:





PROJECT INFORMATION	
Project Name:	Country Greens Community Development District
Location:	Entrance Ponds (south of State Road 44 and west of Sorrento Springs Drive)
Inspection Date:	March 11, 2022 (Site Inspection #1)

<b>Photograph No.</b>
6
<b>Photographer Location:</b>
Pond #1
<b>Direction Photo was taken:</b>
Facing northwest
<b>Comments:</b>
Entrance feature.



<b>Photograph No.</b>
7
<b>Photographer Location:</b>
Pond #1
<b>Direction Photo was taken:</b>
Facing south
<b>Comments:</b>
Entrance feature.



### PROJECT INFORMATION

Project Name:	Country Greens Community Development District
Location:	Entrance Ponds (south of State Road 44 and west of Sorrento Springs Drive)
Inspection Date:	March 11, 2022 (Site Inspection #1)

#### Photograph No.

8

#### Photographer Location:

Southwest of Pond #1

#### Direction Photo was taken:

Facing southeast

#### Comments:

Approximate location of water valve.



#### Photograph No.

9

#### Photographer Location:

Pond #1

#### Direction Photo was taken:

Facing southeast

#### Comments:

Overflow trough.





### PROJECT INFORMATION

Project Name:	Country Greens Community Development District
Location:	Entrance Ponds (south of State Road 44 and west of Sorrento Springs Drive)
Inspection Date:	March 11, 2022 (Site Inspection #1)

#### Photograph No.

10

#### Photographer Location:

Pond #1

#### Direction Photo was taken:

Facing northst

#### Comments:

Overflow trough.



#### Photograph No.

11

#### Photographer Location:

Pond #2

#### Direction Photo was taken:

Facing south

#### Comments:

Pump, intake line, and construction debris.



PROJECT INFORMATION	
Project Name:	Country Greens Community Development District
Location:	Entrance Ponds (south of State Road 44 and west of Sorrento Springs Drive)
Inspection Date:	March 11, 2022 (Site Inspection #1)

<b>Photograph No.</b>
12
<b>Photographer Location:</b>
Pond #2
<b>Direction Photo was taken:</b>
Facing southwest
<b>Comments:</b>
Discharge pipe from Pond #3 into Pond #2.



---

# Attachment “D”

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## Entrance Ponds Conceptual Plan

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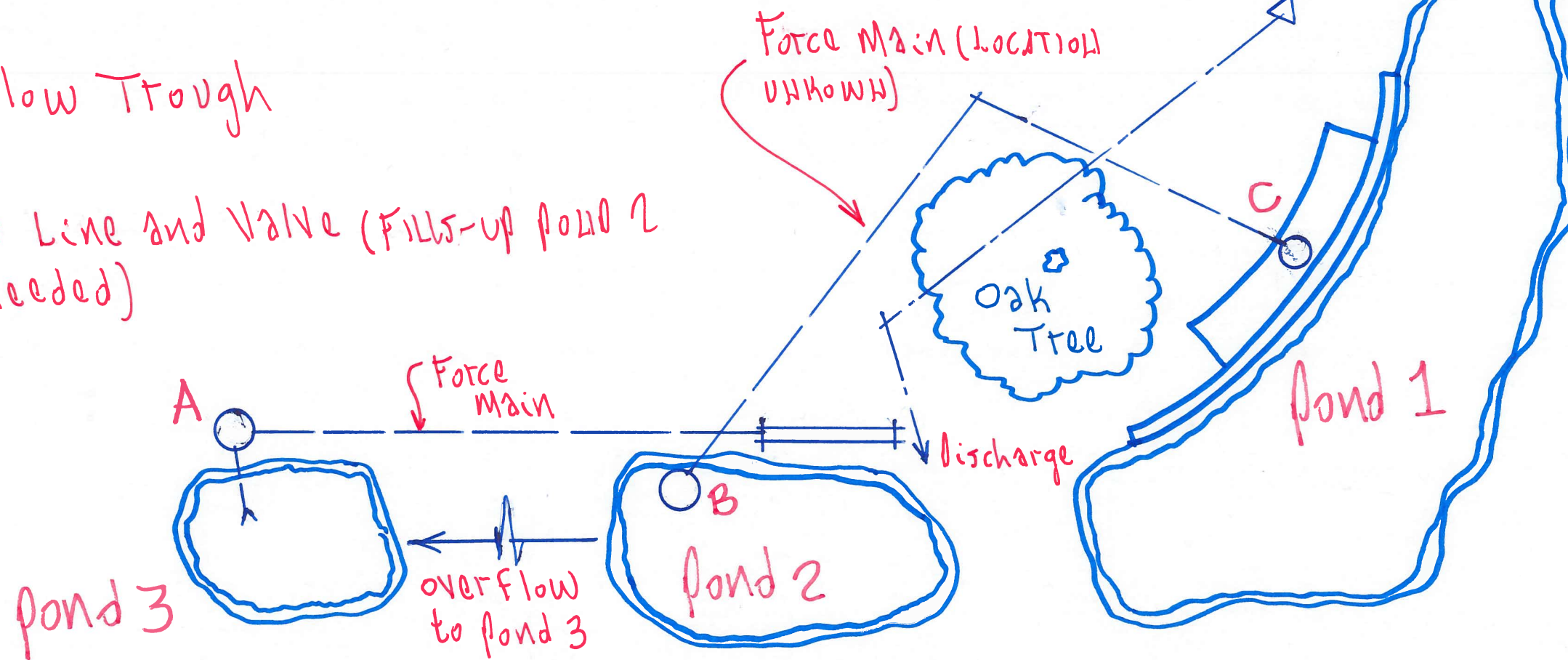


A - pump and Intake Line (Fills-up pond 2)

B - pump and Intake Line (Fills-up pond 1)

C - overflow Trough

D - Water Line and Valve (Fills-up pond 2 as needed)



Sorrento Springs Drive

Country Greens Entrance Ponds

Site plan

State Road 44