

CAPITAL REGION

Community Development District

July 9, 2020

AGENDA

Capital Region Community Development District

475 West Town Place

Suite 114

St. Augustine, Florida 32092

District Website: www.mysouthwoodcdd.com

July 1, 2020

Board of Supervisors
Capital Region Community Development District

Dear Board Members:

The Capital Region Community Development District Meeting is scheduled for **Thursday, July 9, 2020 at 6:30 p.m.** via Zoom.
Following is the advance agenda for the meeting:

Audit Committee Meeting

- I. Roll Call
- II. Review and Ranking of Audit Proposals
- III. Other Business
- IV. Adjournment

Board of Supervisors Meeting

- I. Roll Call
- II. The Pledge of Allegiance
- III. Audience Comments (*regarding agenda items listed below*)
- IV. Approval of Consent Agenda
 - A. Approval of the Minutes of the June 11, 2020 Meeting
 - B. Balance Sheet as of May 31, 2020 and Statement of Revenues & Expenditures for the Period Ending May 31, 2020
 - C. Allocation of Assessment Receipts

- D. Check Register
- V. Board Review and Revisions to Fiscal Year 2021 Approved Budget (in preparation for August 13, 2020 Public Hearing for Adoption)
 - A. Consideration of Resolution 2020-07, Declaring O&M Assessments
- VI. Ratification of Agreement with Leon County Tax Collector Regarding 2020 Uniform Method for Collection
- VII. St. Joe Update (John Curtis)
- VIII. Review of Draft Build-Out Budget (O&M)
- IX. Update Regarding DRI Matters
- X. Discussion of Common Area Maintenance at Charter School
- XI. Consideration of Proposals for Fiscal Year 2020 Audit Services
- XII. Staff Reports
 - A. Attorney
 - B. Dantin Consulting
 - C. Communications Consulting
 - D. Property Management
 - 1. All Pro Reports
 - 2. Operations Memorandum
 - 3. Variance Report
 - 4. Tinkergarden Parks Team Request
 - E. Manager
- XIII. Supervisors Requests
- XIV. Audience Comments
- XV. Next Scheduled Meeting – August 13, 2020 @ 6:30 p.m. at SouthWood Community Center
- XVI. Adjournment

I look forward to seeing you at the meeting. If you have any questions, please feel free to call.

Sincerely,

James Oliver

James Oliver
District Manager

Community Interest:

- A. Roadways – *Supervisor Ray*
- B. Landscaping Conservation Areas – *Vice Chairman Rojas*
- C. Parks and Recreation/Bike Paths/Trail System – *Supervisor Ray*
- D. Budget / Bond Refinancing – *Chairman DePreist*
- E. Security – *Chairman DePriest*
- F. HOA Coordination – *Supervisor Johnston*
- G. City/County Coordination – *Chairman DePreist*
- H. Community Liaison – *Supervisor Kelley*

SECOND ORDER OF BUSINESS

Capital Region Community Development District
Auditor Selection Evaluation Criteria

	Ability of Personnel	Proposer's Experience	Understanding of Scope of Work	Ability to Furnish the Required Services	Price	Point Total
	(e.g., geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing workload; proposed staffing levels, etc.)	(e.g., past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character; integrity; reputation of respondent, etc.)	Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.	Extent to which the proposal demonstrates the adequacy of proposer's financial resources and stability as a business entity necessary to complete the services required (e.g., the existence of any natural disaster plan for business operations).	Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to services.	
Proposer	20	20	20	20	20	100

FOURTH ORDER OF BUSINESS

A.

MINUTES OF MEETING
CAPITAL REGION COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Capital Region Community Development District was held Thursday, June 11, 2020 at 6:30 p.m. via Zoom.

Present and constituting a quorum were:

Jennings DePriest	Chairman
Kyle Rojas	Vice Chairman
John Ray	Supervisor
April Johnston	Supervisor
Brian Kelley	Supervisor

Also present were:

Jim Oliver	District Manager
Sarah Sandy	District Counsel
Robert Berlin	Operations Manager - GMS
Keith Dantin	Engineering Consultant

The following is a summary of the actions taken at the June 11, 2020 meeting. A copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call

Mr. DePriest called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

The Pledge of Allegiance

The Pledge of Allegiance was not conducted during the virtual meeting.

THIRD ORDER OF BUSINESS

Audience Comments

Ms. Saylor representing the Tallahassee Classical School stated I believe it is on the agenda to talk about common area maintenance for our piece of property as well as a couple others. This is a non-profit public school that is really excited to join the Southwood Community and look forward to working together with the CDD on keeping the corner of Southwood that we are developing beautiful.

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the April 21, 2020 Meeting**
- B. Balance Sheet as of April 30, 2020 and Statement of Revenues & Expenditures for the Period Ending April 30, 2020**
- C. Allocation of Assessments**
- D. Check Register**

On MOTION by Mr. Kelley seconded by Mr. Rojas with all in favor the consent agenda items were approved.

FIFTH ORDER OF BUSINESS

Appoint of Audit RFP Committee

On MOTION by Mr. Kelley seconded by Mr. Rojas with all in favor the board members were appointed to serve as the audit RFP committee.

SIXTH ORDER OF BUSINESS

Discussion of Lily Pad Management for Lake Verdura

Mr. Berlin stated all the proposal does is clears out the section that I laid out, which is along the shoreline behind the houses and a small portion coming around the front and that brings the lily pads up on the shore. Then you have another cost that I have not generated because I really don't know what I'm dealing with, to take those lily pads and remove them and that can be done in a number of ways. The \$4,900 gets him out there, he gets them cleared and float up in a month or three months, a lot of that depends on the time of year he actually cuts the plants.

On MOTION by Mr. Kelley seconded by Mr. Rojas with all in favor the proposal from David English Tractor Service in the amount of \$4,900.00 was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2020-06 Approving the Proposed Budget for Fiscal Year 2021 and Setting a Public Hearing Date for Adoption

Mr. Oliver stated we will begin the budget process tonight with the adoption of approving the proposed budget and setting a public hearing for budget adoption to be held in August. Florida Statutes require an annual budget be approved by June 15 and a budget hearing be held no sooner than 60 days later. Over the next two months, the Board and staff can refine the budget as we approach the public hearing for budget adoption. At our last meeting the board accepted the proposal of the landscape company, the agreement is still to be worked out. The budget does show the increase in the landscape line item that is the largest reason for the increase in the budget.

The board and staff discussed the proposed budget, the three different spending scenarios with the highest expenditures being a column marked fiscal year 2021-A, direct bill assessments, a potential change of methodology for undeveloped land, the cost of pine straw and how to reduce the amount used, capital reserves, alleyways, tree trimming and decided a budget workshop/meeting was needed to thoroughly review the proposed budget.

On MOTION by Mr. Ray seconded by Mr. Rojas with all in favor Resolution 2020-06 approving the proposed fiscal year 2021 budget (option 2021-A) and setting a public hearing for August 13, 2020 at 6:30 p.m. was approved.

EIGHTH ORDER OF BUSINESS

St. Joe Update (John Curtis)

Mr. Kelley stated the city will release an RFP for the city park to clear the land, move the dirt, pack the dirt, so that it drains correctly, laying piping in and once that is completed the city will come in with their own crews and put in the park features, such as various sports fields, bathroom facility as well.

NINTH ORDER OF BUSINESS

Review of Draft Build-Out Budget (O&M)

Mr. Oliver stated we have started the process to develop this build-out budget,. Unfortunately, we do not yet have projected development plan data from St. Joe Company, based on the “Big Fix” plan they are developing.. We have had communications with John Curtis to provide us with his data for his build-out year of 2027, to include the total units, the breakout of those units by product type and total common areas acreage to maintain. With that info, we can develop a pro-forma 2027 O&M budget and project assessments on per unit and project type

basis. Once we complete the 2027 year analysis, we can backward plan for each previous year, to bring it back to the current year. , If we cannot get St. Joe projections, we'll come up with our best projections. I will try to get that information for your July meeting.

TENTH ORDER OF BUSINESS**Update Regarding DRI Matters**

Mr. Dantin stated how we are going to take care of undeveloped lands is going to be determined by the new master plan, which John Curtis is trying to come through and the residential components have overtaken the commercial and industrial, which should reduce the amount of overall maintenance requirements the CDD is going to have. In talking to St. Joe the big fix and all the improvements as it relates to the master plan is going to be as to mixed use, residential, all the changes is not going to be done until the stormwater plan is resolved. They are talking about a July 10th resolution going before the city commission on October 28 for approval. I have asked John to present to us a new master plan that basically shows existing buildout, proposed development that isn't changing, proposed development that is changing and what it is changing to, as it relates to density, use and so forth. Hopefully, we are going to get that in the next couple days or week.

ELEVENTH ORDER OF BUSINESS**Discussion of Common Area Maintenance of LDR-5, Charter School and LSF-3**

Mr. DePriest stated because the charter school is part of this vote I need to pass the chairmanship to the vice chair.

Mr. Oliver stated we are talking about three different areas. The chairman can participate in the discussions on LDR-5 and LSF-3 but because of a conflict he won't be involved in the discussion regarding the charter school maintenance.

Mr. Berlin stated the charter school is under the assumption that the district is going to maintain Artemis Way, that is the main roadway from Tram up to their entry feature. That is under construction right now, they are putting in landscape and irrigation and it is being watered with potable water. Additional information needs to be gathered before we have an understanding of the costs associated with the maintenance

On MOTION by Mr. Kelley seconded by Ms. Johnston with all in favor Mr. Berlin was directed to continue working with the new

school about the landscape and to bring that additional information back to the board.
--

Mr. Rojas passed the gavel back to Mr. DePriest.

LDR-5

It was the consensus of the board to remove the item from all future agendas.

LSF-3

Mr. Oliver stated at the April meeting, the seventh order of business was the update regarding preliminary plat for Biltmore extension and LSF-3 and the eighth order of business was discussion of common area maintenance of LSF-3 and LDR-5 and this item was tabled.

Mr. Ray stated Biltmore Extension that backs up to LDR-5.

Mr. Berlin stated it is extension of Biltmore and a stormwater pond.

Mr. Ray stated at that meeting we approved the Biltmore Extension as well as LSF-3 because I personally got a commitment from St Joe that the huge buffer along Orange Avenue was going to be left natural. The other issue Keith is working on is how we connect the nature trail that runs through the heart of LSF-3 to the Esplanade nature trail by the bluffs. John Curtis has given me assurance that St. Joe intends to connect that nature trail once the big fix is approved.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. Attorney - Report

Ms. Sandy stated at one time the HOA had requested to do a 4th of July event that they have since withdrawn. At the last meeting we discussed the tot lot being closed and with the governor's most recent executive order the state is in Phase 2 of reopening for amenities, and at the last meeting we said we would look to the city for guidance on whether to open the tot lot. The city has continued to leave their playgrounds closed. Some districts have decided to leave their playgrounds closed, others have taken the approach of posting signage such as use at your own risk, self-sanitize, maintain social distancing and allowed people to proceed forward on those grounds. It is up to the board if you want to strictly follow the local jurisdiction or take additional steps of opening up as use at your own risk.

Mr. Oliver stated I do have districts that have opened their playgrounds, particularly those that are unstaffed anyway using the same precautions, largely the responsibility of the children and the parents to be safe, socially distance and to clean surfaces.

On MOTION by Mr. Rojas seconded by Mr. Kelley with all in favor staff was authorized to open the tot lot with the appropriate signage for use at your own risk, socially distance and self-sanitize.

Mr. Berlin stated Sarah, I want an email from you as to what the signage should say, I will get it erected then open the tot lot.

B. Dantin Consulting

There being none, the next item followed.

C. Property Management Report

1. All Pro Reports

A copy of the All Pro reports was included in the agenda package.

2. Operations Memorandum

A copy of the operations memorandum was included in the agenda package.

3. Variance Report

A copy of the variance report was included in the agenda package.

E. Manager

Mr. Oliver stated recently a true-up calculation was done for the Series 2018 Bonds, as required when we reached the 25% threshold based on acreage that triggers the need to have the calculation. In this case, the trigger point was 576 developable acres remaining undeveloped and we are now at 570 developable acres undeveloped. This is to make sure that not too much debt is assigned on the remaining acres. In this case, \$12 million of par debt is spread over 570 developable acres and that came to \$21,494 per developable acre. The true-up threshold is \$22,050 per developable acre, so we fell below that threshold so there is not too much debt on

the remaining lands and a true-up payment is not required. We will go through that exercise any time there is a new plat and the next threshold is 50%.

THIRTEENTH ORDER OF BUSINESS Supervisor's Requests

Mr. Rojas stated I want to thank the staff, they have done a good job during this video conference and I want to thank Robert, you do a lot for this community and you put up with a lot. I want to get your take because it may become an issue. There is a rezoning sign in front of the parcel on Mossy Creek; it is part of the golf course.

Mr. Berlin stated it is not likely to happen. St. Joe is in a precarious position when it comes to stormwater.

Mr. Rojas stated I don't think we need to spend money or resources doing this. Make Keith aware of it and watch it.

FOURTEENTH ORDER OF BUSINESS Audience Comments

There being none, the next item followed.

FIFTEENTH ORDER OF BUSINESS Next Scheduled Meeting – August 13, 2020 at 6:30 p.m. at the Southwood Community Center or alternative location as to be established by staff

Mr. DePriest stated we are going to have a meeting in July to discuss the budget and staff will get a date to us.

Mr. Oliver stated after we adjourn, we are going to have a brief audit committee meeting.

The meeting adjourned at 9:04 p.m.

Secretary/Assistant Secretary

Chairman/Vice Chairman

B.

Capital Region
Community Development District
Unaudited Financial Statements
May 31, 2020

Meeting Date
July 8, 2020

**CAPITAL REGION
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
May 31, 2020**

	General	Debt Service	Non-Major Fund	Total Governmental Funds
<u>ASSETS:</u>				
CASH	\$129,898	---	---	\$129,898
Capital Reserve	---	---	\$55,206	\$55,206
INVESTMENT - STATE BOARD	\$939,760	---	---	\$939,760
INVESTMENTS:				
<i>Series 2011A1</i>				
Reserve A1	---	\$185,694	---	\$185,694
Revenue A1	---	\$88,858	---	\$88,858
Due From General	---	\$2,709	---	\$2,709
<i>Series 2013</i>				
Reserve	---	\$430,794	---	\$430,794
Revenue	---	\$339,060	---	\$339,060
Due From General	---	\$2,790	---	\$2,790
<i>Series 2018A1</i>				
Reserve	---	\$651,808	---	\$651,808
Revenue	---	\$68,132	---	\$68,132
Due From General	---	\$807	---	\$807
<i>Series 2018A2</i>				
Reserve	---	\$136,528	---	\$136,528
Revenue	---	\$45,861	---	\$45,861
TOTAL ASSETS	<u>\$1,069,659</u>	<u>\$1,953,039</u>	<u>\$55,206</u>	<u>\$3,077,904</u>
<u>LIABILITIES:</u>				
DUE TO OTHER	\$37,523	---	---	\$37,523
DEFERRED REVENUE	\$31,597	---	---	\$31,597
FUND BALANCES:				
UNASSIGNED FOR GENERAL FUND	\$1,000,539	---	---	\$1,000,539
ASSIGNED FOR CAPITAL PROJECTS	---	---	\$55,206	\$55,206
RESTRICTED FOR DEBT SERVICE	---	\$1,953,039	---	\$1,953,039
LIABILITIES & FUND EQUITY & OTHER CREDITS	<u>\$1,069,659</u>	<u>\$1,953,039</u>	<u>\$55,206</u>	<u>\$3,077,904</u>

CAPITAL REGION
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ended May 31, 2020

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 05/31/20	ACTUAL THRU 05/31/20	VARIANCE
REVENUES:				
Special Assessment-On Roll	\$1,181,280	\$1,181,280	\$1,170,291	(\$10,989)
Special Assessment-Direct - St Joe	\$379,158	\$252,772	\$252,772	\$0
Interest Income/Miscellaneous	\$2,500	\$1,667	\$6,322	\$4,656
TOTAL REVENUES	\$1,562,937	\$1,435,719	\$1,429,385	(\$6,333)
EXPENDITURES:				
ADMINISTRATIVE:				
Supervisors Fees	\$6,000	\$4,000	\$3,800	\$200
FICA Expense	\$459	\$306	\$291	\$15
Engineering	\$30,000	\$20,000	\$12,551	\$7,449
Arbitrage	\$3,750	\$600	\$600	\$0
Dissemination	\$7,300	\$4,867	\$4,867	\$0
Attorney	\$57,000	\$38,000	\$26,768	\$11,232
Annual Audit	\$4,000	\$4,250	\$4,250	\$0
Annual Report	\$500	\$0	\$0	\$0
Trustee Fees	\$14,000	\$15,516	\$15,516	\$0
Assessment Roll Services	\$11,500	\$11,500	\$11,500	\$0
Management Fees	\$48,620	\$32,414	\$32,413	\$0
Information Technology	\$2,800	\$1,867	\$1,867	\$0
Records Storage	\$150	\$100	\$0	\$100
Travel & Per Diem	\$1,750	\$1,167	\$733	\$434
Telephone	\$300	\$200	\$197	\$3
Postage	\$1,500	\$1,000	\$488	\$512
Printing & Binding	\$2,000	\$1,333	\$987	\$346
Insurance	\$16,627	\$16,738	\$16,738	\$0
Legal Advertising	\$3,500	\$2,333	\$1,437	\$896
Other Current Charges	\$1,600	\$1,067	\$1,211	(\$144)
Office Supplies	\$200	\$133	\$67	\$66
Dues, Licenses, Subscriptions	\$3,175	\$175	\$175	\$0
Capital Outlay	\$250	\$166	\$0	\$166
TOTAL ADMINISTRATIVE	\$216,980	\$157,732	\$136,456	\$21,276
FIELD:				
Management Fees	\$126,000	\$84,000	\$84,000	\$0
Security	\$10,000	\$6,667	\$5,843	\$824
Communications	\$10,000	\$6,667	\$3,500	\$3,167
Utilities	\$45,000	\$30,000	\$36,381	(\$6,381)
Landscape Maintenance - Contract	\$879,249	\$586,166	\$586,166	\$0
Landscape Maintenance - New Units/Street Trees	\$7,500	\$5,000	\$106	\$4,894
Pond Maintenance - Contract	\$5,000	\$3,333	\$1,730	\$1,603
Pond Repairs - Current Units	\$30,000	\$20,000	\$23,238	(\$3,238)
Pond Repairs - New Units	\$1,500	\$1,000	\$0	\$1,000

CAPITAL REGION
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ended May 31, 2020

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 05/31/20	ACTUAL THRU 05/31/20	VARIANCE
EXPENDITURES:				
<i>FIELD: (continued)</i>				
SWMF Operating Permit Fees	\$5,508	\$3,672	\$943	\$2,729
Irrigation Maintenance - Contract	\$49,604	\$33,070	\$33,070	\$0
Irrigation Maintenance - New Units	\$500	\$333	\$18	\$315
Irrigation Repairs - Current Units	\$40,000	\$26,667	\$33,660	(\$6,994)
Irrigation Systems Upgrades	\$1,250	\$833	\$0	\$833
Preserve Maintenance	\$40,000	\$26,667	\$37,112	(\$10,445)
Tot Lot Inspection/Maintenance	\$5,000	\$3,333	\$2,751	\$582
Tree Removal/Trimming/Cleanup	\$35,000	\$23,333	\$9,653	\$13,680
Alleyway Maintenance	\$5,000	\$3,333	\$2,050	\$1,283
Miscellaneous Maintenance	\$7,500	\$5,000	\$5,778	(\$778)
Special Events	\$5,000	\$3,333	(\$350)	\$3,683
Other-Contingency	\$5,000	\$3,333	\$1,816	\$1,517
Capital Expenditures	\$25,000	\$16,667	\$0	\$16,667
Reserve for Capital - R&R	\$94,209	\$62,806	\$0	\$62,806
Common Area Maintenance	\$8,000	\$5,333	\$2,421	\$2,912
TOTAL FIELD	\$1,440,820	\$960,547	\$869,887	\$90,660
TOTAL EXPENDITURES	\$1,657,800	\$1,118,278	\$1,006,343	\$111,936
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	(\$94,863)	\$317,440	\$423,043	\$105,602
NET CHANGE IN FUND BALANCE	(\$94,863)	\$317,440	\$423,043	\$105,602
FUND BALANCE - Beginning	\$94,863		\$577,497	
FUND BALANCE - Ending	\$0		\$1,000,539	

CAPITAL REGION CDD
GENERAL FUND
FY 2020

Description	ADOPTED BUDGET	October	November	December	January	February	March	April	May	June	July	August	September	Year to Date
REVENUES:														
Special Assessment-On Roll	\$1,181,280	\$0	\$149,478	\$925,674	\$40,852	\$16,720	\$18,592	\$14,617	\$4,358	\$0	\$0	\$0	\$0	\$1,170,291
Special Assessment-Direct - St Joe	\$379,158	\$31,597	\$31,597	\$31,597	\$31,597	\$31,597	\$31,597	\$31,597	\$31,597	\$0	\$0	\$0	\$0	\$252,772
Interest Income/Miscellaneous	\$2,500	\$828	\$593	\$380	\$362	\$1,246	\$1,366	\$889	\$658	\$0	\$0	\$0	\$0	\$6,322
Carry Forward Surplus	\$94,863	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUES	\$1,657,800	\$32,425	\$181,668	\$957,650	\$72,810	\$49,563	\$51,555	\$47,103	\$36,612	\$0	\$0	\$0	\$0	\$1,429,385

EXPENDITURES:

Administrative:

Supervisors Fees	\$6,000	\$800	\$0	\$1,000	\$0	\$1,000	\$0	\$0	\$1,000	\$0	\$0	\$0	\$0	\$3,800
FICA Expense	\$459	\$61	\$0	\$77	\$0	\$77	\$0	\$0	\$77	\$0	\$0	\$0	\$0	\$291
Engineering	\$30,000	\$1,313	\$407	\$2,525	\$2,418	\$1,708	\$2,875	\$3,305	(\$2,000)	\$0	\$0	\$0	\$0	\$12,551
Arbitrage	\$3,750	\$600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$600
Dissemination	\$7,300	\$608	\$608	\$608	\$608	\$608	\$608	\$608	\$608	\$0	\$0	\$0	\$0	\$4,867
Attorney	\$57,000	\$2,435	\$147	\$6,024	\$1,935	\$4,696	\$3,331	\$6,496	\$1,705	\$0	\$0	\$0	\$0	\$26,768
Annual Audit	\$4,000	\$0	\$0	\$4,000	\$250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,250
Annual Report	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Trustee Fees	\$14,000	\$4,337	\$0	\$4,148	\$0	\$0	\$7,031	\$0	\$0	\$0	\$0	\$0	\$0	\$15,516
Assessment Roll Services	\$11,500	\$11,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,500
Management Fees	\$48,620	\$4,052	\$4,052	\$4,052	\$4,052	\$4,052	\$4,052	\$4,052	\$4,052	\$0	\$0	\$0	\$0	\$32,413
Information Technology	\$2,800	\$233	\$233	\$233	\$233	\$233	\$233	\$233	\$233	\$0	\$0	\$0	\$0	\$1,867
Records Storage	\$150	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Travel & Per Diem	\$1,750	\$238	\$142	\$172	\$181	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$733
Telephone	\$300	\$42	\$20	\$0	\$21	\$65	\$48	\$0	\$0	\$0	\$0	\$0	\$0	\$197
Postage	\$1,500	\$132	\$9	\$75	\$18	\$107	\$71	\$77	\$0	\$0	\$0	\$0	\$0	\$488
Printing & Binding	\$2,000	\$78	\$178	\$17	\$299	\$48	\$239	\$4	\$126	\$0	\$0	\$0	\$0	\$987
Insurance	\$16,627	\$16,738	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16,738
Legal Advertising	\$3,500	\$96	\$360	\$97	\$99	\$428	\$0	\$247	\$110	\$0	\$0	\$0	\$0	\$1,437
Other Current Charges	\$1,600	\$188	\$197	\$154	\$2	\$0	\$466	\$117	\$87	\$0	\$0	\$0	\$0	\$1,211
Office Supplies	\$200	\$6	\$15	\$0	\$15	\$0	\$15	\$0	\$15	\$0	\$0	\$0	\$0	\$67
Dues, Licenses, Subscriptions	\$3,175	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
Capital Outlay	\$250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Administrative	\$216,980	\$43,632	\$6,370	\$23,182	\$10,130	\$13,021	\$18,969	\$15,139	\$6,012	\$0	\$0	\$0	\$0	\$136,456

CAPITAL REGION CDD
GENERAL FUND
FY 2020

Description	ADOPTED BUDGET	October	November	December	January	February	March	April	May	June	July	August	September	Year to Date
<u>Maintenance:</u>														
Management Fees	\$126,000	\$10,500	\$10,500	\$10,500	\$10,500	\$10,500	\$10,500	\$10,500	\$10,500	\$0	\$0	\$0	\$0	\$84,000
Security	\$10,000	\$5,738	\$105	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,843
Communications	\$10,000	\$500	\$500	\$0	\$500	\$500	\$500	\$500	\$500	\$0	\$0	\$0	\$0	\$3,500
Utilities	\$45,000	\$6,293	\$2,494	\$2,658	\$2,167	\$1,820	\$3,603	\$7,450	\$9,897	\$0	\$0	\$0	\$0	\$36,381
Landscape Maintenance - Contract	\$879,249	\$73,271	\$73,271	\$73,271	\$73,271	\$73,271	\$73,271	\$73,271	\$73,271	\$0	\$0	\$0	\$0	\$586,166
Landscape Maintenance - New Units/Street Trees	\$7,500	\$5	\$5	\$5	\$71	\$5	\$5	\$5	\$5	\$0	\$0	\$0	\$0	\$106
Pond Maintenance - Contract	\$5,000	\$0	\$0	\$865	\$0	\$0	\$0	\$865	\$0	\$0	\$0	\$0	\$0	\$1,730
Pond Repairs - Current Units	\$30,000	\$5,043	\$6,275	\$74	\$0	\$2,775	\$6,984	\$976	\$1,113	\$0	\$0	\$0	\$0	\$23,238
Pond Repairs - New Units	\$1,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SWMF Operating Permit Fees	\$5,508	\$25	\$0	\$0	\$0	\$0	\$0	\$918	\$0	\$0	\$0	\$0	\$0	\$943
Irrigation Maintenance - Contract	\$49,604	\$4,134	\$4,134	\$4,134	\$4,134	\$4,134	\$4,134	\$4,134	\$4,134	\$0	\$0	\$0	\$0	\$33,070
Irrigation Maintenance - New Units	\$500	\$0	\$0	\$3	\$3	\$3	\$3	\$3	\$3	\$0	\$0	\$0	\$0	\$18
Irrigation Repairs - Current Units	\$40,000	\$1,498	\$1,426	\$990	\$7,349	\$2,482	\$4,499	\$6,749	\$8,668	\$0	\$0	\$0	\$0	\$33,660
Irrigation Systems Upgrades	\$1,250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Preserve Maintenance	\$40,000	\$7,842	\$735	\$3,452	\$5,611	\$0	\$14,299	\$4,508	\$666	\$0	\$0	\$0	\$0	\$37,112
Tot Lot Inspection/Maintenance	\$5,000	\$0	\$0	\$0	\$0	\$0	\$1,856	\$480	\$415	\$0	\$0	\$0	\$0	\$2,751
Tree Removal/Trimming/Cleanup	\$35,000	\$0	\$1,500	\$0	\$3,330	\$1,220	\$0	\$2,400	\$1,203	\$0	\$0	\$0	\$0	\$9,653
Alleyway Maintenance	\$5,000	\$600	\$0	\$0	\$0	\$0	\$0	\$0	\$1,450	\$0	\$0	\$0	\$0	\$2,050
Miscellaneous Maintenance	\$7,500	\$2,000	\$1,738	\$953	\$42	\$513	\$0	\$469	\$63	\$0	\$0	\$0	\$0	\$5,778
Special Events	\$5,000	-\$350	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-\$350
Other-Contingency	\$5,000	\$0	\$0	\$545	\$0	\$163	\$30	\$1,079	\$0	\$0	\$0	\$0	\$0	\$1,816
Capital Expenditures	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve for Capital - R&R	\$94,209	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Common Area Maintenance	\$8,000	\$1,159	\$391	\$0	\$872	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,421
Total Maintenance	\$1,440,820	\$118,257	\$103,072	\$97,448	\$107,848	\$97,385	\$119,682	\$114,306	\$111,888	\$0	\$0	\$0	\$0	\$869,887
Total Recreation Facility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$1,657,800	\$161,889	\$109,442	\$120,631	\$117,979	\$110,406	\$138,651	\$129,444	\$117,900	\$0	\$0	\$0	\$0	\$1,006,343
Interfund Transfer In/(Out)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Excess Revenues (Expenditures)	\$0	(\$129,465)	\$72,226	\$837,019	(\$45,168)	(\$60,843)	(\$87,096)	(\$82,342)	(\$81,288)	\$0	\$0	\$0	\$0	\$423,043

CAPITAL REGION
COMMUNITY DEVELOPMENT DISTRICT
CAPITAL RESERVE

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ended May 31, 2020

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 05/31/20	ACTUAL THRU 05/31/20	VARIANCE
REVENUES:				
Capital Reserve Contribution	\$119,209	\$0	\$0	\$0
TOTAL REVENUES	\$119,209	\$0	\$0	\$0
EXPENDITURES:				
Reserve for Capital - R&R	\$0	\$0	\$17,464	(\$17,464)
Other Charges	\$600	\$400	\$328	\$72
TOTAL EXPENDITURES	\$600	\$400	\$17,792	(\$17,392)
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	\$118,609	(400.00)	(17,791.76)	(17,391.76)
FUND BALANCE - Beginning	\$102,095		\$72,998	
FUND BALANCE - Ending	<u>\$220,704</u>		<u>\$55,206</u>	

CAPITAL REGION
COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND - SERIES 2011A1 & A2
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ended May 31, 2020

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 05/31/20	ACTUAL THRU 05/31/20	VARIANCE
REVENUES:				
Special Assessments - Residential	\$379,445	\$379,445	\$378,422	(\$1,022)
Interest Income	\$1,000	\$667	\$3,170	\$2,503
TOTAL REVENUES	\$380,445	\$380,111	\$381,592	\$1,481
EXPENDITURES:				
SERIES 2011-A1				
Interest - 11/1 - 2011A1	\$85,659	\$85,659	\$85,659	\$0
Interest - 5/1 - 2011A1	\$85,659	\$85,659	\$85,659	\$0
Principal - 5/1 - 2011A1	\$200,000	\$200,000	\$200,000	\$0
Special Call - 5/1 2011A1	\$0	\$0	\$15,000	(\$15,000)
TOTAL EXPENDITURES	\$371,318	\$371,318	\$386,318	(\$15,000)
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	\$9,127	\$8,793	(\$4,726)	(\$13,519)
FUND BALANCE - Beginning	\$96,300		\$281,986	
FUND BALANCE - Ending	<u>\$105,427</u>		<u>\$277,260</u>	

CAPITAL REGION
COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND - SERIES 2013A
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ended May 31, 2020

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 05/31/20	ACTUAL THRU 05/31/20	VARIANCE
REVENUES:				
Special Assessments - Residential	\$381,326	\$381,326	\$377,650	(\$3,675)
Special Assessments - Commercial	\$480,848	\$480,848	\$479,454	(\$1,394)
Interest Income	\$2,500	\$1,667	\$8,474	\$6,808
TOTAL REVENUES	\$864,674	\$863,840	\$865,579	\$1,738
EXPENDITURES:				
Interest- 11/1	\$215,209	\$215,209	\$215,209	\$0
Interest - 5/1	\$215,209	\$215,209	\$215,209	\$0
Principal - 5/1	\$440,000	\$440,000	\$440,000	\$0
Special Call - 5/1	\$0	\$0	\$5,000	(\$5,000)
TOTAL EXPENDITURES	\$870,418	\$870,418	\$875,418	(\$5,000)
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	(\$5,744)	(\$6,577)	(\$9,839)	(\$3,261)
FUND BALANCE - Beginning	\$347,730		\$782,482	
FUND BALANCE - Ending	<u>\$341,986</u>		<u>\$772,643</u>	

CAPITAL REGION
COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND - SERIES 2018A1
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ended May 31, 2020

DESCRIPTION	PROPOSED BUDGET	PRORATED BUDGET THRU 05/31/20	ACTUAL THRU 05/31/20	VARIANCE
REVENUES:				
Special Assessments - Residential	\$142,918	\$142,918	\$141,541	(\$1,377)
Special Assessments - Commercial	\$77,165	\$77,165	\$76,948	(\$217)
Special Assessments - Direct	\$1,086,011	\$760,207	\$760,207	\$0
Interest Income	\$2,500	\$1,667	\$5,902	\$4,235
TOTAL REVENUES	\$1,308,594	\$981,957	\$984,598	\$2,641
EXPENDITURES:				
Interest - 11/1	\$401,650	\$401,650	\$401,650	\$0
Special Call - 11/1	\$0	\$0	\$5,000	(\$5,000)
Interest - 5/1	\$401,650	\$401,650	\$401,547	\$103
Principal - 5/1	\$510,000	\$510,000	\$510,000	\$0
Special Call - 5/1	\$0	\$0	\$15,000	(\$15,000)
TOTAL EXPENDITURES	\$1,313,300	\$1,313,300	\$1,333,197	(\$19,897)
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	(\$4,706)	(\$331,343)	(\$348,599)	(\$17,256)
NET CHANGE IN FUND BALANCE	(\$4,706)	(\$331,343)	(\$348,599)	(\$17,256)
FUND BALANCE - Beginning	\$463,753		\$1,069,346	
FUND BALANCE - Ending	\$459,047		\$720,747	

CAPITAL REGION
COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND - SERIES 2018A2
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ended May 31, 2020

DESCRIPTION	PROPOSED BUDGET	PRORATED BUDGET THRU 05/31/20	ACTUAL THRU 05/31/20	VARIANCE
REVENUES:				
Special Assessments - Residential	\$273,055	\$273,055	\$264,671	(\$8,384)
Interest Income	\$2,500	\$1,667	\$1,810	\$143
TOTAL REVENUES	\$275,555	\$274,722	\$266,481	(\$8,241)
EXPENDITURES:				
Interest - 11/1	\$55,096	\$55,096	\$55,096	\$0
Interest - 5/1	\$55,096	\$55,096	\$55,096	\$0
Principal - 5/1	\$165,000	\$165,000	\$165,000	\$0
Special Call - 5/1	\$0	\$0	\$5,000	(\$5,000)
TOTAL EXPENDITURES	\$275,192	\$275,192	\$280,191	(\$5,000)
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	\$363	(\$470)	(\$13,711)	(\$13,241)
NET CHANGE IN FUND BALANCE	\$363	(\$470)	(\$13,711)	(\$13,241)
FUND BALANCE - Beginning	\$58,522		\$196,099	
FUND BALANCE - Ending	\$58,885		\$182,389	

C.

**CAPITAL REGION CDD
ASSESSMENT RECEIPTS FISCAL YEAR 2020**

ASSESSED TO	# UNITS	SERIES 2008 / 2018-1 RESIDENTIAL	SERIES 2008 / 2018-1 COMMERCIAL	SERIES 2011A-1 RESIDENTIAL	SERIES 2011A-2 / 2018-2 COMMERCIAL	SERIES 2013 RESIDENTIAL	SERIES 2013 COMMERCIAL	TOTAL DEBT SERVICE	FISCAL YEAR 2020 O&M	TOTAL ASSESSED
ST JOE COMPANY	1,692.00	-	1,086,010.90	-	-	-	-	1,086,010.90	379,158.05	1,465,168.95
LEON CO. TAX ROLL	2,991.58	142,917.85	77,165.00	379,444.65	274,147.35	381,324.91	480,803.85	1,735,803.62	1,181,279.95	2,917,083.56
TOTAL NET ASSESSED	4,683.58	142,917.85	1,163,175.90	379,444.65	274,147.35	381,324.91	480,803.85	2,821,814.51	1,560,438.00	4,382,252.51

RECEIVED BY		SERIES 2008 / 2018-1 RESIDENTIAL	SERIES 2008 / 2018-1 COMMERCIAL	SERIES 2011A-1 RESIDENTIAL	SERIES 2011A-2 / 2018-2 COMMERCIAL	SERIES 2013 RESIDENTIAL	SERIES 2013 COMMERCIAL	TOTAL DEBT SERVICE	FISCAL YEAR 2020 O&M	TOTAL COLLECTED NET
ST JOE COMPANY		-	760,207.63	-	-	-	-	760,207.63	284,368.50	1,044,576.13
TOTAL DUE DIRECT INVOICE		-	325,803.27	-	-	-	-	325,803.27	94,789.55	420,592.82
LEON CO DIST 1	11/13/2019	474.38	-	689.96	-	1,265.71	-	2,430.05	1,619.94	4,049.99
LEON CO DIST 2	11/25/2019	7,981.79	20,652.41	30,195.94	-	21,296.53	128,682.16	208,808.83	147,858.42	356,667.25
LEON CO DIST 3	12/11/2019	47,047.29	21,498.03	134,182.37	165,092.01	125,528.78	133,951.11	627,299.59	421,511.61	1,048,811.20
LEON CO DIST 4	12/20/2019	69,863.04	29,446.49	177,752.97	93,978.95	186,404.40	183,476.78	740,922.63	504,161.91	1,245,084.54
LEON CO DIST 5	1/15/2020	8,102.75	2,532.88	10,268.47	-	21,619.28	15,781.99	58,305.37	39,745.77	98,051.14
LEON CO DIST 6	1/30/2020	132.45	73.56	350.40	257.09	353.40	458.37	1,625.27	1,106.39	2,731.66
LEON CO DIST 7	2/19/2020	3,214.71	-	11,060.07	1,901.90	8,577.29	-	24,753.97	16,720.17	41,474.14
LEON CO DIST 8	3/16/2020	1,316.47	2,566.28	2,980.85	-	3,512.53	15,990.09	26,366.22	18,592.26	44,958.48
LEON CO DIST 9	4/9/2020	2,779.61	-	8,232.38	3,441.26	7,416.39	-	21,869.64	14,616.91	36,486.55
LEON CO DIST 10	5/21/2020	628.19	178.74	2,708.78	-	1,676.09	1,113.68	6,305.48	4,357.67	10,663.15
INTEREST	6/3/2020	-	-	-	-	-	-	-	137.00	137.00
LEON CO DIST 11	6/9/2020	413.94	537.31	1,753.03	-	1,104.44	3,347.88	7,156.60	5,028.49	12,185.09
TAX CERTIFICATES	6/16/2020	1,770.80	-	1,186.50	11,114.89	4,724.75	-	18,796.94	11,929.15	30,726.09
		-	-	-	-	-	-	-	-	-
TOTAL RECEIVED TAX ROLL		143,725.42	77,485.70	381,361.72	275,786.10	383,479.59	482,802.06	1,744,640.59	1,187,385.69	2,932,026.28
TOTAL DUE TAX ROLL		(807.57)	(320.70)	(1,917.07)	(1,638.75)	(2,154.68)	(1,998.21)	(8,836.98)	(6,105.74)	(14,942.72)

PERCENT RECEIVED	SERIES 2008 / 2018-1 RESIDENTIAL	SERIES 2008 / 2018-1 COMMERCIAL	SERIES 2011A-1 RESIDENTIAL	SERIES 2011A-2 / 2018-2 COMMERCIAL	SERIES 2013 RESIDENTIAL	SERIES 2013 COMMERCIAL	TOTAL DEBT SERVICE	FISCAL YEAR 2019 O&M	TOTAL
% RECEIVED DIRECT INVOICE	0.00%	70.00%	0.00%	0.00%	0.00%	0.00%	70.00%	75.00%	71.29%
% RECEIVED TAX ROLL	100.57%	100.42%	100.51%	100.60%	100.57%	100.42%	100.51%	100.52%	100.51%

D.

Capital Region
Community Development District
Check Register Summary
General Fund

4/1/2020 - 5/30/2020

<i>Check Date</i>	<i>Check #'s</i>	<i>Total Amount</i>	
6/8/2020	2492-2495	\$	28,682.19
6/14/2020	2496-2497	\$	4,444.04
6/20/2020	2498-2504	\$	117,061.02
6/27/2020	2505-2506	\$	9,438.63
Total		\$	159,625.88

Capital Reserve

<i>Check Date</i>	<i>Check #'s</i>	<i>Total Amount</i>	
5/2/2020	23-25	\$	17,211.66
Total		\$	17,211.66

* FedEx invoices will be provided upon request

AP300R

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 6/29/20
 *** CHECK DATES 06/01/2020 - 06/29/2020 *** CAPITAL REGION - GENERAL FUND
 BANK B CAPITAL REGION - GEN

PAGE 1

CHECK DATE	VEND#	INVOICE DATE	INVOICE INVOICE	EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK... AMOUNT	#
6/08/20	00024	6/01/20	191921	202005 320-57200-46450		*	949.50		
			CONTR 7	U23 MAINLINE RPR		*	887.06		
		6/01/20	191922	202005 320-57200-46450		*			
			CONTR 15	ORANGE AVE-MLN R		*	537.15		
		6/01/20	191923	202005 320-57200-46450		*			
			CONTR 20	U36 MAINLINE RPR		*	99.22		
		6/01/20	191924	202005 320-57200-46450		*			
			CONTR 19	U5 SOLENOID RPR		*	366.89		
		6/01/20	191925	202005 320-57200-46450		*			
			CONTR 9	U4,6,9 GATE VALVE					
				ALL-PRO LAND CARE OF TALLAHASSEE				2,839.82	002492
6/08/20	00167	6/01/20	000447	202006 320-57200-34010		*	500.00		
			JUN 2020	WEBSITE MGMT					
				BULLDOG STRATEGY GROUP, LLC				500.00	002493
6/08/20	00029	5/28/20	MAY2020	202005 320-57200-43000		*	9,897.07		
			MAY 2020	SERVICES					
				CITY OF TALLAHASSEE - UTILITIES				9,897.07	002494
6/08/20	00061	6/01/20	418	202006 310-51300-34000		*	4,051.67		
			JUN 2020	MGMT FEES		*	233.33		
		6/01/20	418	202006 310-51300-35100		*	608.33		
			JUN 2020	INFORMATION TECH		*	5.98		
		6/01/20	418	202006 310-51300-31300		*	19.59		
			JUN 2020	DISSEMINATION		*	26.40		
		6/01/20	418	202006 310-51300-51000		*			
			JUN 2020	OFFICE SUPPLIES		*	10,500.00		
		6/01/20	418	202006 310-51300-42000		*			
			JUN 2020	POSTAGE		*			
		6/01/20	418	202006 310-51300-42500		*			
			JUN 2020	COPIES		*			
		6/01/20	419	202006 320-57200-34000		*			
			JUN 2020	FAC MGMT				15,445.30	002495
				GOVERNMENTAL MANAGEMENT SERVICES					
6/14/20	00024	6/08/20	191932	202006 320-57200-46900		*	273.00		
			REPLACE	DOGI-POT 6/1-3-4		*	248.29		
		6/08/20	191933	202006 320-57200-46450		*	548.49		
			CONTROLLER 25,	U27 MAINLIN		*	420.09		
		6/08/20	191934	202006 320-57200-46450		*	234.49		
			CONTROLLER 4,	U1 MAINLINE		*			
		6/08/20	191935	202006 320-57200-46450		*			
			CONTROLLER 8,	U25 REPAIR		*			
		6/08/20	191936	202006 320-57200-46450		*			
			CONTROLLER 15	ORANGE AVE					

CAPR CAPITAL REGION MPHILLIPS

AP300R

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 6/29/20
 *** CHECK DATES 06/01/2020 - 06/29/2020 *** CAPITAL REGION - GENERAL FUND
 BANK B CAPITAL REGION - GEN

PAGE 2

CHECK DATE	VEND#	INVOICE DATE	EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK... AMOUNT #
6/08/20	191937	202006	320-57200-46900		*	1,014.60	
			2ND FUNGICIDE TRTMT 6/2-3				
				ALL-PRO LAND CARE OF TALLAHASSEE			2,738.96 002496
6/14/20	00008	6/10/20	115189 202005 310-51300-31500		*	1,705.08	
			GENERAL COUNSEL 5/31/2020				
				HOPPING, GREEN & SAMS, P.A.			1,705.08 002497
6/20/20	99999	6/20/20	VOID 202006 000-00000-00000		C	.00	
			VOID CHECK				
				*****INVALID VENDOR NUMBER*****			.00 002498
6/20/20	00024	6/15/20	170856-L 202006 320-57200-46490		*	2,514.50	
			MOSSY CREEK POND 6/15/20				
		6/15/20	170857-L 202006 320-57200-46550		*	2,315.88	
			SHARY VIEW-POND 6/15/2020				
		6/15/20	170858-L 202006 320-57200-46550		*	1,328.75	
			CLEANOUT DISCHARG POND				
		6/15/20	191944 202006 320-57200-46450		*	971.53	
			CONTR 9 U4,6,9 SLEEVE INS				
		6/15/20	191945 202006 320-57200-46450		*	220.74	
			CONTR 4 U1 VALVE REPLACEM				
		6/15/20	191946 202006 320-57200-46520		*	42.00	
			REMOVE MUCK OUT 6/8/2020				
		6/15/20	191947 202006 320-57200-46485		*	42.00	
			REMOVE TOT LOT FENCING				
		6/16/20	170862-L 202006 320-57200-46490		*	2,127.25	
			ORANGE AVE WILLOWS 6/2				
		6/16/20	170864-L 202006 320-57200-46550		*	1,668.25	
			ORANGE AVE POND 6/16/2020				
		6/16/20	170865-L 202006 320-57200-46900		*	603.00	
			SUMMERTREE COMMON AREA				
		6/16/20	191950 202006 320-57200-47000		*	850.00	
			POURED CONCRETE MOSSY CRK				
		6/16/20	191951 202006 320-57200-46485		*	258.00	
			TOT LOT WARNING SIGNS				
		6/17/20	191956 202006 320-57200-46550		*	643.00	
			POND REPAIRS 6/17/2020				
		7/01/20	191943 202007 320-57200-46200		*	73,270.74	
			JULY 2020 LANDSCAPE				
		7/01/20	191943 202007 320-57200-46225		*	5.02	
			JULY 2020 LANDSCAPE				
		7/01/20	191943 202007 320-57200-46400		*	4,133.70	
			JULY 2020 LANDSCAPE				
		7/01/20	191943 202007 320-57200-46425		*	3.00	
			JULY 2020 LANDSCAPE				
				ALL-PRO LAND CARE OF TALLAHASSEE			90,997.36 002499

CAPR CAPITAL REGION MPHILLIPS

AP300R

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 6/29/20
 *** CHECK DATES 06/01/2020 - 06/29/2020 *** CAPITAL REGION - GENERAL FUND
 BANK B CAPITAL REGION - GEN

PAGE 3

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
6/20/20	00106	6/20/20 06202020	202006 300-20700-10800	TXFER TAX RCPTS 6/20/2020	*	2,722.05	
				CAPITAL REGION CDD - SERIES 2018A1			2,722.05 002500
6/20/20	00129	6/20/20 06202020	202006 300-20700-10000	TXFER TAX RCPTS 6/20/2020	*	2,939.53	
				CAPITAL REGION CDD - SERIES 2011A1			2,939.53 002501
6/20/20	00130	6/20/20 06202020	202006 300-20700-11000	TXFER TAX RCPTS 6/20/2020	*	11,114.89	
				CAPITAL REGION CDD - SERIES 2018A2			11,114.89 002502
6/20/20	00148	6/20/20 06202020	202006 300-20700-10900	TXFER TAX RCPTS 6/20/2020	*	9,177.07	
				CAPITAL REGIONS CDD - SERIES 2013			9,177.07 002503
6/20/20	00228	5/31/20 00033404	202005 310-51300-48000	NOT OF QUAL GEN ELEC 5/7	*	110.12	
				TALLAHASSEE MEDIA GROUP			110.12 002504
6/27/20	00024	6/15/20 170859-L	202006 320-57200-46550	BAHIA SOD DELIVERY	*	1,862.50	
		6/16/20 170861-L	202006 320-57200-46490	CONFLOWER/OVERCUP GREENSP	*	2,008.25	
		6/16/20 170863-L	202006 320-57200-46550	BAHIA SOD OAKS POND	*	2,837.25	
		6/23/20 191957	202006 320-57200-46450	CONTR 1 U5 IRRIG HEAD RPR	*	103.00	
		6/23/20 191958	202006 320-57200-46450	CONTR 7 UNIT 23 VALVE RPL	*	166.74	
		6/23/20 191963	202006 320-57200-46520	WIDEN CURVE/INSTL ASPHALT	*	1,400.00	
		6/23/20 191964	202006 320-57200-46490	REMOVE FALLEN TREE BARRIN	*	588.00	
		6/23/20 191965	202006 320-57200-46650	UNIT 23 REMOVE ROTTEN BNC	*	87.00	
				ALL-PRO LAND CARE OF TALLAHASSEE			9,052.74 002505
6/27/20	00061	6/22/20 422	202006 320-57200-47000	FIELD MAINT SUPPLIES	*	385.89	
				GOVERNMENTAL MANAGEMENT SERVICES			385.89 002506
TOTAL FOR BANK B						159,625.88	
TOTAL FOR REGISTER						159,625.88	
CAPR CAPITAL REGION MPHILLIPS							

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 6/29/20 PAGE 1
 *** CHECK DATES 04/01/2020 - 06/29/2020 *** CAPITAL REGION - CAP-RES
 BANK C CAPITAL REGION - CR

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
5/02/20	00003	3/25/20 170844-L	202003 600-53800-60000	6"EXTENSION ORANGE AVE E.	*	15,513.16	
		4/22/20 191737	202004 600-53800-60000	DOGI-POT DISPENSERS/RECEP	*	700.00	
							16,213.16 000023

5/02/20	00012	4/14/20 98867	202004 600-53800-60000	24X36 B&W SIGN	*	154.50	
							154.50 000024

5/02/20	00003	6/04/20 191931	202006 600-53800-60000	DOGI-POT DISPENSER/RECEP	*	844.00	
							844.00 000025

TOTAL FOR BANK C						17,211.66	
TOTAL FOR REGISTER						17,211.66	

CAPR CAPITAL REGION MPHILLIPS

FIFTH ORDER OF BUSINESS

***Approved Budget
Fiscal Year 2021***

***Capital Region
Community Development District***

July 9, 2020



Capital Region Community Development District

TABLE OF CONTENTS

General Fund

Budget	Page 1 - 2
Per Unit Assessment - Schedule	Page 3
Narrative	Page 4 - 7

Capital Reserve Fund

Budget	Page 8
--------	--------

Debt Service Fund

Series 2011A1	
Budget	Page 9
Amortization Schedule - 2011A1	Page 10
Series 2013	
Budget	Page 11
Amortization Schedule - 2013	Page 12
Series 2018A1	
Budget	Page 13
Amortization Schedule - 2018A1	Page 14
Series 2018A2	
Budget	Page 15
Amortization Schedule - 2018A2	Page 16

Capital Region

Community Development District

General Fund

Description	Adopted Budget FY 2020	Actual Thru 5/31/2020	Projected Next 4 Months	Total Projected 9/30/2020	Approved Budget FY 2021
Revenues					
Special Assessment - On Roll	\$1,181,280	\$1,170,291	\$17,095	\$1,187,386	\$1,237,086
Special Assessment - Direct - St Joe	\$379,158	\$252,772	\$126,386	\$379,158	405,407
Interest Income/Misc. Revenue	\$2,500	\$6,322	\$2,000	\$8,322	\$8,000
Carry Forward Surplus	\$94,863	\$162,292	\$0	\$162,292	\$95,000
TOTAL REVENUES	\$1,657,800	\$1,591,677	\$145,481	\$1,737,158	\$1,745,493
Expenditures					
Administrative					
Supervisor Fees	\$6,000	\$3,800	\$2,000	\$5,800	\$12,000
FICA	\$459	\$291	\$153	\$444	\$918
Engineering	\$30,000	\$12,551	\$17,449	\$30,000	\$30,000
Arbitrage	\$3,750	\$600	\$1,200	\$1,800	\$1,800
Dissemination	\$7,300	\$4,867	\$2,433	\$7,300	\$7,300
Attorney	\$57,000	\$26,768	\$30,232	\$57,000	\$57,000
Annual Audit	\$4,000	\$4,250	\$0	\$4,250	\$4,550
Annual Report	\$500	\$0	\$500	\$500	\$500
Trustee Fees	\$14,000	\$15,516	\$0	\$15,516	\$15,520
Assessment Roll Services	\$11,500	\$11,500	\$0	\$11,500	\$11,500
Management Fees	\$48,620	\$32,413	\$16,207	\$48,620	\$48,620
Information Technology	\$2,800	\$1,867	\$933	\$2,800	\$2,800
Record Storage	\$150	\$0	\$150	\$150	\$150
Travel & Per Diem	\$1,750	\$733	\$1,017	\$1,750	\$2,000
Telephone	\$300	\$197	\$103	\$300	\$300
Postage	\$1,500	\$488	\$512	\$1,000	\$1,000
Printing & Binding	\$2,000	\$987	\$1,013	\$2,000	\$2,000
Insurance	\$16,627	\$16,738	\$0	\$16,738	\$18,412
Legal Advertising	\$3,500	\$1,437	\$2,063	\$3,500	\$3,500
Other Current Charges	\$1,600	\$1,211	\$389	\$1,600	\$1,600
Office Supplies	\$200	\$67	\$133	\$200	\$200
Dues, Licenses & Subscriptions	\$3,175	\$175	\$0	\$175	\$3,175
Capital Outlay	\$250	\$0	\$250	\$250	\$250
TOTAL ADMINISTRATIVE EXPENDITURES	\$216,980	\$136,456	\$76,736	\$213,192	\$225,094
Field					
Management Fees	\$126,000	\$84,000	\$42,000	\$126,000	\$126,000
Security	\$10,000	\$5,843	\$0	\$5,843	\$10,000
Communications	\$10,000	\$3,500	\$2,000	\$5,500	\$10,000
Utilities	\$45,000	\$36,381	\$8,619	\$45,000	\$45,000
Landscape Maintenance - Contract	\$879,249	\$586,166	\$293,083	\$879,249	\$983,735
Landscape Maintenance - New Units/Street Trees	\$7,500	\$106	\$7,394	\$7,500	\$10,000
Pond Maintenance - Contract	\$5,000	\$1,730	\$1,730	\$3,460	\$5,000
Pond Maintenance - New Units	\$0	\$0	\$0	\$0	\$1,000
Pond Repairs - Current Units	\$30,000	\$23,238	\$6,762	\$30,000	\$30,000
Pond Repairs - New Units	\$1,500	\$0	\$1,500	\$1,500	\$1,500
SWMF Operating Permit Fees	\$5,508	\$943	\$1,857	\$2,800	\$8,262

Capital Region

Community Development District

General Fund

Description	Adopted Budget FY 2020	Actual Thru 5/31/2020	Projected Next 4 Months	Total Projected 9/30/2020	Approved Budget FY 2021
<i>Field (continued)</i>					
Irrigation Maintenance - Contract	\$49,604	\$33,070	\$16,535	\$49,604	\$51,030
Irrigation Maintenance - New Units	\$500	\$18	\$482	\$500	\$500
Irrigation Repairs - Current Units	\$40,000	\$33,660	\$6,340	\$40,000	\$40,000
Irrigation System Upgrades	\$1,250	\$0	\$1,250	\$1,250	\$1,250
Preserve Maintenance	\$40,000	\$37,112	\$2,888	\$40,000	\$40,000
Tot Lot Inspection/Maintenance	\$5,000	\$2,751	\$2,249	\$5,000	\$5,000
Tree Removal/Trimming/Cleanup	\$35,000	\$9,653	\$25,347	\$35,000	\$35,000
Alleyway Maintenance	\$5,000	\$2,050	\$2,950	\$5,000	\$5,000
Miscellaneous Maintenance	\$7,500	\$5,778	\$1,722	\$7,500	\$7,500
Special Events	\$5,000	(\$350)	\$4,650	\$4,300	\$5,000
Other - Contingency	\$5,000	\$1,816	\$3,184	\$5,000	\$5,000
Capital Expenditures	\$25,000	\$0	\$25,000	\$25,000	\$25,000
Reserve for Capital - R&R	\$94,209	\$0	\$94,209	\$94,209	\$94,209
Common Area Maintenance	\$8,000	\$2,421	\$5,579	\$8,000	\$8,000
TOTAL FIELD EXPENDITURES	\$1,440,820	\$869,887	\$557,329	\$1,427,215	\$1,552,986
TOTAL EXPENDITURES	\$1,657,801	\$1,006,343	\$634,065	\$1,640,407	\$1,778,081
EXCESS REVENUES OVER EXPENDITURES	(\$0)	\$585,335	(\$488,584)	\$96,751	-\$32,588

Capital Region

Community Development District

Assessment Allocation

		FY 2018	FY 2019	FY 2020	FY 2021
Net Assessment		\$1,117,424	\$1,133,370	\$1,181,280	\$1,237,086
Plus Collection Fees (7%)		\$84,107	\$85,307	\$88,914	\$93,114
Gross Assessments		\$1,201,531	\$1,218,678	\$1,270,193	\$1,330,199.85
No. of Units		2,760	2,859	2,992	3,264
					0.00% increase
Lot Size	# of Units	Gross Per Unit Amount FY 2018	Gross Per Unit Amount FY 2019	Gross Per Unit Amount FY 2020	Gross Per Unit Amount FY 2021
Apartments	1,229	\$215.02	\$215.02	\$215.02	\$215.02
Towns	252	\$206.91	\$206.91	\$206.91	\$206.91
Duplex	0	\$0.00	\$217.70	\$217.70	\$217.70
30s	53	\$226.62	\$226.62	\$226.62	\$226.62
40s	224	\$241.40	\$241.40	\$241.40	\$241.40
55s	270	\$293.12	\$293.12	\$293.12	\$293.12
65s	312	\$362.10	\$362.10	\$362.10	\$362.10
75s	194	\$413.82	\$413.82	\$413.82	\$413.82
85s	102	\$450.37	\$450.37	\$450.37	\$450.37
90s	15	\$509.07	\$509.07	\$509.07	\$509.07
100s	166	\$517.29	\$517.29	\$517.29	\$517.29
1/2 Ac	142	\$620.75	\$620.75	\$620.75	\$620.75
1Ac	40	\$810.42	\$810.42	\$810.42	\$810.42
ACLF	101	\$0.00	\$108.59	\$108.59	\$108.59
Blended Commercial	162	\$2,414.59	\$2,414.59	\$2,414.59	\$2,414.59
Golf Club	1	\$13,259.51	\$13,259.51	\$13,259.51	\$13,259.51
Catholic School	1	\$0.00	\$0.00	\$0.00	\$0.00
Southwood House	0	\$0.00	\$2,414.59	\$2,414.59	\$2,414.59
Total	3264				

REVENUES

Maintenance Assessments

The District will levy a non ad-valorem special assessment on all taxable property within the District to fund all of the General Operating Expenditures for the fiscal year.

Interest Income

The District will have all excess funds invested with the State Board of Administration. The amount is based upon the estimated average balance of funds available during the fiscal year.

EXPENDITURES

Administrative:

Supervisor Fees

The Florida Statutes allows each board member to receive \$200 per meeting no to exceed \$4,800 in one year. The amount for the fiscal year is based upon all five supervisors attending the estimated 12 annual meetings.

FICA Expense

Represents the Employer's share of Social Security and Medicare taxes withheld from Board of Supervisors checks.

Engineering Fees

The District's engineer (Atkins) will be providing limited engineering services to the District including attendance as needed and preparation for board meetings, review and execute of documents under the District's trust indenture and monitoring of District projects. Additionally The District utilizes Dantin Engineering on an assigned project basis and for engineering consulting services.

Arbitrage

The District is required to annually have an arbitrage rebate calculation on the District's Series 2008A Capital Improvement Revenue Bonds, Series 2011A-1 and 2011A-2 Capital Improvement Revenue Refunding Bonds, and the Series 2013 Capital Improvement Revenue Bonds & Series 2018A1/A2 Capital Improvement Revenue Refunding Bonds. Currently the District has contracted with Grau & Associates, an independent certified public accounting firm, to calculate the rebate liability and submit a report to the District.

Dissemination Agent

The District is required by the Security and Exchange Commission to comply with Rule 15(c) (2)-12(b) (5), which relates to additional reporting requirements for un-rated bond issues. The District has contracted with GMS, LLC to provide this service.

Attorney

The District's legal counsel will be providing general legal services to the District, i.e., attendance and preparation for monthly meetings, review operating and maintenance contracts.

Annual Audit

The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting Firm.

Trustee Fees

The District issued Series 2008A Capital Improvement Revenue Bonds, Series 2011A1-A2 Capital Improvement Revenue Refunding Bonds and Series 2013 Capital Improvement Revenue Bonds & Series 2018A1/A2 Capital Improvement Revenue refunding Bonds which are held with a Trustee at US Bank. The amount of the trustee fees is based on the agreement between US Bank and the District.

Assessment Roll

Governmental Management Services serves as the District's collection agent and certifies the District's non-ad valorem assessment with the county tax collector.

Management Fees

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services.

Information Technology

The District processes all its financial activities, i.e., accounts payable, financial statements, etc. on a mainframe computer leased by Governmental Management Services.

Records Storage

The District's Records will be stored off site at Iron Mountain.

Travel & Per Diem

Travel expenses to attend meetings, conferences, etc.

Telephone

Telephone for agenda calls or monthly meetings.

Postage

Mailing of agenda packages, overnight deliveries, correspondence, etc.

Printing & Binding

Printing and Binding agenda packages for board meetings, printing of computerized checks, stationary, envelopes etc.

Insurance

The District's General Liability & Public Officials Liability Insurance policy is with Florida Insurance Alliance. Florida Insurance Alliance specializes in providing insurance coverage to governmental agencies.

Legal Advertising

The District is required to advertise various notices for monthly Board meetings, public hearings, etc. in a newspaper of general circulation.

Other Current Charges

Bank charges and any other miscellaneous expenses that are incurred during the year.

Office Supplies *Miscellaneous office supplies.*

Dues, Licenses & Subscriptions

The District is required to pay an annual fee to the Department of Economic Opportunity for \$175. Membership with the Florida Association of Special Districts is provided to Supervisors and Staff.

Capital Outlay

Represents any minor capital expenditures the District may need to make during the Fiscal Year.

Maintenance:

Field Management Fees

The District has contracted with GMS, LLC for the supervision and on-site management of Capital Region Community Development District. Their responsibilities include management of field services contracts such as landscape maintenance, ponds maintenance, and security patrols, oversight of capital assets and coordination of maintenance, repairs and replacement of capital assets.

Security

The District has contracted with Barkley Security Agency for security Services, to include patrol of District owned properties. The District also contracts with TPD for additional patrol services with law enforcement agencies on an as- needed basis.

Communications

The District has contracted Bulldog Strategy Group for professional public relations and communications services, to include maintenance of existing District communications tools and systems, monitoring of District issues and policies, and advisement of Board and staff regarding communications.

Landscape/Pond/Irrigation Maintenance

The District has contracted with All Pro Land Care of Tallahassee, Inc. to provide landscaping, pond and irrigation maintenance services to all the common areas within the District. Services include mowing, trimming, fertilization, maintenance of irrigations systems, and trimming of District owned trees.

Capital Region

Community Development District

General Fund

Maintenance: (continued)

Landscape/Pond/Irrigation Maintenance (continued)

Contracts	Monthly	Annual
<i>Landscape Maintenance – Contract</i>	\$81,978	\$983,735
Landscape Maintenance – New Units/Street Trees	\$833	\$10,000
 Pond Maintenance – Contract	\$417	\$5,000
Pond Maintenance – New Units	\$83	\$1,000
 Pond Repairs – Current Units	\$2,500	\$30,000
Pond Repairs – New Units	\$125	\$1,500
 Irrigation Maintenance – Contract	\$4,253	\$51,030
Irrigation Maintenance – New Units	\$42	\$500
Irrigation Repairs – Current Units	\$3,333	\$40,000
Total	\$93,564	\$1,122,765

SWMF Operating Permit Fees

The District pays the City of Tallahassee, Growth Management Department for inspection of and the administration needed to issue operating permits for District owned and maintained Storm Water facilities.

Preserve Maintenance

The District has contracted with All Pro Land Care of Tallahassee, Inc. to maintain the various preserved areas within the District (listed as Park Maintenance), but also contacts out work in other preserve areas to various contractors.

Tot-Lot Inspection Maintenance

The District owns a recreational area that requires monthly inspection and repairs/replacements as well as mulch twice a year.

Alleyway Maintenance

The District conducts repairs and maintenance of the District-owned alleyways.

Miscellaneous Maintenance

Unscheduled repairs and maintenance to the District's facilities not allocated to a particular area.

Utilities

The cost of electricity and Irrigation Water for Capital Region CDD for the following accounts:

Account#	Service Address	Monthly	Annual
1680485610	3766 Greyfield Dr - Pump 1	\$100	\$1,200
1780485610	2150 Merchants Row Blvd - Pump	\$50	\$600
1894063223	2380 E Orange Ave Irr	\$450	\$5,400
2429471295	3564 S Blair Stone Rd Reclaim	\$75	\$900
2780485610	2588 Merchants Row Blvd - Pump	\$50	\$600
3077919780	3136 Dickinson Dr.	\$50	\$600
3183002658	3001 School House Rd Reclaimed	\$200	\$2,400
3541485610	2301 E Orange Ave, Irr/3591 Strolling Way	\$50	\$600
3543485610	3701 Mossy Creek Ln - Unit 1	\$300	\$3,600
3680485610	3765 Grove Park Dr	\$50	\$600
4263972522	3029 Dickinson Dr. Area Lights	\$75	\$900
4360485610	1900 Merchants Row-ENTRANCE	\$75	\$900
4680485610	3992 Four Oaks Blvd	\$50	\$600
5399698926	3252 Updike Ave IRR	\$50	\$600
6243485610	3700 Mossy Creek Ln- Pump	\$50	\$600
6948377092	1901 Merchants Row Blvd	\$50	\$600
7042865610	4580 Grove Park Dr - IRR	\$50	\$600

Capital Region

Community Development District

General Fund

Utilities (continued)

Account#	Service Address	Monthly	Annual
7670485610	3766 Greyfield Dr	\$50	\$600
8001821240	Various Locations- Area Lights	\$880	\$10,560
8270485610	3603 Capital Cir SE Irr.	\$450	\$5,400
8503683950	3751 Biltmore Ave - HYD	\$50	\$600
8965428817	3559 Four Oaks Blvd	\$50	\$600
9143451140	3700 Spider Lily Way	\$50	\$600
9356890232	4583 Grove Park Dr. Temp.	\$50	\$600
9413485610	3000 School House Road	\$50	\$600
9650988960	3751 Biltmore Ave - IRR	\$50	\$600
9674588544	Various Locations, Irrigation	\$50	\$600
9699066720	3145 Mulberry Park Blvd. Area Light	\$200	\$2,400
9778998416	2471 E Orange Ave. Irr.	\$45	\$540
Total		\$ 3,750	\$45,000

Special Events

Pops in the park.

Other Contingencies

Unscheduled repairs and maintenance to the District's Facilities throughout the community.

Capital Expenditures

Represents any new capital expenditures the District may need to make during the Fiscal Year.

Reserves for Capital Repairs and Replacements

This Reserve funding is for the Capital Repairs and Replacements for the District's capital assets.

Capital Region

Community Development District

Capital Reserve

Description	Adopted Budget FY 2020	Actual Thru 5/31/2020	Projected Next 4 Months	Total Projected 9/30/2020	Approved Budget FY 2021
Revenues					
Capital Reserve Contribution	\$119,209	\$0	\$94,209	\$94,209	\$94,209
Designated reserves	\$181,304	\$72,998	\$0	\$72,998	\$149,251
TOTAL REVENUES	\$300,513	\$72,998	\$94,209	\$167,207	\$243,460
Expenditures					
Reserve for Capital - R&R	\$0	\$17,464	\$0	\$17,464	\$0
Other Charges	\$600	\$328	\$163.79	\$491	\$600
TOTAL EXPENDITURES	\$600	\$17,792	\$164	\$17,956	\$600
ASSIGNED FUND BALANCE	\$299,913	\$55,206	\$94,045	\$149,251	\$242,860

Capital Region

Community Development District

Debt Service Fund Series 2011A-1 Capital Improvement Revenue Bonds

Description	Adopted Budget FY 2020	Actual Thru 5/31/2020	Projected Next 4 Months	Total Projected 9/30/2020	Approved Budget FY 2021
Revenues					
Special Assessment - Tax Collector	\$379,445	\$378,442	\$2,940	\$381,382	\$379,445
Interest Earned	\$1,000	\$3,170	\$100	\$3,270	\$1,000
Carry Forward Surplus ⁽¹⁾	\$96,300	\$96,293	\$0	\$96,293	\$94,326
TOTAL REVENUES	\$476,745	\$477,905	\$3,040	\$480,944	\$474,771
Expenditures					
<u>Series 2011A1</u>					
Interest - 11/1 - 2011A1	\$85,659	\$85,959	\$0	\$85,959	\$80,837
Interest - 5/1 - 2011A1	\$85,659	\$85,659	\$0	\$85,659	\$80,837
Principal - 5/1 - 2011A1	\$200,000	\$200,000	\$0	\$200,000	\$210,000
Special Call- 5/1 - 2011A1	\$0	\$15,000	\$0	\$15,000	\$0
TOTAL EXPENDITURES	\$371,318	\$386,618	\$0	\$386,618	\$371,673
EXCESS REVENUES OVER EXPENDITURES	\$105,427	\$91,287	\$3,040	\$94,326	\$103,098

⁽¹⁾ Carry Forward Surplus is net of Reserve requirement

11/1/2021
Series 2011A1 \$76,028

Capital Region

Community Development District

Series 2011A-1 Capital Improvement Revenue Bonds

A1 Term Bonds Due 5/1/2031

Debt Amortization

Date	Principal	Interest	Principal Balance	Calendar Year
11/01/20	\$0.00	\$80,836.50	\$3,040,000.00	\$80,836.50
05/01/21	\$210,000.00	\$80,836.50	\$2,830,000.00	
11/01/21	\$0.00	\$76,027.50	\$2,830,000.00	\$366,864.00
05/01/22	\$220,000.00	\$76,027.50	\$2,610,000.00	
11/01/22	\$0.00	\$70,912.50	\$2,610,000.00	\$366,940.00
05/01/23	\$230,000.00	\$70,912.50	\$2,380,000.00	
11/01/23	\$0.00	\$65,450.00	\$2,380,000.00	\$366,362.50
05/01/24	\$245,000.00	\$65,450.00	\$2,135,000.00	
11/01/24	\$0.00	\$58,712.50	\$2,135,000.00	\$369,162.50
05/01/25	\$260,000.00	\$58,712.50	\$1,875,000.00	
11/01/25	\$0.00	\$51,562.50	\$1,875,000.00	\$370,275.00
05/01/26	\$275,000.00	\$51,562.50	\$1,600,000.00	
11/01/26	\$0.00	\$44,000.00	\$1,600,000.00	\$370,562.50
05/01/27	\$290,000.00	\$44,000.00	\$1,310,000.00	
11/01/27	\$0.00	\$36,025.00	\$1,310,000.00	\$370,025.00
05/01/28	\$305,000.00	\$36,025.00	\$1,005,000.00	
11/01/28	\$0.00	\$27,637.50	\$1,005,000.00	\$368,662.50
05/01/29	\$320,000.00	\$27,637.50	\$685,000.00	
11/01/29	\$0.00	\$18,837.50	\$685,000.00	\$366,475.00
05/01/30	\$340,000.00	\$18,837.50	\$345,000.00	
11/01/30	\$0.00	\$9,487.50	\$345,000.00	\$368,325.00
05/01/31	\$345,000.00	\$9,487.50	\$0.00	\$354,487.50
totals	<u><u>\$3,040,000.00</u></u>	<u><u>\$1,078,978.00</u></u>		<u><u>\$4,118,978.00</u></u>

Capital Region

Community Development District

Debt Service Fund Series 2013 Capital Improvement Refunding Bonds

Description	Adopted Budget FY 2020	Actual Thru 5/31/2020	Projected Next 4 Months	Total Projected 9/30/2020	Approved Budget FY 2021
Revenues					
Special Assessment - Tax Collector	\$862,173	\$857,105	\$9,177	\$866,282	\$862,173
Interest Income	\$2,500	\$8,474	\$250	\$8,724	\$2,500
Carry Forward Surplus ⁽¹⁾	\$347,730	\$351,538	\$0	\$351,538	\$351,127
TOTAL REVENUES	\$1,212,403	\$1,217,117	\$9,427	\$1,226,544	\$1,215,799
Expenditures					
Interest - 11/1	\$215,209	\$215,209	\$0	\$215,209	\$205,856
Interest - 5/1	\$215,209	\$215,209	\$0	\$215,209	\$205,856
Principal - 5/1	\$440,000	\$440,000	\$0	\$440,000	\$455,000
Special Call - 5/1	\$0	\$5,000	\$0	\$5,000	\$0
TOTAL EXPENDITURES	\$870,418	\$875,418	\$0	\$875,418	\$866,713
EXCESS REVENUES OVER EXPENDITURES	\$341,985	\$341,700	\$9,427	\$351,127	\$349,087

⁽¹⁾ Carry Forward Surplus is net of Reserve requirement

11/21 Interest Series 2013	\$195,619
-------------------------------	-----------

Lot Size	# of Units	Per Unit Amount	Gross Assessments	Net Assessments
Apartments	486	\$359	\$174,421	\$162,211
*Towns	82	\$327	\$26,828	\$24,950
40s	153	\$382	\$58,516	\$54,420
*55s	107	\$464	\$49,650	\$46,175
*65s	127	\$573	\$72,743	\$67,651
*75s	56	\$655	\$36,694	\$34,125
85s	77	\$710	\$54,642	\$50,817
*100s	40	\$818	\$32,736	\$30,444
*1/2 Ac	73	\$982	\$71,717	\$66,697
*1Ac	3	\$1,282	\$3,847	\$3,578
Epoch Apls (Acres)	1	\$3,806	\$5,386	\$5,009
Blended Commercial	113	\$6,321	\$339,888	\$316,095
Total	1318		\$927,067	\$862,173

* Certain Units have a lower debt per unit amount

Capital Region

Community Development District

Series 2013 Capital Improvement Refunding Bonds

A1 Term Bonds Due 5/1/2031

Debt Amortization

Date	Principal	Interest	Principal Balance	Calendar Year
11/01/20		\$205,856.25	\$7,435,000.00	\$205,856.25
05/01/21	\$455,000.00	\$205,856.25	\$6,980,000.00	
11/01/21		\$195,618.75	\$6,980,000.00	\$856,475.00
05/01/22	\$480,000.00	\$195,618.75	\$6,500,000.00	
11/01/22		\$184,338.75	\$6,500,000.00	\$859,957.50
05/01/23	\$500,000.00	\$184,338.75	\$6,000,000.00	
11/01/23		\$172,213.75	\$6,000,000.00	\$856,552.50
05/01/24	\$530,000.00	\$172,213.75	\$5,470,000.00	
11/01/24		\$158,831.25	\$5,470,000.00	\$861,045.00
05/01/25	\$550,000.00	\$158,831.25	\$4,920,000.00	
11/01/25		\$144,393.75	\$4,920,000.00	\$853,225.00
05/01/26	\$585,000.00	\$144,393.75	\$4,335,000.00	
11/01/26		\$127,575.00	\$4,335,000.00	\$856,968.75
05/01/27	\$620,000.00	\$127,575.00	\$3,715,000.00	
11/01/27		\$109,750.00	\$3,715,000.00	\$857,325.00
05/01/28	\$660,000.00	\$109,750.00	\$3,055,000.00	
11/01/28		\$90,775.00	\$3,055,000.00	\$860,525.00
05/01/29	\$700,000.00	\$90,775.00	\$2,355,000.00	
11/01/29		\$70,650.00	\$2,355,000.00	\$861,425.00
05/01/30	\$740,000.00	\$70,650.00	\$1,615,000.00	
11/01/30		\$48,450.00	\$1,615,000.00	\$859,100.00
05/01/31	\$785,000.00	\$48,450.00	\$830,000.00	
11/01/31		\$24,900.00	\$830,000.00	\$858,350.00
05/01/32	\$830,000.00	\$24,900.00	\$0.00	\$854,900.00
totals	<u><u>\$7,435,000.00</u></u>	<u><u>\$3,066,705.00</u></u>		<u><u>\$10,501,705.00</u></u>

Capital Region

Community Development District

Debt Service Fund

Series 2018A1 Capital Improvement Revenue Refunding Bonds

Description	Adopted Budget FY 2020	Actual Thru 5/31/2020	Projected Next 4 Months	Total Projected 9/30/2020	Approved Budget FY 2021
Revenues					
Special Assessment - Tax Collector	\$220,083	\$218,489	\$2,722	\$221,211	\$220,083
Special Assessment - Direct	\$1,086,011	\$760,207	\$325,803	\$1,086,011	\$1,086,011
Interest Income	\$2,500	\$5,902	\$250	\$6,152	\$2,500
Carry Forward Surplus ⁽¹⁾	\$413,531	\$417,369	\$0	\$417,369	\$397,546
TOTAL REVENUES	\$1,722,125	\$1,401,967	\$328,775	\$1,730,743	\$1,706,139
Expenditures					
Interest - 11/1	\$401,650	\$401,650	\$0	\$401,650	\$391,131
Special Call - 11/1	\$0	\$5,000	\$0	\$5,000	\$0
Interest - 5/1	\$401,650	\$401,547	\$0	\$401,547	\$391,131
Principal - 5/1	\$510,000	\$510,000	\$0	\$510,000	\$530,000
Special Call - 5/1	\$0	\$15,000	\$0	\$15,000	\$0
TOTAL EXPENDITURES	\$1,313,300	\$1,333,197	\$0	\$1,333,197	\$1,312,263
EXCESS REVENUES OVER EXPENDITURES	\$408,825	\$68,770	\$328,775	\$397,546	\$393,877

⁽¹⁾ Carry Forward Surplus is net of Reseve requirement

11/21 Interest Series 2018A1	\$380,200
---------------------------------	-----------

Capital Region

Community Development District

Series 2018A1 Capital Improvement Revenue Refunding Bonds Debt Amortization

Date	Principal	Interest	Coupons	Principal Balance	Calendar Year
11/01/19		\$401,650.00		\$16,420,000.00	\$401,650.00
05/01/20	\$510,000.00	\$401,650.00	4.125%	\$16,420,000.00	
11/01/20		\$391,131.25		\$15,910,000.00	\$1,302,781.25
05/01/21	\$530,000.00	\$391,131.25	4.125%	\$15,910,000.00	
11/01/21		\$380,200.00		\$15,380,000.00	\$1,301,331.25
05/01/22	\$555,000.00	\$380,200.00	4.125%	\$15,380,000.00	
11/01/22		\$368,753.13		\$14,825,000.00	\$1,303,953.13
05/01/23	\$575,000.00	\$368,753.13	4.125%	\$14,825,000.00	
11/01/23		\$356,893.75		\$14,250,000.00	\$1,300,646.88
05/01/24	\$600,000.00	\$356,893.75	4.625%	\$14,250,000.00	
11/01/24		\$343,018.75		\$13,650,000.00	\$1,299,912.50
05/01/25	\$630,000.00	\$343,018.75	4.625%	\$13,650,000.00	
11/01/25		\$328,450.00		\$13,020,000.00	\$1,301,468.75
05/01/26	\$660,000.00	\$328,450.00	4.625%	\$13,020,000.00	
11/01/26		\$313,187.50		\$12,360,000.00	\$1,301,637.50
05/01/27	\$690,000.00	\$313,187.50	4.625%	\$12,360,000.00	
11/01/27		\$297,231.25		\$11,670,000.00	\$1,300,418.75
05/01/28	\$725,000.00	\$297,231.25	4.625%	\$11,670,000.00	
11/01/28		\$280,465.63		\$10,945,000.00	\$1,302,696.88
05/01/29	\$760,000.00	\$280,465.63	5.125%	\$10,945,000.00	
11/01/29		\$260,990.63		\$10,185,000.00	\$1,301,456.25
05/01/30	\$800,000.00	\$260,990.63	5.125%	\$10,185,000.00	
11/01/30		\$240,490.63		\$9,385,000.00	\$1,301,481.25
05/01/31	\$840,000.00	\$240,490.63	5.125%	\$9,385,000.00	
11/01/31		\$218,965.63		\$8,545,000.00	\$1,299,456.25
05/01/32	\$885,000.00	\$218,965.63	5.125%	\$8,545,000.00	
10/31/32		\$196,287.50		\$7,660,000.00	\$1,300,253.13
05/01/33	\$935,000.00	\$196,287.50	5.125%	\$7,660,000.00	
11/01/33		\$172,328.13		\$6,725,000.00	\$1,303,615.63
05/01/34	\$980,000.00	\$172,328.13	5.125%	\$6,725,000.00	
11/01/34		\$147,215.63		\$5,745,000.00	\$1,299,543.75
05/01/35	\$1,035,000.00	\$147,215.63	5.125%	\$5,745,000.00	
11/01/35		\$120,693.75		\$4,710,000.00	\$1,302,909.38
04/30/36	\$1,090,000.00	\$120,693.75	5.125%	\$4,710,000.00	
10/31/36		\$92,762.50		\$3,620,000.00	\$1,303,456.25
05/01/37	\$1,145,000.00	\$92,762.50	5.125%	\$3,620,000.00	
10/31/37		\$63,421.88		\$2,475,000.00	\$1,301,184.38
05/01/38	\$1,205,000.00	\$63,421.88	5.125%	\$2,475,000.00	
11/01/38		\$32,543.75		\$1,270,000.00	\$1,300,965.63
05/01/39	\$1,270,000.00	\$32,543.75	5.125%	\$1,270,000.00	\$1,302,543.75
totals	<u>\$16,420,000.00</u>	<u>\$10,013,362.50</u>			<u>\$26,433,362.50</u>

Capital Region

Community Development District

Debt Service Fund

Series 2018A2 Capital Improvement Revenue Refunding Bonds

Description	Adopted Budget FY 2020	Actual Thru 5/31/2020	Projected Next 4 Months	Total Projected 9/30/2020	Approved Budget FY 2021
Revenues					
Special Assessment - Tax Collector	\$273,055	\$264,671	\$11,115	\$275,786	\$273,055
Interest Income	\$2,500	\$1,810	\$250	\$2,060	\$2,500
Carry Forward Surplus ⁽¹⁾	\$58,522	\$59,572	\$0	\$59,572	\$57,226
TOTAL REVENUES	\$334,077	\$326,052	\$11,365	\$337,417	\$332,781
Expenditures					
Interest - 11/1	\$55,096	\$55,096	\$0	\$55,096	\$51,899
Interest - 5/1	\$55,096	\$55,096	\$0	\$55,096	\$51,899
Principal - 5/1	\$165,000	\$165,000	\$0	\$165,000	\$170,000
Special Call - 5/1	\$0	\$5,000	\$0	\$5,000	\$0
TOTAL EXPENDITURES	\$275,191	\$280,191	\$0	\$280,191	\$273,798
EXCESS REVENUES OVER EXPENDITURES	\$58,886	\$45,861	\$11,365	\$57,226	\$58,984

⁽¹⁾ Carry Forward Surplus is net of Reserve requirement

11/21 Interest Series 2018A2	\$48,605
---------------------------------	----------

Capital Region

Community Development District

Series 2018A2 Capital Improvement Revenue Refunding Bonds
Debt Amortization

Date	Principal	Interest	Coupons	Principal Balance	Calendar Year
11/01/19		\$55,095.63		\$2,505,000.00	\$55,095.63
05/01/20	\$165,000.00	\$55,095.63	3.875%	\$2,505,000.00	
11/01/20		\$51,898.75		\$2,340,000.00	\$271,994.38
05/01/21	\$170,000.00	\$51,898.75	3.875%	\$2,340,000.00	
11/01/21		\$48,605.00		\$2,170,000.00	\$270,503.75
05/01/22	\$175,000.00	\$48,605.00	3.875%	\$2,170,000.00	
11/01/22		\$45,214.38		\$1,995,000.00	\$268,819.38
05/01/23	\$185,000.00	\$45,214.38	3.875%	\$1,995,000.00	
11/01/23		\$41,630.00		\$1,810,000.00	\$271,844.38
05/01/24	\$190,000.00	\$41,630.00	4.600%	\$1,810,000.00	
11/01/24		\$37,260.00		\$1,620,000.00	\$268,890.00
05/01/25	\$200,000.00	\$37,260.00	4.600%	\$1,620,000.00	
11/01/25		\$32,660.00		\$1,420,000.00	\$269,920.00
05/01/26	\$210,000.00	\$32,660.00	4.600%	\$1,420,000.00	
11/01/26		\$27,830.00		\$1,210,000.00	\$270,490.00
05/01/27	\$220,000.00	\$27,830.00	4.600%	\$1,210,000.00	
11/01/27		\$22,770.00		\$990,000.00	\$270,600.00
05/01/28	\$230,000.00	\$22,770.00	4.600%	\$990,000.00	
11/01/28		\$17,480.00		\$760,000.00	\$270,250.00
05/01/29	\$240,000.00	\$17,480.00	4.600%	\$760,000.00	
11/01/29		\$11,960.00		\$520,000.00	\$269,440.00
05/01/30	\$255,000.00	\$11,960.00	4.600%	\$520,000.00	
11/01/30		\$6,095.00		\$265,000.00	\$273,055.00
05/01/31	\$265,000.00	\$6,095.00	4.600%	\$265,000.00	\$271,095.00
totals	<u><u>\$2,505,000.00</u></u>	<u><u>\$796,997.50</u></u>			<u><u>\$3,301,997.50</u></u>

A.

RESOLUTION 2020-07

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CAPITAL REGION COMMUNITY DEVELOPMENT DISTRICT DECLARING SPECIAL ASSESSMENTS TO FUND THE PROPOSED BUDGETS PURSUANT TO CHAPTERS 170, 190 AND 197, FLORIDA STATUTES; SETTING PUBLIC HEARINGS; ADDRESSING PUBLICATION; AMENDING RESOLUTION 2020-06; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors ("**Board**") of the Capital Region Community Development District ("**District**") has prior to June 15, 2020, approved proposed budgets ("**Proposed Budget**") for the fiscal year beginning October 1, 2020 and ending September 30, 2021 ("**Fiscal Year 2020/2021**"); and

WHEREAS, after further consideration, it is in the best interest of the District to fund the administrative and operations services (together, "**Services**") set forth in the Proposed Budget, a current copy of which is attached as **Exhibit A**, by levy of special assessments pursuant to Chapters 170, 190 and 197, Florida Statutes ("**Assessments**"), as set forth in the preliminary assessment roll included within the Proposed Budget; and

WHEREAS, the District hereby determines that benefits would accrue to the properties within the District, as outlined within the Proposed Budget, in an amount equal to or in excess of the Assessments, and that such Assessments would be fairly and reasonably allocated as set forth in the Proposed Budget; and

WHEREAS, the Board has considered the proposed Assessments, and desires to set the required public hearings thereon; and

WHEREAS, the Board desires to amend Resolution 2020-06 to reflect a change in the location of the Fiscal Year 2020-2021 hearing on the Proposed Budget to coincide with the location of the Fiscal Year 2020-2021 hearing on Assessments cited herein;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CAPITAL REGION COMMUNITY DEVELOPMENT DISTRICT:

1. DECLARING ASSESSMENTS. The current form of the Proposed Budget, attached hereto as **Exhibit A**, is hereby approved for use in proceedings to levy and impose the Assessments. Pursuant to Chapters 170, 190 and 197, Florida Statutes, the Assessments shall defray the cost of the Services in the total estimated amounts set forth in the Proposed Budget. The nature of, and plans and specifications for, the Services to be funded by the Assessments are described in the Proposed Budget, which is on file and available for public inspection at the "**District's Office**," c/o Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, (904) 940-5850. The Assessments shall be levied within the District on all benefitted lots and lands, and shall be apportioned, all as described in the Proposed

Budget and the preliminary assessment roll included therein. The preliminary assessment roll is also on file and available for public inspection at the District's Office. The Assessments shall be paid in one or more installments pursuant to a bill issued by the District in November of 2020, and pursuant to Chapter 170, Florida Statutes, or, alternatively, pursuant to the *Uniform Method* as set forth in Chapter 197, Florida Statutes.

2. SETTING A PUBLIC HEARING. A public hearing on the Assessments is hereby declared and set for **August 16, 2020 at 6:30 p.m.** The hearing may be conducted remotely, pursuant to Zoom media technology and/or by telephone pursuant to Executive Orders 20-52, 20-69 and 20-123, issued by Governor DeSantis, and any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2., *Florida Statutes*. In the event that conditions allow the meeting to be held in person, it will be held at the following location:

LOCATION: SouthWood Community Center
4675 Grove Park Drive
Tallahassee, Florida 32311

3. PUBLICATION OF NOTICE. The District shall cause this Resolution to be published once a week for a period of two weeks in a newspaper of general circulation published in Leon County. Additionally, notice of the public hearings shall be published in the manner prescribed in Florida law.

4. AMENDMENT TO RESOLUTION 2020-06. Section 2 of Resolution 2020-06, adopted by the Board on June 11, 2020, is hereby amended and restated in full by Section 1 herein. Further, Section 3 of Resolution 2020-06, which set the location for the Fiscal Year 2020-2021 hearing on the Proposed Budget, is hereby amended to coincide with the location of the Fiscal Year 2020-2021 hearing on Assessments noted in Section 2 herein. All terms of Resolution 2020-06 that are not amended by this Resolution remain in full force and effect.

5. 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.

6. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 9TH DAY OF JULY, 2020.

ATTEST:

**CAPITAL REGION COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

By: _____
Its: _____

SIXTH ORDER OF BUSINESS

Mailing Address

Post Office Box 1835
Tallahassee, Florida 32302-1835
(850) 606-4700

www.leontaxcollector.net



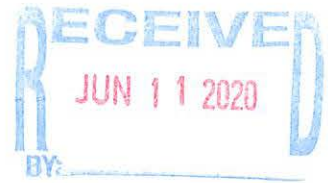
Main Office

Metropolitan Administrative Office
1276 Metropolitan Blvd., Suite 102
Tallahassee, FL 32312

(Overnight/Express Mail Accepted)

June 8, 2020

Capital Region Community Development District
Attn: Sarah Sweeting
475 West Town Place, Suite 114
St. Augustine, FL 32092



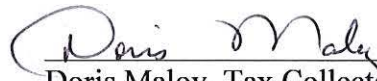
RE: 2020 - Capital Region CDD Uniform Method for Collection

Dear Ms. Sweeting:



This document will serve as an Agreement with the Tax Collector's Office for an annual compensation or commission at 3% of the amount of non-ad valorem assessments collected and distributed. This Agreement shall be in place for the Capital Region CDD Assessment Roll for the year 2020.

This is the Agreement intended by the Tax Collector's Office. Please execute below and return the original to this office.

Sincerely,


Doris Maloy, Tax Collector

AGREED this 5th day of June, 2020.


 Signature of Chairman
Capital Region Community Development District

ELEVENTH ORDER OF BUSINESS

Capital Region Community Development District
Auditor Selection Evaluation Criteria

	Ability of Personnel	Proposer's Experience	Understanding of Scope of Work	Ability to Furnish the Required Services	Price	Point Total
	(e.g., geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing workload; proposed staffing levels, etc.)	(e.g., past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character; integrity; reputation of respondent, etc.)	Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.	Extent to which the proposal demonstrates the adequacy of proposer's financial resources and stability as a business entity necessary to complete the services required (e.g., the existence of any natural disaster plan for business operations).	Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to services.	
Proposer	20	20	20	20	20	100

**CAPITAL REGION
COMMUNITY DEVELOPMENT DISTRICT
PROPOSAL FOR AUDIT SERVICES**

PROPOSED BY:

Berger, Toombs, Elam, Gaines & Frank
CERTIFIED PUBLIC ACCOUNTANTS, PL

600 Citrus Avenue, Suite 200
Fort Pierce, Florida 34950

(772) 461-6120

CONTACT PERSON:

J. W. Gaines, CPA, Director

DATE OF PROPOSAL:

July 1, 2020

1. $\frac{1}{x^2} = x^{-2}$

2. $\frac{d}{dx} x^{-2} = -2x^{-3}$

3. $= -2x^{-3} = -\frac{2}{x^3}$

4. $= -\frac{2}{x^3}$

5. $= -\frac{2}{x^3}$

6. $= -\frac{2}{x^3}$

7. $= -\frac{2}{x^3}$

8. $= -\frac{2}{x^3}$

9. $= -\frac{2}{x^3}$

10. $= -\frac{2}{x^3}$

11. $= -\frac{2}{x^3}$

12. $= -\frac{2}{x^3}$

13. $= -\frac{2}{x^3}$

14. $= -\frac{2}{x^3}$

15. $= -\frac{2}{x^3}$

16. $= -\frac{2}{x^3}$

17. $= -\frac{2}{x^3}$

18. $= -\frac{2}{x^3}$

19. $= -\frac{2}{x^3}$

TABLE OF CONTENTS

<u>DESCRIPTION OF SECTION</u>	<u>PAGE</u>
A. Letter of Transmittal	1-2
B. Profile of the Proposer	
Description and History of Audit Firm	3
Professional Staff Resources	4-5
Ability to Furnish the Required Services	5
Arbitrage Rebate Services	6
A. Governmental Auditing Experience	7-16
B. Fee Schedule	17
C. Scope of Work to be Performed	17
D. Resumes	18-33
E. Peer Review Letter	34
F. Additional Documents Required	
Instructions to Proposers	35-25
Evaluation Criteria Sheet	37



Berger, Toombs, Elam, Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue
Suite 200
Fort Pierce, Florida 34950

772/461-6120 // 461-1155
FAX: 772/468-9278

July 1, 2020

Capital Region Community Development District
Governmental Management Services, LLC
475 West Town Place, Suite 114
St. Augustine, FL 32092

Dear District Manager:

Thank you very much for the opportunity to present our professional credentials to provide audit services for Capital Region Community Development District.

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL has assembled a team of governmental and nonprofit specialists second to none to serve our clients. Our firm has the necessary qualifications and experience to serve as the independent auditors for Capital Region Community Development District. We will provide you with top quality, responsive service.

Experience

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL is a recognized leader in providing services to governmental and nonprofit agencies throughout Florida. We have been the independent auditors for a number of local governmental agencies and through our experience in performing their audits, we have been able to increase our audit efficiency and; therefore, reduce costs. We have continually passed this cost savings on to our clients and will continue to do so in the future. As a result of our experience and expertise, we have developed an effective and efficient audit approach designed to meet or exceed the performance specifications 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 the standards for financial and compliance audits. We will conduct the audit in accordance with auditing standards generally accepted in the United States of America; "Government Auditing Standards" issued by the Comptroller General of the United States; the provisions of the Single Audit Act, Subpart F of Title 2 US Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, with minimal disruption to your operations. Our firm has frequent technical updates to keep our personnel informed and up-to-date on all changes that are occurring within the industry.

Fort Pierce / Stuart

- 1 -

Member AICPA

Member AICPA Division for CPA Firms
Private Companies practice Section

Member FICPA



Berger, Toombs, Elam,
Gaines & Frank
Certified Public Accountants PL

Capital Region Community Development District
July 1, 2020

Our firm is a member of the Government Audit Quality Center, an organization dedicated to improving government audit quality. We also utilize the audit program software of a nationally recognized CPA firm to assure us that we are up to date with all auditing standards and to assist us maintain maximum audit efficiencies.

To facilitate your evaluation of our qualifications and experience, we have arranged this proposal to include a resume of our firm, including our available staff, our extensive prior governmental and nonprofit auditing experience and clients to be contacted.

You need a firm that will provide an efficient, cost-effective, high-quality audit within critical time constraints. You need a firm with the prerequisite governmental and nonprofit experience to perform your audit according to stringent legal and regulatory requirements, a firm that understands the complex nature of community development districts and their unique compliance requirements. You need a firm with recognized governmental and nonprofit specialists within the finance and governmental communities. And, certainly, you need a firm that will provide you with valuable feedback to enhance your current and future operations. Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL is that firm. J. W. Gaines is the person authorized to make representations for the firm.

Thank you again for the opportunity to submit this proposal to Capital Region Community Development District.

Very truly yours,

*Berger Toombs Elam
Gaines & Frank*

Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

PROFILE OF THE PROPOSER

Description and History of Audit Firm

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL is a Treasure Coast public accounting firm, which qualifies as a small business firm, as established by the Small Business Administration (13 CFR 121.38), with offices in Fort Pierce and Stuart. We are a member of the Florida Institute of Certified Public Accountants and the American Institute of Certified Public Accountants. The firm was formed from the merger of Edwards, Berger, Harris & Company (originated in 1972) and McAlpin, Curtis & Associates (originated in 1949). J. W. Gaines and Associates (originated in 1979) merged with the firm in 2004. Our tremendous growth rate experienced over the last 69 years is directly attributable to the firm's unrelenting dedication to providing the highest quality, responsive professional services attainable to its clients.

We are a member of the Private Companies Practice Section (PCPS) of the American Institute of Certified Public Accountants (AICPA) to assure we meet the highest standards. Membership in this practice section requires that our firm meet more stringent standards than standard AICPA membership. These rigorous requirements include the requirement of a triennial peer review of our firm's auditing and accounting practice and annual Continuing Professional Education (CPE) for all accounting staff (whether CPA or non-CPA). For standard AICPA membership, only a quality review is required and only CPAs must meet CPE requirements.

We are also a member of the Government Audit Quality Center ("the Center") of the American Institute of Certified Public Accountants to assure the quality of our government audits. Membership in the Center, which is voluntary, requires our firm to comply with additional standards to promote the quality of government audits.

We have been extensively involved in serving local government entities with professional accounting, auditing and consulting services throughout the entire 69 year history of our firm. Our substantial experience over the years makes us uniquely qualified to provide accounting, auditing, and consulting services to these clients. We are a recognized leader in providing services to governmental and nonprofit agencies on the Treasure Coast and in Central and South Florida, with extensive experience in auditing community development districts and water control districts. We were the independent auditors of the City of Fort Pierce for over 37 years and currently, we are the independent auditors for St. Lucie County since 2002, and for 34 of the 38 years that the county has been audited by CPA firms. Additionally, we have performed audits of the City of Stuart, the City of Vero Beach, Indian River County and Martin County. We also presently audit over 75 Community Development Districts throughout Florida.

Our firm was founded on the belief that we are better able to respond to our clients needs through education, experience, independence, quality control, and personal service. Our firm's commitment to quality is reflected in our endeavor of professional excellence via continuing education, the use of the latest computer technology, professional membership in PCPS and peer review.

We believe our approach to audit engagements, intelligence and innovation teamed with sound professional judgment enables us to explore new concepts while remaining sensitive to the fundamental need for practical solutions. We take pride in giving you the assurance that the personal assistance you receive comes from years of advanced training, technical experience and financial acumen.

Professional Staff Resources

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL has a total of 27 professional and administrative staff (including 12 professional staff with extensive experience servicing government entities). The work will be performed out of our Fort Pierce office with a proposed staff of one senior accountant and one or two staff accountants supervised by an audit manager and audit partner. With the exception of the directors of the firm's offices, the professional staff is not specifically assigned to any of our individual offices. The professional and administrative staff resources available to you through Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL are as follows:

	<u>Total</u>
Partners/Directors (CPA's)	5
Principals (CPA)	1
Managers (CPA)	1
Senior/Supervisor Accountants (2 CPA's)	3
Staff Accountants (1 CPA)	7
Computer Specialist	1
Paraprofessional	6
Administrative	<u>4</u>
Total – all personnel	28

Following is a brief description of each employee classification:

Staff Accountant – Staff accountants work directly under the constant supervision of the auditor-in-charge and, are responsible for the various testing of documents, account analysis and any other duties as his/her supervisor believes appropriate. Minimum qualification for a staff accountant is graduation from an accredited university or college with a degree in accounting or equivalent.

Senior Accountant – A senior accountant must possess all the qualifications of the staff accountant, in addition to being able to draft the necessary reports and financial statements, and supervise other staff accountants when necessary.

Managers – A manager must possess the qualifications of the senior accountant, plus be able to work without extensive supervision from the auditor-in-charge. The manager should be able to draft audit reports from start to finish and to supervise the audit team, if necessary.

Principal – A principal is a partner/director in training. He has been a manager for several years and possesses the technical skills to act as the auditor-in-charge. A principal has no financial interest in the firm.

Partner/Director – The director has extensive governmental auditing experience and acts as the auditor-in-charge. Directors have a financial interest in the firm.

Professional Staff Resources (Continued)

Independence – Independence of the public accounting firm, with respect to the audit client, is the foundation from which the public gains its trust in the opinion issued by the public accounting firm at the end of the audit process. This independence must be in appearance as well as in fact. The public must perceive that the accounting firm is independent of the audit entity to ensure that nothing would compromise the opinion issued by the public accounting firm. **Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** is independent of Capital Region Community Development District, including its elected officials and related parties, at the date of this proposal, as defined by the following rules, regulations, and standards:

AuSection 220 – Statements on Auditing Standards issued by the American Institute of Certified Public Accountants;

ET Sections 101 and 102 – Code of Professional Conduct of the American Institute of Certified Public Accountants;

Chapter 21A-1, Florida Administrative Code;

Section 473.315, Florida Statutes; and,

Government Auditing Standards, issued by the Comptroller General of the United States.

On an annual basis, all members of the firm are required to confirm, in writing, that they have no personal or financial relationships or holding that would impair their independence with regard to the firm's clients.

Independence is a hallmark of our profession. We encourage our staff to use professional judgment in situations where our independence could be impaired or the perception of a conflict of interest might exist. In the governmental sector, public perception is as important as professional standards. Therefore, the utmost care must be exercised by independent auditors in the performance of their duties.

Ability to Furnish the Required Services

As previously noted in the Profile of the Proposer section of this document, our firm has been in existence for over 69 years. We have provided audit services to some clients for over 30 years continually. Our firm is insured against physical loss through commercial insurance and we also carry liability insurance. The majority of our audit documentation is stored electronically, both on our office network and on each employee laptop or computer assigned to each specific job. Our office computer network is backed up on tape, so in the event of a total equipment loss, we can restore all data as soon as replacement equipment is acquired. In addition, our field laptop computers carry the same data and can be used in the event of emergency with virtually no delay in completing the required services.

ADDITIONAL SERVICES PROVIDED

Arbitrage Rebate Services

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL also provides arbitrage rebate compliance and related services to governmental issuers. The Tax Reform Act of 1986 requires issuers of most tax-exempt obligations to pay (i.e., "rebate") to the United States government any arbitrage profits. Arbitrage profits are earnings on the investment of bond proceeds and certain other monies in excess of what would have been earned had such monies been invested at a yield equal to the yield on the bonds.

Federal tax law requires that interim rebate calculations and payments are due at the end of every fifth bond year. Final payment is required upon redemption of the bonds. More frequent calculations may be deemed advisable by an issuer's auditor, trustee or bond counsel or to assure that accurate and current records are available. These more frequent requirements are usually contained in the Arbitrage or Rebate Certificate with respect to the bonds.

Our firm performs a comprehensive rebate analysis and includes the following:

- Verifying that the issue is subject to rebate;
- Calculating the bond yield;
- Identifying, and separately accounting for, all "Gross Proceeds" (as that term is defined in the Code) of the bond issue, including those requiring analysis due to "transferred proceeds" and/or "commingled funds" circumstances;
- Determining what general and/or elective options are available to Gross proceeds of the issue;
- Calculating the issue's excess investment earning (rebate liability), if any;
- Delivering appropriate documentation to support all calculations;
- Providing an executive summary identifying the methodology employed, major assumptions, conclusions, and any other recommendations for changes in recordkeeping and investment policies;
- Assisting as necessary in the event of an Internal Revenue Service inquiry; and,
- Consulting with issue staff, as necessary, regarding arbitrage related matters.

GOVERNMENTAL AUDITING EXPERIENCE

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL has been practicing public accounting in Florida for 69 years. Our success over the years has been the result of a strong commitment to providing personalized quality service to our clients.

The current members of our firm have performed audits of over 900 community development districts, and over 1,800 audits of municipalities, counties and other governmental entities such as the City of Fort Pierce and St. Lucie County.

Our firm provides a variety of accounting, auditing, tax litigation support, and consulting services. Some of the professional accounting, auditing and management consulting services that are provided by our firm are listed below:

- Performance of annual financial and compliance audits, including Single Audits of state and federal financial assistance programs, under the provisions of the Single Audit Act, Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), with minimal disruptions to your operations;
- Performance of special compliance audits to ascertain compliance with the applicable local, state and federal laws and regulations;
- Issuance of comfort letters and consent letters in conjunction with the issuance of tax-exempt debt obligations, including compiling financial data and interim period financial statement reviews;
- Calculation of estimated and actual federal arbitrage rebates;
- Assistance in compiling historical financial data for first-time and supplemental submissions for GFOA Certificate of Achievement for Excellence in Financial Reporting;
- Preparation of indirect cost allocation systems in accordance with Federal and State regulatory requirements;
- Providing human resource and employee benefit consulting;
- Performance of automation feasibility studies and disaster recovery plans;
- Performance feasibility studies concerning major fixed asset acquisitions and utility plant expansion plans (including electric, water, pollution control, and sanitation utilities); and
- Assistance in litigation, including testimony in civil and criminal court.
- Assist clients who utilize QuickBooks software with their software needs. Our Certified QuickBooks Advisor has undergone extensive training through QuickBooks and has passed several exams to attain this Certification.

Continuing Professional Education

All members of the governmental audit staff of our firm, and audit team members assigned to this engagement, are in compliance with the Continuing Professional Education (CPE) requirements set forth in Government Auditing Standards issued by the Comptroller General of the United States. In addition, our firm is in compliance with the applicable provisions of the Florida Statutes that require CPA's to have met certain CPE requirements prior to proposing on governmental audit engagements.

GOVERNMENTAL AUDITING EXPERIENCE (CONTINUED)

The audit team has extensive experience in performing governmental audits and is exposed to intensive and continuing concentration on these types of audits. Due to the total number of governmental audits our team performs, each member of our governmental staff must understand and be able to perform several types of governmental audits. It is our objective to provide each professional employee fifty hours or more of comprehensive continuing professional education each year. This is accomplished through attending seminars throughout Florida and is reinforced through in-house training.

Our firm has made a steadfast commitment to professional education. Our active attendance and participation in continuing professional education is a major part of our objective to obtain the most recent knowledge on issues which are of importance to our clients. We are growing on the reputation for work that our firm is providing today.

Quality Control Program

Quality control requires continuing commitment to professional excellence. **Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** is formally dedicated to that commitment.

To ensure maintaining the standards of working excellence required by our firm, we joined the Private Companies Practice Section (PCPS) of the American Institute of Certified Public Accountants (AICPA). To be a participating member firm of this practice section, a firm must obtain an independent Peer Review of its quality control policies and procedures to ascertain the firm's compliance with existing auditing standards on the applicable engagements.

The scope of the Peer Review is comprehensive in that it specifically reviews the following quality control policies and procedures of the participating firm:

- Professional, economic, and administrative independence;
- Assignment of professional personnel to engagements;
- Consultation on technical matters;
- Supervision of engagement personnel;
- Hiring and employment of personnel;
- Professional development;
- Advancement;
- Acceptance and continuation of clients; and,
- Inspection and review system.

We believe that our commitment to the program is rewarding not only to our firm, but primarily to our clients.

The external independent Peer Review of the elements of our quality control policies and procedures performed by an independent certified public accountant, approved by the PCPS of the AICPA, provides you with the assurance that we continue to conform to standards of the profession in the conduct of our accounting and auditing practice.

GOVERNMENTAL AUDITING EXPERIENCE (CONTINUED)

Our firm is also a member of Governmental Audit Quality Center (GAQC), a voluntary membership center for CPA firms that perform governmental audits. This center promotes the quality of governmental audits.

Our firm has completed successive Peer Reviews. These reviews included a representative sample of our firm's local governmental auditing engagements. As a result of these reviews, our firm obtained an unqualified opinion on our quality control program and work procedures. On page 31 is a copy of our most recent Peer Review report. It should be noted that we received a pass rating.

Our firm has never had any disciplinary actions by state regulatory bodies or professional organizations.

As our firm performs approximately one hundred audits each year that are reviewed by federal, state or local entities, we are constantly dealing with questions from these entities about our audits. We are pleased to say that any questions that have been raised were minor issues and were easily resolved without re-issuing any reports.

Certificate of Achievement for Excellence in Financial Reporting (CAFR)

We are proud and honored to have been involved with the City of Fort Pierce and the Fort Pierce Utilities Authority when they received their first Certificates of Achievement for Excellence in Financial Reporting for the fiscal years ended September 30, 1988 and 1994, respectively. We were also instrumental in the City of Stuart receiving the award, in our first year of performing their audit, for the year ended September 30, 1999.

We also assisted St. Lucie County, Florida for the year ended September 30, 2003, in preparing their first Comprehensive Annual Financial Report, and St. Lucie County has received their Certificate of Achievement for Excellence in Financial Reporting every year since.

As continued commitment to insuring that we are providing the highest level of experience, we have had at least one employee of our firm serve on the GFOA – Special Review Committee since the mid-1980s. This committee is made up of selective Certified Public Accountants throughout the United States who have demonstrated their high level of knowledge and expertise in governmental accounting. Each committee member attends a special review meeting at the Annual GFOA Conference. At this meeting, the committee reports on the Certificate of Achievement Program's most recent results, future goals, and common reporting deficiencies.

We feel that our previous experience in assisting the City of Fort Pierce, the Fort Pierce Utilities Authority and St. Lucie County obtain their first CAFRs, and the City of Stuart in continuing to receive a CAFR and our firm's continued involvement with the GFOA, and the CAFR review committee make us a valued asset for any client in the field of governmental financial reporting.

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

References

Terracina Community Development
District
Jeff Walker, Special District Services
(561) 630-4922

Gateway Community Development
District
Stephen Bloom, Severn Trent Management
(954) 753-5841

The Reserve Community Development District
Darrin Mossing, Governmental Management
Services LLC
(407) 841-5524

Port of the Islands Community Development
District
Cal Teague, Premier District Management
(239) 690-7100 ext 101

In addition to the above, we have the following additional governmental audit experience:

Community Development Districts

Aberdeen Community Development
District

Beacon Lakes Community
Development District

Alta Lakes Community Development
District

Beaumont Community Development
District

Amelia Concourse Community
Development District

Bella Collina Community Development
District

Amelia Walk Community
Development District

Bonnet Creek Community
Development District

Aqua One Community Development
District

Buckeye Park Community
Development District

Arborwood Community Development
District

Candler Hills East Community
Development District

Arlington Ridge Community
Development District

Cedar Hammock Community
Development District

Bartram Springs Community
Development District

Central Lake Community
Development District

Baytree Community Development
District

Channing Park Community
Development District

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Cheval West Community Development District	Evergreen Community Development District
Coconut Cay Community Development District	Forest Brooke Community Development District
Colonial Country Club Community Development District	Gateway Services Community Development District
Connerton West Community Development District	Gramercy Farms Community Development District
Copperstone Community Development District	Greenway Improvement District
Creekside @ Twin Creeks Community Development District	Greyhawk Landing Community Development District
Deer Run Community Development District	Griffin Lakes Community Development District
Dowden West Community Development District	Habitat Community Development District
DP1 Community Development District	Harbor Bay Community Development District
Eagle Point Community Development District	Harbourage at Braden River Community Development District
East Nassau Stewardship District	Harmony Community Development District
Eastlake Oaks Community Development District	Harmony West Community Development District
Easton Park Community Development District	Harrison Ranch Community Development District
Estancia @ Wiregrass Community Development District	Hawkstone Community Development District

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Heritage Harbor Community
Development District

Madeira Community Development
District

Heritage Isles Community
Development District

Marhsall Creek Community
Development District

Heritage Lake Park Community
Development District

Meadow Pointe IV Community
Development District

Heritage Landing Community
Development District

Meadow View at Twin Creek
Community Development District

Heritage Palms Community
Development District

Mediterra North Community
Development District

Heron Isles Community
Development District

Midtown Miami Community
Development District

Heron Isles Community Development
District

Mira Lago West Community
Development District

Highland Meadows II Community
Development District

Montecito Community
Development District

Julington Creek Community
Development District

Narcoossee Community
Development District

Laguna Lakes Community
Development District

Naturewalk Community
Development District

Lake Bernadette Community
Development District

New Port Tampa Bay Community
Development District

Lakeside Plantation Community
Development District

Overoaks Community Development
District

Landings at Miami Community
Development District

Panther Trace II Community
Development District

Legends Bay Community
Development District

Paseo Community Development
District

Lexington Oaks Community
Development District

Pine Ridge Plantation Community
Development District

Live Oak No. 2 Community
Development District

Piney Z Community Development
District

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Poinciana Community Development District	Sampson Creek Community Development District
Poinciana West Community Development District	San Simeon Community Development District
Port of the Islands Community Development District	Six Mile Creek Community Development District
Portofino Isles Community Development District	South Village Community Development District
Quarry Community Development District	Southern Hills Plantation I Community Development District
Renaissance Commons Community Development District	Southern Hills Plantation III Community Development District
Reserve Community Development District	South Fork Community Development District
Reserve #2 Community Development District	St. John's Forest Community Development District
River Glen Community Development District	Stoneybrook South Community Development District
River Hall Community Development District	Stoneybrook South at ChampionsGate Community Development District
River Place on the St. Lucie Community Development District	Stoneybrook West Community Development District
Rivers Edge Community Development District	Tern Bay Community Development District
Riverwood Community Development District	Terracina Community Development District
Riverwood Estates Community Development District	Tison's Landing Community Development District
Rolling Hills Community Development District	TPOST Community Development District
Rolling Oaks Community Development District	

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Triple Creek Community
Development District

Vizcaya in Kendall
Development District

TSR Community Development
District

Waterset North Community
Development District

Turnbull Creek Community
Development District

Westside Community Development
District

Twin Creeks North Community
Development District

WildBlue Community Development
District

Urban Orlando Community
Development District

Willow Creek Community
Development District

Verano #2 Community
Development District

Willow Hammock Community
Development District

Viera East Community
Development District

Winston Trails Community
Development District

VillaMar Community
Development District

Zephyr Ridge Community
Development District

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Other Governmental Organizations

City of Westlake

Office of the Medical Examiner,
District 19

Florida Inland Navigation District

Rupert J. Smith Law Library
of St. Lucie County

Fort Pierce Farms Water Control
District

St. Lucie Education Foundation

Indian River Regional Crime
Laboratory, District 19, Florida

Seminole Improvement District

Viera Stewardship District

Troup Indiantown Water
Control District

Current or Recent Single Audits.

St. Lucie County, Florida
Early Learning Coalition, Inc.
Treasure Coast Food Bank, Inc.

Members of our audit team have acquired extensive experience from performing or participating in over 1,800 audits of governments, independent special taxing districts, school boards, and other agencies that receive public money and utilize fund accounting.

Much of our firm's auditing experience is with compliance auditing, which is required for publicly financed agencies. In this type of audit, we do a financial examination and also confirm compliance with various statutory and regulatory guidelines.

Following is a summary of our other experience, including Auditor General experience, as it pertains to other governmental and fund accounting audits.

Counties

(Includes elected constitutional officers, utilities and dependent taxing districts)

Indian River
Martin
Okeechobee
Palm Beach

Municipalities

City of Port St. Lucie
City of Vero Beach
Town of Orchid

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Special Districts

Bannon Lakes Community Development District
Boggy Creek Community Development District
Capron Trail Community Development District
Celebration Pointe Community Development District
Coquina Water Control District
Diamond Hill Community Development District
Dovera Community Development District
Durbin Crossing Community Development District
Golden Lakes Community Development District
Lakewood Ranch Community Development District
Martin Soil and Water Conservation District
Meadow Pointe III Community Development District
Myrtle Creek Community Development District
St. Lucie County – Fort Pierce Fire District
The Crossings at Fleming Island
St. Lucie West Services District
Indian River County Mosquito Control District
St. John's Water Control District
Westchase and Westchase East Community Development Districts
Pier Park Community Development District
Verandahs Community Development District
Magnolia Park Community Development District

Schools and Colleges

Federal Student Aid Programs – Indian River Community College
Indian River Community College
Okeechobee County District School Board
St. Lucie County District School Board

State and County Agencies

Central Florida Foreign-Trade Zone, Inc. (a nonprofit organization affiliated with the St. Lucie County Board of County Commissioners)
Florida School for Boys at Okeechobee
Indian River Community College Crime Laboratory
Indian River Correctional Institution

FEE SCHEDULE

We propose the fee for our audit services described below to be \$3,710 for the years ended September 30, 2020 and 2021, \$3,850 for the year ended September 30, 2022, and \$3,925 for the years ended September 30, 2023 and 2024. The fee is contingent upon the financial records and accounting systems of Capital Region Community Development District being "audit ready" and the financial activity for the District is not materially increased. If we discover that additional preparation work or subsidiary schedules are needed, we will consult with your authorized representative. We can assist with this additional work at our standard rates should you desire.

SCOPE OF WORK TO BE PERFORMED

If selected as the District's auditors, we will perform a financial and compliance audit in accordance with Section 11.45, Florida Statutes, in order to express an opinion on an annual basis on the financial statements of Capital Region Community Development District as of September 30, 2020, 2021, 2022, 2023, and 2024. The audits will be performed to the extent necessary to express an opinion on the fairness in all material respects with which the financial statements present the financial position, results of operations and changes in financial position in conformity with generally accepted accounting principles and to determine whether, for selected transactions, operations are properly conducted in accordance with legal and regulatory requirements. Reportable conditions that are also material weaknesses shall be identified as such in the Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters. Other (non-reportable) conditions discovered during the course of the audit will be reported in a separate letter to management, which will be referred to in the Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters.

Our audit will be performed in accordance with standards for financial and compliance audits contained in *Government Auditing Standards*, as well as in compliance with rules and regulations of audits of special districts as set forth by the State Auditor General in Chapter 10.550, Local Governmental Entity Audits, and other relevant federal, state and county orders, statutes, ordinances, charter, resolutions, bond covenants, Administrative Code and procedures, or rules and regulations which may pertain to the work required in the engagement.

The primary purpose of our audit will be to express an opinion on the financial statements discussed above. It should be noted that such audits are subject to the inherent risk that errors or irregularities may not be detected. However, if conditions are discovered which lead to the belief that material errors, defalcations or other irregularities may exist or if other circumstances are encountered that require extended services, we will promptly notify the appropriate individual.

Commitment to Quality Service

Personnel Qualifications and Experience

J. W. Gaines, CPA, CITP
Director – 40 years

Education

- ◆ Stetson University, B.B.A. – Accounting

Registrations

- ◆ Certified Public Accountant – State of Florida, State Board of Accountancy
- ◆ Certified Information Technology Professional (CITP) – American Institute of Certified Public Accountants

Professional Affiliations/Community Service

- ◆ Member of the American and Florida Institutes of Certified Public Accountants
- ◆ Affiliate member Government Finance Officers Association
- ◆ Past President, Vice President-Campaign Chairman, Vice President and Board Member of United Way of St. Lucie County, 1989 - 1994
- ◆ Past President, President Elect, Secretary and Treasurer of the Treasure Coast Chapter of the Florida Institute of Certified Public Accountants, 1988 - 1991
- ◆ Past President of Ft. Pierce Kiwanis Club, 1994 - 95, Member/Board Member since 1982
- ◆ Past President, Vice President and Treasurer of St. Lucie County Chapter of the American Cancer Society, 1980 -1986
- ◆ Member of the St. Lucie County Chamber of Commerce, Member Board of Directors, Treasurer, September 2002 - 2006, Chairman Elect 2007, Chairman 2008, Past Chairman 2009
- ◆ Member Lawnwood Regional Medical Center Board of Trustees, 2000 – Present, Chairman 2013 - Present
- ◆ Member of St. Lucie County Citizens Budget Committee, 2001 – 2002
- ◆ Member of Ft. Pierce Citizens Budget Advisory Committee, 2010 – 2011
- ◆ Member of Ft. Pierce Civil Service Appeals Board, 2013 - Present

Professional Experience

- ◆ Miles Grant Development/Country Club – Stuart, Florida, July 1975 – October 1976
- ◆ State Auditor General's Office – Public Accounts Auditor – November 1976 through September 1979
- ◆ Director - Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants PL, responsible for numerous government and nonprofit audits.
- ◆ Over 30 years experience in all phases of public accounting and auditing experience, with a concentration in financial and compliance audits. Mr. Gaines has been involved in all phases of the audits listed on the preceding pages.

Commitment to Quality Service

Personnel Qualifications and Experience

J. W. Gaines, CPA, CITP (Continued)
Director

Continuing Professional Education

- ◆ Has participated in numerous continuing professional education courses provided by nationally recognized sponsors over the last two years to keep abreast of the latest developments in accounting and auditing such as:
 - Governmental Accounting Report and Audit Update
 - Analytical Procedures, FICPA
 - Annual Update for Accountants and Auditors
 - Single Audit Sampling and Other Considerations

Commitment to Quality Service

Personnel Qualifications and Experience

David S. McGuire, CPA, CITP

Accounting and Audit Principal – 11 years

Accounting and Audit Manager – 4 years

Staff Accountant – 11 years

Education

- ◆ University of Central Florida, B.A. – Accounting
- ◆ Barry University – Master of Professional Accountancy

Registrations

- ◆ Certified Public Accountant – State of Florida, State Board of Accountancy
- ◆ Certified Information Technology Professional (CITP) – American Institute of Certified Public Accountants
- ◆ Certified Not-For-Profit Core Concepts 2018

Professional Affiliations/Community Service

- ◆ Member of the American and Florida Institutes of Certified Public Accountants
- ◆ Associate Member, Florida Government Finance Office Associates
- ◆ Assistant Coach – St. Lucie County Youth Football Organization (1994 – 2005)
- ◆ Assistant Coach – Greater Port St. Lucie Football League, Inc. (2006 – 2010)
- ◆ Board Member – Greater Port St. Lucie Football League, Inc. (2011 – present)
- ◆ Treasurer, AIDS Research and Treatment Center of the Treasure Coast, Inc. (2000 – 2003)
- ◆ Board Member/Treasurer, North Treasure Coast Chapter, American Red Cross (2004 – 2010)
- ◆ Member/Board Member of Port St. Lucie Kiwanis (1994 – 2001)
- ◆ President (2014/15) of Sunrise Kiwanis of Fort Pierce (2004 – present)
- ◆ St. Lucie District School Board Superintendent Search Committee (2013 – present)

Professional Experience

- ◆ Twenty-four years public accounting experience with an emphasis on nonprofit and governmental organizations.
- ◆ Audit Manager in-charge on a variety of audit and review engagements within several industries, including the following government and nonprofit organizations:
 - St. Lucie County, Florida
 - 19th Circuit Office of Medical Examiner
 - Troup Indiantown Water Control District
 - Exchange Club Center for the Prevention of Child Abuse, Inc.
 - Healthy Kids of St. Lucie County
 - Mustard Seed Ministries of Ft. Pierce, Inc.
 - Reaching Our Community Kids, Inc.
 - Reaching Our Community Kids - South
 - St. Lucie County Education Foundation, Inc.
 - Treasure Coast Food Bank, Inc.
 - North Springs Improvement District
- ◆ Four years of service in the United States Air Force in computer operations, with a top secret (SCI/SBI) security clearance.

Commitment to Quality Service

Personnel Qualifications and Experience

David S. McGuire, CPA, CITP (Continued)
Accounting and Audit Principal

Continuing Professional Education

- ◆ Mr. McGuire has attended numerous continuing professional education courses and seminars taught by nationally recognized sponsors in the accounting auditing and single audit compliance areas. He has attended courses over the last two years in those areas as follows:

- Not-for-Profit Auditing Financial Results and Compliance Requirements
- Update: Government Accounting Reporting and Auditing
- Annual Update for Accountants and Auditors

Commitment to Quality Service

Personnel Qualifications and Experience

David F. Haughton, CPA

Accounting and Audit Manager – 28 years

Education

- ◆ Stetson University, B.B.A. – Accounting

Registrations

- ◆ Certified Public Accountant – State of Florida, State Board of Accountancy

Professional Affiliations/Community Service

- ◆ Member of the American and Florida Institutes of Certified Public Accountants
- ◆ Former Member of Florida Institute of Certified Public Accountants Committee on State and Local Government
- ◆ Affiliate Member Government Finance Officers Association (GFOA) for over 10 years
- ◆ Affiliate Member Florida Government Finance Officers Association (FGFOA) for over 10 years
- ◆ Technical Review – 1997 FICPA Course on State and Local Governments in Florida
- ◆ Board of Directors – Kiwanis of Ft. Pierce, Treasurer – 1994-1999; Vice President – 1999-2001

Professional Experience

- ◆ Twenty-seven years public accounting experience with an emphasis on governmental and nonprofit organizations.
- ◆ State Auditor General's Office – West Palm Beach, Staff Auditor, June 1985 to September 1985
- ◆ Accounting and Audit Manager of Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants PL, responsible for audit and accounting services including governmental and not-for-profit audits.
- ◆ Over 20 years of public accounting and governmental experience, specializing in governmental and nonprofit organizations with concentration in special districts, including Community Development Districts which provide services including water and sewer utilities. Governmental and non-profit entities served include the following:

Counties:

St. Lucie County

Municipalities:

City of Fort Pierce

City of Stuart

Commitment to Quality Service

Personnel Qualifications and Experience

David F. Haughton, CPA (Continued)
Accounting and Audit Manager

Professional Experience (Continued)

Special Districts:

Bluewaters Community Development District
Country Club of Mount Dora Community Development District
Fiddler's Creek Community Development District #1 and #2
Indigo Community Development District
North Springs Improvement District
Renaissance Commons Community Development District
St. Lucie West Services District
Stoneybrook Community Development District
Summerville Community Development District
Terracina Community Development District
Thousand Oaks Community Development District
Tree Island Estates Community Development District
Valencia Acres Community Development District

Non-Profits:

The Dunbar Center, Inc.
Hibiscus Children's Foundation, Inc.
Hope Rural School, Inc.
Maritime and Yachting Museum of Florida, Inc.
Tykes and Teens, Inc.
United Way of Martin County, Inc.
Workforce Development Board of the Treasure Coast, Inc.

- ♦ While with the Auditor General's Office he was on the staff for the state audits of the Martin County School District and Okeechobee County School District.
- ♦ During 1997 he performed a technical review of the Florida Institute of Certified Public Accountants state CPE course on Audits of State and Local Governments in Florida. His comments were well received by the author and were utilized in future updates to the course.

Continuing Professional Education

- ♦ During the past several years, he has participated in numerous professional development training programs sponsored by the AICPA and FICPA, including state conferences on special districts and governmental auditing in Florida. He averages in excess of 100 hours bi-annually of advanced training which exceeds the 80 hours required in accordance with the continuing professional education requirements of the Florida State Board of accountancy and the AICPA Private Companies Practice Section. He has over 75 hours of governmental CPE credit within the past two years.

Commitment to Quality Service

Personnel Qualifications and Experience

Matthew Gonano, CPA

Senior Staff Accountant – 8 years

Education

- ◆ University of North Florida, B.B.A. – Accounting
- ◆ University of Alicante, Spain – International Business
- ◆ Florida Atlantic University – Masters of Accounting

Professional Affiliations/Community Service

- ◆ American Institute of Certified Public Accountants
- ◆ Florida Institute of Certified Public Accountants

Professional Experience

- ◆ Senior Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.
- ◆ Performed audits of nonprofit and governmental organizations in accordance with Governmental Accounting Auditing Standards (GAAS)
- ◆ Performed Single Audits of nonprofit organizations in accordance with OMB Circular A-133, Audits of State, Local Governments, and Non-Profit Organizations.

Continuing Professional Education

- ◆ Mr. Gonano has participated in numerous continuing professional education courses.

Commitment to Quality Service

Personnel Qualifications and Experience

Paul Daly

Staff Accountant – 7 years

Education

- ♦ Florida Atlantic University, B.S. – Accounting

Professional Experience

- ♦ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ♦ Working to attain the requirements to take the Certified Public Accounting (CPA) exam.

Commitment to Quality Service

Personnel Qualifications and Experience

Melissa Marlin

Senior Staff Accountant – 5 years

Education

- ◆ Indian River State College, A.A. – Accounting
- ◆ Florida Atlantic University, B.B.A. – Accounting

Professional Experience

- ◆ Staff accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Mrs. Marlin participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ◆ Mrs. Marlin is currently studying to pass the CPA exam.

Commitment to Quality Service

Personnel Qualifications and Experience

Bryan Snyder

Staff Accountant – 4 years

Education

- ◆ Florida Atlantic University, B.B.A. – Accounting

Professional Experience

- ◆ Accountant beginning his professional auditing career with Berger, Toombs, Elam, Gaines, & Frank.
- ◆ Mr. Snyder is gaining experience auditing governmental & nonprofit entities.

Continuing Professional Education

- ◆ Mr. Snyder participates in numerous continuing education courses and plans on working to acquire his CPA certificate.
- ◆ Mr. Snyder is currently studying to pass the CPA exam.

Commitment to Quality Service

Personnel Qualifications and Experience

Maritza Stonebraker

Staff Accountant – 3 years

Education

- ♦ Indian River State College, B.S.A. – Accounting

Professional Experience

- ♦ Staff Accountant beginning her professional auditing career with Berger, Toombs, Elam, Gaines, & Frank.

Continuing Professional Education

- ♦ Mrs. Stonebraker participates in numerous continuing education courses and plans on acquiring her CPA.
- ♦ Mrs. Stonebraker is currently studying to pass the CPA exam.

Commitment to Quality Service

Personnel Qualifications and Experience

Jonathan Herman, CPA

Senior Staff Accountant – 5 years

Education

- ◆ University of Central Florida, B.S. – Accounting
- ◆ Florida Atlantic University, MACC

Professional Experience

- ◆ Accounting graduate with five years experience with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Mr. Herman participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.

Commitment to Quality Service

Personnel Qualifications and Experience

Sean Stanton, CPA

Staff Accountant – 3 years

Education

- ◆ University of South Florida, B.S. – Accounting
- ◆ Florida Atlantic University, M.B.A. – Accounting

Professional Experience

- ◆ Staff accountant with Berger, Toombs, Elam, Gaines, & Frank auditing governmental and non-profit entities.

Continuing Professional Education

- ◆ Mr. Stanton participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.

Commitment to Quality Service

Personnel Qualifications and Experience

Taylor Nuccio

Staff Accountant – 1 year

Education

- ♦ Indian River State College, B.S.A. – Accounting

Professional Experience

- ♦ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ♦ Ms. Nuccio participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ♦ Ms. Nuccio is currently working towards completing an additional 30 hours of education to qualify to sit for CPA exam.

Commitment to Quality Service

Personnel Qualifications and Experience

Kirk Vasser
Staff Accountant

Education

- ◆ Indian River State College, B.S.A. – Accounting

Professional Experience

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Mr. Vasser participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ◆ Mr. Vasser is currently working towards completing an additional 30 hours of education to qualify to sit for CPA exam.

Commitment to Quality Service

Personnel Qualifications and Experience

Madison Ballash
Staff Accountant

Education

- ◆ Indian River State College, B.S.A. – Accounting (May 2020)

Professional Experience

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Ms. Ballash participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ◆ Ms. Ballash is currently working towards completing an additional 30 hours of education to qualify to sit for CPA exam.



Judson B. Baggett 6815 Dairy Road
MBA, CPA, CVA, Partner Zephyrhills, FL 33542
Marci Reutimann (813) 788-2155
CPA, Partner (813) 782-8606

Report on the Firm's System of Quality Control

To the Partners
Berger, Toombs, Elam, Gaines & Frank, CPAs, PL
and the Peer Review Committee of the Florida Institute of Certified Public Accountants

October 30, 2019

We have reviewed the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs, PL, (the firm), in effect for the year ended May 31, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control, and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs, PL, in effect for the year ended May 31, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Berger, Toombs, Elam, Gaines & Frank, CPAs, PL has received a peer review rating of *pass*.

Baggett, Reutimann & Associates, CPAs, PA
BAGGETT, REUTIMANN & ASSOCIATES, CPAs, PA
Signed & transmitted by Baggett, Reutimann & Associates, CPAs, PA, (C/N 1118) email: info@brapart.com

Member American Institute of Certified Public Accountants (AICPA) and Florida Institute of Certified Public Accountants (FICPA)
National Association of Certified Valuation Analysts (NACVA)

**CAPITAL REGION COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Year 2020
City of Tallahassee, Leon County, Florida**

INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. Sealed proposals must be received no later than Wednesday, July 1, 2020, at 5:00 p.m., at the offices of District Manager, located at 475 West Town Place, Suite 114, St. Augustine, Florida 32092. Proposals will be publicly opened at that time.

SECTION 2. FAMILIARITY WITH THE LAW. By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

SECTION 3. QUALIFICATIONS OF PROPOSER. The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL. Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

SECTION 5. SUBMISSION OF PROPOSAL. Submit eight (8) copies of the Proposal Documents, and other requested attachments at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title "Auditing Services – Capital Region Community Development District" on the face of it.

SECTION 6. MODIFICATION AND WITHDRAWAL. Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

SECTION 7. PROPOSAL DOCUMENTS. The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the "Proposal Documents").

SECTION 8. PROPOSAL. In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

SECTION 9. BASIS OF AWARD/RIGHT TO REJECT. The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

SECTION 10. CONTRACT AWARD. Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

SECTION 11. LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a waiver of the District's limited waiver of liability contained in Section 768.28, Florida Statutes, or any other statute or law.

SECTION 12. MISCELLANEOUS. All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List the position or title of all personnel to perform work on the District audit. Include resumes for each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The lump sum cost of the provision of the services under the proposal, plus the lump sum cost of four (4) annual renewals.

SECTION 13. PROTESTS. In accordance with the District's Rules of Procedure, any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) calendar hours (excluding Saturday, Sunday, and state holidays) after the receipt of the Proposal Documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturday, Sunday, and state holidays) after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to the aforesaid Proposal Documents.

SECTION 14. EVALUATION OF PROPOSALS. The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

**CAPITAL REGION COMMUNITY DEVELOPMENT DISTRICT
AUDITOR SELECTION
EVALUATION CRITERIA**

1. Ability of Personnel. (20 Points)

(E.g., geographic location of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.)

2. Proposer's Experience. (20 Points)

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other or current Community Development District(s) in other contracts; character, integrity, reputation of Proposer, etc.)

3. Understanding of Scope of Work. (20 Points)

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

4. Ability to Furnish the Required Services. (20 Points)

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required.

5. Price. (20 Points)

Points will be awarded based upon the lowest total proposal for rendering the services and the reasonableness of the proposal. Total (100 Points)



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Proposal to Provide Financial Auditing Services:

CAPITAL REGION

COMMUNITY DEVELOPMENT DISTRICT

Proposal Due: July 01, 2020
5:00PM

Submitted to:

Capital Region
Community Development District
C/o District Manager
475 West Town Place, Suite 114
St. Augustine, Florida 32092

Submitted by:

Antonio J. Grau, Partner
Grau & Associates
951 Yamato Road, Suite 280
Boca Raton, Florida 33431
Tel (561) 994-9299
(800) 229-4728
Fax (561) 994-5823
tgrau@graucpa.com
www.graucpa.com



Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

Table of Contents

	PAGE
EXECUTIVE SUMMARY / TRANSMITTAL LETTER.....	1
FIRM QUALIFICATIONS.....	3
FIRM & STAFF EXPERIENCE.....	6
REFERENCES.....	11
SPECIFIC AUDIT APPROACH	13
COST OF SERVICES	17
SUPPLEMENTAL INFORMATION.....	19



Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

July 01, 2020

Capital Region Community Development District
C/o District Manager
475 West Town Place, Suite 114
St. Augustine, Florida 32092

Re: Request for Proposal for Professional Auditing Services for the fiscal year ended September 30, 2020, with an option for four (4) additional annual renewals.

Grau & Associates (Grau) welcomes the opportunity to respond to the Capital Region Community Development District's (the "District") Request for Proposal (RFP), and we look forward to working with you on your audit. We are an energetic and robust team of knowledgeable professionals and are a recognized leader of providing services to Community Development Districts. As one of Florida's few firms to primarily focus on government, we are especially equipped to provide you an effective and efficient audit.

Special district audits are at the core of our practice: **we have a total of 360 clients, 329 or 91% of which are special districts.** We know the specifics of the professional services and work products needed to meet your RFP requirements like no other firm. With this level of experience, we are able to increase efficiency, to provide immediate and continued savings, and to minimize disturbances to client operations.

Why Grau & Associates:

Knowledgeable Audit Team

Grau is proud that the personnel we assign to your audit are some of the most seasoned auditors in the field. Our staff performs governmental engagements year round. When not working on your audit, your team is refining their audit approach for next year's audit. Our engagement partners have decades of experience and take a hands-on approach to our assignments, which all ensures a smoother process for you.

Servicing your Individual Needs

Our clients enjoy personalized service designed to satisfy their unique needs and requirements. First, we ensure that the transition to a new firm is as smooth and seamless as possible. Throughout the process of our audit, you will find that we welcome working with you to resolve any issues as swiftly and easily as possible. In addition, due to Grau's very low turnover rate for our industry, you also won't have to worry about retraining your auditors from year to year.

Developing Relationships

We strive to foster mutually beneficial relationships with our clients. We stay in touch year round, updating, collaborating and assisting you in implementing new legislation, rules and standards that affect your organization. We are also available as a sounding board and assist with technical questions.

Maintaining an Impeccable Reputation

We have never been involved in any litigation, proceeding or received any disciplinary action. Additionally, we have never been charged with, or convicted of, a public entity crime of any sort. We are financially stable and have never been involved in any bankruptcy proceedings.

Complying With Standards

Our audit will follow the Auditing Standards of the AICPA, Generally Accepted Government Auditing Standards, issued by the Comptroller General of the United States, and the Rules of the Auditor General of the State of Florida, and any other applicable federal, state and local regulations. We will deliver our reports in accordance with your requirements.

This proposal is a firm and irrevocable offer for 90 days. We certify this proposal is made without previous understanding, agreement or connection either with any previous firms or corporations offering a proposal for the same items. We also certify our proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action, and was prepared in good faith. Only the person(s), company or parties interested in the project as principals are named in the proposal. Grau has no existing or potential conflicts, and anticipates no conflicts during the engagement. Our Federal I.D. number is 20-2067322.

We would be happy to answer any questions or to provide any additional information. We are genuinely excited about the prospect of serving you and establishing a long-term relationship. Please do not hesitate to call or email either of our Partners, Antonio J. Grau, CPA (tgrau@graucpa.com) or Racquel McIntosh, CPA (rmcintosh@graucpa.com) at 561.994.9299. We thank you for considering our firm's qualifications and experience.

Very truly yours,
Grau & Associates

A handwritten signature in blue ink, appearing to read 'Antonio J. Grau', is written over a horizontal line.

Antonio J. Grau



Firm Qualifications



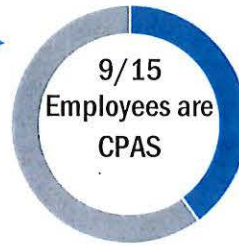
Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Grau's Focus and Experience

Our Team



2 Partners
13 Professional Staff
2 Administrative Professionals



2005

Year founded

Services Provided



297 Community Development Districts Served

Properly registered and licensed professional corporation by the state of FLORIDA

We are proud Members of the American Institute of Certified Public Accountants & the Florida Institute of Certified Public Accountants

Quality Controls

See next page for report and certificate

- ⇒ External quality review program: consistently receives a pass
- ⇒ Internal: ongoing monitoring to maintain quality



AICPA | FICPA | GFOA | FASD | FGFOA



FICPA Peer Review Program
Administered in Florida
by The Florida Institute of CPAs



Peer Review
Program

AICPA Peer Review Program
Administered in Florida
by the Florida Institute of CPAs

February 20, 2020

Antonio Grau
Grau & Associates
951 Yamato Rd Ste 280
Boca Raton, FL 33431-1809

Dear Antonio Grau:

It is my pleasure to notify you that on February 20, 2020, the Florida Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is December 31, 2022. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

FICPA Peer Review Committee

Peer Review Team
FICPA Peer Review Committee
paul@ficpa.org
800-342-3197 ext. 251

Florida Institute of CPAs

cc: Daniel Hevia, Racquel McIntosh

Firm Number: 900004390114

Review Number: 571202

3800 Esplanade Way, Suite 210 | Tallahassee, FL 32311 | 800.342.3197, In Florida | 850.224.2727 | Fax: 850.222.8190 | www.ficpa.org

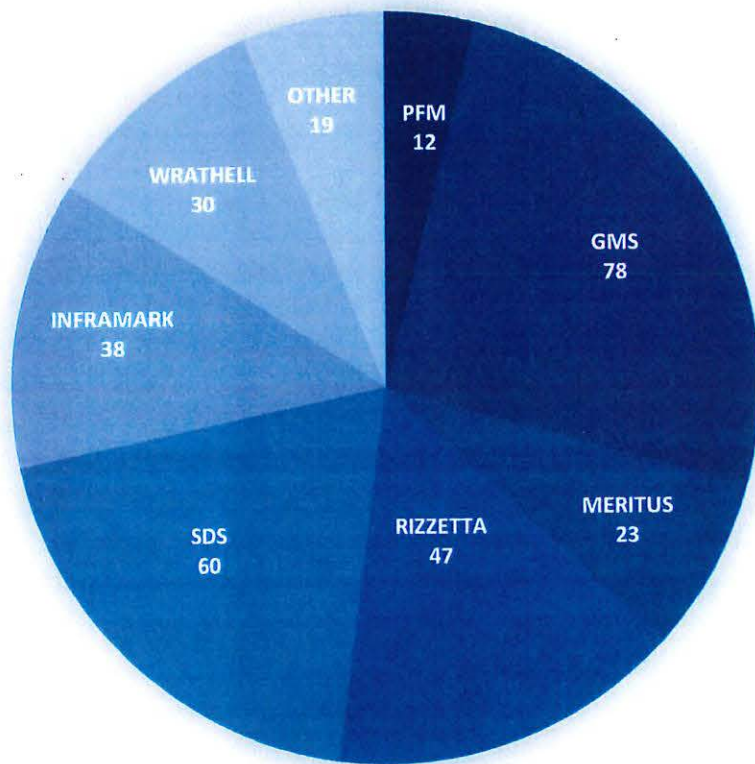


Firm & Staff Experience



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

GRAU AND ASSOCIATES COMMUNITY DEVELOPMENT DISTRICT EXPERIENCE BY MANAGEMENT COMPANY



Profile Briefs:

Antonio J GRAU, CPA (Partner)

Years Performing
Audits: 30+
CPE (last 2 years):
Government
Accounting, Auditing:
66 hours; Accounting,
Auditing and Other:
25 hours
Professional
Memberships: AICPA,
FICPA, FGFOA, GFOA

Racquel McIntosh, CPA (Partner)

Years Performing
Audits: 14+
CPE (last 2 years):
Government
Accounting, Auditing:
59 hours; Accounting,
Auditing and Other:
45 hours
Professional
Memberships: AICPA,
FICPA, FGFOA, FASD

"Here at Grau & Associates, staying up to date with the current technological landscape is one of our top priorities. Not only does it provide a more positive experience for our clients, but it also allows us to perform a more effective and efficient audit. With the every changing technology available and utilized by our clients, we are constantly innovating our audit process."

- Tony Grau

"Quality audits and exceptional client service are at the heart of every decision we make. Our clients trust us to deliver a quality audit, adhering to high standards and assisting them with improvements for their organization."

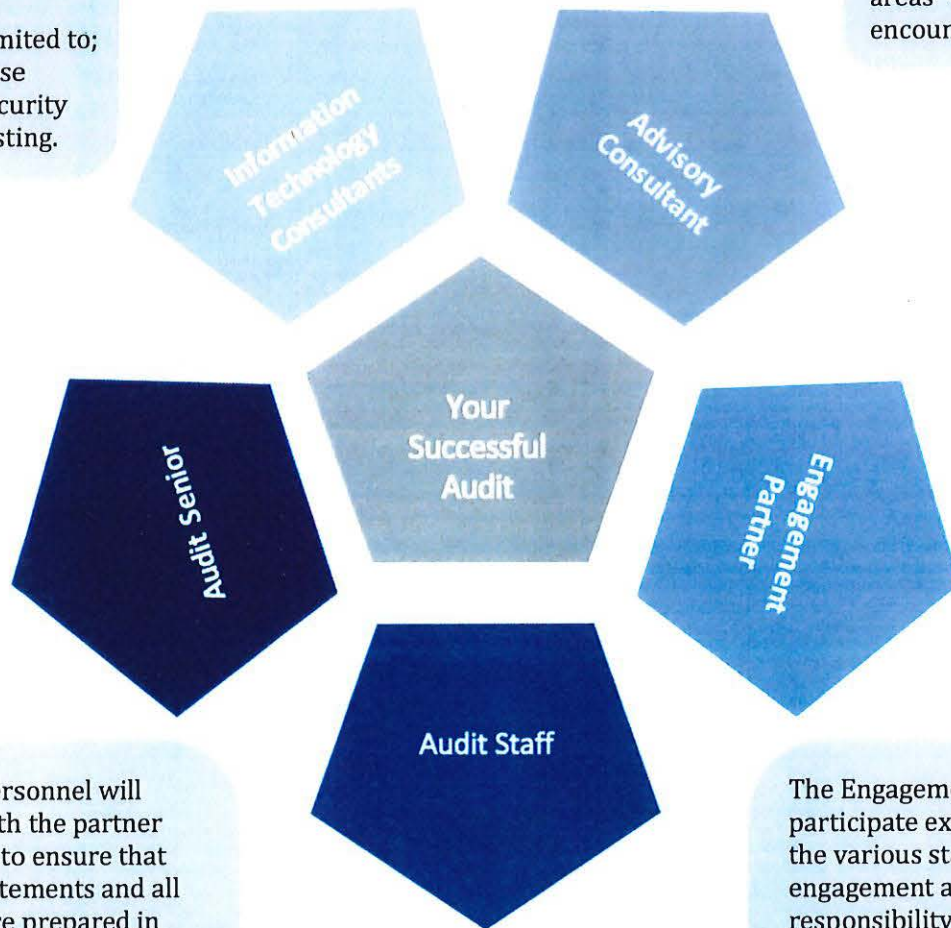
-Racquel McIntosh

YOUR ENGAGEMENT TEAM

Grau's client-specific engagement team is meticulously organized in order to meet the unique needs of each client. Constant communication within our solution team allows for continuity of staff and audit team.

Grau contracts with an outside group of IT management consultants to assist with matters including, but not limited to; network and database security, internet security and vulnerability testing.

An advisory consultant will be available as a sounding board to advise in those areas where problems are encountered.



The assigned personnel will work closely with the partner and the District to ensure that the financial statements and all other reports are prepared in accordance with professional standards and firm policy. Responsibilities will include planning the audit; communicating with the client and the partners the progress of the audit; and determining that financial statements and all reports issued by the firm are accurate, complete and are prepared in accordance with professional standards and firm policy.

The Engagement Partner will participate extensively during the various stages of the engagement and has direct responsibility for engagement policy, direction, supervision, quality control, security, confidentiality of information of the engagement and communication with client personnel. The engagement partner will also be involved directing the development of the overall audit approach and plan; performing an overriding review of work papers and ascertain client satisfaction.



Antonio "Tony" J. Grau, CPA

Partner

Contact: tgrau@graucpa.com | (561) 939-6672

Experience

For over 30 years, Tony has been providing audit, accounting and consulting services to the firm's governmental, non-profit, employee benefit, overhead and arbitrage clients. He provides guidance to clients regarding complex accounting issues, internal controls and operations.

As a member of the Government Finance Officers Association Special Review Committee, Tony participated in the review process for awarding the GFOA Certificate of Achievement in Financial Reporting. Tony was also the review team leader for the Quality Review of the Office of Management Audits of School Board of Miami-Dade County. Tony received the AICPA advanced level certificate for governmental single audits.

Education

University of South Florida (1983)

Bachelor of Arts

Business Administration

Clients Served (partial list)

(>300) Various Special Districts, including:

Bayside Improvement Community Development District
Dunes Community Development District
Fishhawk Community Development District (I,II,IV)
Grand Bay at Doral Community Development District
Heritage Harbor North Community Development District

St. Lucie West Services District
Ave Maria Stewardship Community District
Rivers Edge II Community Development District
Bartram Park Community Development District
Bay Laurel Center Community Development District

Boca Raton Airport Authority
Greater Naples Fire Rescue District
Key Largo Wastewater Treatment District
Lake Worth Drainage District
South Indian River Water Control

Professional Associations/Memberships

American Institute of Certified Public Accountants Florida Government Finance Officers Association
Florida Institute of Certified Public Accountants Government Finance Officers Association Member
City of Boca Raton Financial Advisory Board Member

Professional Education (over the last two years)

Course

Government Accounting and Auditing
Accounting, Auditing and Other
Total Hours

Hours

66

25

91 (includes of 4 hours of Ethics CPE)



Racquel C. McIntosh, CPA

Partner

Contact : rmcintosh@graucpa.com | (561) 939-6669

Experience

Racquel has been providing government audit, accounting and advisory services to our clients for over 14 years. She serves as the firm's quality control partner; in this capacity she closely monitors engagement quality ensuring standards are followed and maintained throughout the audit.

Racquel develops in-house training seminars on current government auditing, accounting, and legislative topics and also provides seminars for various government organizations. In addition, she assists clients with implementing new accounting software, legislation, and standards.

Education

Florida Atlantic University (2004)

Master of Accounting

Florida Atlantic University (2003)

Bachelor of Arts:

Finance, Accounting

Clients Served (partial list)

(>300) Various Special Districts, including:

Carlton Lakes Community Development District
Golden Lakes Community Development District
Rivercrest Community Development District
South Fork III Community Development District
TPOST Community Development District

Westchase Community Development District
Monterra Community Development District
Palm Coast Park Community Development District
Long Leaf Community Development District
Watergrass Community Development District

East Central Regional Wastewater Treatment Facilities
Indian Trail Improvement District
Pinellas Park Water Management District
Ranger Drainage District
South Trail Fire Protection and Rescue Service District

Professional Associations/ Memberships

American Institute of Certified Public Accountants
Florida Institute of Certified Public Accountants

FICPA State & Local Government Committee
FGFOA Palm Beach Chapter

Professional Education (over the last two years)

Course

Government Accounting and Auditing
Accounting, Auditing and Other

Total Hours

Hours

59

45

104 (includes of 4 hours of Ethics CPE)



References



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

We have included three references of government engagements that require compliance with laws and regulations, follow fund accounting, and have financing requirements, which we believe are similar to the District.

Dunes Community Development District

Scope of Work	Financial audit
Engagement Partner	Antonio J. Grau
Dates	Annually since 1998
Client Contact	Darrin Mossing, Finance Director 475 W. Town Place, Suite 114 St. Augustine, Florida 32092 904-940-5850

Two Creeks Community Development District

Scope of Work	Financial audit
Engagement Partner	Antonio J. Grau
Dates	Annually since 2007
Client Contact	William Rizzetta, President 3434 Colwell Avenue, Suite 200 Tampa, Florida 33614 813-933-5571

Journey's End Community Development District

Scope of Work	Financial audit
Engagement Partner	Antonio J. Grau
Dates	Annually since 2004
Client Contact	Todd Wodraska, Vice President 2501 A Burns Road Palm Beach Gardens, Florida 33410 561-630-4922



Specific Audit Approach



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

AUDIT APPROACH

Grau's Understanding of Work Product / Scope of Services:

We recognize the District is an important entity and we are confident our firm is eminently qualified to meet the challenges of this engagement and deliver quality audit services. ***You would be a valued client of our firm and we pledge to commit all firm resources to provide the level and quality of services (as described below) which not only meet the requirements set forth in the RFP but will exceed those expectations.*** Grau & Associates fully understands the scope of professional services and work products requested. Our audit will follow the Auditing Standards of the AICPA, *Generally Accepted Government Auditing Standards*, issued by the Comptroller General of the United States, and the Rules of the Auditor General of the State of Florida and any other applicable Federal, State or Local regulations. **We will deliver our reports in accordance with your requirements.**

Proposed segmentation of the engagement

Our approach to the audit engagement is a risk-based approach which integrates the best of traditional auditing techniques and a total systems concept to enable the team to conduct a more efficient and effective audit. The audit will be conducted in three phases, which are as follows:



Phase I - Preliminary Planning

A thorough understanding of your organization, service objectives and operating environment is essential for the development of an audit plan and for an efficient, cost-effective audit. During this phase, we will meet with appropriate personnel to obtain and document our understanding of your operations and service objectives and, at the same time, give you the opportunity to express your expectations with respect to the services that we will provide. Our work effort will be coordinated so that there will be minimal disruption to your staff.

During this phase we will perform the following activities:

- » Review the regulatory, statutory and compliance requirements. This will include a review of applicable federal and state statutes, resolutions, bond documents, contracts, and other agreements;
- » Read minutes of meetings;
- » Review major sources of information such as budgets, organization charts, procedures, manuals, financial systems, and management information systems;
- » Obtain an understanding of fraud detection and prevention systems;
- » Obtain and document an understanding of internal control, including knowledge about the design of relevant policies, procedures, and records, and whether they have been placed in operation;
- » Assess risk and determine what controls we are to rely upon and what tests we are going to perform and perform test of controls;
- » Develop audit programs to incorporate the consideration of financial statement assertions, specific audit objectives, and appropriate audit procedures to achieve the specified objectives;
- » Discuss and resolve any accounting, auditing and reporting matters which have been identified.

Phase II – Execution of Audit Plan

The audit team will complete a major portion of transaction testing and audit requirements during this phase. The procedures performed during this period will enable us to identify any matter that may impact the completion of our work or require the attention of management. Tasks to be performed in Phase II include, but are not limited to the following:

- » Apply analytical procedures to further assist in the determination of the nature, timing, and extent of auditing procedures used to obtain evidential matter for specific account balances or classes of transactions;
- » Perform tests of account balances and transactions through sampling, vouching, confirmation and other analytical procedures; and
- » Perform tests of compliance.

Phase III - Completion and Delivery

In this phase of the audit, we will complete the tasks related to year-end balances and financial reporting. All reports will be reviewed with management before issuance, and the partners will be available to meet and discuss our report and address any questions. Tasks to be performed in Phase III include, but are not limited to the following:

- » Perform final analytical procedures;
- » Review information and make inquiries for subsequent events; and
- » Meeting with Management to discuss preparation of draft financial statements and any potential findings or recommendations.

You should expect more from your accounting firm than a signature in your annual financial report. Our concept of truly responsive professional service emphasizes taking an active interest in the issues of concern to our clients and serving as an effective resource in dealing with those issues. In following this approach, we not only audit financial information with hindsight but also consider the foresight you apply in managing operations.

Application of this approach in developing our management letter is particularly important given the increasing financial pressures and public scrutiny facing today's public officials. We will prepare the management letter at the completion of our final procedures.

In preparing this management letter, we will initially review any draft comments or recommendations with management. In addition, we will take necessary steps to ensure that matters are communicated to those charged with governance.

In addition to communicating any recommendations, we will also communicate the following, if any:

- » Significant audit adjustments;
- » Significant deficiencies or material weaknesses;
- » Disagreements with management; and
- » Difficulties encountered in performing the audit.

Our findings will contain a statement of condition describing the situation and the area that needs strengthening, what should be corrected and why. Our suggestions will withstand the basic tests of corrective action:

Is the recommendation cost effective?

Is the recommendation the simplest to effectuate in order to correct a problem?

Is the recommendation at the heart of the problem and not just correcting a symptomatic matter?

Is the corrective action taking into account why the deficiency occurred?

To assure full agreement with facts and circumstances, we will fully discuss each item with Management prior to the final exit conference. This policy means there will be no "surprises" in the management letter and fosters a professional, cooperative atmosphere.

Communications

We emphasize a continuous, year-round dialogue between the District and our management team. We typically begin our audit process with an entrance conference before the onsite fieldwork begins. We regularly communicate through personal telephone calls and electronic mail throughout the audit and on a regular basis. Our clients have the ability to transmit information to us on our secure client portal with the ability to assign different staff with separate log on and viewing capability. This further facilitates efficiency as all assigned users receive electronic mail notification as soon as new information has been posted into the portal. We strive to continue to keep an open line of communication through the fieldwork and ending with an exit conference.



Cost of Services



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Our proposed all-inclusive fees for the financial audit for the fiscal years ended September 30, 2020-2024 are as follows:

<u>Year Ended September 30,</u>	<u>Fee</u>
2020	\$4,500
2021	\$4,600
2022	\$4,700
2023	\$4,800
2024	<u>\$4,900</u>
TOTAL (2020-2024)	<u>\$23,500</u>

The above fees are based on the assumption that the District maintains its current level of operations. Should conditions change or additional Bonds are issued the fees would be adjusted accordingly upon approval from all parties concerned.



Supplemental Information



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

PARTIAL LIST OF CLIENTS

SPECIAL DISTRICTS	Governmental Audit	Single Audit	Utility Audit	Current Client	Year End
Boca Raton Airport Authority	✓	✓		✓	9/30
Captain's Key Dependent District	✓			✓	9/30
Central Broward Water Control District	✓			✓	9/30
Coquina Water Control District	✓			✓	9/30
East Central Regional Wastewater Treatment Facility	✓		✓	✓	9/30
Florida Green Finance Authority	✓			✓	9/30
Greater Boca Raton Beach and Park District	✓			✓	9/30
Greater Naples Fire Control and Rescue District	✓			✓	9/30
Green Corridor P.A.C.E. District	✓			✓	9/30
Hobe-St. Lucie Conservancy District	✓			✓	9/30
Indian River Mosquito Control District	✓				9/30
Indian Trail Improvement District	✓			✓	9/30
Key Largo Waste Water Treatment District	✓	✓	✓	✓	9/30
Lake Padgett Estates Independent District	✓			✓	9/30
Lake Worth Drainage District	✓			✓	9/30
Loxahatchee Groves Water Control District	✓			✓	9/30
Old Plantation Control District	✓			✓	9/30
Pal Mar Water Control District	✓			✓	9/30
Pinellas Park Water Management District	✓			✓	9/30
Pine Tree Water Control District (Broward)	✓			✓	9/30
Pinetree Water Control District (Wellington)	✓			✓	9/30
Ranger Drainage District	✓			✓	9/30
Renaissance Improvement District	✓			✓	9/30
San Carlos Park Fire Protection and Rescue Service District	✓			✓	9/30
Sanibel Fire and Rescue District	✓			✓	9/30
South Central Regional Wastewater Treatment and Disposal Board	✓	✓	✓	✓	9/30
South-Dade Venture Development District	✓			✓	9/30
South Indian River Water Control District	✓	✓		✓	9/30
South Trail Fire Protection & Rescue District	✓			✓	9/30
Spring Lake Improvement District	✓			✓	9/30
St. Lucie West Services District	✓		✓	✓	9/30
Sunshine Water Control District	✓			✓	9/30
Sunny Hills Units 12-15 Dependent District	✓			✓	9/30
West Villages Improvement District	✓			✓	9/30
West Villages Independent District	✓		✓	✓	9/30
Various Community Development Districts (297)	✓			✓	9/30
TOTAL	333	4	5	332	

ADDITIONAL SERVICES

CONSULTING / MANAGEMENT ADVISORY SERVICES

Grau & Associates also provide a broad range of other management consulting services. Our expertise has been consistently utilized by Governmental and Non-Profit entities throughout Florida. Examples of engagements performed are as follows:

- Accounting systems
- Development of budgets
- Organizational structures
- Financing alternatives
- IT Auditing
- Fixed asset records
- Cost reimbursement
- Indirect cost allocation
- Grant administration and compliance

ARBITRAGE

The federal government has imposed complex rules to restrict the use of tax-exempt financing. Their principal purpose is to eliminate any significant arbitrage incentives in a tax-exempt issue. We have determined the applicability of these requirements and performed the rebate calculations for more than 150 bond issues, including both fixed and variable rate bonds.

73

Current
Arbitrage
Calculations

We look forward to providing Capital Region Community Development District with our resources and experience to accomplish not only those minimum requirements set forth in your Request for Proposal, but to exceed those expectations!

**For even more information on Grau & Associates
please visit us on www.graucpa.com.**

TWELFTH ORDER OF BUSINESS

D.

1.

Monday 6/1/20	Tuesday 6/2/20	Wednesday 6/3/20	Thursday 6/4/20	Friday 6/5/20
------------------	-------------------	---------------------	--------------------	------------------

Weather of the Week

Hi 92°F Lo 70°F Rain 0.00"	Hi 88°F Lo 74°F Rain 0.00"	Hi 83°F Lo 72°F Rain 0.00"	Hi 89°F Lo 72°F Rain 0.00"	Hi 87°F Lo 69°F Rain 0.00"
-------------------------------	-------------------------------	-------------------------------	-------------------------------	-------------------------------

Full Maintenance

Biltmore Ave (Units 16,2,25) Central Park:Park Crossing Tr Roadway Central Park:Park Crossing Trail Park Four Oaks Blvd (Units 1,17,29) Shumard Oak Blvd (Units 3,5) UNIT 1:Verdura Point Park UNIT 14:Avon Park UNIT 18:Cummings Park UNIT 2:Carrollton Park UNIT 23:Riverton Park (Four Oaks to Summertree) UNIT 25:Longfellow Park & Pocket Parks UNIT 26:Strolling Way Parks UNIT 29:Orange Ave (Mossy Creek to Four Oaks) UNIT 36:Bluff Oak Way UNIT 5:Drayton Drive UNIT 7:Riverton (Grove Park to Four Oaks)	Blair Stone Rd (Units 5,17) Esplanade Way (Unit 5) LSF-7 NON-UNIT:Goldenrod & FL162 Schoolhouse Rd (Units 3,4) UNIT 1:Barringer Hill Nature Trail UNIT 1:Iderville Park UNIT 1:Mulberry Park Blvd UNIT 1:TC1 Pond (FL130) UNIT 10:Green Spaces (2) UNIT 10:New Dawn Park UNIT 10:Overlook Park UNIT 10:Trails UNIT 10:WD141 UNIT 10:WD160 UNIT 16:FL230 UNIT 19:Twain Park UNIT 2:Endicott Park UNIT 29:Coneflower Park UNIT 30:Woodland Fields Park	Mossy Creek Lane (Units 4,6,9) NON-UNIT:Schoolhouse Rd. & Biltmore Ext. Shumard Oak Blvd (Units 3,5) UNIT 14:Green Space UNIT 16:Faulkner Park UNIT 16:Faulkner RoW UNIT 23:Parks, Ponds & Green Spaces UNIT 27:New Village UNIT 35:Merchants Row Entry Feature UNIT 4:Grove Park Dr UNIT 4:Terrebone Dr. UNIT 5:Merchants Row UNIT 7:Grove Park Dr UNIT 8:WD140	Central Park:FL131 Central Park:Tot Lot Hemingway Blvd & Trail (Units 2,4) Shumard Oaks Blvd West (Unit 35) UNIT 2:Butterfly Parks UNIT 2:Drainage Easment (Longfellow & Appleton) UNIT 2:Newberry Parks UNIT 2:Tremont UNIT 21 & Arch Site:Arch Site Exterior UNIT 31:Parks, Green Space, Rows, Lift Station Unit 32:Alley Way Unit 32:Green Space Unit 32:Jasmine Hill Unit 32:Lantana Lane Unit 32:Overcup Way Unit 32:Park (off Mossy & Coneflower) UNIT 35:Merchants Row West UNIT 4:Grove Park Dr	Central Park:Memorial Walk (CP) UNIT 20:Esplanade North (Unit 20) UNIT 37:Common Area UNIT 37:Esplanade Nature Trail WD090N (Pond) WD090S (Pond) WD290 (Pond)
--	---	---	--	---

Standard Maintenance

	LSF-7:FL263 UNIT 20:WD162 on Esplanade North UNIT 26:Mossy Creek Nature Trail Ext.	NON-UNIT:SB161 UNIT 27:TR221A UNIT 27:TR221B UNIT 5:Four Oaks (Shumard to Tram)	Central Park:Butterfly Garden FL080 NON-UNIT:FL040 - Mossy Creek UNIT 31:FL070 UNIT 31:FL170 & Buffer	UNIT 20:WD162 on Esplanade North UNIT 5:Capital Circle SE Buffer
--	--	--	---	---

Debris Cleanup

			Central Park	
--	--	--	--------------	--

Detail service

	Trees - Remove sucker growth	Trees - Remove sucker growth	Trees - Remove sucker growth	
--	------------------------------	------------------------------	------------------------------	--

IPM

Non-Selective: Product used - Roundup QuikPro

Blair Stone Rd (Units 5,17) Central Park:Butterfly Garden	Four Oaks Blvd (Units 1,17,29) Schoolhouse Rd (Units 3,4) UNIT 16:Faulkner Park UNIT 16:Faulkner RoW UNIT 16:Poe Park UNIT 16:Salinger Way	UNIT 23:Parks, Ponds & Green Spaces	UNIT 23:Parks, Ponds & Green Spaces	
--	---	-------------------------------------	-------------------------------------	--

Irrigation

Irrigation Inspection

	Controller 8, Unit 25			Controller 4, Unit 1 & TC1 Pond
--	-----------------------	--	--	---------------------------------

Irrigation Troubleshooting (In Contract)

Controller	Unit Number	Date	Description
15	Orange Ave.	6/2	Repair
8	25	6/2	Wet Test
4	1	6/5	Wet Test
23	17	6/5	Repair

Irrigation Repairs

Controller	Unit Number	Date	Description	Invoice Number
25	27	6/4	Mainline Repair	191933
4	1	6/3, 6/4	Mainline Repair	191934
8	25	6/2	Controller Repair	191935
15	Orange Ave.	6/1	Valve Replace	191936

Additional Contracted Work

Unit	Date	Description	Invoice Number
n/a	6/1, 6/3, 6/4	Replace Dogi Pot Dispenser & Receptacles	191932
n/a	6/2, 6/3	2nd Fungicide Treatment in Various Locations	191937

Accidents/Incidents: None

Safety and Training: Weekly "Toolbox" Safety Meeting (Friday)

Routine service

Bi-weekly maintenance of Dogi Pots throughout the district.
 Bi-weekly removal of debris from grates throughout the district.
 Daily maintenance of trash cans throughout the district.
 Daily blowing of Merchant's Row at Town Center and Tot Lot.
 Weekly blowing and debris cleanup of Unit #10, Mossy Creek, Esplanade Trail, Barringer Hill Trail and Central Park Trails as needed.

Monday 6/8/20	Tuesday 6/9/20	Wednesday 6/10/20	Thursday 6/11/20	Friday 6/12/20
------------------	-------------------	----------------------	---------------------	-------------------

Weather of the Week

Hi 91°F Lo 77°F	Hi 81°F Lo 75°F	Hi 89°F Lo 73°F	Hi 90°F Lo 69°F	Hi 93°F Lo 72°F
Rain 0.04"	Rain 1.58"	Rain 1.30"	Rain 0.03"	Rain 0.92"

Full Maintenance

	Blair Stone Rd (Units 5,17) UNIT 2:Endicott Park	Mossy Creek Lane (Units 4,6,9) UNIT 1:Mulberry Park Blvd UNIT 14:Green Space UNIT 19:Twain Park UNIT 35:Merchants Row West UNIT 5:Merchants Row UNIT 7:Grove Park Dr UNIT 8:WD140	Central Park:FL131 Central Park:Tot Lot	Blair Stone Rd (Units 5,17) Central Park:Park Crossing Trail Park Orange Ave Shumard Oak Blvd (Units 3,5) UNIT 10:New Dawn Park UNIT 10:Overlook Park UNIT 14:Avon Park UNIT 16:Poe Park UNIT 18:Cummings Park UNIT 4:Grove Park Dr UNIT 5:Drayton Drive UNIT 5:Merchants Row
--	---	--	--	--

Standard Maintenance

Central Park		Central Park UNIT 5:Four Oaks (Shumard to Tram)	Central Park Central Park:Butterfly Garden	Central Park Four Oaks Blvd (Units 1,17,29) UNIT 3:SB111A
Biltmore Ave (Unit 16,2,25) Unit 23:Riverton Park UNIT 29:Coneflower Drive				

Detail service

			Trees - Remove sucker growth	
--	--	--	------------------------------	--

IPM

Fertilizer: 20-0-10 & 18-0-18

		UNIT 19:Twain Park UNIT 29:Coneflower Park UNIT 31:Goldenrod Way UNIT 31:Jasmine Hill UNIT 31:Parks, Green Space, Rows, Lift Station UNIT 31:Spider Lily Park Unit 32:Green Space Unit 32:Lantana Lane Unit 32:Overcup Way Unit 32:Park (off Mossy & Coneflower)		
--	--	---	--	--

Irrigation

Irrigation Inspection

Controller 26, Unit 27		Controller 22, Unit 16		
------------------------	--	------------------------	--	--

Irrigation Troubleshooting (In Contract)

Controller	Unit Number	Date	Description
6	16	6/8	Cleaning Valve
22	27	6/8	Wet Test
26	CP	6/10	Wet Test

Irrigation Repairs

Controller	Unit Number	Date	Description	Invoice Number
4	1	6/8	Install Sleeves	191944
9	4,6,9	6/10	Valve Replace	191945

Additional Contracted Work

Unit	Date	Description	Invoice Number
Fernleigh	6/8	Remove muck from grate on Fernleigh	191946
Tot Lot	6/12	Remove Tot Lot Fencing	191947

Accidents/Incidents: None

Safety and Training: Weekly "Toolbox" Safety Meeting (Friday)

Routine service

Bi-weekly maintenance of Dogi Pots throughout the district.
Bi-weekly removal of debris from grates throughout the district.
Daily maintenance of trash cans throughout the district.
Daily blowing of Merchant's Row at Town Center and Tot Lot.
Weekly blowing and debris cleanup of Unit #10, Mossy Creek, Esplanade Trail, Barringer Hill Trail and Central Park Trails as needed.

Monday 6/15/20	Tuesday 6/16/20	Wednesday 6/17/20	Thursday 6/18/20	Friday 6/19/20

Weather of the Week

Hi 91°F Lo 65°F Rain 0.06"	Hi 85°F Lo 68°F Rain 0.00"	Hi 84°F Lo 66°F Rain 0.00"	Hi 91°F Lo 64°F Rain 0.00"	Hi 94°F Lo 68°F Rain 0.00"
-------------------------------	-------------------------------	-------------------------------	-------------------------------	-------------------------------

Full Maintenance

Biltmore Ave (Units 16,2,25) Central Park:Park Crossing Trail Park Four Oaks Blvd (Units 1,17,29) Shumard Oak Blvd (Units 3,5) UNIT 1:Verdura Point Park UNIT 10:Green Spaces (2) UNIT 10:New Dawn Park UNIT 10:Overlook Park UNIT 10:Trails UNIT 10:WD141 UNIT 10:WD160 UNIT 17:Verdura Lake Green Space UNIT 18:Cummings Park UNIT 19:Twain Park UNIT 2:Carrollton Park UNIT 23:Riverton Park (Four Oaks to Summertimee) UNIT 25:Longfellow Park & Pocket Parks UNIT 26:Strolling Way Parks UNIT 29:Orange Ave (Mossy Creek to Four Oaks) UNIT 36:Bluff Oak Way UNIT 37:Common Area UNIT 37:Esplanade Nature Trail UNIT 5:Drayton Drive UNIT 7:Riverton (Grove Park to Four Oaks)	Blair Stone Rd (Units 5,17) LSF-7 NON-UNIT:Goldenrod & FL162 Schoolhouse Rd (Units 3,4) UNIT 1:Iberville Park UNIT 1:Mulberry Park Blvd UNIT 10:Green Spaces (2) UNIT 10:New Dawn Park UNIT 10:Overlook Park UNIT 10:Trails UNIT 10:WD141 UNIT 10:WD160 UNIT 16:Faulkner RoW UNIT 16:FL230 UNIT 16:Salinger & Sidewalk, Poe, Faulkner & Park UNIT 16:Salinger Way UNIT 19:Twain Park UNIT 29:Coneflower Park UNIT 30:Woodland Fields Park UNIT 4:Terrebone Dr.	Bermuda Plot (CP) Esplanade Way (Unit 5) Mossy Creek Lane (Units 4,6,9) NON-UNIT:Schoolhouse Rd. & Biltmore Ext. Shumard Oak Blvd (Units 3,5) UNIT 1:Barringer Hill Nature Trail UNIT 1:TC1 Pond (FL130) UNIT 14:Green Space UNIT 16:Faulkner Park UNIT 2:Endicott Park UNIT 23:Parks, Ponds & Green Spaces UNIT 27:New Village UNIT 7:Grove Park Dr	Central Park:FL131 Central Park:Tot Lot Hemingway Blvd & Trail (Units 2,4) NON-UNIT:Schoolhouse Rd. & Biltmore Ext. UNIT 2:Butterfly Parks UNIT 2:Newberry Parks UNIT 21 & Arch Site:Arch Site Exterior UNIT 31:Parks, Green Space, Rows, Lift Station Unit 32:Alley Way Unit 32:Jasmine Hill Unit 32:Lantana Lane Unit 32:Orange Ave Unit 32:Overcup Way Unit 32:Park (off Mossy & Coneflower) UNIT 4:Grove Park Dr	Central Park Shumard Oaks Blvd West (Unit 35) UNIT 14:Buffers UNIT 2:Butterfly Parks UNIT 2:Tremont UNIT 20:Esplanade North (Unit 20) UNIT 20:WD162 on Esplanade North UNIT 35:Merchants Row West UNIT 37:Common Area WD090S (Pond)
--	---	--	--	--

Standard Maintenance

UNIT 17:WD284 UNIT 18:WD281	LSF-7:FL263 NON-UNIT:SE Natural Area Blair/Espl/Overlook UNIT 16:Drainage Easement UNIT 26:Mossy Creek Nature Trail Ext.	UNIT 1:WD240 UNIT 27:TR221A UNIT 27:TR221B UNIT 5:Four Oaks (Shumard to Tram)	Central Park Central Park:Butterfly Garden UNIT 1:WD240 UNIT 17:WD253 UNIT 18:WD281 UNIT 27:SW Field on CC UNIT 31:FL070 UNIT 31:FL170 & Buffer UNIT 5:Large Shrub Bed - Blair stone & TR230	NON-UNIT:FL040 - Mossy Creek UNIT 1:WD240 UNIT 20:WD162 on Esplanade North UNIT 5:Four Oaks (Shumard to Tram)
--------------------------------	---	--	--	--

Hand Weeding

UNIT 18:Cummings Park UNIT 19:Twain Park UNIT 2:Newberry Parks UNIT 25:Longfellow Park & Pocket Parks UNIT 26:Strolling Way Parks UNIT 30:Woodland Fields Park				
---	--	--	--	--

IPM

Non-Selective: Product used - Roundup QuikPro

	UNIT 4:Grove Park Dr UNIT 7:Grove Park Dr			
--	--	--	--	--

Irrigation

Irrigation Inspection

				Controller 1, Unit 5
--	--	--	--	----------------------

Irrigation Troubleshooting (In Contract)

Controller	Unit Number	Date	Description
7	23	6/17	Wet Test, Stuck Valve
25	27	6/17	Troubleshooting
10	29	6/18	Wet Test, Repair
1	5	6/19	Wet Test

Irrigation Repairs

Controller	Unit Number	Date	Description	Invoice Number
1	5	6/19	Irrigation Head Repair	191957
7	23	6/18	Valve Replace	191958

Additional Contracted Work

Unit	Date	Description	Invoice Number
3229 Coneflower	6/16	Alleyway behind 3229 Coneflower - widen curve & install asphalt	191963
23	6/15	Remove rotten bench from Unit 23 Merchants & Summertimee	191965
		Remove fallen tree & chinaberry from Barringer Hill	191964

Storm Clean-up/ Debris

Storm Clean-up/ Debris	6/13/2020			
------------------------	-----------	--	--	--

Accidents/Incidents: None

Safety and Training: Weekly "Toolbox" Safety Meeting (Friday)

Routine service

Bi-weekly maintenance of Dogi Pots throughout the district.
 Bi-weekly removal of debris from grates throughout the district.
 Daily maintenance of trash cans throughout the district.
 Daily blowing of Merchant's Row at Town Center and Tot Lot.
 Weekly blowing and debris cleanup of Unit #10, Mossy Creek, Esplanade Trail, Barringer Hill Trail and Central Park Trails as needed.



CRCDD Weekly Review

Monday 6/22/20	Tuesday 6/23/20	Wednesday 6/24/20	Thursday 6/25/20	Friday 6/26/20
-------------------	--------------------	----------------------	---------------------	-------------------

Weather of the Week

Hi 93°F Lo 67°F 0.00" Rain	Hi 92°F Lo 70°F 0.92" Rain	Hi 93°F Lo 72°F 0.07" Rain	Hi 93°F Lo 74°F 0.00" Rain	Hi 93°F Lo 73°F 0.00" Rain
-------------------------------	-------------------------------	-------------------------------	-------------------------------	-------------------------------

Full Maintenance

Central Park:Park Crossing Trail Park Four Oaks Blvd (Units 1,17,29) Orange Ave Shumard Oak Blvd (Units 3,5) UNIT 1:Verdura Point Park UNIT 14:Avon Park UNIT 17:Common Area (Blair Stone to WD260) UNIT 17:Verdura Lake UNIT 17:Verdura Lake Green Space UNIT 18:Cummings Park UNIT 23:Riverton Park (Four Oaks to Summertree) UNIT 25:Longfellow Park & Pocket Parks UNIT 26:Strolling Way Parks UNIT 29:Orange Ave (Mossy Creek to Four Oaks) Unit 32:Orange Ave UNIT 36:Bluff Oak Way UNIT 5:Drayton Drive UNIT 7:Riverton (Grove Park to Four Oaks)	Blair Stone Rd (Units 5,17) LSF-7 NON-UNIT:Goldenrod & FL162 UNIT 1:Barringer Hill Nature Trail UNIT 1:TC1 Pond (FL130) UNIT 10:Green Spaces (2) UNIT 10:New Dawn Park UNIT 10:Overlook Park UNIT 10:Trails UNIT 10:WD160 UNIT 16:Faulkner RoW UNIT 16:FL230 UNIT 16:Poe Park UNIT 16:Salinger Way UNIT 2:Endicott Park	Mossy Creek Lane (Units 4,6,9) Shumard Oak Blvd (Units 3,5) UNIT 14:Green Space UNIT 23:Parks, Ponds & Green Spaces UNIT 35:Merchants Row West UNIT 5:Merchants Row UNIT 7:Grove Park Dr UNIT 8:WD140	Bermuda Plot (CP) Central Park:FL131 UNIT 2:Butterfly Parks UNIT 2:Common Area UNIT 2:Newberry Parks UNIT 2:Tremont UNIT 21 & Arch Site:Arch Site Exterior UNIT 31:Parks, Green Space, Rows, Lift Station Unit 32:Alley Way Unit 32:Green Space Unit 32:Jasmine Hill Unit 32:Lantana Lane Unit 32:Overcup Way Unit 32:Park (off Mossy & Coneflower)	FL080 NON-UNIT:Goldenrod & FL162 UNIT 20:Esplanade North (Unit 20) UNIT 21 & Arch Site:Arch Site Exterior UNIT 23:Riverton Park (Four Oaks to Summertree) UNIT 29:Coneflower Park UNIT 37:Common Area UNIT 37:Esplanade Nature Trail UNIT 4:Grove Park Dr WD090N (Pond) WD290 (Pond)
---	---	--	--	--

Standard Maintenance

Central Park NON-UNIT:SB131 TR209 TR209A			Central Park UNIT 31:FL070 UNIT 31:FL170 & Buffer	Central Park UNIT 20:WD162 on Esplanade North UNIT 5:Capital Circle SE Buffer
				Central Park:Butterfly Garden

Mulch

	UNIT 19:Twain Park			
--	--------------------	--	--	--

Pruning

	UNIT 14:Green Space			
--	---------------------	--	--	--

Detail service

			UNIT 30:Woodland Fields Park	
--	--	--	------------------------------	--

IPM

Non-Selective: Product used - Roundup QuikPro				
Central Park:Tot Lot UNIT 14:Avon Park				

Irrigation

Irrigation Inspection				
Controller 13, Unit 10 Controller 16, Unit 14	Controller 2, Unit 5	Controller 13, Unit 10	Controller 23, Unit 17	

Irrigation Troubleshooting (In Contract)

Controller	Unit Number	Date	Description
13	10	6/22, 6/34	Wet Test, Repair
2	5	6/23	Wet Test
23	17	6/25	Wet Test

Irrigation Repairs

Controller	Unit Number	Date	Description	Invoice Number
13	10	6/25, 6/26	Repair Zone line	191971
2	5	6/24	Replace Solenoid	191972
3	1	6/22	Cap Pipe	191973
5	3	6/22	Irrigation Repair	191974

Additional Contracted Work

Unit	Date	Description	Invoice Number
Appleton	n/a	Tree Trimming at 3260 Appleton	191970

Accidents/Incidents: None

Safety and Training: Weekly "Toolbox" Safety Meeting (Friday)

Routine service

Bi-weekly maintenance of Dogi Pots throughout the district.
Bi-weekly removal of debris from grates throughout the district.
Daily maintenance of trash cans throughout the district.
Daily blowing of Merchant's Row at Town Center and Tot Lot.
Weekly blowing and debris cleanup of Unit #10, Mossy Creek, Esplanade Trail, Barringer Hill Trail and Central Park Trails as needed.

2.

Capital Region Community Development District
3196 Merchants Row - Suite 130 Tallahassee, Florida 32311

Memorandum

Date: June 30, 2020

To: Rich Whetsel via email
Operations Director

From: Robert Berlin
Capital Region Operations Manager

Re: Capital Region CDD
Monthly Managers Report for
June 2020

The following is a summary of activities related to the field operations of the Capital Region Community Development District.

Landscaping:

1. Please review field report from Kim Bishop (All-Pro)

GMS:

1. All Pro crew working on CITGM list of SWMF repairs, removing Black Willows, replacing irrigation valve on Orange Ave., discussed possible special use permit application for Fourth of July as main fireworks postponed, (1 June)
2. All Pro crew repairing rear drainage swale in Unit 31 Phase 3 and drainage structure erosion in Phase 4, repairing irrigation controller in Unit 25, spoke with District Counsel and Supervisor Kelly on use of Central Park for Fourth of July event,(2 June)
3. All Pro crew removing Cattails from WD 90N shoreline and erosion damage in Unit 23 conservation area adjacent to home, reviewing financials and my supplied

budget drafts for FY 2021, working with COTGM on SWMF permit renewals and updating of information, All Pro begins mainline repair in Unit 1, repairing dogi pot dispensers and spraying fungicide in various areas (3 June)

4. All Pro crew removing sediment from SWMF WD 253 as per COTGM inspection report and mowing pond bottom, addressed resident concerns over Southwood name ownership and posting on Facebook page, spoke with resident on special use app. request for wedding in Central Park, All Pro completes mainline irrigation repair in Unit 1(4 June)
5. Met with homeowners and All Pro to locate rear property corners adjacent to common area in Unit 31 Phase 4 to establish mowing boundary, received conformation on proposed wedding in Central Park on the 27th, resident reported damage to trees in Central Park and vandalism confirmed by All Pro employee, receive lot survey and encroachment locations from SAMS (5 June)
6. All Pro continues work in Unit 31 Phase 3 right of ways and common areas prior to second walk through, M-Inc cleaning storm water drainage conveyance system in Unit 31 Phase three, cutting expansion joints in sidewalk, contractor installing irrigation in Unit 50 at new Charter School site, BLM caravan tours Southwood (8 June)
7. Site still wet from heavy weekend rain event and rain beginning at 7:30am shuts down operations for the day, rain continues off and on through the afternoon (9 June)
8. Spoke with District Council on homeowner encroachment into conservation easement in Unit 1, follow up with COT Parks and Rec on playground opening schedule, received Supervisor request for final budget closeouts for FY 17-19 (10 June)
9. Responded to landscape maintenance questions concerning alleyway buffers in Unit 15, met with engineer on possible lot creation at Dunbar and Mossy Creek, received CDs for Units 6 and 9 rom Atkins, pre-meeting staff call and Zoom meeting for monthly CDD meeting (11 June)
10. Met with COTGM, St. Joe, M-Inc, Tallahassee Homes and All Pro in Unit 31 Phase 3 over concerns about erosion controls and installation, directed M-Inc on bench locations in same, All Pro continues completion of landscape in same, re-opened Tot Lot after All Pro had signage made for allowed use (12 June)
11. All Pro removing falling oak tree and broken branch on Baringer Hill trail section opposite golf cart barn and parking, also removed rotted stump and smaller leaning oak tree, M-Inc cleaning storm drainage system in Unit 31 Phase 3, spoke with COTGM inspector about erosion controls in same, contractor continues landscape and irrigation installation in Unit 50 at New Charter School site, M-Inc continues right turn lane construction off of Tram on to Artemis Way, spoke at length with

resident in LDR-5 Phase 2 on common/open space area landscape maintenance (15 June)

12. All Pro repairing mainline leak at the Community Center which also is water source for the Tot Lot drinking fountain, planting requested tree in Unit 36, M-Inc continues storm drainage conveyance system clean out in Unit 31 Phase 3, contractor continues landscape and irrigation installation in Unit 50 at New Charter School site, M-Inc continues right turn lane construction off of Tram on to Artemis Way (16 June)
13. All Pro checking irrigation in Units 23 and 27, met with engineer for golf course on rezoning section for additional lot at Mossy Creek and Dunbar and supplied various construction drawings and storm water documents, FSUS responded with a "no" on request to use their facility for the July CDD Meeting (17 June)
14. All Pro replacing irrigation valve in Unit 23, supplied golf course engineer with contact information for St. Joe and requested she contact Kimley Horn for additional storm water documents, directed outside request to maintain Connie Copeland cemetery adjacent to JP II to St. Joe for approval (18 June)
15. Contractor at new Charter School continues landscape on site and Artemis Way and M-Inc working on Tram Road entrance aka turn lanes, continue working with COTGM on SWMF permitting, met with All pro on several invoices (19 June)
16. M-Inc continues work at Tram Road and Artemis Way, spoke with homeowner about permission to plant trees in the City right of way in Unit 16, All pro repairing irrigation in Units 1 and 3 (22 June)
17. M-Inc continues work on entry to new Charter School Unit 50 at Tram and Artemis, sent requested information on arch culvert at Shumard and Bald Cypress and spoke with Kimley Horn concerning same, (23 June)
18. All Pro replacing irrigation solenoid in Unit 5, COTGM shutting down builder in Unit 31 Phase 3 for lack of proper erosion controls and spoke with City about SWMF impacts, received notification for training on COT for OnBase plan review on COT Portal, requested invoice for lot survey in Unit 1 (24 June)
19. All Pro repairing zone lines in Unit 10, M-Inc final grading for pavement for new turn lanes at Tram Road and Artemis Way and school contractor running irrigation on new landscape install on same, received confirmation from COTGM on SWMF protection from sediment from Unit 31 Phase3 (25 June)
20. All Pro completing irrigation zone line repairs in Unit 10 and grading for sod in Unit 31 Phase 3 to help sediment control so building can continue, M-Inc paving turn lanes at Tram Road and Artemis way entry to new Charter School, received SWMF permits from COTGM, (26 June)

21. M-Inc painting temp striping for new turn lanes at Tram Road and Artemis Way, spoke with COT Electric on conduit removal at Four Oaks and Dickinson, spoke with homeowner about irrigation concerns in common area in Unit 31 Phase 4, spoke with homeowner on concerns about lakeshore mowing at Verdura lake (29 June)
22. M-Inc paving (2nd lift) in Unit 50 and contractor continues to water new landscaping along Artemis Way and site parking lot for new Charter School, All Pro installing sod around new construction in Unit 31 Phase 3 for sediment control (30 June)

Lake and SWMF Maintenance

Repairs to WD 253

Southwood Infrastructure Report/Status: (K. Bishop/GMS)

COT continues sidewalk/curb repairs

Security/Accident Reports:

Stench reported at Blair Stone and C.C.S.E. former pig launcher site

Special Events:

All Events cancelled until further notice

Open Items:

LDR-5 open space maintenance

Unit 50 open space maintenance

LSF-3 open space and SWMF maintenance

Tot Lot now opened

Should you have any questions or comments regarding the above information, please feel free to contact Robert Berlin at (850) 727-5310 or Rich Whetsel at (904) 759-8923

3.

	<u>JUN ACTUAL</u>	<u>JUN BUDGET</u>	<u>\$ VARIANCE</u>	<u>% VARIANCE</u>	<u>COMMENTS</u>
34000 Management fees	\$ 10,500.00	\$ 10,500.00	\$ -	0.00%	GMS FY 2019 contracted services
34500 Security	\$ -	\$ 833.33	\$ 833.33	100.00%	TPD and Barkley Security patrols
34010 Communications	\$ 500.00	\$ 833.33	\$ 333.33	40.00%	Bulldog FY 2019 contracted services
46200 Landscape Maint. Contracted	\$ 73,270.74	\$ 73,270.74	\$ -	0.00%	All Pro FY 2019 contracted services
46225 Landscape Maint. New Units	\$ 5.02	\$ 625.00	\$ 619.98	99.20%	New Doggie Pot maintenance in Unit 32 common area
46500 Pond Maint. Contract	\$ -	\$ 416.67	\$ 416.67	100.00%	None online this month
46525 Pond Maint. New Units	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2019
46550 Pond Repairs Current Units	\$ 10,655.63	\$ 2,500.00	\$ (8,155.63)	-326.23%	Repairs FL 170, SB131, WD 284, TR221B, WD90N, WD281, WD260, Mossy Creek sinkhole
46575 Pond Repairs New Units	\$ -	\$ 125.00	\$ 125.00	0.00%	Not included in budget for FY 2019
46600 SWMF Operating Permit Fees	\$ 1,836.00	\$ 459.00	\$ (1,377.00)	-300.00%	COTGM Operating Permit Fee for SWMF
46400 Irrig. Maint. Contracted	\$ 4,133.70	\$ 4,133.70	\$ -	0.00%	All Pro FY 2019 contracted services
46425 Irrig. Maint. New Units	\$ 3.00	\$ 41.67	\$ 38.67	92.80%	Additional irrigation heads in Unit 31
46450 Irrig. Repairs Current Units	\$ 4,109.66	\$ 3,333.33	\$ (776.33)	-23.29%	Various repairs and several mainline repairs
46475 Irrig. Repairs New Units	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2019
46465 Irrig System Upgrades	\$ -	\$ 104.17	\$ 104.17	0.00%	None online this month
46480 Pump Station Maintenance	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2019
47000 Preserve Maintenance	\$ 850.00	\$ 3,333.33	\$ 2,483.33	74.50%	Mossy Creek concrete trail repairs
46485 Tot Lot Inspection/Maintenance	\$ 300.00	\$ 416.67	\$ 116.67	28.00%	Signage/fence removal for reopening
46490 Storm Event/Repair/Cleaning	\$ 7,130.00	\$ 2,916.67	\$ (4,213.33)	-144.46%	Tree trimming and cleanup in various areas
46495 Reuse Retrofit	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2019
46520 Alleyway Maintenance	\$ 1,442.00	\$ 416.67	\$ (1,025.33)	-246.08%	Additional asphalt in alleyway Unit 32 Phase 4, drain cleaning Unit 10
46900 Miscellaneous Maintenance	\$ 1,860.60	\$ 625.00	\$ (1,265.60)	-202.50%	Erosion repair Unit 31 common area, fungicide treatments
43000 Utilities	\$ -	\$ 3,750.00	\$ 3,750.00	100.00%	Updated 8-8-19
49400 Special Events	\$ -	\$ 416.67	\$ 416.67	100.00%	None online this month
46650 Other - Contingency	\$ 87.00	\$ 416.67	\$ 329.67	79.12%	Rotting bench removal Unit 31 common area
65000 Budget Stabilization	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2019
61000 Capital Expenditures	\$ 844.00	\$ 2,083.33	\$ 1,239.33	59.49%	Poly Dogi Pot Stations
60000 Reserve for Capital - R&R	\$ -	\$ 7,850.75	\$ 7,850.75	100.00%	None online this month
46910 Common Area Maintenance	\$ -	\$ 666.67	\$ 666.67	100.00%	None online this month
TOTAL	\$ 117,557.35	\$ 120,068.36	\$ 2,511.01	2.09%	

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>\$ VARIANCE</u>	<u>% VARIANCE</u>	<u>COMMENTS</u>
34000 Management fees	\$ 94,500.00	\$ 94,500.00	\$ -	0.00%	GMS FY 2019 contracted services
34500 Security	\$ 5,843.00	\$ 7,500.00	\$ 1,657.00	22.09%	TPD and Barkley Security patrols
34010 Communications	\$ 4,500.00	\$ 7,500.00	\$ 3,000.00	40.00%	Bulldog FY 2019 contracted services
46200 Landscape Maint. Contracted	\$ 659,436.66	\$ 659,436.66	\$ -	0.00%	All Pro FY 2019 contracted services
46225 Landscape Maint. New Units	\$ 111.13	\$ 5,625.00	\$ 5,513.87	98.02%	New Doggie Pot maintenance in Unit 32 common area
46500 Pond Maint. Contract	\$ 1,730.00	\$ 3,750.00	\$ 2,020.00	53.87%	None online this month
46525 Pond Maint. New Units	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2019
46550 Pond Repairs Current Units	\$ 34,899.75	\$ 22,500.00	\$ (12,399.75)	-55.11%	Repairs FL 170, SB131, WD 284, TR221B, WD90N, WD281, WD260, Mossy Creek sinkhole
46575 Pond Repairs New Units	\$ -	\$ 1,125.00	\$ 1,125.00	0.00%	Not included in budget for FY 2019
46600 SWMF Operating Permit Fees	\$ 4,131.00	\$ 4,131.00	\$ -	0.00%	COTGM Operating Permit Fee for SWMF
46400 Irrig. Maint. Contracted	\$ 37,203.30	\$ 37,203.30	\$ -	0.00%	All Pro FY 2019 contracted services
46425 Irrig. Maint. New Units	\$ 21.00	\$ 375.00	\$ 354.00	94.40%	None online this month
46450 Irrig. Repairs Current Units	\$ 37,055.31	\$ 30,000.00	\$ (7,055.31)	-23.52%	Various repairs and several mainline repairs
46475 Irrig. Repairs New Units	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2019
46465 Irrig System Upgrades	\$ -	\$ 937.50	\$ 937.50	0.00%	None online this month
46480 Pump Station Maintenance	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2019
47000 Preserve Maintenance	\$ 35,268.99	\$ 30,000.00	\$ (5,268.99)	-17.56%	Mossy Creek concrete trail repairs
46485 Tot Lot Inspection/Maintenance	\$ 3,076.68	\$ 3,750.00	\$ 673.32	17.96%	Signage/fence removal for reopening
46490 Storm Event/Repair/Cleaning	\$ 18,765.83	\$ 26,250.00	\$ 7,484.17	28.51%	Tree trimming and cleanup in various areas
46495 Reuse Retrofit	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2019
46520 Alleyway Maintenance	\$ 3,492.00	\$ 3,750.00	\$ 258.00	6.88%	Additional asphalt in alleyway Unit 32 Phase 4, drain cleaning Unit 10
46900 Miscellaneous Maintenance	\$ 7,675.67	\$ 5,625.00	\$ (2,050.67)	-36.46%	Erosion repair Unit 31 common area, fungicide treatments
43000 Utilities	\$ 22,638.00	\$ 33,750.00	\$ 11,112.00	32.92%	Update
49400 Special Events	\$ -	\$ 3,750.00	\$ 3,750.00	100.00%	None online this month
46650 Other - Contingency	\$ 1,736.48	\$ 3,750.00	\$ 2,013.52	53.69%	Rotting bench removal Unit 31 common area
65000 Budget Stabilization	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2019
61000 Capital Expenditures	\$ 844.00	\$ 18,750.00	\$ 17,906.00	95.50%	Poly Dogi Pot Stations
60000 Reserve for Capital - R&R	\$ 1,050.00	\$ 70,656.75	\$ 69,606.75	98.51%	None online this month
46910 Common Area Maintenance	\$ 2,420.35	\$ 6,000.00	\$ 3,579.65	59.66%	None online this month
TOTAL	\$ 973,978.80	\$ 1,080,615.21	\$ 106,636.41	9.87%	