

CAPITAL REGION

Community Development District

October 8, 2020

AGENDA

Capital Region Community Development District

475 West Town Place

Suite 114

St. Augustine, Florida 32092

District Website: www.mysouthwoodcdd.com

October 1, 2020

Board of Supervisors
Capital Region Community Development District

Dear Board Members:

The Capital Region Community Development District Meeting is scheduled for **Thursday, October 8, 2020 at 6:30 p.m.** via Zoom.

Following is the advance agenda for the meeting:

- I. Roll Call
- II. Audience Comments *(regarding agenda items listed below)*
- III. Approval of Consent Agenda
 - A. Approval of the Minutes of the August 13, 2020 Meeting
 - B. Balance Sheet as of August 31, 2020 and Statement of Revenues & Expenditures for the Period Ending August 31, 2020
 - C. Allocation of Assessment Receipts
 - D. Check Register
- IV. Consideration of Applicants to Fill CDD Board Seat 5 Vacancy
- V. Discussion of Southwood Golf Course DRI/PUD Amendment LDR 17 Issue
- VI. Discussion of Dog Park
- VII. Discussion of Sand Volleyball

- VIII. Consideration of Work Authorization with Dantin Consulting, LLC
- IX. Consideration of Audit Engagement Letter with Berger, Toombs, Elam, Gaines & Frank
- X. Update Regarding Halloween Traffic Safety Plan
- XI. St. Joe Update (John Curtis)
- XII. Update Regarding DRI Matters
- XIII. Staff Reports
 - A. Attorney
 - B. Dantin Consulting
 - C. Property Management
 - 1. All Pro Reports
 - 2. Operations Memorandum
 - 3. Variance Report
 - D. Manager
- XIV. Supervisors Requests
- XV. Audience Comments
- XVI. Next Scheduled Meeting – December 10, 2020 @ 6:30 p.m. at SouthWood Community Center
- XVII. 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 – *Vacant*
- E. Security – *Vacant*
- F. HOA Coordination – *Supervisor Johnston*
- G. City/County Coordination – *Vacant*
- H. Community Liaison – *Supervisor Kelley*

THIRD 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, August 13, 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:

James Oliver	District Manager
Sarah Sandy	District Counsel
Robert Berlin	Operations Manager - GMS
Keith Dantin	Engineering Consultant
John Curtis	St. Joe

The following is a summary of the actions taken at the August 13, 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

Audience Comments

Liam Hawkes presented for board consideration a plan for an Eagle Scout project to extend the existing swing at the tot lot by adding an adaptive swing that is handicap accessible.

On MOTION by Mr. Kelley seconded by Ms. Johnston with all in favor the Eagle Scout project was approved subject to Mr. Berlin overseeing the project on behalf of the District.

THIRD ORDER OF BUSINESS

Approval of Consent Agenda

A. Approval of the Minutes of the July 9, 2020 Meeting

- B. Acceptance of the Minutes of the June 11, 2020 and July 9, 2020 Audit Committee Meetings**
- C. Balance Sheet as of June 30, 2020 and Statement of Revenues & Expenditures for the Period Ending June 30, 2020**
- D. Allocation of Assessments**
- E. Check Register**

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

FOURTH ORDER OF BUSINESS

Public Hearing to Consider the Adoption of the Fiscal Year 2021 Budget

On MOTION by Mr. Ray seconded by Ms. Johnston with all in favor the public hearing was opened.

Mr. Oliver gave an overview of the proposed fiscal year 2021 budgets and noted that the assessments remained the same on the platted lots and unplatted lands.

Comment from the public was requested. A resident stated at the last meeting the reason given for the increase in landscape maintenance was the cost of pine straw and someone was going to research that. Did that happen?

Mr. Berlin stated I called four distributors in Georgia and four in Mississippi and everybody is selling pine straw for about \$3 a bale and the bales cover a smaller area and that is why it has gone up.

A. Consideration of Resolution 2020-08 Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2021

Ms. Sandy stated Resolution 2020-08 adopts the budget, appropriates the funds under that budget for the various funds, and provides for methods to amend the budget throughout the year, if needed.

Resolution 2020-09 makes findings regarding the benefits served from the levying of the assessments as well as levies the O&M assessment, provides for the various methods of collection of those assessment, anything platted we collect on-roll through the property tax bill and for unplatted lands the district directly collects those on an agreed upon schedule, which is also laid out in the direct collect agreement on the agenda.

On MOTION by Mr. Kelley seconded by Mr. Rojas with all in favor the public hearing was closed.

On MOTION by Mr. Ray seconded by Mr. Kelley with all in favor Resolution 2020-08 was approved.

B. Consideration of Resolution 2020-09 Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2021

On MOTION by Mr. Kelley seconded by Ms. Johnston with all in favor Resolution 2020-09 was approved.

C. Consideration of Direct Collection Agreement with St. Joe Company

On MOTION by Mr. Kelley seconded by Mr. Rojas with all in favor the direct collection agreement with St. Joe Company was approved.

FIFTH ORDER OF BUSINESS

Consideration of Landscape Maintenance Agreement

Ms. Sandy stated the landscape maintenance agreement is in substantially the same form as it was when it came to the board under the RFP for landscaping. The exhibits include the pricing, scope of services and the map that was included in the RFP as well.

On MOTION by Ms. Johnston seconded by Mr. Rojas with all in favor the landscape maintenance agreement with All Pro for fiscal year 2021 was approved.

SIXTH ORDER OF BUSINESS

Ratification of Application for Environmental Resource Permit

Mr. Berlin stated whenever there is anything dealing with stormwater DEP gets involved and because the water coming off the big house travels through piping the district owns and into a district pond, DEP wants the district to be a signer on the permit, we are not an applicant we are just a part of the permit. Signing the application was in keeping with the Board's prior

approval of the project. The Chair previously executed the application and we are now seeking ratification of his signature.

On MOTION by Ms. Johnston seconded by Mr. Kelley with all in favor the application for the environmental resource permit was ratified.

SEVENTH ORDER OF BUSINESS**St. Joe Update (John Curtis)**

Mr. Curtis reviewed rezoning of different parcels related to the “big fix” plan after which the board discussed road closure of a section of Southwood Plantation from Orange to Biltmore. Mr. Dantin and Mr. Rojas to participate in the meetings with the city and county.

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

Mr. Curtis stated I received from the engineer today an email where they reapplied for the lot for the golf course, currently it is a single lot to be located at the intersection of Mossy Creek and Dunbar. St. Joe is not selling them entitlements for this lot.

Mr. Dantin stated John and I talked to the city about this; they believe they can create additional entitlements by themselves, without St. Joe, by being able to do their own traffic assessment above and beyond the existing traffic assessment.

On MOTION by Mr. Ray seconded by Mr. Kelley with all in favor counsel was directed to write a letter to the City of Tallahassee objecting to the PUD/DRI amendment creating homesites on golf course property.

NINTH ORDER OF BUSINESS**Announcement of Upcoming Resignation of Chairman Jennings DePriest and Discussion of Related Organizational Matters**

Mr. DePriest stated I will be resigning as chairman and supervisor on September 1st, we are moving to Southwest Florida.

Staff was directed to announce the vacancy and request interested registered voters to forward resumes or a letter of interest to be provided to the board prior to the October meeting.

TENTH ORDER OF BUSINESS**Staff Reports**

A. Attorney

There being none, the next item followed.

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. Arborist Opinion Letter & All Pro Proposal

On MOTION by Mr. Kelley seconded by Ms. Johnston with all in favor the proposal from All Pro in the amount of \$5,500 for removal of a tree in Unit 16 was approved.

4. Eagle Scout Project at Tot Lot

This item taken earlier in the meeting.

5. Variance Report

Mr. Berlin outlined a request from the homeowners' association to have an outdoor event with social distancing and a separate group wanted to have a golf tournament with participants walking in Central Park for a fund-raising effort.

On MOTION by Mr. Ray seconded by Mr. Rojas with all in favor the proposed events were approved with the proper disclaimers, social distancing and waivers.

E. Manager – Discussion of Proposed Meeting Schedule for Fiscal Year 2021

On MOTION by Mr. Ray seconded by Mr. Rojas with all in favor the fiscal year 2021 meeting schedule reflecting bi-monthly meetings on the second Thursday at 6:30 p.m. in October, December, February, April, June and August was approved.

ELEVENTH ORDER OF BUSINESS**Supervisor's Requests**

Ms. Johnston stated it seems that oftentimes we spend a tremendous amount time on John Curtis' portion of the agenda and while I recognize it is valuable and much needed information if there is any way we can receive some of that in advance to review it will perhaps shorten the time for that item.

Mr. Rojas stated during the meeting someone dropped off a thank you card to all the supervisors and Mr. Berlin; they are happy and thankful for the job you have been doing at Lake Madura and I will bring that to Mr. Berlin next week.

Mr. Kelley stated we moved the meetings to every other month to shorten the meetings and it is unfortunate that we must go through those discussions to figure out how we are going to move forward as a community. I thank Mr. Ray for his service in a few months and Mr. DePriest at the end of this month.

Mr. Ray stated sign the golf course petition and get your neighbors to sign. I concur that we need the information from John Curtis to review prior to the meetings.

Mr. DePriest stated I have enjoyed serving with you, this is my last official meeting, it has been an honor to serve our community. I hope that SouthWood continues to grow and I would like to see SouthWood be an independent city from Tallahassee.

TWELFTH ORDER OF BUSINESS**Audience Comments**

Mr. Nortelus stated Jennings, thank you for service. It is not often you get people to step up to a role like this. In the short time you have been here you have made an impact and done a lot of great things. Hopefully, you find your way back to Tallahassee and continue to get involved. I have been approached but eight years is enough and I will not be running for the board.

Mr. Hanstein stated I want to thank all of you for everything that you do and I appreciate everything you do. The only reason I would run is if it benefits the CDD, I have experience and knowledge of the neighborhood and I'm happy to serve.

Mr. Terry stated I have two observations about the Biltmore issue. First, has anyone verified that the avenue between the Biltmore connection and Southwood Plantation is actually wide enough to accommodate two full lanes?

Mr. Kelley stated it is not wide enough, it is not big enough, it is not graded enough to handle the load. It was a small segment of Orange Avenue about 200 yards, a temporary fix to a long-term plan.

Mr. Terry stated as far as the golf course development, the board is going to submit a letter to the city in opposition to this issue. I wonder if the board would submit letters opposing the closure of Southwood Plantation without the proper upgrading of that section of road being in place or if the board could seek an injunction against St. Joe from closing that road until proper infrastructure is in place to handle the traffic.

Mr. Kelley stated that is why we asked Mr. Dantin to look into those issues so we could see if we need to do that. We want Mr. Dantin involved in those meetings.

THIRTEENTH ORDER OF BUSINESS

**Next Scheduled Meeting – October 8, 2020 at
6:30 p.m. at the Southwood Community
Center**

Mr. DePriest stated our next meeting is October 8, 2020 at 6:30 p.m.

The meeting adjourned at 9:40 p.m.

Secretary/Assistant Secretary

Chairman/Vice Chairman

B.

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

Meeting Date
October 8, 2020

**CAPITAL REGION
COMMUNITY DEVELOPMENT DISTRICT**

BALANCE SHEET

August 31, 2020

	General	Debt Service	Non-Major Fund	Total Governmental Funds
<u>ASSETS:</u>				
CASH	\$242,115	---	---	\$242,115
Capital Reserve	---	---	\$48,902	\$48,902
INVESTMENT - STATE BOARD	\$740,731	---	---	\$740,731
INVESTMENTS:				
<i>Series 2011A1</i>				
Reserve A1	---	\$185,694	---	\$185,694
Revenue A1	---	\$94,554	---	\$94,554
<i>Series 2013</i>				
Reserve	---	\$430,794	---	\$430,794
Revenue	---	\$351,159	---	\$351,159
<i>Series 2018A1</i>				
Reserve	---	\$651,808	---	\$651,808
Revenue	---	\$71,672	---	\$71,672
Due From General	---	\$162,902	---	\$162,902
<i>Series 2018A2</i>				
Reserve	---	\$136,528	---	\$136,528
Revenue	---	\$56,979	---	\$56,979
TOTAL ASSETS	\$982,846	\$2,142,088	\$48,902	\$3,173,836
<u>LIABILITIES:</u>				
ACCOUNTS PAYABLE	\$19,157	---	---	\$19,157
DUE TO DS - SRS 2018A1	\$162,902	---	---	\$162,902
DUE TO OTHER	\$37,523	---	---	\$37,523
DEFERRED REVENUE	\$31,597	---	---	\$31,597
FUND BALANCES:				
UNASSIGNED FOR GENERAL FUND	\$731,669	---	---	\$731,669
ASSIGNED FOR CAPITAL PROJECTS	---	---	\$48,902	\$48,902
RESTRICTED FOR DEBT SERVICE	---	\$2,142,088	---	\$2,142,088
LIABILITIES & FUND EQUITY & OTHER CREDITS	\$982,846	\$2,142,088	\$48,902	\$3,173,836

CAPITAL REGION
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND

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

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 08/31/20	ACTUAL THRU 08/31/20	VARIANCE
<u>REVENUES:</u>				
Special Assessment-On Roll	\$1,181,280	\$1,181,280	\$1,187,386	\$6,106
Special Assessment-Direct - St Joe	\$379,158	\$347,562	\$347,562	\$0
Interest Income/Miscellaneous	\$2,500	\$2,292	\$7,293	\$5,001
TOTAL REVENUES	\$1,562,938	\$1,531,133	\$1,542,240	\$11,107
<u>EXPENDITURES:</u>				
<u>ADMINISTRATIVE:</u>				
Supervisors Fees	\$6,000	\$5,500	\$6,600	(\$1,100)
FICA Expense	\$459	\$421	\$505	(\$84)
Engineering	\$30,000	\$27,500	\$18,929	\$8,571
Arbitrage	\$3,750	\$1,200	\$1,200	\$0
Dissemination	\$7,300	\$6,692	\$6,692	\$0
Attorney	\$57,000	\$52,250	\$37,891	\$14,359
Annual Audit	\$4,000	\$4,000	\$4,250	(\$250)
Annual Report	\$500	\$500	\$0	\$500
Trustee Fees	\$14,000	\$14,000	\$15,516	(\$1,516)
Assessment Roll Services	\$11,500	\$11,500	\$11,500	\$0
Management Fees	\$48,620	\$44,569	\$44,568	\$0
Information Technology	\$2,800	\$2,567	\$2,567	\$0
Records Storage	\$150	\$138	\$0	\$138
Travel & Per Diem	\$1,750	\$1,604	\$733	\$871
Telephone	\$300	\$275	\$294	(\$19)
Postage	\$1,500	\$1,375	\$923	\$452
Printing & Binding	\$2,000	\$1,833	\$1,361	\$472
Insurance	\$16,627	\$16,627	\$16,738	(\$111)
Legal Advertising	\$3,500	\$3,208	\$2,555	\$653
Other Current Charges	\$1,600	\$1,467	\$1,588	(\$122)
Office Supplies	\$200	\$183	\$104	\$80
Dues, Licenses, Subscriptions	\$3,175	\$3,175	\$175	\$3,000
Capital Outlay	\$250	\$229	\$0	\$229
TOTAL ADIMINISTRATIVE	\$216,980	\$200,811	\$174,689	\$26,122
<u>FIELD:</u>				
Management Fees	\$126,000	\$115,500	\$115,500	\$0
Security	\$10,000	\$9,167	\$5,515	\$3,652
Communications	\$10,000	\$9,167	\$5,000	\$4,167
Utilities	\$45,000	\$41,250	\$59,464	(\$18,214)
Landscape Maintenance - Contract	\$879,249	\$805,978	\$805,978	\$0
Landscape Maintenance - New Units/Street Trees	\$7,500	\$6,875	\$2,184	\$4,691
Pond Maintenance - Contract	\$5,000	\$4,583	\$1,730	\$2,853
Pond Repairs - Current Units	\$30,000	\$27,500	\$33,894	(\$6,394)
Pond Repairs - New Units	\$1,500	\$1,375	\$0	\$1,375

CAPITAL REGION
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND

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

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 08/31/20	ACTUAL THRU 08/31/20	VARIANCE
<u>EXPENDITURES:</u>				
<u>FIELD: (continued)</u>				
SWMF Operating Permit Fees	\$5,508	\$5,049	\$4,156	\$893
Irrigation Maintenance - Contract	\$49,604	\$45,471	\$45,471	\$0
Irrigation Maintenance - New Units	\$500	\$458	\$262	\$197
Irrigation Repairs - Current Units	\$40,000	\$36,667	\$43,481	(\$6,814)
Irrigation Systems Upgrades	\$1,250	\$1,146	\$700	\$446
Preserve Maintenance	\$40,000	\$36,667	\$38,996	(\$2,329)
Tot Lot Inspection/Maintenance	\$5,000	\$4,583	\$3,737	\$846
Tree Removal/Trimming/Cleanup	\$35,000	\$32,083	\$28,437	\$3,647
Alleyway Maintenance	\$5,000	\$4,583	\$4,092	\$491
Miscellaneous Maintenance	\$7,500	\$6,875	\$8,169	(\$1,294)
Special Events	\$5,000	\$4,583	(\$350)	\$4,933
Other-Contingency	\$5,000	\$4,583	\$2,896	\$1,688
Capital Expenditures	\$25,000	\$22,917	\$0	\$22,917
Reserve for Capital - R&R	\$94,209	\$86,358	\$0	\$86,358
Common Area Maintenance	\$8,000	\$7,333	\$4,068	\$3,265
<u>TOTAL FIELD</u>	<u>\$1,440,820</u>	<u>\$1,320,751</u>	<u>\$1,213,378</u>	<u>\$107,373</u>
<u>TOTAL EXPENDITURES</u>	<u>\$1,657,800</u>	<u>\$1,521,563</u>	<u>\$1,388,068</u>	<u>\$133,495</u>
<u>EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES</u>	<u>(\$94,862)</u>	<u>\$9,570</u>	<u>\$154,172</u>	<u>\$144,602</u>
<u>NET CHANGE IN FUND BALANCE</u>	<u>(\$94,862)</u>	<u>\$9,570</u>	<u>\$154,172</u>	<u>\$144,602</u>
FUND BALANCE - Beginning	\$94,863		\$577,497	
FUND BALANCE - Ending	<u>\$1</u>		<u>\$731,669</u>	

**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>REVENUES:</u>														
Special Assessment-On Roll	\$1,181,280	\$0	\$149,478	\$925,674	\$40,852	\$16,720	\$18,592	\$14,617	\$4,358	\$17,095	\$0	\$0	\$0	\$1,187,386
Special Assessment-Direct - St Joe	\$379,158	\$31,597	\$31,597	\$31,597	\$31,597	\$31,597	\$31,597	\$31,597	\$31,597	\$31,597	\$31,597	\$31,597	\$0	\$347,562
Interest Income/Miscellaneous	\$2,500	\$828	\$593	\$380	\$362	\$1,246	\$1,366	\$889	\$658	\$414	\$309	\$247	\$0	\$7,293
Carry Forward Surplus	\$94,863	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUES	\$1,657,801	\$32,425	\$181,668	\$957,650	\$72,810	\$49,563	\$51,555	\$47,103	\$36,612	\$49,105	\$31,906	\$31,844	\$0	\$1,542,240

EXPENDITURES:

Administrative:

Supervisors Fees	\$6,000	\$800	\$0	\$1,000	\$0	\$1,000	\$0	\$0	\$1,000	\$1,000	\$800	\$1,000	\$0	\$6,600
FICA Expense	\$459	\$61	\$0	\$77	\$0	\$77	\$0	\$0	\$77	\$77	\$61	\$77	\$0	\$505
Engineering	\$30,000	\$1,313	\$407	\$2,525	\$2,418	\$1,708	\$2,875	\$3,305	(\$2,000)	\$453	\$2,263	\$3,663	\$0	\$18,929
Arbitrage	\$3,750	\$600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$600	\$0	\$0	\$1,200
Dissemination	\$7,300	\$608	\$608	\$608	\$608	\$608	\$608	\$608	\$608	\$608	\$608	\$608	\$0	\$6,692
Attorney	\$57,000	\$2,435	\$147	\$6,024	\$1,935	\$4,696	\$3,331	\$6,496	\$1,705	\$3,236	\$4,158	\$3,729	\$0	\$37,891
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	\$4,052	\$4,052	\$4,052	\$0	\$44,568
Information Technology	\$2,800	\$233	\$233	\$233	\$233	\$233	\$233	\$233	\$233	\$233	\$233	\$233	\$0	\$2,567
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	\$61	\$36	\$0	\$294
Postage	\$1,500	\$132	\$9	\$75	\$18	\$107	\$71	\$77	\$0	\$101	\$171	\$163	\$0	\$923
Printing & Binding	\$2,000	\$78	\$178	\$17	\$299	\$48	\$239	\$4	\$126	\$26	\$234	\$114	\$0	\$1,361
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	\$363	\$621	\$134	\$0	\$2,555
Other Current Charges	\$1,600	\$188	\$197	\$154	\$2	\$0	\$466	\$117	\$87	\$135	\$124	\$118	\$0	\$1,588
Office Supplies	\$200	\$6	\$15	\$0	\$15	\$0	\$15	\$0	\$15	\$6	\$15	\$15	\$0	\$104
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	\$10,291	\$14,002	\$13,941	\$0	\$174,689

**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	\$10,500	\$10,500	\$10,500	\$0	\$115,500
Security	\$10,000	\$5,738	\$105	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-\$328	\$0	\$0	\$5,515
Communications	\$10,000	\$500	\$500	\$0	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$0	\$5,000
Utilities	\$45,000	\$6,293	\$2,494	\$2,658	\$2,167	\$1,820	\$3,603	\$7,450	\$9,897	\$6,245	\$8,421	\$8,417	\$0	\$59,464
Landscape Maintenance - Contract	\$879,249	\$73,271	\$73,271	\$73,271	\$73,271	\$73,271	\$73,271	\$73,271	\$73,271	\$73,271	\$73,271	\$73,271	\$0	\$805,978
Landscape Maintenance - New Units/Street Trees	\$7,500	\$5	\$5	\$5	\$71	\$5	\$5	\$5	\$5	\$5	\$5	\$2,068	\$0	\$2,184
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	\$10,656	\$0	\$0	\$0	\$33,894
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	\$3,213	\$0	\$0	\$0	\$4,156
Irrigation Maintenance - Contract	\$49,604	\$4,134	\$4,134	\$4,134	\$4,134	\$4,134	\$4,134	\$4,134	\$4,134	\$4,134	\$4,134	\$4,134	\$0	\$45,471
Irrigation Maintenance - New Units	\$500	\$0	\$0	\$3	\$3	\$3	\$3	\$3	\$3	\$3	\$3	\$238	\$0	\$262
Irrigation Repairs - Current Units	\$40,000	\$1,498	\$1,426	\$990	\$7,349	\$2,482	\$4,499	\$6,749	\$8,668	\$3,908	\$1,386	\$4,526	\$0	\$43,481
Irrigation Systems Upgrades	\$1,250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$700	\$0	\$0	\$0	\$700
Preserve Maintenance	\$40,000	\$7,842	\$735	\$3,452	\$5,611	\$0	\$14,299	\$4,508	\$666	\$1,467	\$375	\$42	\$0	\$38,996
Tot Lot Inspection/Maintenance	\$5,000	\$0	\$0	\$0	\$0	\$0	\$1,856	\$480	\$415	\$300	\$0	\$686	\$0	\$3,737
Tree Removal/Trimming/Cleanup	\$35,000	\$0	\$1,500	\$0	\$3,330	\$1,220	\$0	\$2,400	\$1,203	\$7,718	\$821	\$10,244	\$0	\$28,437
Alleyway Maintenance	\$5,000	\$600	\$0	\$0	\$0	\$0	\$0	\$0	\$1,450	\$1,442	\$600	\$0	\$0	\$4,092
Miscellaneous Maintenance	\$7,500	\$2,000	\$1,738	\$953	\$42	\$513	\$0	\$469	\$63	\$2,307	\$0	\$84	\$0	\$8,169
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	\$832	\$248	\$0	\$0	\$2,896
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	\$1,648	\$0	\$4,068
Total Maintenance	\$1,440,820	\$118,257	\$103,072	\$97,448	\$107,848	\$97,385	\$119,682	\$114,306	\$111,888	\$127,200	\$99,935	\$116,356	\$0	\$1,213,378
Total Recreatin 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	\$137,491	\$113,937	\$130,297	\$0	\$1,388,068
Interfund Tranfer In/(Out)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Excess Revenues (Expenditures)	\$1	(\$129,465)	\$72,226	\$837,019	(\$45,168)	(\$60,843)	(\$87,096)	(\$82,342)	(\$81,288)	(\$88,387)	(\$82,031)	(\$98,454)	\$0	\$154,172

CAPITAL REGION

COMMUNITY DEVELOPMENT DISTRICT

CAPITAL RESERVE

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

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 08/31/20	ACTUAL THRU 08/31/20	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	\$23,628	(\$23,628)
Other Charges	\$600	\$550	\$468	\$82
TOTAL EXPENDITURES	\$600	\$550	\$24,096	(\$23,546)
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	\$118,609	(550.00)	(24,096.24)	(23,546.24)
FUND BALANCE - Beginning	\$102,095		\$72,998	
FUND BALANCE - Ending	<u>\$220,704</u>		<u>\$48,902</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 August 31, 2020

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 08/31/20	ACTUAL THRU 08/31/20	VARIANCE
<u>REVENUES:</u>				
Special Assessments - Residential	\$379,445	\$379,445	\$381,362	\$1,917
Interest Income	\$1,000	\$917	\$3,217	\$2,301
TOTAL REVENUES	\$380,445	\$380,361	\$384,579	\$4,218
<u>EXPENDITURES:</u>				
<u>SERIES 2011-A1</u>				
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	\$9,043	(\$1,739)	(\$10,782)
FUND BALANCE - Beginning	\$96,300		\$281,986	
FUND BALANCE - Ending	<u>\$105,427</u>		<u>\$280,247</u>	

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

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 08/31/20	ACTUAL THRU 08/31/20	VARIANCE
<u>REVENUES:</u>				
Special Assessments - Residential	\$381,326	\$381,326	\$383,480	\$2,154
Special Assessments - Commercial	\$480,848	\$480,848	\$482,802	\$1,954
Interest Income	\$2,500	\$2,292	\$8,607	\$6,315
TOTAL REVENUES	\$864,674	\$864,465	\$874,889	\$10,423
<u>EXPENDITURES:</u>				
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)	(\$5,952)	(\$529)	\$5,423
FUND BALANCE - Beginning	\$347,730		\$782,482	
FUND BALANCE - Ending	<u>\$341,986</u>		<u>\$781,953</u>	

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

DESCRIPTION	PROPOSED BUDGET	PRORATED BUDGET THRU 08/31/20	ACTUAL THRU 08/31/20	VARIANCE
<u>REVENUES:</u>				
Special Assessments - Residential	\$142,918	\$142,918	\$143,725	\$808
Special Assessments - Commercial	\$77,165	\$77,165	\$77,486	\$321
Special Assessments - Direct	\$1,086,011	\$923,109	\$923,109	\$0
Interest Income	\$2,500	\$2,292	\$5,912	\$3,621
TOTAL REVENUES	\$1,308,594	\$1,145,483	\$1,150,233	\$4,749
<u>EXPENDITURES:</u>				
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)	(\$167,817)	(\$182,964)	(\$15,148)
NET CHANGE IN FUND BALANCE	(\$4,706)	(\$167,817)	(\$182,964)	(\$15,148)
FUND BALANCE - Beginning	\$463,753		\$1,069,346	
FUND BALANCE - Ending	\$459,047		\$886,382	

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

DESCRIPTION	PROPOSED BUDGET	PRORATED BUDGET THRU 08/31/20	ACTUAL THRU 08/31/20	VARIANCE
<u>REVENUES:</u>				
Special Assessments - Residential	\$273,055	\$273,055	\$275,786	\$2,731
Interest Income	\$2,500	\$2,292	\$1,812	(\$479)
TOTAL REVENUES	\$275,555	\$275,347	\$277,598	\$2,252
<u>EXPENDITURES:</u>				
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	\$155	(\$2,593)	(\$2,748)
NET CHANGE IN FUND BALANCE	\$363	\$155	(\$2,593)	(\$2,748)
FUND BALANCE - Beginning	\$58,522		\$196,099	
FUND BALANCE - Ending	<u>\$58,885</u>		<u>\$193,506</u>	

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	2,821,814.52	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		-	1,086,010.90	-	-	-	-	1,086,010.90	379,158.05	1,465,168.95
TOTAL DUE DIRECT INVOICE		-	-	-	-	-	-	-	-	-
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%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%	100.00%
% 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

8/1/2020 - 9/28/2020

<i>Check Date</i>	<i>Check #'s</i>	<i>Total Amount</i>	
8/1/2020	2514-2519	\$	85,226.95
8/8/2020	2520-2524	\$	28,243.08
8/23/2020	2525-2528	\$	18,405.75
9/12/2020	2529-2537	\$	128,229.77
9/25/2020	2538-2545	\$	276,919.92
Total		\$	537,025.47

Capital Reserve

<i>Check Date</i>	<i>Check #'s</i>	<i>Total Amount</i>	
8/1/2020	26	\$	4,900.00
8/23/2020	27	\$	420.00
Total		\$	5,320.00

* FedEx invoices will be provided upon request

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
8/01/20	00024	7/13/20 192040	202007 320-57200-46450	IRRIGATION REPAIR C23 U17	*	242.66	
		7/20/20 192043	202007 320-57200-46450	SOD INSTALL FR IRRIG RPR	*	412.50	
		7/20/20 192044	202007 320-57200-46490	REMOVAL OF TREE-TERREBONE	*	97.86	
		7/20/20 192045	202007 320-57200-46450	MAINLINE REPAIR C7 U23	*	144.29	
		7/20/20 192046	202007 320-57200-46650	REMOVE PILE OF DIRT 40AKS	*	247.50	
		7/20/20 192049	202007 320-57200-47000	MOW SECTION OF LAKE VERDU	*	375.00	
		8/01/20 192042	202008 320-57200-46200	AUG 2020 LANDSCAPE	*	73,270.74	
		8/01/20 192042	202008 320-57200-46225	AUG 2020 LANDSCAPE NEW UN	*	1,332.52	
		8/01/20 192042	202008 320-57200-46400	AUG 2020 IRRIGATION	*	4,133.70	
		8/01/20 192042	202008 320-57200-46425	AUG 2020 IRRIGATION NEW U	*	237.60	
ALL-PRO LAND CARE OF TALLAHASSEE						80,494.37	002514
8/01/20	00004	6/16/20 70397489	202006 310-51300-42000	SERVICE THRU 6/16/2020	*	34.55	
		6/30/20 70524776	202006 310-51300-42000	SERVICE THRU 6/30/2020	*	46.73	
		7/14/20 70647361	202007 310-51300-42000	SERVICE THRU 7/14/2020	*	157.10	
FEDEX						238.38	002515
8/01/20	00008	7/10/20 115928	202006 310-51300-31500	GENERAL COUNSEL 6/30/20	*	1,944.18	
		7/20/20 115926	202006 310-51300-31500	MONTHLY MEETING 6/30/2020	*	1,291.50	
HOPPING, GREEN & SAMS, P.A.						3,235.68	002516
8/01/20	00269	7/30/20 10150707	202007 320-57200-46490	TREE EVALUATION	*	150.00	
NATURAL RESOURCE PLANNING SERVICES,						150.00	002517
8/01/20	00245	7/13/20 20111202	202006 320-57200-46650	BOUNDARY SURVEY 06/27/20	*	745.18	
SAM, LLC						745.18	002518
8/01/20	00228	6/30/20 00033838	202006 310-51300-48000	NOTICE OF AUDIT COMM MTNG	*	227.78	

CAPR CAPITAL REGION MPHILLIPS

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
8/23/20	00024	8/10/20 192128	202008 320-57200-46450		*	166.50	
		HEAD/NOZZLE REPAIR 8/5			*	506.84	
		8/10/20 192129	202008 320-57200-46450		*	144.48	
		MAINLINE REPAIR 8/4/2020			*	5,000.00	
		8/10/20 192130	202008 320-57200-46450		*	420.00	
		IRRIGATION REPAIR 8/3			*	545.15	
		8/17/20 192139	202008 320-57200-46490		*	1,094.00	
		REMOVE OAK & GRIND STUMP			*	4,000.00	
		8/18/20 192141	202008 320-57200-46225		*		
		ARTEMIS WAY MOWING 8/14			*		
		8/18/20 192143	202008 320-57200-46450		*		
		MAINLINE REPAIR-8/13-14			*		
		8/18/20 192144	202008 320-57200-46490		*		
		TRIM/REMOVE LIMBS 8/10-13			*		
		8/21/20 192152	202008 320-57200-46490		*		
		REMOVE FALLEN LIVE OAK					
ALL-PRO LAND CARE OF TALLAHASSEE						11,876.97	002525
8/23/20	00137	8/17/20 1157	202008 310-51300-31100		*	1,750.00	
		SERVICE THRU 8/2/2020					
DANTIN CONSULTING, LLC						1,750.00	002526
8/23/20	00008	8/10/20 116448	202007 310-51300-31500		*	1,532.60	
		MONTHLY MEETING 7/31/2020			*	2,625.30	
		8/11/20 116447	202007 310-51300-31500		*		
		GENERAL COUSNEL 7/31/2020					
HOPPING, GREEN & SAMS, P.A.						4,157.90	002527
8/23/20	00228	7/31/20 00034259	202007 310-51300-48000		*	210.78	
		AUDIT COMM./REG MTNG 7/2			*	410.10	
		7/31/20 00034259	202007 310-51300-48000		*		
		PH/REG MTNG 7/20-27/2020					
TALLAHASSEE MEDIA GROUP						620.88	002528
9/12/20	99999	9/12/20 VOID	202009 000-00000-00000		C	.00	
		VOID CHECK					
*****INVALID VENDOR NUMBER*****						.00	002529
9/12/20	00024	8/24/20 192157	202008 320-57200-46900		*	84.00	
		REPLACE DOGI-POT DISPENSER			*	124.17	
		8/24/20 192158	202008 320-57200-46450		*	370.21	
		RPLC MODULE-C10 U29 8/21			*	485.09	
		8/24/20 192159	202008 320-57200-46450		*		
		IRRG RPR-C24 U2 8/20			*		
		8/24/20 192160	202008 320-57200-46450		*		
		IRRG RPR-C28 U31 8/18-19					

CAPR CAPITAL REGION MPHILLIPS

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
8/24/20		192161	202008 320-57200-46450		*	282.20	
			VALVE RPLC-C4 U1 8/17		*	263.36	
8/24/20		192162	202008 320-57200-46450		*	42.00	
			RPLC MODULE-C7 U23 TH8/21		*	73,270.74	
8/24/20		192165	202008 320-57200-47000		*	1,332.52	
			EXTRA MOWING-VERDURA LAKE		*	4,133.70	
9/01/20		192155	202009 320-57200-46200		*	237.60	
			SEPT 2020 LANDSCAPE MAINT		*	315.00	
9/01/20		192155	202009 320-57200-46225		*	106.70	
			SEPT 2020 LANDSCAPE MAINT		*	223.83	
9/01/20		192155	202009 320-57200-46400		*	290.94	
			SEPT 2020 LANDSCAPE MAINT		*	1,016.80	
9/01/20		192155	202009 320-57200-46425		*	686.30	
			SEPT 2020 LANDSCAPE MAINT		*	500.00	
9/01/20		192168	202008 320-57200-46225		*		
			ARTEMIS WAY MOWING-8/25		*	83,765.16	002530
9/01/20		192169	202008 320-57200-46450		*		
			IRRIG RPR-C13 U10 8/28		*	1,647.60	
9/01/20		192170	202008 320-57200-46450		*		
			IRRIG RPR - C16 U14 8/27		*	1,647.60	002531
9/01/20		192171	202008 320-57200-46450		*	500.00	
			VALVE RPR-C4 U1 8/26		*	500.00	002532
9/01/20		192172	202008 320-57200-46450		*	8,416.58	
			MAINLN RPR-C9 U4,6,9 8/25		*	8,416.58	002533
9/01/20		192173	202008 320-57200-46485		*	17,936.00	
			TOT LOT DRAINAGE RPR 8/24		*	17,936.00	002534
9/01/20		192177	202009 320-57200-46490		*		
			U31/P3 TRIMMED TREES/CANO		*		
			ALL-PRO LAND CARE OF TALLAHASSEE		*		
9/12/20	00157	8/22/20 082120	202008 320-57200-46910		*		
			PREP&PRESSURE CLEAN 8/22		*		
			DAVE BORDEN		*		
9/12/20	00167	9/01/20 000461	202009 320-57200-34010		*		
			SEPT 2020 WEB MGMT		*		
			BULLDOG STRATEGY GROUP, LLC		*		
9/12/20	00029	8/28/20 AUG2020	202008 320-57200-43000		*		
			AUG 2020 SERVICES		*		
			CITY OF TALLAHASSEE - UTILITIES		*		
9/12/20	00114	9/01/20 11572	202009 300-15500-10000		*		
			FY2021 INS.		*		
			EGIS INSURANCE ADVISORS, LLC		*		
			CAPR CAPITAL REGION MPHILLIPS		*		

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
9/12/20	00004	8/18/20 70972918	202008 310-51300-42000		*	127.38	
		SERVICE THRU 8/18/2020					
			FEDEX				127.38 002535
9/12/20	00061	9/01/20 425	202009 310-51300-34000		*	4,051.67	
		SEPT 2020 MGMT FEES					
		9/01/20 425	202009 310-51300-35100		*	233.33	
		SEPT 2020 INFORMATION TEC					
		9/01/20 425	202009 310-51300-31300		*	608.33	
		SEPT 2020 DISSEMINATION					
		9/01/20 425	202009 310-51300-51000		*	15.18	
		SEPT 2020 OFFICE SUPPLIES					
		9/01/20 425	202009 310-51300-42000		*	8.50	
		SEPT 2020 POSTAGE					
		9/01/20 425	202009 310-51300-42500		*	207.15	
		SEPT 2020 COPIES					
		9/01/20 425	202009 310-51300-41000		*	55.99	
		SEPT 2020 PHONE					
		9/01/20 425	202009 310-51300-49100		*	6.90	
		SEPT 2020 DOMAIN					
		9/01/20 426	202009 320-57200-34000		*	10,500.00	
		SEPT 2020 FAC MGMT					
			GOVERNMENTAL MANAGEMENT SERVICES				15,687.05 002536
9/12/20	00269	8/19/20 10150746	202008 320-57200-46490		*	150.00	
		TREE EVAL.& LTR FOR TREE					
			NATURAL RESOURCE PLANNING SERVICES,				150.00 002537
9/25/20	00024	9/09/20 192235	202009 320-57200-46450		*	631.41	
		VALVE RPR C8 U25 9/1-2/20					
		9/09/20 192236	202009 320-57200-46225		*	315.00	
		ARTEMIS WAY MOWING 9/4/20					
		9/15/20 192239	202009 320-57200-46450		*	127.00	
		IRRG RPR C14 U26 9/9/20					
		9/15/20 192240	202009 320-57200-46450		*	89.25	
		IRRG RPR C2 U5 9/8/2020					
		9/15/20 192241	202009 320-57200-46450		*	206.46	
		IRRG RPR C23 U17 9/11/20					
		9/15/20 192242	202009 320-57200-46450		*	230.42	
		IRRG RPR C3 U1 9/11/2020					
		9/15/20 192243	202009 320-57200-46450		*	142.20	
		IRRG RPR C4 U1 9/8/2020					
		9/22/20 192246	202009 320-57200-46450		*	215.45	
		MAINLINE RPR C24 U2 9/17					
		9/22/20 192247	202009 320-57200-46450		*	256.77	
		ZONE LINE RPR C28 U31 9/18					

CAPR CAPITAL REGION MPHILLIPS

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
		10/01/20 192238	202009 300-15500-10000		*	87,099.66	
		OCT 2019 LANDSCAPE MAINT		ALL-PRO LAND CARE OF TALLAHASSEE			89,313.62 002538
9/25/20 00157		9/20/20 091920	202009 320-57200-46910		*	2,186.70	
		PRESSURE CLEAN SIDEWALK			*	1,042.50	
		9/20/20 091920	202009 320-57200-47000				
		PRESSURE CLEAN TRAILS		DAVE BORDEN			3,229.20 002539
9/25/20 00106		9/25/20 09252020	202009 300-20700-10800		*	162,901.63	
		TXFER ST JOE DIRECT ASSES		CAPITAL REGION CDD - SERIES 2018A1			162,901.63 002540
9/25/20 00137		9/21/20 1165	202008 310-51300-31100		*	1,912.50	
		SERVICE THRU 8/30/2020		DANTIN CONSULTING, LLC			1,912.50 002541
9/25/20 00061		9/15/20 427	202009 300-15500-10000		*	11,500.00	
		ASSESSMENT ROLL CERT FY21		GOVERNMENTAL MANAGEMENT SERVICES			11,500.00 002542
9/25/20 00022		9/16/20 20173	202009 310-51300-32300		*	600.00	
		S2011 FYE 8/31/2020			*	3,600.00	
		9/16/20 20173	202009 310-51300-32300				
		S2013 FYE 11/30/2019 6YRS		GRAU & ASSOCIATES			4,200.00 002543
9/25/20 00008		9/10/20 117142	202008 310-51300-31500		*	1,481.70	
		MONTHLY MEETING 8/31/2020			*	2,247.71	
		9/10/20 117143	202008 310-51300-31500				
		GENERAL COUSNEL 8/31/2020		HOPPING, GREEN & SAMS, P.A.			3,729.41 002544
9/25/20 00228		8/31/20 00034676	202008 310-51300-48000		*	133.56	
		NOTICE OF MTNG 8/20/2020		TALLAHASSEE MEDIA GROUP			133.56 002545
TOTAL FOR BANK B						537,025.47	
TOTAL FOR REGISTER						537,025.47	

CAPR CAPITAL REGION MPHILLIPS

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
8/01/20	00013	7/28/20 72820	202007 600-53800-60000	POND CLEANING/VENDURA LAK	*	4,900.00	
				DAVID ENGLISH TRACTOR SERVICE, LLC			4,900.00 000026
8/23/20	00003	8/18/20 192149	202008 600-53800-60000	DOGIPOT DISPENCER REPLACE	*	420.00	
				ALL-PRO LANDSCAPING OF TALLAHASSEE			420.00 000027
TOTAL FOR BANK C						5,320.00	
TOTAL FOR REGISTER						5,320.00	

CAPR CAPITAL REGION MPHILLIPS

FOURTH ORDER OF BUSINESS

George Riley
3724 Ivy Green Trail
Tallahassee, FL 32311

October 1, 2020

Capital Region CDD
3196 Merchants Row Blvd.
Suite 130
Tallahassee, FL 32311

Dear Supervisors:

I am writing this letter to express my interest to be considered for appointment to fill CDD Board Seat 5 for the remainder of the term of office that expires in November 2022.

I moved to Tallahassee in 2013 and I knew after seeing Southwood for the first time that I didn't want to live anywhere else. Since 2013, I have rented two homes in Southwood and currently own my own home on Ivy Green Trail.

In short, I care about Southwood and plan on living here for a long time. I have two daughters ages 9 and 6. We use the pool, playground, walk the sidewalks, go to the gym in Southwood, and even go to church in Southwood. There are weekends where I do not go beyond the Southwood Publix in my travels because most of what I do is within Southwood.

Besides caring deeply about Southwood, I have practical experience that I believe can be beneficial in being a CDD supervisor. I have created and followed budgets in the tens of millions of dollars. In 2018 as Executive Director of the Republican Party of Florida, I oversaw \$85 million worth of expenditures through the organization.

Moreover, I have significant experience in dealing with member-centric organizations. In many ways, the residents of the CDD are the members and I would view the job of CDD supervisor as working for the residents.

In conclusion, I ask that you select me for this position. I would consider it a great privilege to help ensure that Southwood continues to be a great place to live.

Sincerely,

George Riley
813-451-3857

George Riley

3724 Ivy Green Trail ■ Tallahassee, FL 32311 ■ 813-451-3857 ■ george@cleanenergyconservatives.com

Education

GETTYSBURG COLLEGE – Gettysburg, PA ■ B.A. degree, History, 2005

Experience

CONSERVATIVES FOR CLEAN ENERGY – FLORIDA – Tallahassee, FL

State Director, 2/20 – Present

- Oversees the advocacy efforts promoting an above all approach to energy solutions in the state of Florida.

REPUBLICAN PARTY OF FLORIDA – Tallahassee, FL

Executive Director, 1/16 – 3/19

- Oversaw \$85 million of expenditures that went through the Party for the 2018 election cycle for 5 statewide campaigns.
- Worked with the RNC victory program to onboard nearly 100 employees for the 2016 and 2018 programs.
- Served as the chief administrator of the state party and oversaw staff on a daily basis.
- No audit deficiencies during tenure as Executive Director.
- Worked with staff to create, pass by the Executive Board, and implement the organization's budget each year.

REPUBLICAN PARTY OF FLORIDA – Tallahassee, FL

Director of Party Affairs & Development, 3/15 to 1/16

- Served as the Party liaison to the 201 State Executive Committee members for Florida's 67 counties.
- Main point of contact at the RPOF for grassroots activists, club presidents, and other REC members.
- Organized RPOF quarterly meetings, Executive Board meetings, and Annual Meetings.

REPUBLICAN PARTY OF FLORIDA – Tallahassee, FL

Political Director, 1/14 to 3/15

- Managed 8 victory field offices during the successful election cycle of 2014

REPUBLICAN PARTY OF FLORIDA – Tallahassee, FL

Member Relations Director, 3/13 to 1/14

REPUBLICAN PARTY OF FLORIDA – Tampa Bay, FL

West-Central & South-West Florida Regional Field Director, 11/07/12 to 2/28/13

- Party liaison and grassroots coordinator for 14 counties from Citrus to Lee County

REPUBLICAN PARTY OF FLORIDA – Orlando, FL

Central-FL Regional Victory Director, 4/1/12 to 11/6/12

- Managed 8 field directors and 4 canvassing directors.
- Coordinated grassroots efforts and campaign events in Lake, Marion, Orange, Osceola, Polk, Osceola, Seminole and Sumter counties to achieve door-to-door and phone goals set by the RNC.

REPUBLICAN PARTY OF FLORIDA – Tampa Bay, FL

West-Central & South-West Florida Regional Field Director, 11/03/10 to 4/1/12

JEFF BRANDES FOR HD52 – St. Petersburg, FL

Absentee Chase Program Coordinator, 8/30 to 11/02/10

REPUBLICAN PARTY OF FLORIDA – Tampa Bay, FL

West Florida Regional Field Director, 11/08 – 11/09

REPUBLICAN PARTY OF FLORIDA – Tampa, FL

Tampa Victory Field Director, 9/08 – 11/08

Corbin deNagy

3250 Carrollton Drive · Tallahassee, FL 32311 · (904) 710-0083 · codenagy@hotmail.com

Experience

Finance Director

06/2018 – Present

Florida State University, College of Human Sciences

Serve as a member of the Dean's management team. Provide strategic financial planning and analysis for the College. Develop and implement policies and procedures for sound and effective management. Responsible for the overall management and monitoring of the financial position of the College. Develop long-term financial forecasts for the College's budgets. Responsible for the tuition waiver process including managing the tuition waiver allocation. Supervise the pre- and post-award process. Coordinate and manage the recruitment, hiring, training, and evaluations of UBA staff in the College.

Budget Analyst

12/2011 – 06/2018

Florida State University, Budget Office

Managed the campus budgeting application. Enhanced the application design and related reports as needed. Facilitated operating budget training of campus users. Assisted with the development of the University's operating budget submission. Monitored general ledger and budgetary activity to ensure the accuracy and integrity of the data. Researched special general ledger and budgetary issues. Supported campus users with budgetary issues. Produced training materials and job aids. Conducted general training sessions.

Senior Management Analyst I

05/2011 – 12/2011

Florida Department of Education, Bureau of Budget Management

Monitored all financial activities for the Commissioner of Education's Office and the Career and Adult Education Office. Monitored and reconciled monthly department rate and dollar projections. Provided weekly reports on the Department of Education's vacant positions.

Financial Specialist

07/2009 – 05/2011

Florida State University, College of Social Work

Promoted to Financial Specialist in July 2009. Supervised four employees. Managed all financial and human resource functions. Responsible for post-award grant administration including reporting and compliance.

Accounting Associate

07/2008 – 07/2009

Florida State University, College of Social Work

Processed travel authorizations and expense reports while maintaining the allotted faculty travel budgets. Reconciled and reported on the College's accounts. Audited time and leave and ensured correct payroll processing for all faculty.

Education

Master of Public Administration

2012

Askew School of Public Administration and Policy at Florida State University

Bachelor of Science in Finance

2008

Florida State University

Volunteer

SouthWood Covenants Committee

2017 – Present

Citizen Review Team (CRT) for the Community Human Services Partnership (CHSP)

2015 – Present

The Sharing Tree Board of Directors

2015 – 2016

FIFTH ORDER OF BUSINESS



August 28, 2020

Via Electronic Mail

Development Review Committee
Attn: Mary Jean Yarbrough
435 North Macomb Street
Tallahassee, Florida 32301
Mary.Yarbrough@talgov.com

**Re: Southwood Planned Unit Development Amendment
LDR-17 (TRZ200012) (the “Application”)**

Dear Ms. Yarbrough:

It has come to our attention that on September 14, 2020, the City’s Development Review Committee will discuss the above-referenced Application submitted by Francis C. Chaney, LLC (“Applicant”) to amend the Southwood Development of Regional Impact (“DRI”) and Planned Unit Development (“PUD”). If approved, the Application would convert 0.47+/- acres of the Southwood Golf Course (“Golf Course”) from parks and recreation to low density residential for use as a single-family home site. On behalf of the Capital Region Community Development District (the “District”) Board of Supervisors and concerned residents within the District, I am writing to respectfully request that you recommend denial of this Application.

As you may know, the District is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, by the Governor and Cabinet sitting as the Florida Land and Water Adjudicatory Commission. The District’s purpose is to provide, operate and maintain infrastructure improvements, facilities, and services for the lands within the District boundaries, which generally encompass the Southwood development. To date, the District has financed and constructed much of the public infrastructure within Southwood, including roadways, parks and greenspaces, and the stormwater management system. As land within Southwood continues to develop, the District anticipates it will be requested to accept new greenspace and stormwater improvements for ownership and maintenance and/or increased capacity on its existing infrastructure.

While the District’s Board of Supervisors (“Board”) recognizes that it does not have any review or approval authority with respect to this Application, it does have an interest in changes to land use within the District. Those changes have the potential to impact the District’s operations and infrastructure, including in this instance stormwater treatment facility FL040, which the District maintains.¹ Further, as the Board of Supervisors is made up entirely of Southwood residents, the Board is in a unique position to hear and understand the concerns of its neighbors – concerns that it wants to make sure are appropriately conveyed.

¹ The District understands that the Applicant has waived concurrency review. Accordingly, the District reserves the right to raise its objections related to stormwater capacity – if any – at the appropriate time.

At its August 13, 2020 meeting, the Board unanimously voted to oppose this Application, as it sets a dangerous precedent in allowing further land use changes to the Golf Course property in the future. This vote reflects the Board's concerns regarding impacts to the District's infrastructure, as well as concerns raised by residents to individual Supervisors. Therefore, the Board formally requests that the DRC recommend denial of this Application.

Further – and as recognized in the Application – a portion of the property that is proposed for conversion to residential use is fox squirrel and kestrel habitat. The DRI requires 45 acres of this habitat within the Golf Course area to be protected through a recorded conservation easement. To date, no such conservation easement has been recorded. While at least 46.36 acres of this habitat exist within the Golf Course area, if the DRC is inclined to recommend approval of this Application, the District requests that any such approval be conditioned on the recording of a conservation easement over the required 45 acres to ensure that those acres are identified prior to the proposed conversion.

Thank you for your consideration of this request. On behalf of the Southwood community, we appreciate your service to our great City.

Sincerely,

A handwritten signature in blue ink that reads "L. Kyle Rojas". The signature is fluid and cursive, with the first name "L." and last name "Rojas" clearly legible.

L. Kyle Rojas
Vice Chairman, Board of Supervisors of the Capital
Region Community Development District

cc: City Commissioners, City of Tallahassee
County Commissioners, Leon County
Board of Supervisors, Capital Region Community Development District
Jim Oliver, District Manager, Governmental Management Services, LLC
Sarah Sandy, District Counsel, Hopping Green & Sams, P.A.
John Curtis, The St. Joe Company
Russell Snyder, Land Use Administrator, Tallahassee-Leon County Planning Dept.



September 10, 2020
38830.001

Via Electronic Mail

Mr. L. Kyle Rojas
Vice Chairman, Board of Supervisors of the Capital Region Community Development District

**Re: Southwood Planned Unit Development Amendment
LDR-17 (Application TRZ200012)**

Dear Mr. Rojas:

We were forwarded your letter to Mary Jean Yarbrough dated August 28, 2020 concerning the above-referenced Amendment Application. As you know, the Application seeks to rezone 0.47 acre of the out-of-bounds area of the Southwood golf course to allow for one single-family custom home to be built. We are also aware of the post on the Southwood Watch Facebook page and the associated petition imploring residents to oppose the Application.

We understand that the Facebook post was alarming to Southwood residents, as it states that "Developers" are trying to build "houses" and speaks of "20 prospective homesites" having already been "identified". It goes on to say that approval of the amendment will "set a dangerous and enduring precedent", and "the current owners of the golf club want to make some money". As a result, it is likely and understandable that you and the other Board members have received negative feedback from the neighborhood.

On behalf of our client, Dr. Chip Chaney, we offer the following in response to the Facebook post and your letter:

The applicant is not a developer or "developers". He is a Tallahassee resident who is one of the owners of the Golf Club. He is paying for all costs and fees for the Amendment Application and plans to purchase the lot from the Golf Club ownership if the amendment is successful.

Halff Associates has not identified, nor been asked to identify, any lots other than the single one that is the subject of the Application. The location of the proposed lot is uniquely situated in that it lies on a street corner with all required utilities proximate and electric easements in place.

Sidewalks exist along both street frontages, which are relatively short in comparison to the total golf course frontage that exists along the two streets. If the Application is approved, the resulting lot would encompass 134 feet of the 516 feet of golf course frontage on Mossy Creek Lane, and 189 feet of the 526-foot frontage on Dunbar Lane. Thus, golf course views from the street will not be substantially affected by the construction of the one home requested.

In the past, when the original developer St. Joe owned the Golf Club, they simply recorded plats that took area away from the golf course to create new residential lots. The plat of Unit 19 used designated and platted golf course property to create four residential lots and the plat of Unit 21 did the same to create five residential lots. No PUD or DRI amendment was submitted or apparently required by the City for these land use changes.

Dr. Chaney, through Halff Associates, is following legal procedure for this Amendment request - allowing for public input. It appears that most residents who have commented are concerned that approval of the amendment will set a precedent for the future. The current precedent of simply making changes without notice, transparency or proper documentation seems much more worrisome.

It is true that sale of the lot will benefit the Golf Club. It will provide needed funds to help it stay viable. The Golf Club is a central aesthetic element of the Southwood community, as well as being a business that must sustain itself and its employees. Its existence benefits all Southwood residents, regardless of whether they are members.

Many residents may not realize that when they walk or bike the nearly mile-long nature trail that runs from Grove Park Drive to Biltmore, or when they skate the wide, smooth asphalt path that showcases The Bluffs on Esplanade, that they are on golf course property.

They may not know that stormwater facilities on golf course property drain many developed acres of Southwood that lie outside the golf course boundary, yet all but one of these are the golf course's responsibility to maintain.

They may not be aware that the Golf Club pays nearly thirty-five thousand dollars per year into the CRCDD budget for maintenance of the common elements that all residents enjoy, while also being responsible to maintain their own property.

The Golf Club depends entirely on its membership to stay afloat. Since the club property was purchased from St. Joe in 2018, its ownership has steadfastly worked to gain the support of the neighborhood. It has instituted social memberships and improved and enhanced the clubhouse restaurant. It has offered space for local musicians and provided kid's nights, special holiday events, and more. The ability to create a new residential lot for a custom home on Mossy Creek Lane is a creative source of alternative funding for the Golf Club. It could help the club meet its obligations in a year that may see even stalwart members forced to forgo the expense of a membership.

You have correctly stated that stormwater runoff from the proposed lot will drain to FL040, the one facility on golf course property that the CRCDD maintains. Concurrency review will not be required for stormwater due to the lot size being well under the two-acre review threshold.

However, in response to City Growth Management's request for information regarding existing stormwater capacity, we have compared the existing impervious area on golf course property to the impervious area entitlement shown in Southwood's Stormwater Master Facilities Plan (SFMP). This calculation was submitted to the City on July 10, 2020. It shows that an additional residential lot at 35% impervious added to the existing impervious area on the golf course would still be just under 6% of the total contributing area, well below the 8% assumed in the SFMP. Calculations showing that the additional impervious area will not cause adverse effects to the storm sewer system leading to FL040 will be required by the City prior to Preliminary Plat approval.

We understand that the CRCDD Board is asking the DRC to recommend denial of the Application while also requesting that a Condition be placed on its approval. The Condition relates to the DRI



requirement for dedication of a forty-five-acre conservation easement over Upland Habitat located in the out-of-bounds area of the golf course.

The habitat conservation area, to be set aside for fox squirrel and kestrel, was St. Joe's responsibility to dedicate and record when they submitted the Final Plat of the golf course for approval in 2002. The City did not enforce the DRI requirement, and so it was not done. Dr. Chaney was unaware of this requirement until St. Joe's attorney brought it to his attention in a July 20, 2020 email.

Dr. Chaney is willing to comply with the Condition requested by the Board, in that he is willing to have the easement placed over forty-five acres of golf course property. He is not willing to bear any cost involved in the easement's creation or recording and has advised the City and County of same.

It should be noted that corrected PUD and DRI documentation submitted indicates that the Golf Club currently provides seventy acres of Open Space, which constitutes over twenty-five percent of the property ownership. The half-acre in question is not a part of that Open Space (OS) zoning. Rather it is zoned for Parks and Recreation (PR).

The golf course currently provides over 67% of the PR zoned area within the Southwood PUD. Approval of the amendment will reduce PR zoned area on the golf course property by only 0.24%. It will reduce overall PR zoning in the community as a whole by only 0.16%. The Southwood PUD encompasses 3,322 acres. If the Amendment is approved, the combination of Open Space (OS) and Parks and Recreation (PR) will change from 1367 acres to 1366.5 acres, from 41.15% to 41.13% of the Southwood PUD.

If there are questions related to the foregoing information, or if we can provide additional documentation, please don't hesitate to call.

Sincerely,

HALFF ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read "Carolyn S. Bibler".

Carolyn S. Bibler, E.I.
Senior Project Engineer

A handwritten signature in blue ink, appearing to read "David W. Hutcheson".

David W. Hutcheson, P.E., P.S.M.
Engineer of Record

Attachments:

PUD Concept Plan
Golf Course land Use Map

Cc: DRC members c/o Mary Jean Yarbrough; City Commissioners, City of Tallahassee;
County Commissioners, Leon County; Jim Oliver, District Manager, Governmental Services, LLC;
Sarah Sandy, District Council, Hopping Green & Sams, P.A.; John Curtis, The St. Joe Company;
Russell Snyder, Land Use Administrator, Tallahassee-Leon County Planning Department

SOUTHWOOD GOLF COURSE LAND USE MAP



EIGHTH ORDER OF BUSINESS

WORK AUTHORIZATION NO. 1H
GENERAL PROFESSIONAL ENGINEERING, DEVELOPMENT, AND
CONSTRUCTION CONSULTING SERVICES

Scope of Work

Dantin Consulting, LLC, shall provide general engineering, development, and construction consulting services as directed by the District's Board, including representing District interests with respect to the construction of future public improvements within SouthWood by SouthWood's primary developer, The St. Joe Company, or others. The Consultant is responsible for coordinating, as needed, all activities with the District Board's chair or vice-chair, District Manager, District Counsel, and City or County staff.

The Consultant shall attend all meetings of the District's Board and shall monitor and report to the Board regarding on-going development and construction activities within and around the District. The Consultant will also be expected to make recommendations to the Board regarding the effect of such development and construction activities on the District. Monitored development activities would include development, permitting, zoning, platting, and construction approvals by the City of Tallahassee and Leon County that affect or relate to public infrastructure within the District. The Consultant is also expected to investigate any issues related to existing public infrastructure as Directed by the Board. For example, issues related to current roadway design and traffic concerns. With respect any of the above described issues, the Consultant would be expected to represent the interests of the District with respect to those matters, including with respect to future District maintenance responsibilities, or as otherwise directed by the District's Board of Supervisors.

The outlined services shall be performed on a time and material basis at the currently approved rate and expense schedule. **Total fees under this work authorization shall not exceed \$30,000 for without further authorization.**

This work authorization shall be for the period commencing on October 1, 2020 and shall terminate on September 30, 2021.

Approval

Submitted by: _____ Date: _____
Dantin Consulting, LLC

Approved by: _____ Date: _____
Capital Region Community Development District

NINTH ORDER OF BUSINESS



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 13, 2020

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

The Objective and Scope of the Audit of the Financial Statements

You have requested that we audit the financial statements of Capital Region Community Development District (the "District"), which comprise governmental activities and each major fund for the General Fund as of and for the year ended September 30, 2020, 2021, 2022, 2023, and 2024 which collectively comprise the basic financial statements. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter for the year ending September 30, 2020, with four (4) annual renewals for the years ending September 30, 2021, 2022, 2023, and 2024 if mutually agreed upon by both parties.

Our audit will be conducted with the objective of our expressing an opinion on the financial statements.

The Responsibilities of the Auditor

We will conduct the audit in accordance with auditing standards generally accepted in the United States of America and "Government Auditing Standards" issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Fort Pierce / Stuart

Member AICPA

Member AICPA Division for CPA Firms
Private Companies practice Section

Member FICPA



Capital Region Community Development District
July 13, 2020
Page 2

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with generally accepted auditing standards. Also, an audit is not designed to detect errors or fraud that are immaterial to the financial statements.

In making our risk assessments, we consider internal control relevant to Capital Region Community Development District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

We will also communicate to the Board any fraud involving senior management and fraud that causes a material misstatement of the financial statements that becomes known to us during the audit, and any instances of noncompliance with laws and regulations that we become aware of during the audit.

The funds that you have told us are maintained by Capital Region Community Development District and that are to be included as part of our audit are listed below:

1. General Fund
2. Debt Service Fund
3. Capital Reserve Fund



Capital Region Community Development District
July 13, 2020
Page 3

The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework

Our audit will be conducted on the basis that management acknowledges and understands that it has responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. To evaluate subsequent events through the date the financial statements are issued or available to be issued, and to disclose the date through which subsequent events were evaluated in the financial statements. Management also agrees that it will not evaluate subsequent events earlier than the date of the management representation letter referred to below;
3. For the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; and
4. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters;
 - b. Additional information that we may request from management for the purpose of the audit; and
 - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit including among other items:

1. That management has fulfilled its responsibilities as set out in the terms of this letter; and;
2. That it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.



Capital Region Community Development District
July 13, 2020
Page 4

Management is responsible for identifying and ensuring that Capital Region Community Development District complies with the laws and regulations applicable to its activities, and for informing us about all known material violations of such laws or regulations. In addition, management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the entity involving management, employees who have significant roles in internal control, and others where the fraud could have a material effect on the financial statements. Management is also responsible for informing us of its knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, analysts, regulators, or others. Management is also responsible for providing planned corrective actions on auditors' recommendations included in the audit report, if any.

The Board is responsible for informing us of its views about the risks of fraud within the entity, and its knowledge of any fraud or suspected fraud affecting the entity.

Records and Assistance

If circumstances arise relating to the condition of the Capital Region Community Development District's records, the availability of appropriate audit evidence, or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment, prevent us from completing the audit or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including declining to express an opinion, issuing a report, or withdrawing from the engagement.

During the course of our engagement, we may accumulate records containing data that should be reflected in the Capital Region Community Development District books and records. The District will determine that all such data, if necessary, will be so reflected.

The assistance to be supplied, including the preparation of schedules and analyses of accounts, has been discussed and coordinated with James Oliver. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report. The audit should be completed and filed with the Auditor General within nine (9) months after the end of the fiscal year. If the information is timely provided, the District shall receive a draft by May 15, 2021, and if the draft is timely reviewed by management, the District shall receive the final audit by June 15, 2021.

Other Relevant Information

In accordance with Government Auditing Standards, a copy of our most recent peer review report has been provided to you, for your information.



Capital Region Community Development District
July 13, 2020
Page 5

Either party may unilaterally terminate this agreement, with or without cause, upon thirty (30) days written notice subject to the condition that the District will pay all invoices for services rendered prior to the date of termination.

Fees, Costs and Access to Workpapers

Our fees for the services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement, plus direct expenses. Invoices for fees will be submitted in sufficient detail to demonstrate compliance with the terms of this engagement. Billings are due upon submission. Our fee for the services described in this letter for the year ending September 30, 2020 will not exceed \$3,710, unless the scope of the engagement is changed, the assistance which Capital Region Community Development District has agreed to furnish is not provided, or unexpected conditions are encountered, in which case we will discuss the situation with you before proceeding. All other provisions of this letter will survive any fee adjustment. If mutually agreed upon by both parties, the fee for the year ended September 30, 2021 will not exceed \$3,710, for the year ending September 30, 2022 will not exceed \$3,850, and for the years ending September 30, 2023 and 2024 will not exceed \$3,925.

In the event we are requested or authorized by Capital Region Community Development District or are required by government regulation, subpoena, or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for Capital Region Community Development District, Capital Region Community Development District will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The audit documentation for this engagement is the property of Berger, Toombs, Elam, Gaines, & Frank and constitutes confidential information, except as provided in the public records addendum attached hereto. However, you acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs, and the U.S. Government Accountability Office shall have access to the audit documentation upon their request and that we shall maintain the audit documentation for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency. Additionally, see attached addendum regarding public records.

Access to requested documentation will be provided under the supervision of Berger, Toombs, Elam, Gaines, & Frank audit personnel and at a location designated by our Firm.



Capital Region Community Development District
July 13, 2020
Page 6

Information Security – Miscellaneous Terms

Berger, Toombs, Elam, Gaines & Frank is committed to the safe and confidential treatment of Capital Region Community Development District's proprietary information. Berger, Toombs, Elam, Gaines & Frank is required to maintain the confidential treatment of client information in accordance with relevant industry professional standards which govern the provision of services described herein. Capital Region Community Development District agrees that it will not provide Berger, Toombs, Elam, Gaines & Frank with any unencrypted electronic confidential or proprietary information, and the parties agree to utilize commercially reasonable measures to maintain the confidentiality of Capital Region Community Development District's information, including the use of collaborate sites to ensure the safe transfer of data between the parties.

If any term or provision of this arrangement letter is determined to be invalid or unenforceable, such term or provision will be deemed stricken and all other terms and provisions will remain in full force and effect.

Reporting

We will issue a written report upon completion of our audit of Capital Region Community Development District's financial statements. Our report will be addressed to the Board of Capital Region Community Development District. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In addition to our report on Capital Region Community Development District's financial statements, we will also issue the following types of reports:

- Reports on internal control and compliance with laws, regulations, and the provisions of contracts or grant agreements. We will report on any internal control findings and/or noncompliance which could have a material effect on the financial statements;
- Management letter required by the Auditor General, State of Florida; and
- Attestation reports required by the Auditor General, State of Florida.

This letter and any addendums hereto constitute the complete and exclusive statement of agreement between Berger, Toombs, Elam, Gaines, & Frank and Capital Region Community Development District, superseding all proposals, oral or written, and all other communications, with respect to the terms of the engagement between the parties.



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

Capital Region Community Development District
July 13, 2020
Page 7

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

Sincerely,

*Berger Toombs Elam
Gaines & Frank*

BERGER, TOOMBS, ELAM, GAINES & FRANK
J. W. Gaines, CPA

Confirmed on behalf of the addressee:



Judson B. Baggett
MBA, CPA, CVA, Partner
Marci Reutimann
CPA, Partner

6815 Dairy Road
Zephyrhills, FL 33542
(813) 788-2155
(813) 782-8606

Report on the Firm's System of Quality Control

To the Partners

October 30, 2019

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

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 Electronically by Baggett, Reutimann & Associates, CPAs, PA. E-mail: jbaggett@brap.com

**ADDENDUM TO ENGAGEMENT LETTER BETWEEN BERGER, TOOMBS,
ELAM, GAINES AND FRANK AND CAPITAL REGION COMMUNITY
DEVELOPMENT DISTRICT
(DATED JULY 13, 2020)**

Public Records. Auditor shall, pursuant to and in accordance with Section 119.0701, Florida Statutes, comply with the public records laws of the State of Florida, and specifically shall:

- a. Keep and maintain public records required by the District to perform the services or work set forth in this Agreement; and
- b. Upon the request of the District's custodian of public records, provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law; and
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Agreement if the Auditor does not transfer the records to the District; and
- d. Upon completion of the Agreement, transfer, at no cost to the District, all public records in possession of the Auditor or keep and maintain public records required by the District to perform the service or work provided for in this Agreement. If the Auditor transfers all public records to the District upon completion of the Agreement, the Auditor shall destroy any duplicate public records that are exempt or confidential and exempt from public disclosure requirements. If the Auditor keeps and maintains public records upon completion of the Agreement, the Auditor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the District, upon request from the District's custodian of public records, in a format that is compatible with the information technology systems of the District.

Auditor acknowledges that any requests to inspect or copy public records relating to this Agreement must be made directly to the District pursuant to Section 119.0701(3), Florida Statutes. If notified by the District of a public records request for records not in the possession of the District but in possession of the Auditor, the Auditor shall provide such records to the District or allow the records to be inspected or copied within a reasonable time. Auditor acknowledges that should Auditor fail to provide the public records to the District within a reasonable time, Auditor may be subject to penalties pursuant to Section 119.10, Florida Statutes.

IF THE AUDITOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AUDITOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT/CONTRACT, THE AUDITOR MAY CONTACT THE CUSTODIAN OF PUBLIC RECORDS FOR THE DISTRICT AT:

**GMS-NF, LLC
475 WEST TOWN PLACE, SUITE 114
ST. AUGUSTINE, FL 32092
TELEPHONE: 904-940-5850
EMAIL: JOLIVER@GMSNF.COM**

Auditor: J.W. Gaines

District: Capital Region CDD

By: _____

By: _____

Title: Director

Title: _____

Date: July 13, 2020

Date: _____

THIRTEENTH ORDER OF BUSINESS

C.

1.

Monday 8/31/20	Tuesday 9/1/20	Wednesday 9/2/20	Thursday 9/3/20	Friday 9/4/20
Weather of the Week				
Hi 90°F Lo 76°F	Hi 95°F Lo 76°F	Hi 93°F Lo 77°F	Hi 93°F Lo 77°F	Hi 92°F Lo 77°F
Rain 0.32"	Rain 0.00"	Rain 0.00"	Rain 0.00"	Rain 0.14"
Full Maintenance				
LABOR DAY	Blair Stone Rd (Units 5,17) CRCDD:Additional Contracted Work Esplanade Way (Unit 5) LSF-7 NON-UNIT:Goldenrod & FL162 Schoolhouse Rd (Units 3,4) UNIT 1:Barringer Hill Nature Trail UNIT 1:Iberville 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 16:Faulkner RoW UNIT 16:FL230 UNIT 16:Poe Park UNIT 16:Salinger & Sidewalk, Poe, Faulkner & Park UNIT 16:Salinger Way UNIT 19:Twain Park UNIT 2:Endicott Park UNIT 30:Woodland Fields Park UNIT 36:Bluff Oak Way UNIT 4:Terrebone Dr.	Bermuda Plot (CP) Central Park Mossy Creek Lane (Units 4,6,9) TR209A UNIT 14:Green Space UNIT 23:Parks, Ponds & Green Spaces UNIT 35:Merchants Row Entry Feature UNIT 35:Merchants Row West UNIT 4:Grove Park Dr UNIT 5:Four Oaks (Shumard to Tram) 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) UNIT 1:Mulberry Park Blvd UNIT 2:Butterfly Parks UNIT 2:Newberry Parks UNIT 21 & Arch Site:Arch Site Exterior UNIT 31:Jasmine Hill UNIT 31:Parks, Green Space, Rows, Lift Station Unit 32:Alley Way Unit 32:Green Space Unit 32:Lantana Lane Unit 32:Overcup Way Unit 32:Park (off Mossy & Coneflower) UNIT 4:Grove Park Dr	Biltmore Ave (Units 16,2,25) Central Park:Park Crossing Trail Park FL080 NON-UNIT:Schoolhouse Rd. & Biltmore Ext. Shumard Oaks Blvd West (Unit 35) UNIT 14:Avon Park UNIT 16:Faulkner Park UNIT 2:Carrollton Park UNIT 29:Coneflower Park UNIT 31:Magnolia Park (Rows, Parks & Pond) Unit 32:Lantana Lane UNIT 4:Grove Park Dr WD090S (Pond)
Standard Maintenance				
	LSF-7:FL263 NON-UNIT:Merchants Row / Four Oaks Field UNIT 1:WD240 UNIT 16:Salinger Drainage Easement (LF) UNIT 26:Mossy Creek Nature Trail Ext.	TR209 UNIT 5:Four Oaks (Shumard to Tram)	Central Park Central Park:Butterfly Garden UNIT 31:FL070 UNIT 31:FL170 & Buffer	Central Park NON-UNIT:SB161
Debris Cleanup				
Storm Clean Up	Storm Clean Up	Storm Clean Up		
Detail service				
				Central Park:Butterfly Garden
IPM				
Post-Emergent: Product Used - Speedzone Southern				
				UNIT 14:Avon Park UNIT 14:Green Space Unit 32:Orange Ave
Pre-Emergent: Product used - Dimension 2EW				
	Orange Ave UNIT 30:Woodland Fields Park			UNIT 14:Avon Park UNIT 14:Green Space
Non-Selective: Product used - Roundup QuikPro				
	Orange Ave UNIT 14:Buffers UNIT 30	Grove Park Dr & Unit 14 GS UNIT 10:Green Spaces (2) UNIT 4:Grove Park Dr UNIT 8:WD140		UNIT 14:Avon Park UNIT 14:Green Space Unit 32:Orange Ave UNIT 4:Grove Park Dr
Irrigation				
Irrigation Inspection				
		Controller 6, Central Park		
Irrigation Troubleshooting (In Contract)				
Controller	Unit Number	Date	Description	
6	CP	8/26	Wet Test, Valve Stuck	
16	14	8/27	Wet Test	
13	10	8/28	Wet Test	
Irrigation Repairs				
Controller	Unit Number	Date	Description	Invoice Number
9	4,6,9	8/25, 8/28	Pipe Repair	192172
4	1	8/26	Replace Valve	192171
16	14	8/27	Irrigation Repair	192170
13	10	8/28	Pipe Repair	192169
Additional Contracted Work				
Unit	Date	Description	Invoice Number	
Unit 31, Phase 3	n/a	3578 Biltmore - Trimmed Trees & Raised Canopy	192177	
Tot Lot	8/24	Drainage Repair	192173	
Artemis Way	8/25	Artemis Way Mowing	192168	
Storm Clean-up/ Debris				
Storm Clean-up/ Debris	8/24 - 8/26			
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 9/7/20	Tuesday 9/8/20	Wednesday 9/9/20	Thursday 9/10/20	Friday 9/11/20
Weather of the Week				
Hi 92°F Lo 73°F	Hi 92°F Lo 75°F	Hi 90°F Lo 75°F	Hi 92°F Lo 76°F	Hi 89°F Lo 76°F
Rain 0.00"	Rain 0.01"	Rain 0.00"	Rain 0.51"	Rain 0.03"
Full Maintenance				
LABOR DAY	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 17:Shady View Pond (WD260) UNIT 17:Verdura Lake Green Space UNIT 18:Cummings Park UNIT 2:Carollton Park UNIT 23:Riverton Park (Four Oaks to Summertree) UNIT 26:Strolling Way Parks UNIT 29:Orange Ave (Mossy Creek to Four Oaks) UNIT 31:Parks Ponds and Rows UNIT 36:Bluff Oak Way UNIT 37:Esplanade Nature Trail UNIT 37:Green Space UNIT 5:Drayton Drive UNIT 7:Riverton (Grove Park to Four Oaks)	Mossy Creek Lane (Units 4,6,9) UNIT 1:Iberville Park UNIT 1:Mulberry Park Blvd UNIT 14:Green Space UNIT 17:Shady View Pond (WD260) UNIT 23:Parks, Ponds & Green Spaces UNIT 23:Riverton Park (Four Oaks to Summertree) UNIT 27:New Village UNIT 35:Merchants Row Entry Feature UNIT 4:Grove Park Dr UNIT 5:Four Oaks (Shumard to Tram) UNIT 5:Merchants Row UNIT 7:Grove Park Dr UNIT 8:WD140	Blair Stone Rd (Units 5,17) Central Park:FL131 Esplanade Way (Unit 5) LSF-7:Biltmore ROW NON-UNIT:Goldenrod & FL162 UNIT 1:Barringer Hill Nature Trail UNIT 10:Green Spaces (2) UNIT 10:New Dawn Park UNIT 10:Overlook Park UNIT 10:Trails UNIT 10:WD141 UNIT 10:WD160 UNIT 19:Twain Park UNIT 2:Endicott Park UNIT 29:Coneflower Park UNIT 30:Woodland Fields Park UNIT 4:Grove Park Dr	
Standard Maintenance				
	Central Park UNIT 17:WD253 UNIT 17:WD284 UNIT 18:WD281	Central Park NON-UNIT:Esp/Blair/Overlook Field NON-UNIT:SB111B NON-UNIT:SB131 UNIT 20:WD162 on Esplanade North UNIT 27:TR221A UNIT 3:SB111A UNIT 5:Four Oaks (Shumard to Tram)	Central Park NON-UNIT:Merchants Row / Four Oaks Field UNIT 1:WD240 UNIT 26:Mossy Creek Nature Trail Ext. UNIT 5:Natural Area by Urban Park UNIT 5:SE Field on CC / TR216 UNIT 5:TR216	
Debris Cleanup				
		Storm Clean Up		Storm Clean Up
Pruning				
				Four Oaks Blvd (Units 1,17,29) UNIT 29:Coneflower Park UNIT 29:Orange Ave (Mossy Creek to Four Oaks) UNIT 36:Bluff Oak Way
Detail service				
				Central Park:Butterfly Garden
IPM				
Post-Emergent: Product Used - Speedzone Southern				
	Biltmore Ave (Units 16,2,25) UNIT 23:Parks, Ponds & Green Spaces	Four Oaks Blvd (Units 1,17,29) LSF-7 UNIT 31:Magnolia Park (Rows, Parks & Pond)		Esplanade Way (Unit 5) UNIT 35:Merchants Row Entry Feature
Non-Selective: Product used - Roundup QuikPro				
	Biltmore Ave (Units 16,2,25) Central Park:Tot Lot UNIT 23:Parks, Ponds & Green Spaces	Biltmore Ave (Units 16,2,25) Four Oaks Blvd (Units 1,17,29) LSF-7 UNIT 31:Magnolia Park (Rows, Parks & Pond)		Esplanade Way (Unit 5) UNIT 35:Merchants Row Entry Feature
Insecticide: Triple Crown				
		UNIT 1:Iberville Park UNIT 10:Overlook Park UNIT 18:Cummings Park		
Irrigation				
Irrigation Inspection				
	Controller 2, Unit 5 Controller 4, Unit 1 & TC1 Pond	Controller 14, Unit 26 Controller 3, Unit 1		Controller 23, Unit 17 Controller 3, Unit 1
Irrigation Troubleshooting (In Contract)				
Controller	Unit Number	Date	Description	
2	5	9/8	Wet Test	
4	1	9/8	Wet Test	
28	31	9/9	Valve Cleaning	
14	26	9/9	Wet Test	
3	1	9/9, 9/11	Wet Test	
23	17	9/11	Wet Test	
Irrigation Repairs				
Controller	Unit Number	Date	Description	Invoice Number
14	26	9/9	Irrigation Repair	192239
2	5	9/8	Irrigation Repair	192240
23	17	9/11	Irrigation Repair	192241
3	1	9/11	Irrigation Repair	192242
4	1	9/8	Irrigation Repair	192243
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 9/14/20	Tuesday 9/15/20	Wednesday 9/16/20	Thursday 9/17/20	Friday 9/18/20
-------------------	--------------------	----------------------	---------------------	-------------------

Weather of the Week

Hi 83°F Lo 76°F	Hi 78°F Lo 74°F	Hi 79°F Lo 76°F	Hi 81°F Lo 73°F	Hi 89°F Lo 71°F
0.36" Rain	1.19" Rain	3.89" Rain	0.01" Rain	0.00" Rain

Full Maintenance

Central Park Four Oaks Blvd (Units 1,17,29) Orange Ave UNIT 1:Barringer Hill Nature Trail UNIT 10:Trails UNIT 10:WD141 UNIT 10:WD160 UNIT 14:Avon Park UNIT 2:Carrollton Park UNIT 29:Orange Ave (Mossy Creek to Four Oaks) Unit 32:Orange Ave UNIT 36:Bluff Oak Way	RAIN	RAIN		Bermuda Plot (CP) Central Park NON-UNIT:Artemis Way Shumard Oaks Blvd West (Unit 35) UNIT 35:Merchants Row West
---	------	------	--	---

Standard Maintenance

Central Park Central Park:Park Crossing Trail Park UNIT 16:Salinger Drainage Easement (LF) UNIT 17:WD284 Pond on Four Oaks				
---	--	--	--	--

Debris Cleanup

	Storm Clean Up	Storm Clean Up	Central Park Storm Clean Up	
--	----------------	----------------	--------------------------------	--

Hand Weeding

			UNIT 35:Merchants Row Entry Feature	
--	--	--	-------------------------------------	--

Mulch

			Schoolhouse Rd (Units 3,4) UNIT 4:Terrebone Dr.	
--	--	--	--	--

Detail service

			N/C Check Quickbooks for notes::Trees - Remove sucker grow	Central Park:Butterfly Garden UNIT 1:Mulberry Park Blvd UNIT 7:Merchants Row
--	--	--	--	--

IPM

Post-Emergent: Product Used - Speedzone Southern

				Esplanade Way (Unit 5)
--	--	--	--	------------------------

Non-Selective: Product used - Roundup QuikPro

				Esplanade Way (Unit 5)
--	--	--	--	------------------------

Irrigation

Irrigation Inspection

			Controller 12, Unit 21	Controller 28, Unit 31
--	--	--	------------------------	------------------------

Irrigation Troubleshooting (In Contract)

Controller	Unit Number	Date	Description
12	21	9/17	Wet Test
28	31	9/18	Wet Test

Irrigation Repairs

Controller	Unit Number	Date	Description	Invoice Number
24	2	9/17	Mainline Repair	192246
28	31	9/18	Zoneline Repair	192247

Storm Clean-up/ Debris

Storm Clean-up/ Debris	9/15, 9/16, 9/17			
------------------------	------------------	--	--	--

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 9/21/20	Tuesday 9/22/20	Wednesday 9/23/20	Thursday 9/24/20	Friday 9/25/20
Weather of the Week				
Hi 79°F Lo 66°F Rain 0.00"	Hi 82°F Lo 64°F Rain 0.00"	Hi 86°F Lo 67°F Rain 0.00"	Hi 83°F Lo 69°F Rain 0.00"	Hi 86°F Lo 72°F Rain 0.00"
Full Maintenance				
Biltmore Ave (Units 16,2,25) Central Park:Park Crossing Tr Roadway Central Park:Tot Lot Four Oaks Blvd (Units 1,17,29) UNIT 1:Verdura Point Park UNIT 18:Cummings Park UNIT 2:Carollton Park UNIT 20:Esplanade North (Unit 20) UNIT 23:Riverton Park (Four Oaks to Summertree) UNIT 29:Orange Ave (Mossy Creek to Four Oaks) UNIT 36:Bluff Oak Way UNIT 37:Esplanade Nature Trail UNIT 37:Green Space UNIT 5:Drayton Drive UNIT 7:Riverton (Grove Park to Four Oaks) Biltmore Ave (Units 16,2,25) Unit 31: Parks, Green Space, Rows, Lift Station Unit 31: Spider lily Park Tr:209 Tr:209A	Blair Stone Rd (Units 5,17) Esplanade Way (Unit 5) LSF-7:Biltmore ROW NON-UNIT:Goldenrod & FL162 NON-UNIT:Hedges on Blairstone roundabout Schoolhouse Rd (Units 3,4) UNIT 1:Barringer Hill Nature Trail 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:FL230 UNIT 16:Salinger & Sidewalk, Poe, Faulkner & Park UNIT 16:Salinger Way UNIT 19:Twain Park UNIT 2:Endicott Park UNIT 29:Coneflower Park UNIT 30:Woodland Fields Park UNIT 4:Terrebone Dr.	Central Park:Park Crossing Tr Roadway NON-UNIT:Schoolhouse Rd. & Biltmore Ext. UNIT 14:Green Space UNIT 16:Faulkner RoW UNIT 2:Newberry Parks UNIT 23:Parks, Ponds & Green Spaces UNIT 27:New Village UNIT 35:Merchants Row Entry Feature UNIT 5:Four Oaks (Shumard to Tram) UNIT 5:Merchants Row UNIT 8:WD140	Central Park <	

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: August 31, 2020

To: Rich Whetsel via email
Operations Director

From: Robert Berlin
Capital Region Operations Manager

Re: Capital Region CDD
Monthly Managers Report for
August 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 checking irrigation in Units 23 and 31 and making repairs in Unit 23, GMS submits RAI to FDEM for final payment of admin costs concerning Hurricane Michael, Board member emails Staff concerning his resignation (3 Aug)
2. All Pro repairing irrigation mainline in Unit 27, follow up by Hopping Green on landscape maintenance agreement for FY 2021, received pine straw quotes from two vendors and continue presentation to Board, receive request for Eagle Scout Project from resident (4 Aug)
3. All Pro making irrigation repairs in Unit 5, exchange emails with Scout concerning project to provide additional special needs swing to Tot Lot, spoke with FDEP on

ERP for Big House and provided completed (CDD area) paperwork for same to site engineers (5 Aug)

4. All Pro working on irrigation in Unit 3, exchanged emails with St. Joe engineer on SFMP calculation and additional accounting records for the Big House project, made records request to COTGM for same, received invoicing records from All Pro accounting staff for pine straw quantity calculations 6 Aug)
5. All Pro checking irrigation in Unit 31, provided site engineer with storm water accounting records provided by COTGM for Big House project, continue email exchange with Scout on proposed swing addition at Tot Lot for Eagle project (7 Aug)
6. Responded to homeowner concerns of Crape Myrtles dying while on vacation and inspection appears to be overwatering on his part, (10 Aug)
7. All Pro attempts spreading of lily pads removed from Lake Verdura area still too wet and machinery gets stuck,(11 Aug)
8. Supplied site engineer for Big House with SWMF accounting records obtained from COTGM, sent email to Board Supervisors detailing increase in pine straw cost and quantities as reflected in FY 2021 land maintenance contract (12 Aug)
9. Addressed HOA concerns on Overlook mowing, received Letter of Agreement for Artemis Way from Classical Charter School and met on site with All Pro and Jana Saylor from school,(13 Aug)
10. All Pro mowing Artemis Way (first), heavy rain storm starting at 11 am operations shut down at 2pm, M-Inc pouring concrete for sidewalk/curb COTPW punch list in Unit 31 Phase 3 (14 Aug)
11. M-Inc completing concrete pour for COTPW punch list in Unit 31 Phase 3, spoke with Kate Daniels COT Planning Dept. on address for new electrical service on Artemis Way, large Oak tree opposite Tot Lot splits in late afternoon , All Pro securing area till removal tomorrow (17 Aug)
12. Wrote Eagle Scout Project approval letter for additional swing at Tot Lot, Arborist inspects split Oak tree adjacent to Tot Lot, All Pro repairing damaged irrigation in Unit 31 Phase 3, met with electrician and Robin Barber on new service for irrigation controller in Unit 50 on Artemis Way (18 Aug)
13. Arborist supplied opinion on split Oak tree adjacent to Tot Lot, Miller Tree Service removed split portion and damaged tall section of Oak leaning toward Community Center pool deck, emailed request for new address to COT for electrical service on Artemis Way, All Pro begins repairs on damaged irrigation in Unit 31 Phase 3 (19 Aug)

14. All Pro completing irrigation repairs in Unit 31 Phase 3, received COI from Florida Elite soccer for use of Central Park for fall season and emailed CDD requirements concerning Covid-19 severe thunder storm in afternoon with multiple lightning strikes on trees and CDD facilities (20 Aug)
15. All Pro repairing multiple controllers in Southwood due to severe thunderstorm yesterday afternoon, inspected several trees in Units 26 and 31 for lightning damage, contractor completing pressure washing on sidewalks adjacent to SWMF FL 130 aka Catfish pond, received Florida Elite soccer guidelines concerning Covid 19 and use of CP field and forwarded to Staff (21 Aug)
16. Heavy rains over weekend operations shut down, All Pro irrigation tech ,spray tech and myself rebuilt underground drain system at Tot Lot, spoke at length with FDEM on final payment for admin costs for Hurricane Michael and forwarded same to Hopping Green for letter (24 Aug)
17. Responded to sight distance (stop sign) concern from COT at Mossy Creek and golf maintenance building entry, supplied address and parcel ID to All Pro for new electrical service on Artemis Way (25 Aug)
18. All Pro replacing irrigation valve in Unit 1, Spoke with HOA on alleyway parking in Unit 36 and common area/open space maintenance in LDR-5 Phases 1 and 2, also spoke with Florida PA on final payment for Hurricane Michael (26 Aug)
19. Drove site with pressure washing contractor and located various areas for cleaning, spoke with area rep from Game Time on purchase of additional swing set for Tot Lot, shared contact info with him and resident for Eagle Scout project, received final project closeout for Hurricane Hermine from FEMA (27 Aug)
20. Met All Pro in Unit 23 to treat in-ground nest in response to homeowner concern about yellow jackets that stung her son, met Jana Sayler from TLH Charter School in entry sign location on Artemis Way and school entry road (28 Aug)
21. New Charter School entry sign meeting cancelled and placed on hold due to lighting issues, submitted invoice for SWMF WD 253 operating permit renewal, spoke with AOL Director on opening of Central Park for events for upcoming holiday seasons (31 Aug)

Lake and SWMF Maintenance

SWMF pond bottom mowing at various facilities

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

COT continues sidewalk/curb repairs

Security/Accident Reports:

Reported stolen car on Orange Ave east of Biltmore Ave

Special Events:

Events reopened

Open Items:

LDR-5 open space maintenance

LSF-3 open space and SWMF maintenance

Eagle Scout Project at Tot Lot

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

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

Memorandum

Date: September 30, 2020

To: Rich Whetsel via email
Operations Director

From: Robert Berlin
Capital Region Operations Manager

Re: Capital Region CDD
Monthly Managers Report for
September 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. Responded to homeowner concern of a toilet under the middle bridge on the Unit 10 nature trail and had All Pro remove from creek, received concerns on Mossy Creek/Unit 26 nature trail safety due to mold growth and I scheduled cleaning with our pressure washing contractor (1 Sept)
2. Met with All Pro in Unit 26 trail section and need to clean, contacted pressure washing contractor and re-scheduled common area cleanings to do trail section first.(2 Sept)
3. Sign meeting again delayed now due to City concerns on illumination and location within CDD easement which is actually a St. Joe private property received

estimates on tree removal in Units 31 Phase1 and Unit 26 common area, received another request from FDEM on project closeout for Hurricane Hermine and updated user login on Portal site (3 Sept)

4. Responded to maintenance of Orange Ave south of LDR-5 questioned by HOA at homeowner complaint but inspection confirmed area maintenance was completed 3 Sept, (4 Sept)
5. Office closed - Labor Day (7 Sept)
6. Working on Artemis Way quantities for FY 2021 with All Pro, All Pro repairing irrigation in Units 1 and 5 (8 Sept)
7. All Pro repairing irrigation in Unit 26, spoke with Tallahassee Police Department on availability of off-duty officers for annual Halloween street closures (9 Sept)
8. Received response letter from Golf Course Engineer to District's letter opposing rezoning for additional lot on golf course to COT, responded to questions from Scout regarding Eagle Scout project at Tot Lot, (10 Sept)
9. Addressed concern of algae bloom in FL 130 with Board Supervisor and homeowner, received invoice for SWMF permit renewal for WD 160 and renewed operating permit for WD253, supplied CDD letter to COT on zoning change for golf course lot to GMS staff, All Pro repairing irrigation in Units 1 and 17(11 Sept)
10. Attended City of Tallahassee DRC meeting via Zoom, received proposal from Game Time for swing set equipment, heavy rain in afternoon (14 Sept)
11. Operations shut down, light but steady rainfall turning heavier in afternoon, skeleton crew on site, spoke with All Pro on FY 2021 invoicing and received signed copy of new landscape maintenance contract, sent same to GMS (15 Sept)
12. Operations shut down due to continued rain from now Hurricane Sally, tornado watch extended through 7pm, very heavy rain squalls in afternoon beginning at 1pm and continuing throughout the afternoon (16 Sept)
13. All Pro begins cleanup of various area but no mowing and begins spreading mulch, meet with resident on easement to COT Utilities in LSF-7, working with Scout on Tot Lot project, spoke with COTGM on continued silting in WD 290 from new apartment site project,(17 Sept)
14. Addressed homeowner concerns in Unit 23 on maintenance of Shumard Oaks median between Summertree and Bald Cypress, COT Maintenance mowed area later in day, exchanged emails with Board Supervisor on WD 290 sediment problem, pressure washing contractor begins cleaning Unit 26 trail (18 Sept)

15. Pressure washing of south portion of Unit 26 trail completed Saturday, All Pro begins irrigation repairs in Unit 29 (21 Sept)
16. Met with Southwood AOL Director on easing of Central Park restrictions and the requirements for same, also was notified (email) that a special use permit was filed and requested Communications contractor to forward all current requests to this office (22 Sept)
17. St. Joe receives EMP (Green Card) for LSF-3 and requests pre-construction meeting for same, received quote #2 for Tot Lot equipment for Scout Eagle project, addressed weed issue concern with HOA, spoke with homeowner on special use permit for birthday party, strong storm in afternoon (23 Sept)
18. Received email from Board Supervisor on FL 130 vegetative buffer and instructed All Pro to begin yearly trimming on Friday, also storm clean up in various area, received check for partial payment for Hurricane Michael administrative services from State (FDEM) just one more to go, drove Shepard Branch mitigation area with City biologist and marked areas for tree removal to create additional tortoise habitat (24 Sept)
19. All Pro begins once yearly cutting of SWMF FL 130 aka "Catfish", irrigation repairs in Unit 16, irrigation wire repair in Unit 9, (25 Sept)
20. All Pro begins pruning low hanging limbs on Biltmore Ave, set up use of Community Center for Canopy District CDD meeting, M-Inc begins survey layout in LSF-3 and dropping off machinery, (28 Sept)
21. Attended pre-con meeting for LSF-3 and Unit 31 mitered end section completing for 42" RCP at St. Joe office, walked sections of LSF-3 with surveyor and M-Inc Superintendent in erosion control installation and sewer connections by Mission Lake (29 Sept)
22. Staff conference call, met with AOL Director on upcoming Harvest Fest event in Central Park, laid out vender parking, also met with vendor on placement of pumpkins and hay bales prior to event., walked entire cleared area in LSF-3 no erosion control set as of today (30 Sept)

Lake and SWMF Maintenance

Unit 18 filter spraying and bed weeding

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

COT continues sidewalk/curb repairs

Security/Accident Reports:

Unsettled man in Unit 16

Special Events:

Harvest Fest

Open Items:

LDR-5 open space maintenance

LSF-3 open space and SWMF maintenance

Eagle Scout Project at Tot Lot

COT easement request in LSF-7

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>AUG ACTUAL</u>	<u>AUG BUDGET</u>	<u>\$ VARIANCE</u>	<u>% VARIANCE</u>	<u>COMMENTS</u>
34000 Management fees	\$ 10,500.00	\$ 10,500.00	\$ -	0.00%	GMS FY 2020 contracted services
34500 Security	\$ -	\$ 833.33	\$ 833.33	100.00%	None online this month
34010 Communications	\$ 500.00	\$ 833.33	\$ 333.33	40.00%	Bulldog FY 2020 contracted services
46200 Landscape Maint. Contracted	\$ 73,270.74	\$ 73,270.74	\$ -	0.00%	All Pro FY 2020 contracted services
46225 Landscape Maint. New Units	\$ 2,067.52	\$ 625.00	\$ (1,442.52)	-230.80%	Includes Artemis Way in Unit 50
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 2020
46550 Pond Repairs Current Units	\$ -	\$ 2,500.00	\$ 2,500.00	100.00%	None online this month
46575 Pond Repairs New Units	\$ -	\$ 125.00	\$ 125.00	0.00%	Not included in budget for FY 2020
46600 SWMF Operating Permit Fees	\$ 459.00	\$ 459.00	\$ -	0.00%	COTGM Operating Permit Fee for SWMF
46400 Irrig. Maint. Contracted	\$ 4,133.70	\$ 4,133.70	\$ -	0.00%	All Pro FY 2020 contracted services
46425 Irrig. Maint. New Units	\$ 237.60	\$ 41.67	\$ (195.93)	-470.24%	Includes Unit 31 Phase 3
46450 Irrig. Repairs Current Units	\$ 4,525.27	\$ 3,333.33	\$ (1,191.94)	-35.76%	Several mainline breaks and repairs
46475 Irrig. Repairs New Units	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2020
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 2020
47000 Preserve Maintenance	\$ 42.00	\$ 3,333.33	\$ 3,291.33	98.74%	Lake Verdura mowing
46485 Tot Lot Inspection/Maintenance	\$ 686.30	\$ 416.67	\$ (269.63)	-64.71%	Drainage repair
46490 Storm Event/Repair/Cleaning	\$ 10,744.00	\$ 2,916.67	\$ (7,827.33)	-268.37%	Multiple tree removals
46495 Reuse Retrofit	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2020
46520 Alleyway Maintenance	\$ -	\$ 416.67	\$ 416.67	100.00%	None online this month
46900 Miscellaneous Maintenance	\$ 84.00	\$ 625.00	\$ 541.00	86.56%	Replace two Dogi Pot dispensers
43000 Utilities	\$ 8,417.00	\$ 3,750.00	\$ (4,667.00)	-124.45%	Updated 10-1-20
49400 Special Events	\$ -	\$ 416.67	\$ 416.67	100.00%	None online this month
46650 Other - Contingency	\$ -	\$ 416.67	\$ 416.67	100.00%	None online this month
65000 Budget Stabilization	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2020
61000 Capital Expenditures	\$ 420.00	\$ 2,083.33	\$ 1,663.33	79.84%	New Doggie Pots
60000 Reserve for Capital - R&R	\$ -	\$ 7,850.75	\$ 7,850.75	100.00%	None online this month
46910 Common Area Maintenance	\$ 1,647.60	\$ 666.67	\$ (980.93)	-147.14%	Sidewalk pressure clean Units 1 and 16
TOTAL	\$ 117,734.73	\$ 120,068.36	\$ 2,333.63	1.94%	

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>\$ VARIANCE</u>	<u>% VARIANCE</u>	<u>COMMENTS</u>
34000 Management fees	\$ 115,500.00	\$ 115,500.00	\$ -	0.00%	GMS FY 2020 contracted services
34500 Security	\$ 5,843.00	\$ 9,166.67	\$ 3,323.67	36.26%	None online this month
34010 Communications	\$ 5,500.00	\$ 9,166.67	\$ 3,666.67	40.00%	Bulldog FY 2020 contracted services
46200 Landscape Maint. Contracted	\$ 805,978.14	\$ 805,978.14	\$ -	0.00%	All Pro FY 2020 contracted services
46225 Landscape Maint. New Units	\$ 2,183.67	\$ 6,875.00	\$ 4,691.33	68.24%	Includes Artemis Way in Unit 50
46500 Pond Maint. Contract	\$ 1,730.00	\$ 4,583.33	\$ 2,853.33	62.25%	None online this month
46525 Pond Maint. New Units	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2020
46550 Pond Repairs Current Units	\$ 34,899.75	\$ 27,500.00	\$ (7,399.75)	-26.91%	None online this month
46575 Pond Repairs New Units	\$ -	\$ 1,375.00	\$ 1,375.00	0.00%	Not included in budget for FY 2020
46600 SWMF Operating Permit Fees	\$ 4,590.00	\$ 5,049.00	\$ 459.00	9.09%	COTGM Operating Permit Fee for SWMF
46400 Irrig. Maint. Contracted	\$ 45,728.86	\$ 45,470.70	\$ (258.16)	-0.57%	All Pro FY 2020 contracted services
46425 Irrig. Maint. New Units	\$ 261.60	\$ 458.33	\$ 196.73	42.92%	Includes Unit 31 Phase 3
46450 Irrig. Repairs Current Units	\$ 42,966.41	\$ 36,666.67	\$ (6,299.74)	-17.18%	Several mainline breaks and repairs
46475 Irrig. Repairs New Units	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2020
46465 Irrig. System Upgrades	\$ 700.00	\$ 1,145.83	\$ 445.83	0.00%	None online this month
46480 Pump Station Maintenance	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2020
47000 Preserve Maintenance	\$ 35,916.99	\$ 36,666.67	\$ 749.68	2.04%	Lake Verdura mowing
46485 Tot Lot Inspection/Maintenance	\$ 3,762.98	\$ 4,583.33	\$ 820.35	17.90%	Drainage repair
46490 Storm Event/Repair/Cleaning	\$ 30,331.19	\$ 32,083.33	\$ 1,752.14	5.46%	Multiple tree removals
46495 Reuse Retrofit	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2020
46520 Alleyway Maintenance	\$ 4,092.00	\$ 4,583.33	\$ 491.33	10.72%	None online this month
46900 Miscellaneous Maintenance	\$ 7,759.67	\$ 6,875.00	\$ (884.67)	-12.87%	None online this month
43000 Utilities	\$ 55,618.00	\$ 41,250.00	\$ (14,368.00)	-34.83%	Updated
49400 Special Events	\$ -	\$ 4,583.33	\$ 4,583.33	100.00%	None online this month
46650 Other - Contingency	\$ 2,729.16	\$ 4,583.33	\$ 1,854.17	40.45%	None online this month
65000 Budget Stabilization	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2020
61000 Capital Expenditures	\$ 1,264.00	\$ 22,916.67	\$ 21,652.67	94.48%	New Doggie Pots
60000 Reserve for Capital - R&R	\$ 5,950.00	\$ 86,358.25	\$ 80,408.25	93.11%	None online this month
46910 Common Area Maintenance	\$ 4,067.95	\$ 7,333.33	\$ 3,265.38	44.53%	Sidewalk pressure clean Units 1 and 16
TOTAL	\$ 1,213,305.42	\$ 1,320,751.92	\$ 107,446.50	8.14%	

	<u>SEP ACTUAL</u>	<u>SEP BUDGET</u>	<u>\$ VARIANCE</u>	<u>% VARIANCE</u>	<u>COMMENTS</u>
34000 Management fees	\$ 10,500.00	\$ 10,500.00	\$ -	0.00%	GMS FY 2020 contracted services
34500 Security	\$ -	\$ 833.33	\$ 833.33	100.00%	None online this month
34010 Communications	\$ 500.00	\$ 833.33	\$ 333.33	40.00%	Bulldog FY 2020 contracted services
46200 Landscape Maint. Contracted	\$ 73,270.74	\$ 73,270.74	\$ -	0.00%	All Pro FY 2020 contracted services
46225 Landscape Maint. New Units	\$ 1,647.53	\$ 625.00	\$ (1,022.53)	-163.60%	Includes Artemis Way in Unit 50
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 2020
46550 Pond Repairs Current Units	\$ -	\$ 2,500.00	\$ 2,500.00	100.00%	None online this month
46575 Pond Repairs New Units	\$ -	\$ 125.00	\$ 125.00	0.00%	Not included in budget for FY 2020
46600 SWMF Operating Permit Fees	\$ 918.00	\$ 459.00	\$ (459.00)	-100.00%	COTGM Operating Permit Fee for SWMF
46400 Irrig. Maint. Contracted	\$ 4,133.70	\$ 4,133.70	\$ -	0.00%	All Pro FY 2020 contracted services
46425 Irrig. Maint. New Units	\$ 237.60	\$ 41.67	\$ (195.93)	-470.24%	Includes Unit 31 Phase 3
46450 Irrig. Repairs Current Units	\$ 3,142.52	\$ 3,333.33	\$ 190.81	5.72%	Several mainline breaks and repairs
46475 Irrig. Repairs New Units	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2020
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 2020
47000 Preserve Maintenance	\$ 1,042.50	\$ 3,333.33	\$ 2,290.83	68.73%	South section Unit 26 Nature Trail pressure wash
46485 Tot Lot Inspection/Maintenance	\$ -	\$ 416.67	\$ 416.67	100.00%	None online this month
46490 Storm Event/Repair/Cleaning	\$ 975.00	\$ 2,916.67	\$ 1,941.67	66.57%	Remove dead trees Unit 31 common area
46495 Reuse Retrofit	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2020
46520 Alleyway Maintenance	\$ -	\$ 416.67	\$ 416.67	100.00%	None online this month
46900 Miscellaneous Maintenance	\$ -	\$ 625.00	\$ 625.00	100.00%	None online this month
43000 Utilities	\$ -	\$ 3,750.00	\$ 3,750.00	100.00%	Update
49400 Special Events	\$ -	\$ 416.67	\$ 416.67	100.00%	None online this month
46650 Other - Contingency	\$ -	\$ 416.67	\$ 416.67	100.00%	None online this month
65000 Budget Stabilization	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2020
61000 Capital Expenditures	\$ -	\$ 2,083.33	\$ 2,083.33	100.00%	None online this month
60000 Reserve for Capital - R&R	\$ -	\$ 7,850.75	\$ 7,850.75	100.00%	None online this month
46910 Common Area Maintenance	\$ 2,186.70	\$ 666.67	\$ (1,520.03)	-228.01%	Common area sidewalk cleaning various sites
TOTAL	\$ 98,554.29	\$ 120,068.36	\$ 21,514.07	17.92%	

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>\$ VARIANCE</u>	<u>% VARIANCE</u>	<u>COMMENTS</u>
34000 Management fees	\$ 126,000.00	\$ 126,000.00	\$ -	0.00%	GMS FY 2020 contracted services
34500 Security	\$ 5,843.00	\$ 10,000.00	\$ 4,157.00	41.57%	None online this month
34010 Communications	\$ 6,000.00	\$ 10,000.00	\$ 4,000.00	40.00%	Bulldog FY 2020 contracted services
46200 Landscape Maint. Contracted	\$ 879,248.88	\$ 879,248.88	\$ -	0.00%	All Pro FY 2020 contracted services
46225 Landscape Maint. New Units	\$ 3,831.20	\$ 7,500.00	\$ 3,668.80	48.92%	Includes Artemis Way in Unit 50
46500 Pond Maint. Contract	\$ 1,730.00	\$ 5,000.00	\$ 3,270.00	65.40%	None online this month
46525 Pond Maint. New Units	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2020
46550 Pond Repairs Current Units	\$ 34,899.75	\$ 30,000.00	\$ (4,899.75)	-16.33%	None online this month
46575 Pond Repairs New Units	\$ -	\$ 1,500.00	\$ 1,500.00	0.00%	Not included in budget for FY 2020
46600 SWMF Operating Permit Fees	\$ 5,508.00	\$ 5,508.00	\$ -	0.00%	COTGM Operating Permit Fee for SWMF
46400 Irrig. Maint. Contracted	\$ 49,862.56	\$ 49,604.40	\$ (258.16)	-0.52%	All Pro FY 2020 contracted services
46425 Irrig. Maint. New Units	\$ 499.20	\$ 500.00	\$ 0.80	0.16%	Includes Unit 31 Phase 3
46450 Irrig. Repairs Current Units	\$ 46,108.93	\$ 40,000.00	\$ (6,108.93)	-15.27%	Several mainline breaks and repairs
46475 Irrig. Repairs New Units	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2020
46465 Irrig. System Upgrades	\$ 700.00	\$ 1,250.00	\$ 550.00	0.00%	None online this month
46480 Pump Station Maintenance	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2020
47000 Preserve Maintenance	\$ 36,959.49	\$ 40,000.00	\$ 3,040.51	7.60%	South section Unit 26 Nature Trail pressure wash
46485 Tot Lot Inspection/Maintenance	\$ 3,762.98	\$ 5,000.00	\$ 1,237.02	24.74%	None online this month
46490 Storm Event/Repair/Cleaning	\$ 31,306.19	\$ 35,000.00	\$ 3,693.81	10.55%	None online this month
46495 Reuse Retrofit	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2020
46520 Alleyway Maintenance	\$ 4,092.00	\$ 5,000.00	\$ 908.00	18.16%	None online this month
46900 Miscellaneous Maintenance	\$ 7,759.67	\$ 7,500.00	\$ (259.67)	-3.46%	None online this month
43000 Utilities	\$ 55,618.00	\$ 45,000.00	\$ (10,618.00)	-23.60%	Updated
49400 Special Events	\$ -	\$ 5,000.00	\$ 5,000.00	100.00%	None online this month
46650 Other - Contingency	\$ 2,729.16	\$ 5,000.00	\$ 2,270.84	45.42%	None online this month
65000 Budget Stabilization	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2020
61000 Capital Expenditures	\$ 1,264.00	\$ 25,000.00	\$ 23,736.00	94.94%	None online this month
60000 Reserve for Capital - R&R	\$ 5,950.00	\$ 94,209.00	\$ 88,259.00	93.68%	None online this month
46910 Common Area Maintenance	\$ 6,254.65	\$ 8,000.00	\$ 1,745.35	21.82%	Common area sidewalk cleaning various sites
TOTAL	\$ 1,309,673.01	\$ 1,440,820.28	\$ 131,147.27	9.10%	