***CAPITAL REGION***

*Community Development District February 11, 2021*

#### *AGENDA*

##### Capital Region Community Development District

475 West Town Place

Suite 114 St. Augustine, Florida 32092

***District Website:*** [***www.mysouthwoodcdd.com***](http://www.mysouthwoodcdd.com/)

February 4, 2021

Board of Supervisors

Capital Region Community Development District Dear Board Members:

The Capital Region Community Development District Meeting is scheduled for **Thursday, February 11, 2021 at 6:30 p.m.** at the SouthWood Information & Sales Center/The Naumann Group, 3196 Merchants Row Boulevard, Suite 120, Tallahassee, Florida, 32311.

Following is the advance agenda for the meeting:

1. Roll Call
2. Audience Comments *(regarding agenda items listed below)*
3. Approval of Consent Agenda
   1. Approval of the Minutes of the December 10, 2020 Meeting
   2. Balance Sheet as of December 31, 2020 and Statement of Revenues & Expenditures for the Period Ending December 31, 2020
   3. Allocation of Assessment Receipts
   4. Check Register
4. Consideration of Matters Regarding Refunding of Series 2011A-1 Bonds
   1. Presentation by MBS Capital Markets, LLC regarding Refunding Term Sheets
   2. Consideration of Refunding Term Sheet (Private Placement)
      1. Bank United
      2. Hancock/Whitney
   3. Authorization to Proceed with Closing Documents
5. Presentation from City of Tallahassee regarding Micromobility / Use of Electric Scooters in Southwood
6. Updates Regarding Recreational Improvements:
   1. Swings (Eagle Scout Project)
   2. Volleyball Courts
   3. Dog Park
7. Update regarding Golf Course PUD Amendment (Notice for Request for Relief)
8. Ratification of Conveyance of Faulkner Lane Parcel to Ball House Properties
   1. Quit Claim Deed
   2. Closing Statement
9. Consideration of Partial Release of Temporary Construction Easement
10. Staff Reports
    1. Attorney
       1. E-Verify Memo and Memorandum of Understanding
    2. Dantin Consulting
    3. Property Management
       1. All Pro Reports
       2. Operations Memorandum
       3. Variance Report
    4. Manager
11. Supervisors Requests
12. Audience Comments
13. Next Scheduled Meeting – March 11, 2021 @ 6:30 p.m. at SouthWood Community Center
14. 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:**

* 1. Roadways – *Chairman Rojas*
  2. Landscaping Conservation Areas –*Chairman Rojas*
  3. Parks and Recreation/Bike Paths/Trail System – *Supervisor Kelley*
  4. Budget / Bond Refinancing – *Supervisor deNagy*
  5. HOA Coordination – *Vice Chair Johnston*
  6. City/County Coordination – *Supervisor Wiggins*
  7. 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, December 10, 2020 at 6:30 p.m. at the Southwood Information & Sales Center/The Naumann Group, 3196 Merchants Row Boulevard, Suite 120, Tallahassee, Florida.

Present and constituting a quorum were:

Kyle Rojas Chairman

April Johnston Vice Chairperson

Brian Kelley Supervisor

Corbin deNagy Supervisor

Andrew Wiggins Supervisor Also present were:

James Oliver District Manager

Sarah Sandy District Counsel (by telephone)

Robert Berlin Operations Manager - GMS

Rhonda Mossing MBS Capital Markets (by telephone)

John Ray Resident (by telephone)

The following is a summary of the actions taken at the December 10, 2020 meeting. A copy of the proceedings can be obtained by contacting the District Manager.

**FIRST ORDER OF BUSINESS Roll Call**

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

**SECOND ORDER OF BUSINESS Audience Comments**

Mr. Ray asked can I update you on the golf course rezoning at this time because I have to be somewhere in 15 minutes?

Mr. Rojas stated we are going to finish this quickly and then skip to item five and that is when you can give your report.

**THIRD ORDER OF BUSINESS Organizational Matters**

December 10, 2020 Capital Region CDD

1. **Oath of Office for Newly Elected Supervisor**

Mr. Oliver being a notary public of the State of Florida administered the oath of office to Mr. Wiggins.

1. **General Information for Newly Elected Supervisor**

Mr. Oliver stated I had phone call with Andrew and we went over supervisor responsibilities. We discussed Florida’s Sunshine Law and tjaht board members may only have communicate with other supervisors regarding district matters at a noticed meeting. Florida has a very broad public records law and district documents are considered public records except for some noted exemptions. To that extent, it would be good to keep district records segregated from personal and business records so they can be easily accessed if needed for a records request. If there is a records request is made directly to a supervisor, please contact the attorney or me for assistance. Likely we would have the records in my office, the attorney’s office or the engineer’s office. Your CDD emails are public records also and you may want to establish a separate email account for district business.

1. **Recognition of Outgoing Supervisor John Ray**

Mr. Oliver stated we do have a plaque for outgoing Supervisor Ray who couldn’t be here tonight. It can be presented that at the next meeting.

1. **Election of Officers, Resolution 2021-01**

On MOTION by Mr. Kelley seconded by Mr. deNagy with all in favor Resolution 2021-01 was approved reflecting the following officers: Mr. Rojas chairman, Ms. Johnston vice chairperson, the remainder of the supervisors will serve as assistant secretaries and members of GMS staff will serve as secretary, treasurer and assistant secretaries and assistant treasurers.

**FOURTH ORDER OF BUSINESS Approval of Consent Agenda**

1. **Approval of the Minutes of the October 8, 2020 Meeting**
2. **Balance Sheet as of October 31, 2020 and Statement of Revenues & Expenditures for the Period Ending October 31, 2020**
3. **Allocation of Assessments**

December 10, 2020 Capital Region CDD

1. **Check Register**

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

**FIFTH ORDER OF BUSINESS Update Regarding Southwood Golf Course**

**DRI/PUD Amendment LDR 17 Matter**

Mr. Ray stated at the last meeting we provided an update on the status of the rezoning application to convert about ½ acres of land within the golf course property to low density residential and the board authorized up to $12,000 to commission some research and legal analysis document from Hopping Green & Sams. We proceeded with that direction; however, the city decided not to waive conflict of interest for Hopping Green & Sams. We ultimately hired David Weiss of the Ausley McMullen firm who developed a legal argument that the interconnectivity of our PUD and development order, which required 45 acres and the out of bounds area of the golf course to be preserved for habitat and open space. This document went to the planning commission, county commission and city commission and was used by the county commission, particularly Commissioner Kristin Dozier to basically create a very compelling justification to deny this rezoning application and altering the development order. We won that vote last month 7 – 0, but without that document, the legal stuff they needed to deny it, they couldn’t have done it.

We went over budget $5,130; we felt it was worth the risk absent the vote of this board and the lawyer knew he was taking some risk. He was present at not only the planning commission meeting in person, county commission meeting via zoom, and the city commission meeting last night to present this. I’m asking the board to make this attorney whole. It is a small price to pay for the long-term benefit and longevity of the ruling we achieved last night.

Mr. Rojas stated I did vote for it at the October meeting, although I was actively against it during discussion at that meeting. I saw the votes on the board, the board seemed to want it, and I voted for it. I didn’t think it was a CDD issue that we needed to go into. I called Mr. Oliver the next day and said I know I voted yes, but I would like to change my vote if I’m allowed to. He said I cannot change a vote except at a publicly noticed meeting. He phoned me in November saying we hit the $12,000 limit and we discussed the funding request for additional legal work

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on the matter. I pointed out we wouldn’t have another Board meeting until December, and since the board approved a $12,000 limit, and I would not authorize exceeding the approved amount.

After board discussion and resident input the board took the following action.

On MOTION by Mr. Kelley seconded by Ms. Johnston with three in favor and Mr. Rojas and Mr. deNagy opposed the additional amount of $5,130 requested by Ausley McMullen was approved.

**SIXTH ORDER OF BUSINESS Discussion of Refunding of Series 2011A-1**

**Bonds and Consideration of Supplemental to Investment Banking Agreement with MBS Capital Markets, LLC**

Ms. Mossing stated we constantly monitor your financing situation and the bonds outstanding and these bonds are call protected until May 1, 2021, which means under tax law they can be refunded as early as February 1. If the board approves our agreement that is in front of you today, we can begin work on that and try to bring something back to you at your next meeting to lower that interest rate.

Mr. Kelley asked can you state the amount the bond is currently at?

Ms. Mossing stated it is currently outstanding at $3,040,000 with an average coupon rate of about 5 ½% and we think we can get that refinanced and lower that rate to the neighborhood of 2 ½%, which is what we are seeing in the market today.

On MOTION by Mr. Wiggins seconded by Mr. Kelley with all in favor the engagement letter with MBS Capital Markets, LLC was approved.

Ms. Sandy stated our next meeting isn’t until February. Is that an issue in terms of bringing things back to the board?

Ms. Mossing responded no, the earliest you can refund the bonds would be February 1st and that is 90 days before the call date so between now and then I will be working to get a credit package out to banks and possibly a rating agency to get the bonds rated and bring that back to you. If I get it back sooner than later, I will contact Jim to see if we could have a special meeting and if not then we will take it up at your February meeting.

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**Continuation of public comments**

Mr. Homedani stated I would like to thank the efforts for the outgoing board members and we appreciate all that time and effort. I would like to welcome the new supervisors to the board and I look forward to working with all of you in the coming years. I have been working with the board on Unit 17 parking and would like to continue with that.

Mr. Kelley stated what Dan is referring to that he has brought up a couple different times is the roundabout there is no parking on the side where the homes are at, they all front the sidewalk there. It was not designed to have parking there.

Mr. Berlin stated the bottom line is the city will not let you put parking in the roundabout section of the road.

**SEVENTH ORDER OF BUSINESS Consideration of Natural Gas Utility**

**Easement with The City of Tallahassee**

Ms. Sandy stated at the last meeting I reported that the city would be requesting from the district a utility easement that would go over a common area parcel in LSF-7 in order to provide some utilities to a residential house. The city did grant and approve all the changes we requested.

On MOTION by Mr. Kelley seconded by Ms. Johnston with all in favor the grant of the utility easement in LSF-7 to the City of Tallahassee was approved as amended.

**EIGHTH ORDER OF BUSINESS Consideration of Master Easement Release**

**for MDR 11**

Ms. Sandy stated St. Joe has sold an undeveloped piece of property in MDR-11, the buyer is Lakeside Grand, LLC. Currently the district has a temporary construction and maintenance easement over much of the undeveloped property that allows the district to do construction that is needed but also to allow access to items that we might need. When certain areas are being sold off or developed we release those areas from the easement. In this particular area there are stormwater improvements that the district needs access to in order to maintain those and while we are okay with releasing it from the overall master easement we do need to get a specific easement that will allow access to maintain those stormwater improvements, which is

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the access and maintenance easement you see before you. There is a pipe that will eventually have to be relocated once the buyer develops and they have agreed that at that time the buyer will relocate it at their own expense and then give us an easement over that new area where the pipe is located.

On MOTION by Mr. Kelley seconded by Mr. Wiggins with all in favor the access and maintenance easement in MDR 11 was approved.

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

There being none, the next item followed.

**TENTH ORDER OF BUSINESS Update Regarding Recreational**

**Improvements**

1. **Dog Park**

Ms. Sandy stated I provided the board with a short memo summarizing what we found in terms of the district’s potential liability if it were to construct and own a dog park.

After discussion Mr. Rojas was authorized to work with Mr. Berlin to find an acceptable area to locate a dog park and Ms. Sandy regarding any potential arrangement with residents who may want to participate and report back to the next meeting.

1. **Volleyball Courts**
2. **Swings (Eagle Scout Project)**

Mr. Berlin stated the swing came in two days ago for the Eagle Scout project and I contacted the scout. He is in the process of having another fundraising sale and I told him with the holidays so close it might be better to complete his funding and do whatever he has to do and delay this project to the first of the year. All Pro is getting ready to shut down for two weeks and we don’t want to get started then let it hang out there. Once that starts, I will do the layout and start prepping the ground for that and the volleyball court.

**ELEVENTH ORDER OF BUSINESS Staff Reports**

1. **Attorney**

There being none, the next item followed.

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1. **Dantin Consulting**

There being none, the next item followed.

1. **Property Management Report**
   1. **All Pro Reports**

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

* 1. **Operations Memorandum**

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

* 1. **Variance Report**

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

1. **Manager**

There being none, the next item followed.

**TWELFTH ORDER OF BUSINESS Supervisor’s Requests**

Mr. Kelley stated they are moving on the park and I think they will be done in the summer. They may open some sections earlier than others, there is a drawing of the new layout that I will send to Mr. Oliver to distribute to the supervisors.

**THIRTEENTH ORDER OF BUSINESS Audience Comments**

A resident asked whenever something is mentioned about location is it possible to show it on the map? The volleyball court you are talking about where is it located?

Mr. Berlin responded it is next to the tot lot.

**FOURTEENTH ORDER OF BUSINESS Next Scheduled Meeting – February 11, 2021**

**at 6:30 p.m. at the Southwood Community Center**

Mr. Rojas stated the next meeting is scheduled for February 11, 2021 at 6:30 p.m. Does anyone want to sign up for any of the vacancies in community interests?

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Mr. Kelley stated I want the parks and rec, bike trails. Mr. deNagy stated I will take budget and bonds.

Mr. Wiggins stated I would like city/county coordination. Mr. Rojas stated I will take roadways.

The meeting adjourned at 8:06 p.m.

Secretary/Assistant Secretary Chairman/Vice Chairperson

#### *B.*

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| **Capital Region** |
| **Community Development District** |
| **Unaudited Financial Statements** |
| **December 31, 2020** |
| **Meeting Date** |
| **February 11, 2021** |

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| **CAPITAL REGION** | | | | | | | |
| **COMMUNITY DEVELOPMENT DISTRICT** | | | | | | | |
| **BALANCE SHEET** | | | | | | | |
| **December 31, 2020** | | | | | | | |
|  |  |  |  |  |  |  | **Total** |
|  |  |  | **Debt** |  | **Non-Major** |  | **Governmental** |
|  | **General** |  | **Service** |  | **Fund** |  | **Funds** |
| **ASSETS:** |  |  |  |  |  |  |  |
| CASH | $2,103,602 |  | --- |  | --- |  | $2,103,602 |
| Capital Reserve | --- |  | --- |  | $44,036 |  | $44,036 |
| INVESTMENT - STATE BOARD | $291,147 |  | --- |  | --- |  | $291,147 |
| INVESTMENTS: |  |  |  |  |  |  |  |
| ***Series 2011A1*** |  |  |  |  |  |  |  |
| Reserve A1 | --- |  | $184,950 |  | --- |  | $184,950 |
| Revenue A1 | --- |  | $33,473 |  | --- |  | $33,473 |
| Prepayment A1 | --- |  | $9,492 |  | --- |  | $9,492 |
| Due From General | --- |  | $307,741 |  | --- |  | $307,741 |
| ***Series 2013*** |  |  |  |  |  |  |  |
| Reserve | --- |  | $430,713 |  | --- |  | $430,713 |
| Revenue | --- |  | $250,956 |  | --- |  | $250,956 |
| Due From General | --- |  | $474,244 |  | --- |  | $474,244 |
| ***Series 2018A1*** |  |  |  |  |  |  |  |
| Reserve | --- |  | $651,199 |  | --- |  | $651,199 |
| Revenue | --- |  | $124,474 |  | --- |  | $124,474 |
| Prepayment | --- |  | $7,453 |  | --- |  | $7,453 |
| Due From General | --- |  | $173,273 |  | --- |  | $173,273 |
| ***Series 2018A2*** |  |  |  |  |  |  |  |
| Reserve | --- |  | $135,807 |  | --- |  | $135,807 |
| Interest | --- |  | $0 |  | --- |  | $0 |
| Revenue | --- |  | $13,911 |  | --- |  | $13,911 |
| Prepayment | --- |  | $5,918 |  | --- |  | $5,918 |
| Due From General | --- |  | $171,066 |  | --- |  | $171,066 |
| **TOTAL ASSETS** | $2,394,749 |  | $2,974,673 |  | $44,036 |  | $5,413,458 |
| **LIABILITIES:** |  |  |  |  |  |  |  |
| ACCOUNTS PAYABLE | $0 |  | --- |  | $2,100 |  | $2,100 |
| DUE TO DS - SRS 20011A1-A2 | $307,741 |  | --- |  | --- |  | $307,741 |
| DUE TO DS - SRS 2013 | $474,244 |  | --- |  | --- |  | $474,244 |
| DUE TO DS - SRS 2018A1 | $173,273 |  | --- |  | --- |  | $173,273 |
| DUE TO DS - SRS 2018A2 | $171,066 |  | --- |  | --- |  | $171,066 |
| DUE TO OTHER | $37,523 |  | --- |  | --- |  | $37,523 |
| **FUND BALANCES:** |  |  |  |  |  |  |  |
| UNASSIGNED FOR GENERAL FUND | $1,230,902 |  | --- |  | --- |  | $1,230,902 |
| ASSIGNED FOR CAPITAL PROJECTS | --- |  | --- |  | $41,936 |  | $41,936 |
| RESTRICTED FOR DEBT SERVICE | --- |  | $2,974,673 |  | --- |  | $2,974,673 |
| **LIABILITIES & FUND EQUITY** |  |  |  |  |  |  |  |
| **& OTHER CREDITS** | $2,394,749 |  | $2,974,673 |  | $44,036 |  | $5,413,458 |

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| **CAPITAL REGION** | | | | | | | | |
| **COMMUNITY DEVELOPMENT DISTRICT** | | | | | | | | |
| **GENERAL FUND** | | | | | | | | |
| Statement of Revenues, Expenditures and Changes in Fund Balances | | | | | | | | |
| For the Period Ended December 31, 2020 | | | | | | | | |
|  |  | **ADOPTED** |  | **PRORATED BUDGET** |  | **ACTUAL** |  |  |
| **DESCRIPTION** |  | **BUDGET** |  | **THRU 12/31/20** |  | **THRU 12/31/20** |  | **VARIANCE** |
| **REVENUES:** |  |  |  |  |  |  |  |  |
| Special Assessment-On Roll |  | $1,236,552 |  | $894,774 |  | $894,774 |  | $0 |
| Special Assessment-Direct - St Joe |  | $391,936 |  | $97,984 |  | $97,984 |  | $0 |
| Prepayments - Lakeside |  | $0 |  | $0 |  | $32,913 |  | $32,913 |
| Interest Income/Miscellaneous |  | $9,400 |  | $2,350 |  | $1,999 |  | ($351) |
| ***TOTAL REVENUES*** |  | **$1,637,888** |  | **$995,108** |  | **$1,027,671** |  | **$32,563** |
| **EXPENDITURES:** |  |  |  |  |  |  |  |  |
| ***ADMINISTRATIVE:*** |  |  |  |  |  |  |  |  |
| Supervisors Fees |  | $6,000 |  | $1,500 |  | $2,000 |  | ($500) |
| FICA Expense |  | $459 |  | $115 |  | $153 |  | ($38) |
| Engineering |  | $30,000 |  | $7,500 |  | $4,160 |  | $3,340 |
| Arbitrage |  | $1,800 |  | $0 |  | $0 |  | $0 |
| Dissemination |  | $7,300 |  | $1,825 |  | $1,825 |  | $0 |
| Attorney |  | $57,000 |  | $14,250 |  | $28,969 |  | ($14,719) |
| Annual Audit |  | $4,550 |  | $0 |  | $0 |  | $0 |
| Annual Report |  | $500 |  | $0 |  | $0 |  | $0 |
| Trustee Fees |  | $15,520 |  | $8,485 |  | $8,485 |  | $0 |
| Assessment Roll Services |  | $11,500 |  | $11,500 |  | $11,500 |  | $0 |
| Management Fees |  | $48,620 |  | $12,155 |  | $12,155 |  | $0 |
| Information Technology |  | $2,800 |  | $700 |  | $700 |  | $0 |
| Records Storage |  | $150 |  | $38 |  | $0 |  | $38 |
| Travel & Per Diem |  | $1,500 |  | $375 |  | $0 |  | $375 |
| Telephone |  | $300 |  | $75 |  | $87 |  | ($12) |
| Postage |  | $1,000 |  | $250 |  | $260 |  | ($10) |
| Printing & Binding |  | $2,000 |  | $500 |  | $261 |  | $239 |
| Insurance |  | $18,412 |  | $18,412 |  | $17,936 |  | $476 |
| Legal Advertising |  | $3,500 |  | $875 |  | $202 |  | $673 |
| Other Current Charges |  | $1,600 |  | $400 |  | $449 |  | ($49) |
| Office Supplies |  | $200 |  | $50 |  | $13 |  | $37 |
| Dues, Licenses, Subscriptions |  | $3,175 |  | $794 |  | $175 |  | $619 |
| Capital Outlay |  | $250 |  | $62 |  | $0 |  | $62 |
| ***TOTAL ADIMINISTRATIVE*** |  | **$218,135** |  | **$79,861** |  | **$89,329** |  | **($9,468)** |
| ***FIELD:*** |  |  |  |  |  |  |  |  |
| Management Fees |  | $126,000 |  | $31,500 |  | $31,500 |  | $0 |
| Security |  | $6,000 |  | $1,500 |  | $6,466 |  | ($4,966) |
| Communications |  | $6,000 |  | $1,500 |  | $1,500 |  | $0 |
| Utilities |  | $45,000 |  | $11,250 |  | $12,067 |  | ($817) |
| Landscape Maintenance - Contract |  | $983,735 |  | $245,934 |  | $245,934 |  | ($0) |
| Landscape Maintenance - New Units/Street Trees |  | $7,500 |  | $1,875 |  | $2,327 |  | ($452) |
| Pond Maintenance - Contract |  | $3,500 |  | $875 |  | $0 |  | $875 |
| Pond Maintenance - New Units |  | $1,000 |  | $250 |  | $0 |  | $250 |
| Pond Repairs - Current Units |  | $35,000 |  | $8,750 |  | $5,706 |  | $3,044 |
| Pond Repairs - New Units |  | $1,500 |  | $375 |  | $0 |  | $375 |

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| **CAPITAL REGION** | | | | | | | | |
| **COMMUNITY DEVELOPMENT DISTRICT** | | | | | | | | |
| **GENERAL FUND** | | | | | | | | |
| Statement of Revenues, Expenditures and Changes in Fund Balances | | | | | | | | |
| For the Period Ended December 31, 2020 | | | | | | | | |
|  |  | **ADOPTED** |  | **PRORATED BUDGET** |  | **ACTUAL** |  |  |
| **DESCRIPTION** |  | **BUDGET** |  | **THRU 12/31/20** |  | **THRU 12/31/20** |  | **VARIANCE** |
| **EXPENDITURES:** |  |  |  |  |  |  |  |  |
| ***FIELD: (continued)*** |  |  |  |  |  |  |  |  |
| SWMF Operating Permit Fees |  | $8,262 |  | $2,066 |  | $2,754 |  | ($689) |
| Irrigation Maintenance - Contract |  | $51,030 |  | $12,758 |  | $12,758 |  | $0 |
| Irrigation Maintenance - New Units |  | $500 |  | $125 |  | $335 |  | ($210) |
| Irrigation Repairs - Current Units |  | $40,000 |  | $10,000 |  | $9,220 |  | $780 |
| Irrigation Systems Upgrades |  | $1,250 |  | $313 |  | $274 |  | $39 |
| Preserve Maintenance |  | $40,000 |  | $10,000 |  | $13,169 |  | ($3,169) |
| Tot Lot Inspection/Maintenance |  | $5,000 |  | $1,250 |  | $0 |  | $1,250 |
| Tree Removal/Trimming/Cleanup |  | $35,000 |  | $8,750 |  | $3,980 |  | $4,770 |
| Alleyway Maintenance |  | $5,000 |  | $1,250 |  | $0 |  | $1,250 |
| Miscellaneous Maintenance |  | $5,000 |  | $1,250 |  | $952 |  | $298 |
| Special Events |  | $5,000 |  | $1,250 |  | $0 |  | $1,250 |
| Other-Contingency |  | $3,000 |  | $750 |  | $1,370 |  | ($620) |
| Capital Expenditures |  | $9,000 |  | $2,250 |  | $0 |  | $2,250 |
| Reserve for Capital - R&R |  | $89,209 |  | $22,302 |  | $0 |  | $22,302 |
| Common Area Maintenance |  | $5,000 |  | $1,250 |  | $658 |  | $592 |
| ***TOTAL FIELD*** |  | **$1,517,486** |  | **$379,372** |  | **$350,968** |  | **$28,404** |
| ***TOTAL EXPENDITURES*** |  | **$1,735,622** |  | **$459,232** |  | **$440,297** |  | **$18,935** |
| ***EXCESS (DEFICIT) OF REVENUES*** |  |  |  |  |  |  |  |  |
| ***OVER EXPENDITURES*** |  | **($97,734)** |  | **$535,876** |  | **$587,374** |  | **$51,498** |
| ***NET CHANGE IN FUND BALANCE*** |  | **($97,734)** |  | **$535,876** |  | **$587,374** |  | **$51,498** |
| FUND BALANCE - Beginning |  | $97,734 |  |  |  | $643,528 |  |  |
| FUND BALANCE - Ending |  | ($0) |  |  |  | $1,230,902 |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **CAPITAL REGION CDD** | | | | | | | | | | | | | | |
| **GENERAL FUND** | | | | | | | | | | | | | | |
| **FY 2021** | | | | | | | | | | | | | | |
|  | **ADOPTED** |  |  |  |  |  |  |  |  |  |  |  |  | **Year to** |
| **Description** | **BUDGET** | **October** | **November** | **December** | **January** | **February** | **March** | **April** | **May** | **June** | **July** | **August** | **September** | **Date** |
| ***REVENUES:*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Special Assessment-On Roll | $1,236,552 | $0 | $134,736 | $760,038 |  |  |  |  |  |  |  |  |  | $894,774 |
| Special Assessment-Direct - St Joe | $391,936 | $32,661 | $32,661 | $32,661 |  |  |  |  |  |  |  |  |  | $97,984 |
| Prepayment - Lakeside | $0 | $0 | $0 | $32,913 |  |  |  |  |  |  |  |  |  | $32,913 |
| Interest Income/Miscellaneous | $9,400 | $1,893 | $63 | $44 |  |  |  |  |  |  |  |  |  | $1,999 |
| Carry Forward Surplus | $97,734 | $0 | $0 | $0 |  |  |  |  |  |  |  |  |  | $0 |
| **TOTAL REVENUES** | **$1,735,621** | **$34,554** | **$32,724** | **$825,657** | **$0** | **$0** | **$0** | **$0** | **$0** | **$0** | **$0** | **$0** | **$0** | **$1,027,671** |
| ***EXPENDITURES:*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Administrative:* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Supervisors Fees | $6,000 | $800 | $200 | $1,000 |  |  |  |  |  |  |  |  |  | $2,000 |
| FICA Expense | $459 | $61 | $15 | $77 |  |  |  |  |  |  |  |  |  | $153 |
| Engineering | $30,000 | $1,825 | $335 | $2,000 |  |  |  |  |  |  |  |  |  | $4,160 |
| Arbitrage | $1,800 | $0 | $0 | $0 |  |  |  |  |  |  |  |  |  | $0 |
| Dissemination | $7,300 | $608 | $608 | $608 |  |  |  |  |  |  |  |  |  | $1,825 |
| Attorney | $57,000 | $17,515 | $7,258 | $4,196 |  |  |  |  |  |  |  |  |  | $28,969 |
| Annual Audit | $4,550 | $0 | $0 | $0 |  |  |  |  |  |  |  |  |  | $0 |
| Annual Report | $500 | $0 | $0 | $0 |  |  |  |  |  |  |  |  |  | $0 |
| Trustee Fees | $15,520 | $4,337 | $0 | $4,148 |  |  |  |  |  |  |  |  |  | $8,485 |
| Assessment Roll Services | $11,500 | $11,500 | $0 | $0 |  |  |  |  |  |  |  |  |  | $11,500 |
| Management Fees | $48,620 | $4,052 | $4,052 | $4,052 |  |  |  |  |  |  |  |  |  | $12,155 |
| Information Technology | $2,800 | $233 | $233 | $233 |  |  |  |  |  |  |  |  |  | $700 |
| Records Storage | $150 | $0 | $0 | $0 |  |  |  |  |  |  |  |  |  | $0 |
| Travel & Per Diem | $1,500 | $0 | $0 | $0 |  |  |  |  |  |  |  |  |  | $0 |
| Telephone | $300 | $0 | $43 | $44 |  |  |  |  |  |  |  |  |  | $87 |
| Postage | $1,000 | $120 | $75 | $64 |  |  |  |  |  |  |  |  |  | $260 |
| Printing & Binding | $2,000 | $41 | $186 | $34 |  |  |  |  |  |  |  |  |  | $261 |
| Insurance | $18,412 | $17,936 | $0 | $0 |  |  |  |  |  |  |  |  |  | $17,936 |
| Legal Advertising | $3,500 | $0 | $202 | $0 |  |  |  |  |  |  |  |  |  | $202 |
| Other Current Charges | $1,600 | $179 | $141 | $129 |  |  |  |  |  |  |  |  |  | $449 |
| Office Supplies | $200 | $0 | $13 | $0 |  |  |  |  |  |  |  |  |  | $13 |
| Dues, Licenses, Subscriptions | $3,175 | $175 | $0 | $0 |  |  |  |  |  |  |  |  |  | $175 |
| Capital Outlay | $250 | $0 | $0 | $0 |  |  |  |  |  |  |  |  |  | $0 |
| **Total Administrative** | **$218,135** | **$59,383** | **$13,361** | **$16,585** | **$0** | **$0** | **$0** | **$0** | **$0** | **$0** | **$0** | **$0** | **$0** | **$89,329** |

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| **CAPITAL REGION CDD** | | | | | | | | | | | | | | |
| **GENERAL FUND** | | | | | | | | | | | | | | |
| **FY 2021** | | | | | | | | | | | | | | |
|  | **ADOPTED** |  |  |  |  |  |  |  |  |  |  |  |  | **Year to** |
| **Description** | **BUDGET** | **October** | **November** | **December** | **January** | **February** | **March** | **April** | **May** | **June** | **July** | **August** | **September** | **Date** |
| *Maintenance:* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Management Fees | $126,000 | $10,500 | $10,500 | $10,500 |  |  |  |  |  |  |  |  |  | $31,500 |
| Security | $6,000 | $6,466 | $0 | $0 |  |  |  |  |  |  |  |  |  | $6,466 |
| Communications | $6,000 | $500 | $500 | $500 |  |  |  |  |  |  |  |  |  | $1,500 |
| Utilities | $45,000 | $5,649 | $3,693 | $2,725 |  |  |  |  |  |  |  |  |  | $12,067 |
| Landscape Maintenance - Contract | $983,735 | $81,978 | $81,978 | $81,978 |  |  |  |  |  |  |  |  |  | $245,934 |
| Landscape Maintenance - New Units/Street Trees | $7,500 | $758 | $785 | $785 |  |  |  |  |  |  |  |  |  | $2,327 |
| Pond Maintenance - Contract | $3,500 | $0 | $0 | $0 |  |  |  |  |  |  |  |  |  | $0 |
| Pond Maintenance - New Units | $1,000 | $0 | $0 | $0 |  |  |  |  |  |  |  |  |  | $0 |
| Pond Repairs - Current Units | $35,000 | $0 | $5,706 | $0 |  |  |  |  |  |  |  |  |  | $5,706 |
| Pond Repairs - New Units | $1,500 | $0 | $0 | $0 |  |  |  |  |  |  |  |  |  | $0 |
| SWMF Operating Permit Fees | $8,262 | $459 | $459 | $1,836 |  |  |  |  |  |  |  |  |  | $2,754 |
| Irrigation Maintenance - Contract | $51,030 | $4,253 | $4,253 | $4,253 |  |  |  |  |  |  |  |  |  | $12,758 |
| Irrigation Maintenance - New Units | $500 | $112 | $112 | $112 |  |  |  |  |  |  |  |  |  | $335 |
| Irrigation Repairs - Current Units | $40,000 | $3,375 | $3,391 | $2,453 |  |  |  |  |  |  |  |  |  | $9,220 |
| Irrigation Systems Upgrades | $1,250 | $274 | $0 | $0 |  |  |  |  |  |  |  |  |  | $274 |
| Preserve Maintenance | $40,000 | $2,748 | $6,687 | $3,734 |  |  |  |  |  |  |  |  |  | $13,169 |
| Tot Lot Inspection/Maintenance | $5,000 | $0 | $0 | $0 |  |  |  |  |  |  |  |  |  | $0 |
| Tree Removal/Trimming/Cleanup | $35,000 | $930 | $250 | $2,800 |  |  |  |  |  |  |  |  |  | $3,980 |
| Alleyway Maintenance | $5,000 | $0 | $0 | $0 |  |  |  |  |  |  |  |  |  | $0 |
| Miscellaneous Maintenance | $5,000 | $173 | $780 | $0 |  |  |  |  |  |  |  |  |  | $952 |
| Special Events | $5,000 | $0 | $0 | $0 |  |  |  |  |  |  |  |  |  | $0 |
| Other-Contingency | $3,000 | $25 | $0 | $1,345 |  |  |  |  |  |  |  |  |  | $1,370 |
| Capital Expenditures | $9,000 | $0 | $0 | $0 |  |  |  |  |  |  |  |  |  | $0 |
| Reserve for Capital - R&R | $89,209 | $0 | $0 | $0 |  |  |  |  |  |  |  |  |  | $0 |
| Common Area Maintenance | $5,000 | $658 | $0 | $0 |  |  |  |  |  |  |  |  |  | $658 |
| **Total Maintenance** | **$1,517,486** | **$118,856** | **$119,092** | **$113,020** | **$0** | **$0** | **$0** | **$0** | **$0** | **$0** | **$0** | **$0** | **$0** | **$350,968** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total Recreatin Facility** | **$0** | **$0** | **$0** | **$0** | **$0** | **$0** | **$0** | **$0** | **$0** | **$0** | **$0** | **$0** | **$0** | **$0** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total Expenditures** | **$1,735,622** | **$178,239** | **$132,453** | **$129,605** | **$0** | **$0** | **$0** | **$0** | **$0** | **$0** | **$0** | **$0** | **$0** | **$440,297** |
| **Interfund Tranfer In/(Out)** | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Excess Revenues (Expenditures)** | **($0)** | **($143,685)** | **($99,729)** | **$696,052** | **$0** | **$0** | **$0** | **$0** | **$0** | **$0** | **$0** | **$0** | **$0** | **$587,374** |

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| **CAPITAL REGION** | | | | | | | | |
| **COMMUNITY DEVELOPMENT DISTRICT** | | | | | | | | |
| **CAPITAL RESERVE** | | | | | | | | |
| Statement of Revenues, Expenditures and Changes in Fund Balances | | | | | | | | |
| For the Period Ended December 31, 2020 | | | | | | | | |
|  |  | **ADOPTED** |  | **PRORATED BUDGET** |  | **ACTUAL** |  |  |
| **DESCRIPTION** |  | **BUDGET** |  | **THRU 12/31/20** |  | **THRU 12/31/20** |  | **VARIANCE** |
| **REVENUES:** |  |  |  |  |  |  |  |  |
| Capital Reserve Contribution |  | $89,209 |  | $0 |  | $0 |  | $0 |
| ***TOTAL REVENUES*** |  | **$89,209** |  | **$0** |  | **$0** |  | **$0** |
| **EXPENDITURES:** |  |  |  |  |  |  |  |  |
| Reserve for Capital - R&R |  | $0 |  | $0 |  | $6,794 |  | ($6,794) |
| Other Charges |  | $600 |  | $150 |  | $129 |  | $21 |
| ***TOTAL EXPENDITURES*** |  | **$600** |  | **$150** |  | **$6,923** |  | **($6,773)** |
| ***EXCESS (DEFICIT) OF REVENUES*** |  |  |  |  |  |  |  |  |
| ***OVER EXPENDITURES*** |  | **$88,609** |  | **(150.00)** |  | **(6,922.88)** |  | **(6,772.88)** |
| FUND BALANCE - Beginning |  | $148,399 |  |  |  | $48,859 |  |  |
| FUND BALANCE - Ending |  | $237,008 |  |  |  | $41,936 |  |  |

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| **CAPITAL REGION** | | | | | | | | |
| **COMMUNITY DEVELOPMENT DISTRICT** | | | | | | | | |
| **DEBT SERVICE FUND - SERIES 2011A1 & A2** | | | | | | | | |
| Statement of Revenues, Expenditures and Changes in Fund Balances | | | | | | | | |
| For the Period Ended December 31, 2020 | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
|  |  | **ADOPTED** |  | **PRORATED BUDGET** |  | **ACTUAL** |  |  |
| **DESCRIPTION** |  | **BUDGET** |  | **THRU 12/31/20** |  | **THRU 12/31/20** |  | **VARIANCE** |
| **REVENUES:** |  |  |  |  |  |  |  |  |
| Special Assessments - Residential |  | $379,445 |  | $341,210 |  | $341,210 |  | $0 |
| Interest Income |  | $1,000 |  | $250 |  | $23 |  | ($227) |
| ***TOTAL REVENUES*** |  | **$380,445** |  | **$341,460** |  | **$341,233** |  | **($227)** |
| **EXPENDITURES:** |  |  |  |  |  |  |  |  |
| **SERIES 2011-A1** |  |  |  |  |  |  |  |  |
| Interest - 11/1 - 2011A1 |  | $80,837 |  | $80,837 |  | $80,837 |  | $0 |
| Special Call - 11/1 2011A1 |  | $0 |  | $0 |  | $5,000 |  | ($5,000) |
| Interest - 5/1 - 2011A1 |  | $80,837 |  | $0 |  | $0 |  | $0 |
| Principal - 5/1 - 2011A1 |  | $210,000 |  | $0 |  | $0 |  | $0 |
| ***TOTAL EXPENDITURES*** |  | **$371,673** |  | **$80,837** |  | **$85,837** |  | **($5,000)** |
| ***EXCESS (DEFICIT) OF REVENUES*** |  |  |  |  |  |  |  |  |
| ***OVER EXPENDITURES*** |  | **$8,772** |  | **$260,623** |  | **$255,397** |  | **($5,227)** |
| FUND BALANCE - Beginning |  | $94,327 |  |  |  | $280,260 |  |  |
| FUND BALANCE - Ending |  | $103,098 |  |  |  | $535,657 |  |  |

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| **CAPITAL REGION** | | | | | | | | |
| **COMMUNITY DEVELOPMENT DISTRICT** | | | | | | | | |
| **DEBT SERVICE FUND - SERIES 2013A** | | | | | | | | |
| Statement of Revenues, Expenditures and Changes in Fund Balances | | | | | | | | |
| For the Period Ended December 31, 2020 | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
|  |  | **ADOPTED** |  | **PRORATED BUDGET** |  | **ACTUAL** |  |  |
| **DESCRIPTION** |  | **BUDGET** |  | **THRU 12/31/20** |  | **THRU 12/31/20** |  | **VARIANCE** |
| **REVENUES:** |  |  |  |  |  |  |  |  |
| Special Assessments - Residential |  | $381,326 |  | $341,047 |  | $341,047 |  | $0 |
| Special Assessments - Commercial |  | $480,848 |  | $243,668 |  | $243,668 |  | $0 |
| Interest Income |  | $2,500 |  | $625 |  | $67 |  | ($558) |
| ***TOTAL REVENUES*** |  | **$864,674** |  | **$585,340** |  | **$584,781** |  | **($558)** |
| **EXPENDITURES:** |  |  |  |  |  |  |  |  |
| Interest- 11/1 |  | $205,856 |  | $205,856 |  | $205,856 |  | $0 |
| Special Call - 5/1 |  | $0 |  | $0 |  | $5,000 |  | ($5,000) |
| Interest - 5/1 |  | $205,856 |  | $0 |  | $0 |  | $0 |
| Principal - 5/1 |  | $455,000 |  | $0 |  | $0 |  | $0 |
| ***TOTAL EXPENDITURES*** |  | **$866,713** |  | **$205,856** |  | **$210,856** |  | **($5,000)** |
| ***EXCESS (DEFICIT) OF REVENUES*** |  |  |  |  |  |  |  |  |
| ***OVER EXPENDITURES*** |  | **($2,039)** |  | **$379,483** |  | **$373,925** |  | **($5,558)** |
| FUND BALANCE - Beginning |  | $351,184 |  |  |  | $781,989 |  |  |
| FUND BALANCE - Ending |  | $349,145 |  |  |  | $1,155,914 |  |  |

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| **CAPITAL REGION** | | | | | | | | |
| **COMMUNITY DEVELOPMENT DISTRICT** | | | | | | | | |
| **DEBT SERVICE FUND - SERIES 2018A1** | | | | | | | | |
| Statement of Revenues, Expenditures and Changes in Fund Balances | | | | | | | | |
| For the Period Ended December 31, 2020 | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
|  |  | **PROPOSED** |  | **PRORATED BUDGET** |  | **ACTUAL** |  |  |
| **DESCRIPTION** |  | **BUDGET** |  | **THRU 12/31/20** |  | **THRU 12/31/20** |  | **VARIANCE** |
| **REVENUES:** |  |  |  |  |  |  |  |  |
| Special Assessments - Residential |  | $142,918 |  | $133,650 |  | $133,650 |  | $0 |
| Special Assessments - Commercial |  | $77,165 |  | $77,886 |  | $77,886 |  | $0 |
| Special Assessments - Direct |  | $1,086,011 |  | $86,208 |  | $86,208 |  | $0 |
| Interest Income |  | $2,500 |  | $625 |  | $13 |  | ($612) |
| ***TOTAL REVENUES*** |  | **$1,308,594** |  | **$298,369** |  | **$297,757** |  | **($612)** |
| **EXPENDITURES:** |  |  |  |  |  |  |  |  |
| Interest - 11/1 |  | $391,131 |  | $391,131 |  | $390,644 |  | $487 |
| Interest - 5/1 |  | $391,131 |  | $0 |  | $0 |  | $0 |
| Principal - 5/1 |  | $530,000 |  | $0 |  | $0 |  | $0 |
| ***TOTAL EXPENDITURES*** |  | **$1,312,263** |  | **$391,131** |  | **$390,644** |  | **$487** |
| ***EXCESS (DEFICIT) OF REVENUES*** |  |  |  |  |  |  |  |  |
| ***OVER EXPENDITURES*** |  | **($3,669)** |  | **($92,762)** |  | **($92,887)** |  | **($125)** |
|  |  |  |  |  |  |  |  |  |
| ***NET CHANGE IN FUND BALANCE*** |  | **($3,669)** |  | **($92,762)** |  | **($92,887)** |  | **($125)** |
| FUND BALANCE - Beginning |  | $397,549 |  |  |  | $1,049,287 |  |  |
| FUND BALANCE - Ending |  | $393,881 |  |  |  | $956,400 |  |  |

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| **CAPITAL REGION** | | | | | | | | |
| **COMMUNITY DEVELOPMENT DISTRICT** | | | | | | | | |
| **DEBT SERVICE FUND - SERIES 2018A2** | | | | | | | | |
| Statement of Revenues, Expenditures and Changes in Fund Balances | | | | | | | | |
| For the Period Ended December 31, 2020 | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
|  |  | **PROPOSED** |  | **PRORATED BUDGET** |  | **ACTUAL** |  |  |
| **DESCRIPTION** |  | **BUDGET** |  | **THRU 12/31/20** |  | **THRU 12/31/20** |  | **VARIANCE** |
| **REVENUES:** |  |  |  |  |  |  |  |  |
| Special Assessments - Residential |  | $273,055 |  | $184,976 |  | $184,976 |  | $0 |
| Interest Income |  | $2,500 |  | $625 |  | $3 |  | ($622) |
| ***TOTAL REVENUES*** |  | **$275,555** |  | **$185,601** |  | **$184,978** |  | **($622)** |
| **EXPENDITURES:** |  |  |  |  |  |  |  |  |
| Interest - 11/1 |  | $51,899 |  | $51,899 |  | $51,784 |  | $115 |
| Interest - 5/1 |  | $51,899 |  | $0 |  | $0 |  | $0 |
| Principal - 5/1 |  | $170,000 |  | $0 |  | $0 |  | $0 |
| ***TOTAL EXPENDITURES*** |  | **$273,798** |  | **$51,899** |  | **$51,784** |  | **$115** |
| ***EXCESS (DEFICIT) OF REVENUES*** |  |  |  |  |  |  |  |  |
| ***OVER EXPENDITURES*** |  | **$1,758** |  | **$133,702** |  | **$133,195** |  | **($507)** |
|  |  |  |  |  |  |  |  |  |
| ***NET CHANGE IN FUND BALANCE*** |  | **$1,758** |  | **$133,702** |  | **$133,195** |  | **($507)** |
| FUND BALANCE - Beginning |  | $57,226 |  |  |  | $193,507 |  |  |
| FUND BALANCE - Ending |  | $58,984 |  |  |  | $326,702 |  |  |

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**CAPITAL REGION CDD ASSESSMENT RECEIPTS FISCAL YEAR 2021**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 2021 O&M** | **TOTAL ASSESSED** |
| ST JOE COMPANY | **1,692.00** | - | 1,002,975.66 | - | - | - | - | 1,002,975.66 | 391,936.00 | 1,394,911.66 |
| LEON CO. TAX ROLL | **3,263.58** | 149,434.55 | 153,683.54 | 379,444.65 | 274,147.35 | 381,324.91 | 480,803.85 | 1,818,838.85 | 1,236,210.17 | 3,055,049.02 |
| **TOTAL NET ASSESSED** | **4,955.58** | **149,434.55** | **1,156,659.20** | **379,444.65** | **274,147.35** | **381,324.91** | **480,803.85** | **2,821,814.51** | **1,628,146.17** | **4,449,960.68** |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 2021 O&M** | **TOTAL COLLECTED NET** |
| ST JOE COMPANY | | - 197,472.78 - - - - 197,472.78 166,429.00 363,901.78 | | | | | | | | |
| **TOTAL DUE DIRECT INVOICE - 805,502.88 - - - - 805,502.88 225,507.00 1,031,009.88**  LEON CO DIST 1 11/12/2020 1,975.57 - 3,687.64 - 5,041.24 - 10,704.45 7,184.02 17,888.47  LEON CO DIST 2 11/20/2020 14,039.80 22,247.61 29,781.32 13,909.94 35,826.56 69,602.36 185,407.59 127,552.37 312,959.96  LEON CO DIST 3 12/23/2020 33,428.72 52,658.04 78,555.98 16,080.26 85,302.92 164,742.37 430,768.29 297,709.71 728,478.00  LEON CO DIST 4 12/30/2020 84,206.24 2,979.95 229,184.86 154,985.32 214,876.26 9,322.86 695,555.49 462,328.29 1,157,883.78  LEON CO DIST 5 1/20/2021 6,842.00 69,432.25 14,108.99 79,358.65 17,459.32 217,220.99 404,422.20 278,836.28 683,258.48 INTEREST 2/1/2021 - - - - - - - 639.01 639.01  - - - - - - - - -  - - - - - - - - -  - - - - - - - - -  - - - - - - - - -  - - - - - - - - -  - - - - - - - - -  - - - - - - - - -  - - - - - - - - - | | | | | | | | | | |
| **TOTAL RECEIVED TAX ROLL**  **TOTAL DUE TAX ROLL** | | **140,492.33 147,317.85 355,318.79 264,334.17 358,506.30 460,888.58 1,726,858.02 1,174,249.68 2,901,107.70** | | | | | | | | |
| **8,942.22 6,365.69 24,125.86 9,813.18 22,818.61 19,915.27 91,980.83 61,960.49 153,941.32** | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 20219 O&M** | **TOTAL** |
| **% RECEIVED DIRECT INVOICE** | **0.00%** | **19.69%** | **0.00%** | **0.00%** | **0.00%** | **0.00%** | **19.69%** | **42.46%** | **26.09%** |
| **% RECEIVED TAX ROLL** | **94.02%** | **95.86%** | **93.64%** | **96.42%** | **94.02%** | **95.86%** | **94.94%** | **94.99%** | **94.96%** |

#### *D.*

**Capital Region**

**Community Development District**

**Check Register Summary General Fund**

12/1/2020 - 1/31/2021

***Check Date Check#'s Total Amount***

|  |  |  |
| --- | --- | --- |
| 12/5/2020 | 2618-2623 | $ 26,739.76 |
| 12/19/2020 | 2624-2630 | $ 95,455.04 |
| 1/10/2021 | 2631-2639 | $ 1,850,394.99 |
| 1/30/2021 | 2640-2650 | $ 507,791.51 |

**Total** $ 2,4so,3s1.3o 1

**Capital Reserve**

***Check Date Check#'s Total Amount***

1/10/2021 29-30 $ 2,546.00

**Total** $ z,s46.oo I

\* FedEx invoices will be provided upon request

**AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 1/30/21**

\*\*\* **CHECK DATES 12/01/2020 - 01/31/2021** \*\*\* **CAPITAL REGION - GENERAL FUND**

**BANK B CAPITAL REGION - GEN**

**PAGE** 1

**CHECK VEND# ,....INVOICE........EXPENSED TO... VENDOR NAME DATE DATE INVOICE YRMO DPT ACCT# SUB SUBCLASS**

12/08/20 00290 12/10/20 12102020 202012 310-51300-44200

**STATUS AMOUNT** ...**.CHECK...,,** AMOUNT #

V 250.00-

MEETING ROOM FOR 12/10/20

**JACKSON BLUFF PROPERTIES, LLC** 250.00-002609

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

12/05/20 00024 11/30/20 192473 202011 320-57200-46450 \*

MAINLIN RPR C22 016 11/23

11/30/20 192474 202011 320-57200-46450 \*

57.95

140.45

11/30/20

12/01/20

IRRIG RPR C28 U31 11/24

192475 202011 320-57200-47000 \*

**FUNGICIDE APP BERMUDA PLT**

192478 202011 320-57200-46450 \*

**VALVE RPLC C15 ORANGE AVE**

**ALL-PRO LAND CARE OF TALLAHASSEE**

**2,042.50**

213.25

**2,454.15 002618**

12/05/20 00126 12/01/20 1939426 202011 310-51300-31100

SERVICE THRU 11/30/2020

**ATKINS NORTH AMERICA, INC.**

12/05/20 00167 12/01/20 000475 202012 320-57200-34010

\* 334.57

\* 500.00

334.57 002619

**DEC 2020 WEB MGMT**

- - - - - - - - - - - - - - - - - - - - - - - - - - -**B**-**ULL**-**DO**-**G** -**ST**-**RA**-**TE**-**GY**- **G**-**R**-**OUP**-**,**-**L**-**LC**- - - - - -

500.00 002620

12/05/20 00029 10/28/20 OCT2020 202010 320-57200-43000 \*

**OCT 2020 SERVICES**

11/25/20 NOV2020 202011 320-57200-43000 \*

**NOV 2020 SERVICES**

- - - - - - - - - - - - - - - - - - - - - - - - - - -**C**-**IT**-**Y** -**OF**-**T**-**ALL**-**AH**-**AS**-**SE**-**E** -**-**-**U**-**TIL**-**IT**-**IE**-**S**-

**3,202.17**

**3,669.87**

**6,872.04 002621**

12/05/20 00061 12/01/20 432 202012 310-51300-34000 \*

4,051.67

12/01/20

12/01/20

DEC 2020 MGMT FEES

432 202012 310-51300-35100 \*

DEC 2020 INFO TECH

432 202012 310-51300-31300 \*

DEC **2020 DISSEMINATION**

233.33

608.33

.15

12/01/20 432 202012 310-51300-51000 \*

DEC **2020 OFFICE SUPPLIES**

12/01/20 432 202012 310-51300-42000 \*

DEC **2020 POSTAGE**

12/01/20 432 202012 310-51300-42500 \*

12,77

33.90

12/01/20

12/01/20

DEC 2020 COPIES

432 202012 310-51300-41000 \*

DEC **2020 PHONE**

433 202012 320-57200-34000 \*

DEC **2020 FAC. MGMT**

**GOVERNMENTAL MANAGEMENT SERVICES**

43.85

**10,500.00**

15,484.00 002622

**CAPR CAPITAL REGION MPHILLIPS**

**AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 1/30/21**

\*\*\* **CHECK DATES 12/01/2020 - 01/31/2021** \*\*\* **CAPITAL REGION - GENERAL FUND**

**BANK B CAPITAL REGION - GEN**

**PAGE 2**

**CHECK VEND# .....INVOICE........EXPENSED TO.,.**

**DATE DATE INVOICE YRMO DPT ACCT# SUB SUBCLASS**

12/05/20 00291 12/04/20 SUR-4570 202012 320-57200-46650

**VENDOR NAME**

STATUS

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**AMOUNT** ...**.CHECK ,**

AMOUNT #

**1,345.00**

FIELD SURVEY 12/4/2020

**MERIDIAN SURVEYING AND MAPPING, INC**

12/19/20 00024 12/15/20 192546 202012 320-57200-46450

**MAINLINE RPR ClS ORANGE A**

12/15/20 192547 202012 320-57200-46450

**VALVE RPL C25 U27 12/9**

12/15/20 192548 202012 320-57200-46450

VALVE RPL C#28 U31 12/11 1/01/21 192556 202101 320-57200-46200

**JAN 2021 LANDSCAPE**

1/01/21 192556 202101 320-57200-46225

**JAN 2021 LANDSCAPE**

1/01/21 192556 202101 320-57200-46400

JAN 2021 LANDSCAPE

1/01/21 192556 202101 320-57200-46425

- - - - - - - - - -**1**-**,34**-**5.**-**00**-

\* 343.85

-

\* 308.25

\* 108.45

\* **81,977.92**

\* 784.64

\* **4,252.50**

\* 111.60

002623

**JAN 2021 LANDSCAPE**

**ALL-PRO LAND CARE OF TALLAHASSEE**

12/19/20 00289 12/09/20 186684 202011 310-51300-31500

- - - - - - - -**87**-**,88**-**7.**-**21**- 002624

\* **5,130.00**

- - -

SERVICE THRU 11/30/2020

**AUSLEY & MCMULLEN, P.A.**

- - - - - - - - - - -**5**-**,13**-**0.**-**00**-

002625

12/19/20 00029 10/01/20 35414856 202010 320-57200-43000

**OCT 2020 SERVICES**

11/02/20 35414856 202011 320-57200-43000

\* 23.17

\* 23.50

**NOV 2020 SERVICES**

**CITY OF TALLAHASSEE - UTILITIES**

- - - - - - - - - -

46.67 002626

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

12/19/20 00004 12/08/20 72056182 202012 310-51300-42000

SERVICE THRU 12/8/2020

- - - - - - - - - - - - - - - - - - - - - - - - - - -FE-DE-X- - - - - - - - - - - - - - - - -

12/19/20 00292 12/19/20 12192020 202012 310-51300-49100

**COMM FEE-ANDREW WIGGINS**

- - - - - - - - - - - - - - - - - - - - - - - - - - -**FL**-**OR**-**ID**-**A**-**D**-**IV**-**ISI**-**ON**- **OF ELECTIONS**

12/19/20 00008 12/17/20 119156 202011 310-51300-31500

\* 51.44

- - - - - - -

- - -

\* 10.00

- - - - - - - - -

-

\* **2,127.52**

51.44 002627

10.00 002628

GENERAL COUNSEL 11/30/20

**HOPPING, GREEN & SAMS, P.A.**

12/19/20 00228 11/30/20 00035891 202011 310-51300-48000

- - - - - - - - -**2,**-**12**-**7.52**-

\* 202.20

- - -

002629

NOT OF REG MTNG 11/30/20

**TALLAHASSEE MEDIA GROUP CAPR CAPITAL REGION MPHILLIPS**

- - - - - - - - - - - -20-2-.2-0 002630

**A**\***P**\*\***300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 1/30/21 BANK B CAPITAL REGION - GEN**

**CHECK DATES 12/01/2020 - 01/31/2021** \*\*\* **CAPITAL REGION - GENERAL FUND**

**PAGE** 3

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CHECK VEND# DATE** | **.....INVOICE........EXPENSED TO...**  **DATE INVOICE YRMO DPT ACCT# SUB SUBCLASS** | | | **VENDOR** | **NAME** | **STATUS** | AMOUNT | ...**.CHECK.....**  AMOUNT # | |
| 1/10/21 00024 | 12/08/20 | 192541 202012 320-57200-47000  HAND WEEDING-BUTTERFLY GR |  | | | \* | 756.00 |  |  |
|  | 12/22/20 | 192559 202012 320-57200-47000  **REMOVE TREE-MISSION LAKE** |  | | | \* | 489.50 |  |  |
|  | 12/22/20 | 192560 202012 320-57200-46450  MAINLINE RPR C#2 US 12/15 |  | | | \* | **1,108.29** |  |  |
|  | 12/22/20 | 192561 202012 320-57200-46490  **REMOVE OAK TREE-NEW DAWN**  **ALL-PRO** | **LAND CARE OF TALLAHASSEE** | | | \* | **2,800.00** | 5,153.79 | 002631 |
| 1/10/21 00167 | 1/01/21 | 000481 202101 320-57200-34010  **JAN 2021 WEB MGMT** |  | | | \* | 500.00 |  |  |

**BULLDOG STRATEGY GROUP, LLC**

1/10/21 00106 1/10/21 01102021 202101 300-20700-10800

TXFER TAX RCPTS 1/10/2021

- - - - - - - - -50-0.00-

\* **173,272.95**

- -

002632

**CAPITAL REGION CDD - SERIES 2018Al**

1/10/21 00129 1/10/21 01102021 202101 300-20700-10000

TXFER TAX RCPTS 1/10/2021

- - - - - - - - - -**1**-**73,27**-**2.**-**95**-

\* **307,740.84**

-

002633

**CAPITAL REGION CDD - SERIES 2011Al**

1/10/21 00130 1/10/21 01102021 202101 300-20700-11000

TXFER TAX RCPTS 1/10/2021

- - - - - - -3-07-,74-0.-84-

\* **171,065.58**

- - -

002634

**CAPITAL REGION CDD - SERIES 2018A2**

1/10/21 00148 1/10/21 01102021 202101 300-20700-10900

TXFER TAX RCPTS 1/10/2021

- - - - - - - - - -**171**-**,06**-**5.**-**58**-

\* **474,244.41**

-

002635

**CAPITAL REGIONS CDD - SERIES 2013**

1/10/21 00029 12/29/20 DEC2020 202012 320-57200-43000 \*

**DEC 2020 SERVICES**

-------- ------- ---- - - - - - - - -**CI**-**T**-**Y OF TALLAHASSEE - UTILITIES**

- - - - - - - - - -4-74,2-44-.4-1 002636

**2,724.73**

-

**2,724.73 002637**

1/10/21 00061 1/01/21 434 202101 310-51300-34000

JAN **2021 MGMT FEES**

1/01/21 434 202101 310-51300-35100

JAN **2021 INFO TECH**

1/01/21 434 202101 310-51300-31300

JAN **2021 DISSEMINATION**

1/01/21 434 202101 310-51300-51000

JAN **2021 OFFICE SUPPLIES**

1/01/21 434 202101 310-51300-42000

JAN 2021 POSTAGE

1/01/21 434 202101 310-51300-42500

JAN 2021 COPIES

\* **4,051.67**

\* 233.33

\* 608.33

\* 15.00

\* 3.38

\* 213.00

**CAPR CAPITAL REGION MPHILLIPS**

**AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 1/30/21**

\*\*\* **CHECK DATES 12/01/2020 - 01/31/2021** \*\*\* **CAPITAL REGION - GENERAL FUND**

**BANK B CAPITAL REGION - GEN**

**PAGE** 4

**CHECK VEND# .....INVOICE........EXPENSED TO,,. VENDOR NAME DATE DATE INVOICE YRMO DPT ACCT# SUB SUBCLASS**

**STATUS**

**AMOUNT** ...**.CHECK.....**

**AMOUNT** #

1/01/21

434

202101 310-51300-41000

\* 40.18

JAN 2021 PHONE

27.80

1/01/21 434

202101 310-51300-49100 \*

JAN **2021 DOMAIN/EMAIL SRV**

**10,500.00**

1/01/21 435

-

202101 320-57200-34000 \*

1/10/21 00026

JAN **2021 FAC MGMT GOVERNMENTAL MANAGEMENT SERVICES**

- - - - - - - - - - - - - - - - - - - - - - - - - - -

1/10/21 01102021 202101 300-15100-10000

- - - - - - - - - -**15,**-**69**-**2.**-**69**- 002638

\* **700,000.00**

-

TXFR EXCESS FUNDS 1/10/21

**STATE BOARD OF ADMINISTRATION**

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

|  |  |  |
| --- | --- | --- |
| 1/07/21 | 192619 202012 320-57200-46450 | \* |
| 1/07/21 | MAINLIN RPR C22/U16 12/21  192620 202012 320-57200-46450 | \* |
| 1/07/21 | INSTALL POSTS 12/21  192621 202012 320-57200-47000 | \* |
| 1/13/21 | **BUTTERFLY GARDEN CLEANUP**  192622 202101 320-57200-46490 | \* |
| 1/22/21 | WEIGHT RED/CLEANUP/LIVEOK  170906-L 202012 320-57200-47000 | \* |
| 2/01/21 | MOWING MISSION LAKE/031  192627 202102 320-57200-46200 | \* |
| 2/01/21 | **FEB 2021 LANDSCAPE MAINT**  192627 202102 320-57200-46225 | \* |
| 2/01/21 | **FEB 2021 LANDSCAPE MAINT**  192627 202102 320-57200-46400 | \* |
| 2/01/21 | **FEB 2021 LANDSCAPE MAINT**  192627 202102 320-57200-46425 | \* |

1/30/21 00024

**FEB 2021 LANDSCAPE MAINT**

- - - - - - - - - - - - - - - - - - - - - - - - - - -**A**-**LL-**-**PR**-**O**-**LA**-**ND**- **C**-**A**-**RE**-**O**-**F T**-**AL**-**LA**-**HA**-**SS**-**EE**-

- - - - - - - -**7**-**00**-**,00**-**0**-**.00**-

395.64

189.00

**1,643.70**

**1,222.65**

845.00

**81,977.92**

784.64

**4,252.50**

111.60

- - - - - - - - -**91,**-**42**-**2.**-**65**-

- -

737.25

002639

002640

1/30/21 00157 1/09/21 010821 202101 320-57200-46910 \*

**PRESCLEAN SW@ ESPLANADE**

**DAVE BORDEN**

- - - - - - - - - -7-37.-25- 002641

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

76,274.25

1/30/21 00106 1/30/21 01302021 202101 300-20700-10800 \*

TXFER TAX RCPTS 1/30/21

**CAPITAL REGION COD - SERIES 2018Al**

- - - - - - - - - -

**7**-**6,**-**27**-**4.**-**25**-

002642

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

1/30/21 00129 1/30/21 01302021 202101 300-20700-10000

TXFER TAX RCPTS 1/30/21

**CAPITAL REGION CDD - SERIES 2011Al**

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

1/30/21 00130 1/30/21 01302021 202101 300-20700-11000

\* **14,108.99**

- - - - - - - - -**14**-**,10**-**8.**-**99**-

--

\* **79,358.65**

002643

TXFER TAX RCPTS 1/30/21

**CAPITAL REGION COD - SERIES 2018A2**

- - -

- - - - - - - - - - - - - - - - - - - - - -

- - - - - - - - - -

**7**-**9,**-**35**-**8.**-**65**-

002644

**CAPR CAPITAL REGION MPHILLIPS**

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER

\*\*\* CHECK DATES 12/01/2020 - 01/31/2021 \*\*\* CAPITAL REGION - GENERAL FUND

BANK B CAPITAL REGION - GEN

RUN 1/30/21

PAGE 5

CHECK VEND# •....INVOICE...••...EXPENSED TO... VENDOR NAME DATE DATE INVOICE YRM:0 DPT ACCT# SUB SUBCLASS

STATUS

AMOUNT

....CHECK...•• AMOUNT #

1/30/21 00148

1/30/21 00137

1/30/21 01302021 202101 300-20700-10900

TXFER TAX RCPTS 1/30/21

CAPITAL REGIONS COD - SERIES 2013

1/11/21 1204 202012 310-51300-31100

SERVICE THRU 12/31/2020

\* 234,680.31

- - - - - - - -2-34,68-0.-31 002645

- - - -

\* 2,000.00

1/30/21 00008

1/11/21 119635

GENERAL 1/11/21 119636

MONTHLY

DANTIN CONSULTING, LLC

202012 310-51300-31500

COUNSEL 12/31/20 202012 310-51300-31500 MTNG 12/31/20

- - - - - - - - - -2-,0-00-.00-

\* 3,293.43

-

\* 902.60

002646

1/30/21 00267

HOPPING, GREEN & SAMS, P.A.

1/19/21 SW093020 202101 320-57200-46500 LAKE WATER SAMPLING

- - - - - - - - -4-,19-6.03-

\* 865.00

- - -

002647

MCGLYNN LABS INC.

1/30/21 00082 12/24/20 5978727 202012 310-51300-32400

S2013 TRUSTEE FEES FY2021

- - - - - - - - - -8-65-.0-0 002648

\* 4,148.38

- -

U.S. BANK

1/30/21 00293 12/19/20 12192020 202012 310-51300-11000

REPLACE PR CHK#50781

12/19/20 12192020 202012 310-51300-11000

REPLACE PR CHK#50781

- - - - - - - - - 4-,14-8.-38 002649

\* 184.70

-- -

V 184.70-

LUIS K ROJAS

TOTAL FOR BANK B TOTAL FOR REGISTER

- - - -

2,480,381.30

2,480,381.30

.oo 002650

CAPR CAPITAL REGION MPHILLIPS

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER

\*\*\* CHECK DATES 12/01/2020 - 01/31/2021 \*\*\* CAPITAL REGION - CAP-RES

BANK C CAPITAL REGION - CR

RUN 1/30/21

PAGE 1

CHECK VEND# .....INVOICE.....•••EXPENSED TO,.. VENDOR NAME DATE DATE INVOICE YRMO DPT ACCT# SUB SUBCLASS

1/10/21 00003 12/08/20 170901-L 202012 600-53800-60000

ELECTRICAL HOOKUP TO CONT

- - - - - - - - - - - - - - - - - - - - - - - - - - -AL-L--PR-O-LA-ND-SC-AP-IN-G-O-F T-AL-LA-HA-SS-EE-

1/10/21 00003 1/18/21 192628 202101 600-53800-60000

DOGIPOT DISP/REC RPLCMNT

- - - - - - - - - - - - - - - - - - - - - - - - - - -A-LL--PR-O-LA-ND-SC-AP-IN-G OF TALLAHASSEE

STATUS

\*

\*

AMOUNT 2,100.00

446.00

....CHECK.....

AMOUNT #

2,100.00 000029

446.00 000030

TOTAL FOR BANK C TOTAL FOR REGISTER

2,546.00

2,546.00

CAPR CAPITAL REGION MPHILLIPS

#### *FOURTH ORDER OF BUSINESS*

*A.*

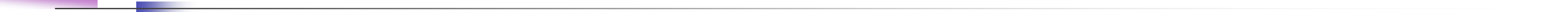
**Capital Region**

**Community Development District**

##### Presented by

**MBS Capital Markets, LLC**

**MBS Capital Markets, LLC**



**February 11, 2021**



152 Lincoln Avenue Winter Park, FL 32789 (407) 622-0130

**MBS Capital Markets, LLC** 3414 W. Bay to Bay Blvd., Unit #3

Tampa, FL 33629

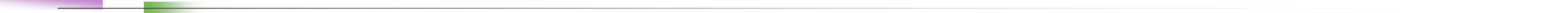
(813) 281-2700

**MBS Capital Markets, LLC**

1005 Bradford Way

Kingston, TN 37763

(865) 717-0303



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SUMMARY OF BONDS OUTSTANDING Section 1

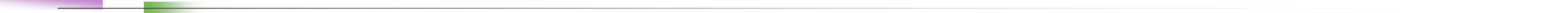
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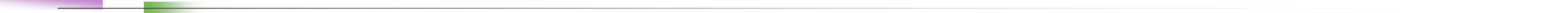
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## SUMMARY OF BONDS OUTSTANDING

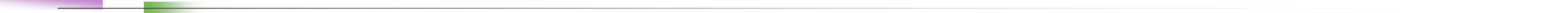
**Bonds Outstanding – January 2021**



Capital Region Community Development District

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Series** | **Par Amount Outstanding after 11/1/2020** | **Average Coupon** | **Current Maximum Annual Debt Service** | **Maturity** | **First Call Date** |
| ***Series 2018A-1*** | *$15,890,000* | *5.024%* | *$1,303,953* | *5/1/2039* | *5/1/2028 @ par* |
| ***Series 2018A-2*** | *$2,335,000* | *4.504%* | *273,055* | *5/1/2031* | *5/1/2028 @ par* |
| ***Series 2011A-1*** | *$3,035,000* | *5.465%* | *369,213* | *5/1/2031* | *5/1/2021 @ 101* |
| ***Series 2013*** | *$7,430,000* | *5.482%* | *861,045* | *5/1/2032* | *5/1/2024 @ par* |
| ***Totals*** | *$28,690,000* |  |  |  |  |

## Overview of Outstanding Debt

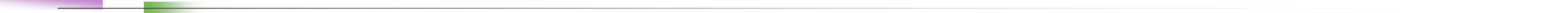


* The Series 2011A-1/A-2 Bonds refunded the District’s Series 2001A Bonds.

###### The Series 2013 Bonds refunded the District’s Series 2002 Bonds.

* The Series 2018A-1 Bonds refunded the Series 2008A Bonds.
* The Series 2018A-2 Bonds refunded the Series 2011A-2 Bonds.

## Overview of Series 2011A-1 Debt



* The Series 2011A-1 Bonds are currently outstanding in the amount of $3,035,000.
* The Series 2011A-1 Bonds have an average coupon of 5.465%.
* The Series 2011A-1 Bonds are call protected until 5/1/2021 and subject to optional redemption at 101%.

**Series**

**Outstanding Par**

**Average Coupon**

**Current Maximum Annual**

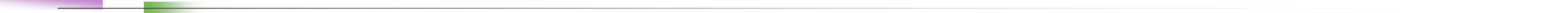
**Debt Service**

**Call**

**Provisions Call Premium**

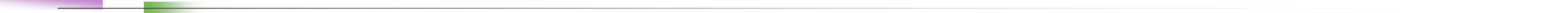
**Final Maturity**

2011A-1 $3,035,000 5.465% $370,562 5/1/2021 101% 5/1/2031



## Series 2011A-1 Refunding Term Sheets

**Proposed Series 2021 Capital Improvement Refunding Bonds (a refunding of the Series 2011A-1 Bonds)**

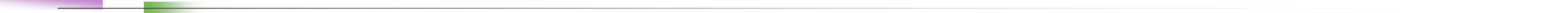




The table below illustrates the proposed refinancing under current market conditions assuming a current refunding, comparing the Term Sheets received.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **TERM SHEETS** | |
|  |  | **BankUnited** | **Hancock/Whitney** |
| **Dated** |  | **3/15/2021** | **3/15/2021** |
|  |  |  |  |
| **Sources:** |  |  |  |
| Bond Proceeds: | | 2,830,000.00 | 2,895,000.00 |
|  | Par Amount |  |  |
|  |  |  |  |
| Other Sources of Funds: | |  |  |
|  | 2011A-1 DSRF | 184,950.22 | 184,950.22 |
|  | 2011A-1 Prepayment Account | 9,492.48 | 9,492.48 |
|  | 2011A-1 Revenue Account | 379,444.45 | 379,444.45 |
|  |  | 573,887.15 | 573,887.15 |
|  |  |  |  |
|  |  | 3,403,887.15 | 3,468,887.15 |
|  |  |  |  |
| **Uses:** |  |  |  |
| Refunding Escrow Deposits | |  |  |
|  | Cash Deposit | 3,143,949.00 | 3,143,949.00 |
|  |  |  |  |
| Other Fund Deposits: | |  |  |
|  | Interest to 11/1/2021 | 44,415.28 | 42,400.33 |
|  | Reserve Fund | - | 65,416.85 |
|  |  | 44,415.28 | 107,817.18 |
| Delivery Date Expenses: | |  |  |
|  | Cost of Issuance | 165,330.00 | 163,737.50 |
|  | Underwriter's Discount | 50,000.00 | 50,000.00 |
|  |  | 215,330.00 | 213,737.50 |
|  |  |  |  |
| Other Uses of Funds: | |  |  |
|  | Rounding | 192.87 | 3,383.47 |
|  |  |  |  |
|  |  | 3,403,887.15 | 3,468,887.15 |
|  |  |  |  |
|  |  |  |  |
| Average Coupon | | 2.50% | 2.33% |
| Maturity |  | 5/1/2031 | 5/1/2031 |
| MADS |  | 321,813 | 327,084 |
| NPV Savings$ | | 198,253.89 | 229,012.43 |
| NPV Savings% | | 6.53% | 7.55% |

### Reduction of Annual Debt Service Assessments

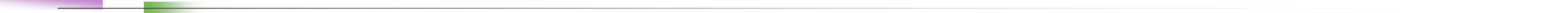


**Series 2021 Refunding**

**Series 2021 Bonds (BankUnited Term Sheet)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Est Par Par Amount Per New Annual New Debt Gross Total Gross Reduction/U Product Type # Units Amount Unit Debt Service Service/Unit Assmt/Unit Revenue nit** | | | | | | | |
| TH-1 | 60 106,539.87 | 1,776 | 12,115.15 | 201.92 | 217.12 | 13,027.04 | 38.88 |
| TH | 110 234,998.10 | 2,136 | 26,722.73 | 242.93 | 261.22 | 28,734.12 | 46.78 |
| 30' | 53 123,519.66 | 2,331 | 14,046.00 | 265.02 | 284.97 | 15,103.22 | 51.03 |
| 40' | 28 69,916.79 | 2,497 | 7,950.56 | 283.95 | 305.32 | 8,548.99 | 54.68 |
| 55'-1 | 28 70,499.43 | 2,518 | 8,016.82 | 286.31 | 307.87 | 8,620.24 | 55.13 |
| 55' | 82 248,551.41 | 3,031 | 28,263.94 | 344.68 | 370.63 | 30,391.33 | 66.37 |
| 65'-1 | 42 130,511.34 | 3,107 | 14,841.05 | 353.36 | 379.96 | 15,958.12 | 68.04 |
| 65' | 69 257,963.82 | 3,739 | 29,334.27 | 425.13 | 457.13 | 31,542.23 | 81.87 |
| 75'-1 | 34 120,745.19 | 3,551 | 13,730.50 | 403.84 | 434.23 | 14,763.98 | 77.77 |
| 75' | 43 184,024.04 | 4,280 | 20,926.23 | 486.66 | 523.29 | 22,501.33 | 93.71 |
| 100'-1 | 32 142,053.16 | 4,439 | 16,153.53 | 504.80 | 542.79 | 17,369.38 | 97.21 |
| 100' | 89 475,337.07 | 5,341 | 54,052.80 | 607.33 | 653.05 | 58,121.28 | 116.95 |
| 1/2 acre-1 | 22 117,193.86 | 5,327 | 13,326.66 | 605.76 | 651.35 | 14,329.74 | 116.65 |
| 1/2 acre | 44 282,302.91 | 6,416 | 32,101.98 | 729.59 | 784.51 | 34,518.26 | 140.49 |
| 1 acre-1 | 25 173,751.55 | 6,950 | 19,758.10 | 790.32 | 849.81 | 21,245.27 | 152.19 |
| 1 acre | 11 92,091.79 | 8,372 | 10,472.19 | 952.02 | 1,023.67 | 11,260.42 | 183.33 |
|  | **772 2,830,000.00** |  | **321,812.50** |  |  | **346,034.95** |  |

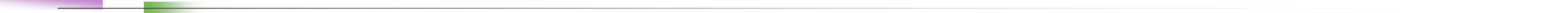
### Reduction of Annual Debt Service Assessments



**Series 2021 Refunding**

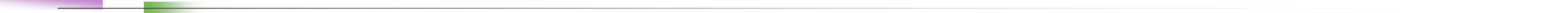
**Series 2021 Bonds (Hancock Whitney Term Sheet)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Product Est Par Par Amount New Annual New Debt Gross Total Gross Reduction/U Type # Units Amount Per Unit Debt Service Service/Unit Assmt/Unit Revenue nit** | | | | | | | | |
| TH-1 | 60 | 108,986.90 | 1,816 | 12,313.61 | 205.23 | 220.67 | 13,240.44 | 35.33 |
| TH | 110 | 240,395.58 | 2,185 | 27,160.49 | 246.91 | 265.50 | 29,204.82 | 42.50 |
| 30' | 53 | 126,356.69 | 2,384 | 14,276.09 | 269.36 | 289.63 | 15,350.63 | 46.37 |
| 40' | 28 | 71,522.65 | 2,554 | 8,080.81 | 288.60 | 310.32 | 8,689.04 | 49.68 |
| 55'-1 | 28 | 72,118.68 | 2,576 | 8,148.15 | 291.01 | 312.91 | 8,761.45 | 50.09 |
| 55' | 82 | 254,260.19 | 3,101 | 28,726.94 | 350.33 | 376.70 | 30,889.19 | 60.30 |
| 65'-1 | 42 | 133,508.95 | 3,179 | 15,084.17 | 359.15 | 386.18 | 16,219.54 | 61.82 |
| 65' | 69 | 263,888.79 | 3,824 | 29,814.81 | 432.10 | 464.62 | 32,058.93 | 74.38 |
| 75'-1 | 34 | 123,518.49 | 3,633 | 13,955.42 | 410.45 | 441.35 | 15,005.83 | 70.65 |
| 75' | 43 | 188,250.74 | 4,378 | 21,269.03 | 494.63 | 531.86 | 22,869.93 | 85.14 |
| 100'-1 | 32 | 145,315.87 | 4,541 | 16,418.14 | 513.07 | 551.68 | 17,653.92 | 88.32 |
| 100' | 89 | 486,254.70 | 5,464 | 54,938.25 | 617.28 | 663.75 | 59,073.39 | 106.25 |
| 1/2 acre-1 | 22 | 119,885.59 | 5,449 | 13,544.97 | 615.68 | 662.02 | 14,564.48 | 105.98 |
| 1/2 acre | 44 | 288,786.90 | 6,563 | 32,627.86 | 741.54 | 797.36 | 35,083.72 | 127.64 |
| 1 acre-1 | 25 | 177,742.31 | 7,110 | 20,081.76 | 803.27 | 863.73 | 21,593.29 | 138.27 |
| 1 acre | 11 | 94,206.97 | 8,564 | 10,643.74 | 967.61 | 1,040.44 | 11,444.88 | 166.56 |
|  | **772** | **2,895,000.00** |  | **327,084.23** |  |  | **351,703.47** |  |

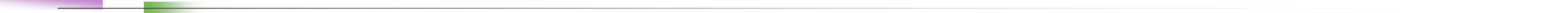


# Future Actions

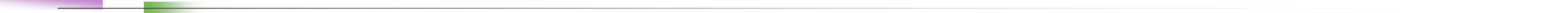
## Refunding Process



* Board Meeting February 11, 2021
  + **Board Approves Term Sheet**
  + **Board Authorizes Preparation of Refunding Documents**
* Board Meeting March 11, 2021
  + **Board Approves Supplemental Assessment Report**
  + **Board Approves Delegation Resolution**
  + **Pre-closing on Bonds**
* Closing March 15, 2021
* **Bond Redemption**
  + **Series 2011A-1 Bonds May 1, 2021**



# APPENDIX A



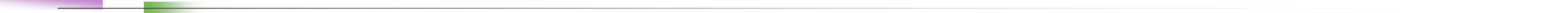
**Disclosures Regarding Underwriter’s Role – MSRB Rule G-17**

**Disclosures Concerning the Underwriter’s Role**

1. Municipal Securities Rulemaking Board Rule G-17 requires an underwriter to deal fairly at all times with both municipal issuers and investors;
2. The Underwriter’s primary role is to purchase securities with a view to distribution in an arm’s-length commercial transaction with the District and it has financial and other interests that differ from those of the District;
3. Unlike a municipal advisor, the Underwriter does not have a fiduciary duty to the District under the federal securities laws and is, therefore, not required by federal law to act in the best interests of the District without regard to its own financial or other interests;
4. The Underwriter has a duty to purchase securities from the District at a fair and reasonable price, but must balance that duty with its duty to sell municipal securities to investors at prices that are fair and reasonable; and
5. The Underwriter will review the official statement for the District’s securities in accordance with, and as part of, its responsibilities to investors under the federal securities laws, as applied to the facts and circumstances of the transaction.

**Disclosure Concerning the Underwriter’s Compensation**

Underwriter’s compensation that is contingent on the closing of a transaction or the size of a transaction presents a conflict of interest, because it may cause the Underwriter to recommend a transaction that it is unnecessary or to recommend that the size of the transaction be larger than is necessary.



**Disclosures Regarding Underwriter’s Role – MSRB Rule G-17 (cont’d)**

**Conflicts of Interest**

**Payments to or from Third Parties**. There are no undisclosed payments, values, or credits to be received by the Underwriter in connection with its underwriting of this new issue from parties other than the District, and there are no undisclosed payments to be made by the Underwriter in connection with this new issue to parties other than the District (in either case including payments, values, or credits that relate directly or indirectly to collateral transactions integrally related to the issue being underwritten). In addition, there are no third-party arrangements for the marketing of the District’s securities.

**Profit-Sharing with Investors**. There are no arrangements between the Underwriter and an investor purchasing new issue securities from the Underwriter (including purchases that are contingent upon the delivery by the District to the Underwriter of the securities) according to which profits realized from the resale by such investor of the securities are directly or indirectly split or otherwise shared with the Underwriter.

**Credit Default Swaps**. There will be no issuance or purchase by the Underwriter of credit default swaps for which the reference is the District for which the Underwriter is serving as underwriter, or an obligation of that District.

**Retail Order Periods.** For new issues in which there is a retail order period, the Underwriter will honor such agreement to provide the retail order period. No allocation of securities in a manner that is inconsistent with an District’ s requirements will be made without the District’s consent. In addition, when the Underwriter has agreed to underwrite a transaction with a retail order period, it will take reasonable measures to ensure that retail clients are bona fide.

**Dealer Payments to District Personnel**. Reimbursements, if any, made to personnel of the District will be made in compliance with MSRB Rule G-20, on gifts, gratuities, and non-cash compensation, and Rule G-17, in connection with certain payments made to, and expenses reimbursed for, District personnel during the municipal bond issuance process.

*B.*

*1.*

**BankUnited, N.A. Percy R. Aguila, Jr.**

7765 NW 148 Street Miami Lakes, FL 33016

Senior Vice President Corporate Banking

E-mail: [paguila@bankunited.com](mailto:paguila@bankunited.com) Tel: 305.818.8661



Rhonda Mossing

Managing Partner January 8, 2021

MBS Capital Markets, LLC

**RE: Capital Region CDD--Bank Loan Proposal**

Dear Rhonda:

BankUnited, N.A. (the “Bank”) is pleased to provide you with this Preliminary Term Sheet outlining the basic terms and conditions currently being contemplated for the proposed extension of credit applicable to the refinancing of all of the District’s Capital Improvement Revenue Refunding Bonds, Series 2011A-1. This is not a commitment to lend and is subject to credit approval; it is an expression of our interest in providing the aforementioned financing request pursuant to the following:

**Borrower:** Capital Region Community Development District (the “District” or “Borrower”).

**Amount:** Not to exceed $2,850,000 (the “Series 2021 Loan Amount”).

**Lender:** BankUnited, N.A. and/or Bridge Funding Group, Inc., an affiliate of BankUnited, N.A (the “Lender”).

**Placement Agent:** MBS Capital Markets, LLC.

**Facility:** The obligation will be in the form of bonds issued by the District in an amount not to exceed the Series 2021 Loan Amount, (the “Series 2021 Loan”). Interest on the obligation shall be tax-exempt to the Lender.

**Closing Date:** On or before February 1, 2021 (the “Closing Date”) or as otherwise mutually agreed upon by the Borrower and the Lender.

**Purpose:** The Series 2021 Loan will refund the Capital Region Community Development District Capital Improvement Revenue Bonds, Series 2011A-1 and pay cost of issuance.

**Security:** The Series 2021 Loan shall be secured by a lien on and pledge of the Series 2021 Loan Trust Estate, consisting of:

* 1. all revenues derived by the District from the collection of the Series 2021 Assessments, which are the non-ad valorem special assessments levied and collected on certain lands in the Series 2021 Assessment Area subject to assessment as a result of the Series 2021 Project or a portion thereof, including, without limitation, amounts received from any foreclosure proceedings for the enforcement of collection of such 2021 Assessments or, if applicable, from the issuance and sale of tax certificates with respect to such 2021 Assessments; and
  2. all moneys on deposit in the Funds and Accounts established under the Indenture that are created and established with respect to or for the benefit of the Series 2021 Loan.

**Payments:** Interest is payable semi-annually, on each May 1 and November 1 of each year, commencing November 1, 2021.

Principal is payable on May 1 of each year, commencing May 1, 2022.

**Day Count Method:** Based on 12, 30-day months (30/360).

**Term/Maturity:** The Series 2021 Loan shall be for a term that extends to May 1, 2031, corresponding to the preliminary amortization schedule below:

|  |  |
| --- | --- |
|  | **Principal**  **Amount** |
| **YEAR** | **[1]** |
| 2021 | --0-- |
| 2022 | 255,000 |
| 2023 | 260,000 |
| 2024 | 265,000 |
| 2025 | 275,000 |
| 2026 | 280,000 |
| 2027 | 285,000 |
| 2028 | 295,000 |

2029

2030

2031

300,000

305,000

330,000

*[1] Preliminary amounts, payable May 1,subject to change.*

**Interest Rate:** The tax-exempt interest rate on the Series 2021 Loan shall be fixed extending to May 1, 2031 at an interest rate of 2.50% (the “Series 2020 Loan”).

**Prepayment: Optional Redemption.** The Series 2021 Loan is subject to redemption prior to maturity at the option of the District, in whole at any time or in part on any interest payment date on or after May 1, 2027, at the redemption price of par, together with accrued interest to the redemption date.

**Bank Counsel:** BankUnited will be represented by counsel to be disclosed to the District upon acceptance of the Term Sheet (the “Bank Counsel”). Bank counsel fees (including expenses) are not expected to exceed $12,500.

**Issuer Costs/Counsel:** The District will pay for its costs from the Series 2021 Loan proceeds, including fees payable to its counsel, placement agent, bond counsel, escrow agent, and the fees charged by Bank Counsel.

**Deposit & Accounts:** The District shall designate BankUnited as a Qualified Public Depository (“QPD”), as defined by the State of Florida and pursuant to Chapter 280, Florida Statutes, for purposes of confirming BankUnited as an eligible depository of District funds.

**Debt Service Reserve Requirement:** N/A.

**Covenants: (1)** The District shall covenant to levy and collect the 2021 Assessments applicable to each property within the Series 2021 Assessment Area sufficient to pay principal and interest on the Series 2021 Loan. Such 2021 Assessments shall become due and be collected each year at the same time that County taxes are due and collected.

**(2)** The District will not create or permit to be created any charge or lien on the Pledged Revenues (including the 2021 Assessments) or amounts in the funds and accounts created under the Indenture ranking equal with, prior to or subordinate to the lien on the Pledged Revenues (including the 2021 Assessments).

**Commitment Fee:** A one-time commitment fee of 10 basis points on the 2021 Loan Amount, payable at closing.

**Trustee/Paying Agent:** TBD.

**Default Rate:** Under an Event of Default, the Default Rate shall be calculated at 6.00%, per annum, on the Series 2021 Loan.

**Default &**

**Remedies:** BankUnited shall be entitled to all remedies available under the financing documents and the Indenture. Upon the occurrence of an event of default under the Indenture, the financing documents will provide remedies to BankUnited customary for transactions of this nature, exercise rights and remedies available under law, equity or under the terms of the Indenture and other financing documents.

**Gross Up:** Upon an event of taxability caused by actions or failures to act of the District, the interest rate on the Series 2021 Loan shall increase to a taxable rate of 3.16%.

**Tax Treatment:** Interest on the Series 2021 Loan shall be excludable from gross income for federal income tax purposes, as evidenced by a customary opinion of the District’s bond counsel. The District shall covenant to perform all actions, functions or requirements in order to maintain the tax-exempt status on the Series 2021 Loan.

**Annual Reporting**

**Requirements: (1)** Prepare audited financial statements of the District. The audited financial statements will be posted or provided to the Bank on or before June 30 of each year for the fiscal year ending on the preceding September 30, commencing June 30, 2021 for the fiscal year ending on the preceding September 30, 2020.

**(2)** Prepare an annual budget of the District (the “Annual Budget”). The Annual Budget will be posted or provided to the Bank on or before September 30 of each year for the fiscal year commencing on October 1, commencing September 30, 2021 for the fiscal year commencing October 1, 2021.

**Governing Law:** All aspects of the Series 2021 Loan being discussed, including this Preliminary Term Sheet, and any related financing documents would be governed by the laws of the State of Florida.

**Successors/Assigns:** The Lender may, in its sole discretion and in accordance with the terms of the Series 2021 Loan, state and federal securities laws and other applicable laws, from time to time, assign, sell or transfer, in whole or in part, its interest in the Series 2021 Loan.

**Lender’s Role:** The transaction described in this document is an arm’s length, commercial transaction between the District and the Lender in which: (a) Lender is acting solely as a principal (i.e., as a lender); (b) Lender is not acting as a municipal advisor or financial advisor to the District; (c) Lender has no fiduciary duty pursuant to Section 15B of the Securities Exchange Act of 1934 to the District with respect to this transaction and the discussions, undertakings and procedures leading thereto (irrespective of whether Lender has provided other services or is currently providing other services to the District on other matters); (d) the only obligations Lender has to the District with respect to this transaction are set forth in the definitive transaction agreements between Lender and the District; and (e) Lender is not recommending that the District take an action with respect to this transaction, and before taking any action with respect to this transaction, the District should discuss the information contained herein with its own legal, accounting, tax, financial and other advisors, as it deems appropriate.

**Confidentiality:** Notwithstanding anything herein to the contrary, any party hereto may disclose to any and all persons, without limitation of any kind the tax treatment or tax structure of this transaction. Furthermore, the parties to this transaction may disclose, as required by federal or state laws, any information as required to comply with such federal or state laws.

**Acceptance:** On behalf of BankUnited, we sincerely thank you for the opportunity to service your financing needs. Should you wish to proceed with obtaining formal credit approval under the general terms and conditions outlined herein please acknowledge the District’s acceptance by signing below and returning one original signed document.

Very truly yours,

***Percy R. Aguila, Jr.***

Senior Vice President

**ACCEPTED BY:**

By:

As:

Cc: [ebulleit@mbscapitalmarkets.com](mailto:ebulleit@mbscapitalmarkets.com)

#### *2.*



January 7, 2021

Capital Region Community Development District Attn: Rhonda Mossing

1005 Bradford Way

Kingston, TN 37763

Dear Ms. Mossing:

Hancock Whitney Bank (“Bank”) is pleased to propose to you the following financing on the general terms and conditions outlined below. The proposed terms are as follows:

**BORROWER:** Capital Region Community Development District

**LOAN AMOUNT:** $3,040,000

**LOAN TYPE:** Tax-Exempt, Bank Qualified Term Loan

**PURPOSE:** Refund all of its outstanding Capital Improvement Revenue Refunding Bonds, Series 2011A-1.

**REPAYMENT:** Annual principal payments with semi-annual interest payments

**INTEREST RATE:** Serial Bond with an average Coupon of 2.333%.

**MATURITY:** May 1, 2031

**COMMITMENT FEE:** 25 bps of the loan amount

**COLLATERAL:** Pledge of Non-advalorem special assessment on 772 assessable units within the District, including, without limitation, amounts received from any foreclosure proceeding for the enforcement of collection of such assessments or, if applicable, from the issuance and sale of tax certificates with respect to such assessments.

**GUARANTOR:** N/A

**DEPOSIT RELATIONSHIP:** Borrower agrees to maintain the Debt Service Reserve Fund account with Hancock Whitney Bank.

**FINANCIAL COVENANTS:** Borrower is required to maintain in a separate Reserve Fund at least 20% of Maximum Annual Debt Service to be monitored quarterly and tested annually.

**PREPAYMENT PENALTY:** Loan documents shall contain Hancock Whitney Bank’s standard provisions protecting the Bank against loss of yield in the event of a refunding.

**COSTS:** Standard and reasonable costs related to this loan transaction are the responsibility of the Borrower.

**ADDITIONAL COVENANTS**

**AND CONDITIONS:** Receipt and satisfactory review by Hancock Whitney Bank-engaged legal counsel of the legal documentation provided by the Bond Counsel engaged in this transaction. Bond Counsel Opinion to include, among other required information, that the form of the proposed Bonds is regular and proper to include an opinion as to tax exemption and enforceability.

Receipt and satisfactory review of the Supplemental Drafts to the Master Trust Indenture for the proposed refunding. The Supplemental Drafts to the Master Trust Indenture will mirror, in all material aspects, the covenants, requirements, agreements, remedies, etc. of the existing Master Trust Indenture with no material deviation that will negatively affect the position of Hancock Whitney Bank.

Receipt and satisfactory review of the Series 2021 Bonds Report utilizing the agreed upon terms (loan amount, interest rate, payment schedule, etc.)

**FINANCIAL REPORTING:** On an annual basis, within 270 days of the Fiscal year end, a copy of the audited financial statements for the Borrower.

On a quarterly basis, within 45 days of Quarter end, a copy of the Statement for the Debt Reserve Account for the Borrower.

On annual basis, within 90 days of the Fiscal year end, a copy of an internally prepared financial statement for the Borrower.

Failure to provide the financial statements and reports as provided in the preceding paragraphs, after three (3) Business Days' written notice to the District, the District Manager and Counsel to the District, with a copy to the Trustee, shall constitute a "Financial Covenant Reporting Failure." Upon the occurrence of a Financial Covenant Reporting Failure Hancock Whitney Bank may enforce the provisions of this section by action in mandamus or for specific performance, to compel performance of the District’s financial reporting obligations under this section. A Financial Covenant Reporting Failure under this section shall not constitute an Event of Default under the Master Indenture.

**TAX EXEMPT STATUS:** In the event this Loan is deemed to no longer be tax exempt, then in such event Borrower shall also pay to Bank, at the time such interest is paid all additional amounts which Bank specifies as necessary to preserve the after-tax yield that Bank would have received at each interest payment date had the loan remained tax exempt.

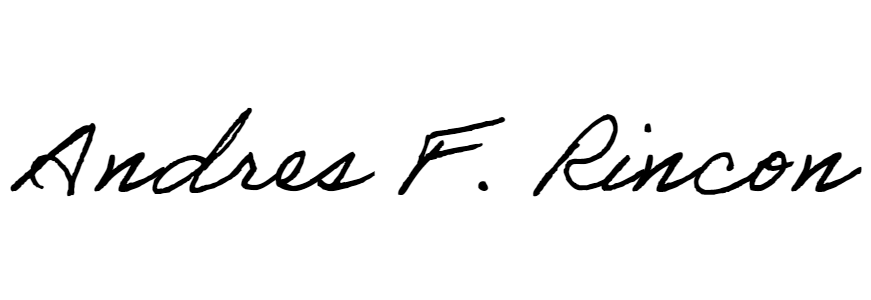
The Borrower agrees to pay, and indemnify Bank with respect to, any present or future stamp or documentary taxes, or any other excise or property taxes, charges or similar levies which arise from any payment made under this Loan or from the execution, delivery or registration of, or otherwise with respect to this Loan or any agreement or instrument required by, or executed or delivered in connection with, this Loan.

This letter is not a commitment to lend, either expressed or implied, and does not impose any obligation on Hancock Whitney Bank to issue a commitment or to make the Loan. The terms and conditions outlined herein are not all-inclusive, but merely reflect the parties’ discussions to date and are subject to change upon receipt of all requested information. The issuance of a commitment to make the Loan is subject to full underwriting, due diligence, documentation and approval.

After your review of the above, please call me at (941) 714-3323 or email [Andres.Rincon@hancockwhitney.com,](mailto:Andres.Rincon@hancockwhitney.com) with any questions or comments you may have prior to your decision.

Kindly execute a copy of this letter and return it to my attention at Hancock Whitney Bank, 4770 S.R. 64 East, Bradenton, FL 34208 on or before January 29, 2021. The closing is to take place on or before February 26, 2021.

Thank you for allowing us the opportunity to provide this loan proposal letter to you. We look forward to working with you.

Sincerely,

Andres Rincon Senior Vice President

Accepted on this day of , 2021. Capital Region Community Development District

By:

#### *C.*

|  |  |  |
| --- | --- | --- |
| **Capital Region Community Development District Series 2021 Refunding Bonds**  **Bank Placement**  **Refunding the Series 2011A-1 Bonds** |  | |
| **Estimated Costs of Issuance** |
| **Refunded Series:**  **Consultant Firm** | **Contact** | **(2011A-1 refunding)**  **Series 2021 Bonds** |
| District Manager GMS | Jim Oliver | $15,000.00 |
| Assessment Consulant GMS | Jim Perry | $15,000.00 |
| District Counsel Hopping, Green & Sams, PA | Sarah Sandy | $35,000.00 |
| Bond Counsel Nabors, Giblin & Nickerson | Cynthia Wilhelm | $35,000.00 |
| Trustee U.S. Bank | Stacey Johnson | $10,425.00 |
| Trustee's Counsel Greenberg, Traurig, PA | Warren Bloom | $5,500.00 |
| Bank Fee TBD | 10 to 25 bps | $7,500.00 |
| Bank's Counsel TBD |  | $12,500.00 |
| Verification Agent Causey, Demgen & Moore, Inc. | Doug Carlile/Teoh Lim Goh | $1,750.00 |
| Contingency |  | $2,325.00 |
| **Total Estimated COI** |  | **$140,000.00** |
|  |  |  |
| **Estimated Trustee Fees:** |  | **Series 2021** |
| Acceptance Fee |  | $2,250 |
| Trustee/Paying Agent/Registrar |  | $6,525 |
| Escrow |  | $1,500 |
| Travel |  | $150 |
| Total Due at Closing |  | $10,425 |

*SEVENTH ORDER OF BUSINESS*

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fh LAHASSE.E

TO: CA PTTAL REGION COMMUNITY DEVELOPMENT DIST RICT 3196 MERCHANTS ROW, STE. 130

TALLAHASSEE, FL 32311

DATE: January 15, 2021

**NOTICE**

PLEASE TAKE NOTICE that a request has been tiled with Leon County. Florida and the City of Tallahassee for proceedings under the Florida Land Use and Environmental Dispute Resolutio n Act. §

70.51. Florida Statutes, concerning a request by applicant Francis "Chip" Chaney submitted to Leon County and the City of Tallahassee to create one s ingle- family residential lot on 0.47 acre at the corner of Mossy Creek Lane and Dunbar Lane. A map showing the location of the proposed lot is enclosed.

On November 17 , 2020. the Leon County Board of County Commissioners held a public hearing on the application (LDEY200002) and denied the request. A copy of the request for relief submitt ed to Leon County is attached. The Board of Cou nty Comm issio ners agenda item (No. 21) is available at on the County·s website: cms.leoncountyfl.gov

On December 9. 2020. the Tallahassee City Commission held a public hearing on the applicat io n (T DA200002) and denied the request. A copy of the request for relief submitted to the City of Tallahassee is attached. The City Commission agenda item (No. 16.08 ) is avai table on the City·*s* website: W \\ w.talgov.com

This notice is being provided to all property owners adjacent to the Southwood golf course and persons who appeared before. or who submitted written comme nts to. the Board of County Commissioners or the City Comm ission concerning this matter.

You may request to participate in the proceedings by submitting a written request to the following: gilles piej@,)Ieoncounty fl.gov

**THE REQUEST TO PARTICIPATEMUST BE SUB MITTED WITHIN 21 DAYS AFTER**

**YOUR RECEIPT OF THIS OTICE.** Persons submitting a request may be permitted to participate in the hearing but shall not be granted party or intervenor status. The participation of such persons is limited to addressing iss ues raised regard ing alternatives. variances. and other types of adjustment to the development order which may impact their substantial interests. including denial of the development order. § 70.51(12), Florida Statutes.

A hearing concerning this matter will be held before Special Magistrate Thomas **H.** Bateman **111,** Messer Capa rello, P.A. 2618 Centennia l P lace Tallahassee. FL 32308. Persons requesting to participate will be provided with notice of the hearing.

For more information. you may contact the following:

Louis C. Norvell, Asst. City Attorney. ph. 850-891-8554. email: Louis.No rvell@ talg ov.com or Emily Pepin, Asst. County Attorney. ph. 850-606-2500, ema il: Pep in E@ leonco untyfl.go v

!Tl

Trial Practice - Criminal Personal Injury

Marital Law

**CH ARLES A. M cM URRY**

***Attorney At Law***

3750 Grove Park Dr.

Tallahassee, Florida 32311

Telephone (850) 425-3000

[*mclaw@mcmurrvlawfirm.com*](mailto:mclaw@mcmurrvlawfirm.com)



Trial Practice - Civil Business Law

Collections

January 4, 2021

Rick Minor, Chairman Leon County Commission 301 S. Monroe St.

Tallahassee, Fl. 32301

Re: Chaney One-Lot Subdivision

Leon County Permit #LOEV200002 Parcel ID 31-15-20-001-000

Dear Sir:

Please be advised that the Applicant herein gives notice of his intent to seek relief under Sec. 70.51 Florida Statutes with respect to the letter of denial of his application In the above case dated Dec. 22, 2020. Pursuant to Fla. St. 70.51(6) the following information is provided:

1. The proposed use of the subject parcel is for one single residential lot that is comparable to the other lots in the same vicinity and roughly one-half acre;
2. The enforcement action ,s the County of Leon's dental of applicants Type

D application to amend the ORI to allow a one-half acre lot;



1. The County's action places an undue burden on the owner as he cannot use the property as intended in the proposed use, based on the County's denial. The denial is contrary to multiple other lots that were created by the original developer, St. Joe, when they simply carved out land from the golf course without going through the proper process of obtaining an amendment to the PUD and the ORI. My client followed all of the proper processes and obtained recommendations for approval from the staff, DRC and the Planning commission, only to be denied by the County Commission because of unfounded neighborhood opposition.

CERTIFICATE OF SERVICE

I hereby certified that the original of this notice has been sent to the Chairman of the Leon County Commission, Rick Minor, and the County Attorney, at 301 S. Monroe St., Tallahassee, Fl. 32301 this 4th day of January, 2021.

Sincerely,



Charles McMurry

Cc County Attorney

Leon County

Board of County Co1nmissioners

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December 22, 2020

Ms. Carolyn Bibler

2507 Calloway Road #100 Talla hasse e, FL 32303

RE: Chaney One-Lot Subdivision (Proposed Amendment to the Southwood DRI) Leon County Permit #LDEV200002

Parcel JD#: 31-15-20-001-0000

Dear Ms. Bibler,

The Leon County Board of County Commissioners (Board) heard the referenced Sixth Amendment to the Southwood Development of Regional Impact Integrated Development Order on November 17, 2020 and voted to unanimously deny the amendment

The Board based its denial according to the procedures for review and standards of approval of amendments to DRls found in Chapter 380.06, Florida Statutes, as well as testimony and reasoning presented at the hearing on November 17th.

Anaggrieved or adversely affected party maychallenge the decision of the Board by filing a petition for writ of certiorari with the Leon County Circuit Court no later than 30 calendar days following the rendition of the Board's decision.

Sincerely,

c{(;. iP

elopment Services Director

Cc: Gwendolyn Marshall, Clerk of the Court & Comptroller, Leon County, Florida Chasity H. O'Steen , County Attorney, Leon County Attorney's Office

**Notice for Florida Land Use and Environmental Dispute Resolution Act**

**NOTICE:** If the property owner feels that this order is unreasonable or unfairly burdens the use of his/her land, he/she mayapply to Leon County within 30 daysafter receiptof the order or notice of the governmental action for relief under Section 70.51, Florida Statutes, the Florida Land Use and Environmental Resolution Dispute Resolution Act The request for relief should be filed with the Chairman of the Board of County Commissioners with a copy to the County Attorney, Leon County Courthouse, 301 S Monroe St., Tallahassee, FL 32301.

. '

**CHARLES A. McMURRY**

***Attorney At Law***

3750 Grove Park Dr Tallahassee, Florida 32311

Telephone (850) 425-3000

*mclaw@mcmurrylawfirm com*

Trial Practice - Criminal Personal lnJury

Marital Law

Trial Practice - Civil Business Law

Collections

December 15, 2020

City Attorney

City of Tallahassee 300 S. Adams St. Tallahassee,Fl 32301

Re: Chaney One-Lot Subdivision TDA200002

Parcel ID 31-15-20-001-000

Dear Sir:

Please be advised that the Applicant herein gives notice of his intent to seek relief under Sec. 70.51 Florida Statutes with respect to the denial of his application in the above case. Please see the attached letter of dental We have not received a notice from Leon County with respect to their denial, however we are agreeable to having the Magistrate combine the two government actions into one proceeding.

Sincerely,

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*ft1tf/1*

Charles A. McMu



**CITY OF**

**TALLAHASSEE**

December 11. 2020

*Ms.* Carolyn IJiblc r

2507 Callawa) Road # I 00

Tallahassee. Florida 32303

Subject: Chane:- One-Lot Subtfo ision (Proposed \ m L· n d 1m .'nT ll1 Ihe Sm1tlrn ood DR1) TDA:?.00002

Parcel ID: 1l-15<!0-001-0000

Dear Ms. Bihler.

The City Commission heard the referenced 1) pt.' I) npplicatwn 1111 Dccemb r *<>.* .?020 and q1tL'd

unanimously to deny the request.

Any appeal of the decision of the Cit) Commi:-sion ,hall IK· m.iJc b pc1itio11 for"rit ,if c ninrari tiled in the Leon County ('in.:uit Court within ,o L·a lcml.1r Ja s ,1it.:r thL' Cit) C 11tn m 1s, io 1·1 :-.

decision on a T) pc D re.:, icw is rendered·. it is filed with 1hc cit)' I rcasurer-Clerk.

1 he Cit L ummis-,ion Jcci'.,,ion shall he rendc.:rt:d \\hen

I f you need additional information or tlantkation. pk,N· i.:Pntacr 1111-., olfo.::c.:. Sincerely,

K.eilh Bu rn se d. Land llsc an<l Oc.:,elopment Sen 1cc '.c> \ la11,1ger Growth Management Department

Cc: :\latr Lut7, I n:asurer-Clcrk Office Lou Non di, Cit} Attorne:- OFlice

**Notice for Florida Land Use and Environmenta l Dis put e Re!.olutio n Act**

**NOT IC E:** If the property owner tl!cls that this ordc.:r i:-. unrea:-onabk or unlairl:, burJens th..: u-,c.: of h is/her land, he/she may appl) tn the Cit) ofl albha-.-.,c..: \\l!hin JO da ,; of the 1ec..:cipt ut'thi-; order for relief under Sec. 70.51. Florida Statutes. the flurida r and l *'-.c* m1d Fil\ iro 11111e 111:tl Dispute Resolutio n Act. The request for relier should hs: lilt-d "ith tht: l 1t\_\ '\ltnmc). -;oo \ u.

Adams St., Tallahassee. FL. pursuant to City Comn1i ,;iu11 Polic..:) -11-1( P. \\ hkh i-., a, ailJhle tlll line at Tulgov.com unde r the;: Treasurcr-Ckrh.·s \\Cb site t,r h) calling the Cit) Allnrne.' ·.., Otfo.:e a t (850) 891-8554.

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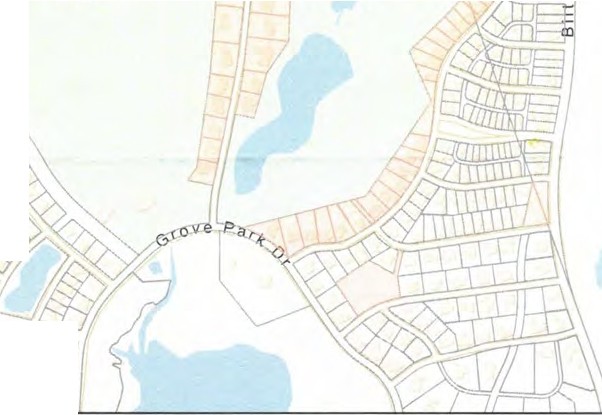
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NOTE: Thisproduct hasbeen compiled from the most accurate source data from LeonCounty,the City of Tallahassee, and the LeonCounty Property Appraiser's Office. However, thisproduct is for reference purposes only

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Southwood Golf C urse Adjacen**:**t

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Created By: Jason Co, I Appi1Ci!t1on Systems Wlyst I

Date Creat-,d· 01·08-2021

Contact Email. CO") ountyf.lgov Phone· 850-606-559'1

and Is not to be construed as a legal document or survey instrument. *I.* i **l**

Any reliance on the information contained herein is at the user's own risk.

Leon County, the City of Tallahassee,and the LeonCounty Property Appraiser's • .

Office assume noresponsibility for any use *of* the information contained herein or any toss resulting therefrom.

#### *EIGHTH ORDER OF BUSINESS*

*A.*

20210007549 RECORDED IN PUBLIC RECORDS LEON COUNTY FL BK: 5544 PG: 85,

02/03/2021 at 04:03 PM, D DOCUMENTARY TAX PD $49.00 GWEN MARSHALL, CLERK OF COURTS

This instrument was prepared by and upon recording should be returned to:

**QUIT CLAIM DEED**

THIS QUIT CLAIM DEED is made as of thel day of February, 2021, by and between

**CAPITAL REGION COMMUNITY DEVELOPMENT DISTRICT,** a community development district formed pursuant to Chapter 190, Florida Statutes **("Grantor"),** whose address is 3196 Merchants Row Blvd., Suite 130, Tallahassee, Florida 32311, and **Ball House and Cottages, LLC,** a Florida limited liability company **("Grantee"),** and whose address is 3251 Hemingway Blvd, Tallahassee, FL 32311.

(Wherever used herein, the terms "Grantor" and "Grantee" include all of the parties to this instrument, the heirs, legal representatives and assigns of individuals, and the successors and assigns of trustees, partnerships, limited liability companies, governmental entities, and corporations.)

**WITNESSETH**

THAT GRANTOR, for good and valuable considerations, the receipt and sufficiency of which are hereby acknowledged, does hereby remise, release and quit-claim unto the Grantee forever, all the right, title, interest, claim and demand which the Grantor has in and to the following described lot, piece or parcel of land, situate, lying and being in the City of Tallahassee, State of Florida, and more particularly below **("Property"):**

The real property described in the legal description attached hereto as **Exhibit A.**

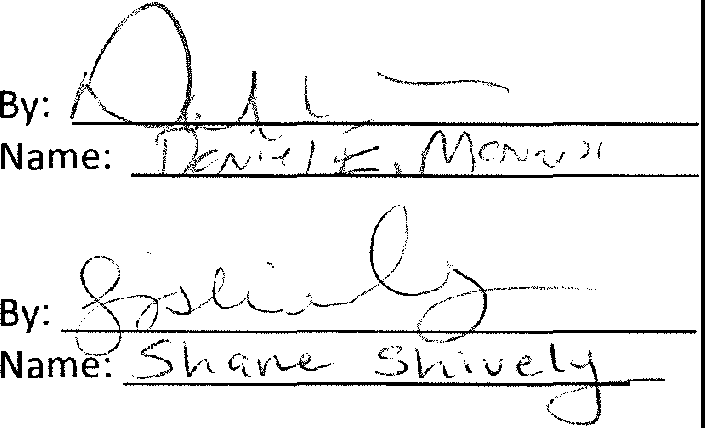
TOGETHER with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

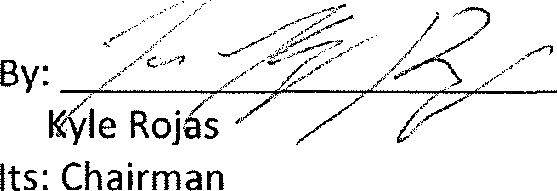
TO HAVE AND TO HOLD the same in fee simple forever, subject to taxes for the year hereof and subsequent years, as applicable, and all easements, restrictions, reservations, conditions, covenants, limitations and agreements of record. This reference to such matters of record shall not operate to re-impose the same.

**[SIGNATURE PAGE TO FOLLOW]**

OR BK 5544 PG 86

**IN WITNESS WHEREOF,** Grantor has caused these presents to be executed on the day and year first above written.

**WITNESS CAPITAL REGION COMMUNITY DEVELOPMENT DISTRICT**

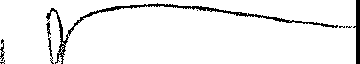


**STATE OF FLORIDA COUNTY OF LEON**

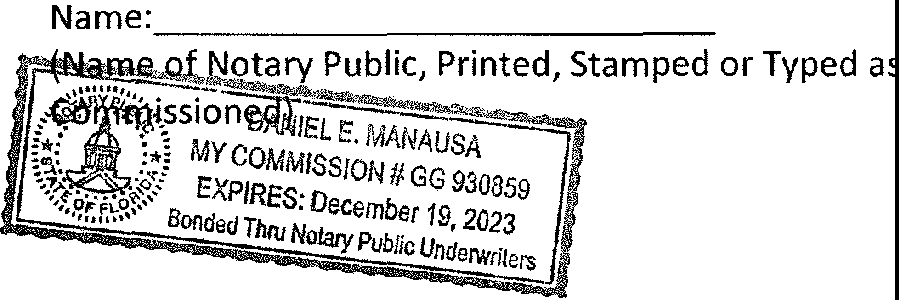
The foregoing instrument was acknowledged before me by means of al presence or □

online notarization, this\_\\_ day of February, 2021, by **Kyle Rojas, as Chairperson of Capital Region**

**Community Development District,** who appeared before me this day in person, and who is either personally known to me, or produced *l 11 ('* as identification.



NO OF FLORIDA

(NOTARY SEAL)

OR BK 5544 PG 87

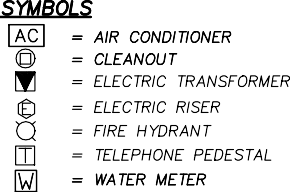
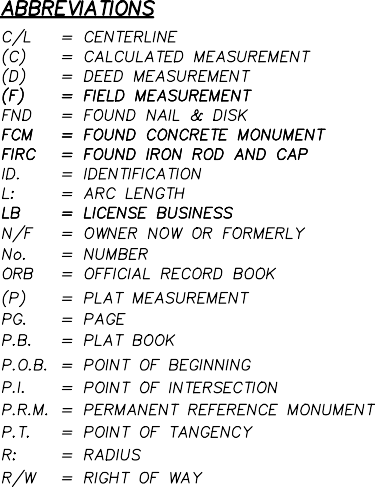
**Exhibit "A"**

BEING A PORTION OF OPEN SPACE, SOUTHWOOD UNIT 16, ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN PLAT BOOK 14, PAGES 97-100 OF THE PUBLIC RECORDS OF LEON COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN AT THE SOUTHEAST CORNER OF LOT 14, BLOCK 11M", SOUTHWOOD UNIT 16, ACCORDING TO THE MAP OR PLOAT THEROF RECORDED IN PLAT BOOK 14, PAGES 97-100 OF SAID PUBLIC RECORDS AND THENCE RUN NORTH 24 DEGREES 01 MINUTE 05 SECONDS EAST A DISTANCE OF

91.19 FEET TO THE NORTHEAST CORNER OF SAID LOT 14; THENCE RUN SOUTH 32 DEGREES 20 MINUTES 05 SECONDS EAST A DISTANCE OF 245.11 FEET TO THE NORTHERLY RIGHT OF WAY BOUNDARY OF FAULKNER LANE (48' RIGHT OF WAY); THENCE RUN NORTH 53 DEGREES 06 MINUTES 53 SECONDS WEST ALONG SAID NORTHERLY RIGHT OF WAY, A DISTANCE OF 170.83 FEET TO A POINT OF CURVE TO THE LEFT; THENCE RUN ALONG SAID RIGHT OF WAYCURVE HAVING A RADIUS OF 374.00 FEET, THROUGH A CENTRAL ANGLE OF 05 DEGREES 50 MINUTES 07 SECONDS, FOR AN ARC LENGTH OF 38.09 FEET (CHORD BEARS NORTH 56 DEGREES 01 56 SECONDS WEST A DISTANCE OF 38.07 FEET) TO THE POINT OF BEGINNING, CONTAINING 0.21 ACRE, MORE OR LESS.

THE ABOVE DESCRIBED PROPERTY BEING SUBJECT TO A 5 FOOT WIDE UTILITY EASEMENT ALONG THE SOUTHERLY BOUNDARY AS RECORDED IN SOUTHWOOD UNIT 16, ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN PLAT BOOK 14, PAGES 97-100 OF THE PUBLIC RECORDS OF LEON COUNTY, FLORIDA.

**BOUNDARY SURVEY**



**ODOM SURVEYING & MAPPING, LLC**

**LICENSED BUSINESS NO. 7391 181 FOX RUN CIRCLE**

**CRAWFORDVILLE, FL. 32327**

**PHONE: (850) 926-7068**

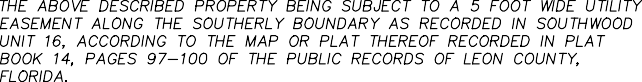
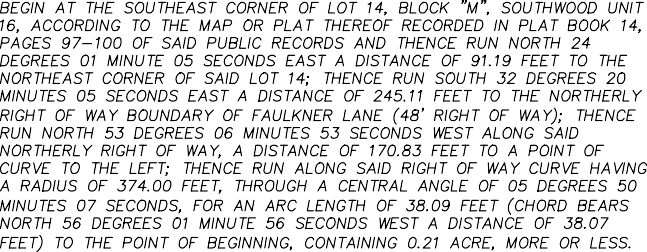
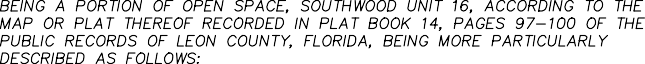
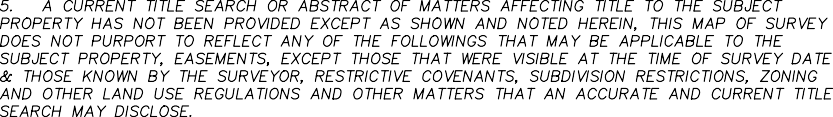
**EMAIL:** [**ODOM6412@COMCAST.NET**](mailto:ODOM6412@COMCAST.NET) **WEBPAGE: ODOMSURVEYING.COM**



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| *FIELD BOOK:* | *N/A* | *SURVEY DATE:* | *N/A* |
| *CAD NO.:* | *20651* | *ISSUE DATE:* | *12/5/20* |
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| *CHECKED BY:* | *SKO* | *REVISION:* |  |



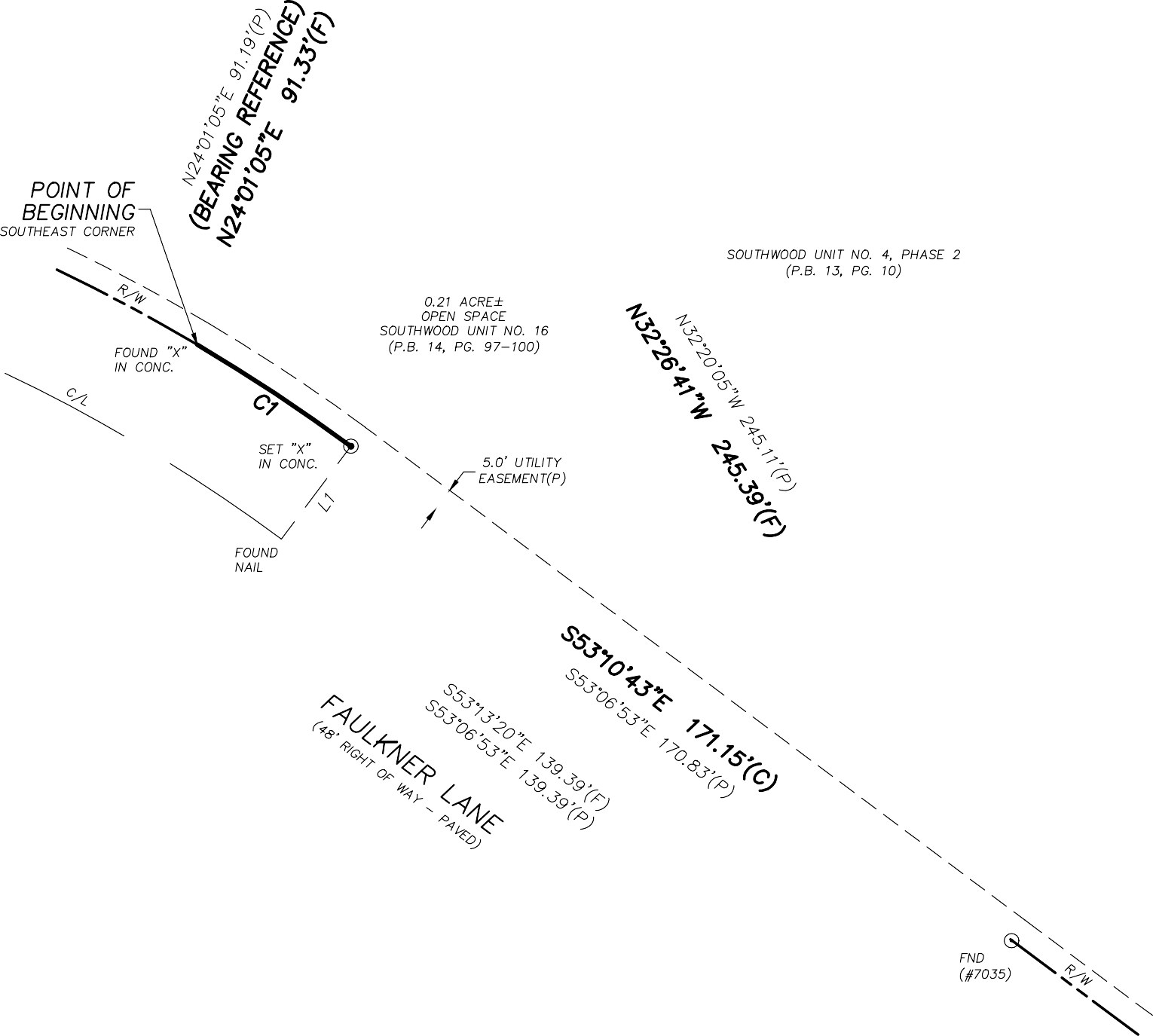
**FOR**

**OPEN SPACE SOUTHWOOD UNIT 16**

**(PLAT BOOK 14, PAGES 97-100) LEON COUNTY, FLORIDA**







#### *B.*

DocuSign Envelope ID: 86CBF92D-A79C-4F83-A166-9B1ACA83F605

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| A.  **US.DEPARTMENT OF HOUSING** &**URBAN DEVELOPMENT**  **SETTLEMENT STATEMENT** | | |  | | | | |
| □ □ B. lYPE OF LOAN:  1. FHA 2. FmHA 3.[RjCONV. UNINS. 4.OVA 5.OCONV.INS. | | | | |
| 6. FILE NUMBER: 17. LOAN NUMBER: 21-4022IR | | | | |
| 8. MORTGAGE INS CASE NUMBER: | | | | |
| C. NOTE: *This fo,m is furnished* to *give you* a *statement ofactual setffementcosts. Amounts paid* lo *and by the setffementagentareshown. Items marked '[POCJ'were paid outside the closing; they* are *shown here forinfo,mafjonal purposes and* are *notincluded in the totals.*  1.0 3198 (214022RPFD'214022R/3) | | | | | | | |
| D. NAMEANDADDRESS OFBORROVI/ER: Ball House and Cottages, LLC  3251 HemingwayBlvd  Tallahassee, FL 32311 | E. NAME AND ADDRESS OF SELLER:  Capital Region Community Development District 3196 Merchants RowBlvd.,Suite 130  Tallahassee, FL 32311 | | | | F. NAMEANDADCRESSOFLENDER: | | |
| G. PROPERTYLOCATION: | H. SETTLEMENT AGENT: 45-1352162  Manausa, Shaw & Minacci, PA | | | | | I. SETTLEMENT DATE: February 2,2021 | |
| PLACE OF SETTLEMENT  1701 Hennitage Boulevard, Suite 100  Tallahassee, FL 32308 | | | | |
| J. SUMMARY OF BORR0VI/ERS TRA.NSACTION | | | | K.SUMMARY OF SELLERS TRANSA.CTI0N | | | |
| **100. GROSS AMOUNT DUE FROM BORROWER:** | | | | **400. GROSS AMOUNT DUE TO SELLER:** | | | |
| 101. ContractSales Price | | 7,000.00 | | 401. Contract Sales Price | | | 7,000.00 |
| 102. Personal Property | |  | | 402. Personal Prooertv | | |  |
| 103. Setflement Charaes to Borrower (Line 1400) | | 326.00 | | 403. I | | | |
| 104. | |  | | 404. | | |  |
| 105. | |  | | 405. | | |  |
| *Adjustments For Items Paid By Seller in advance* | | | | *Adjustments For Items Paid By* Seller*in advance* | | | |
| 106. Citv/fown Taxes to | |  | | 406. Citv/rown Taxes to | | |  |
| 107. CountvTaxes to | |  | | 407. CountyTaxes to | | |  |
| 108. Assessments to | |  | | 408. Assessments to | | |  |
| 109. | |  | | 409. | | |  |
| 110. | |  | | 410. | | |  |
| 111. | |  | | 411. | | |  |
| 112. | |  | | 412. | | |  |
| *120. GROSSAMOUNTDUEFROMBORROWER* | | 7,326.00 | | *420.* GROSS *AMOUNT DUE TO SELLER* | | | 7,000.00 |
| **200. AMOUNTS PAID BY ORINBEHALF OF BORROWER:** | | | | **500. REDUCTIONS INAMOUNT DUE 10 SELLER:** | | | |
| 201. Deoosltoreamestmonev | |  | | 501. Excess Deooslt(See Instructions) | | |  |
| 202. PrincipalAmountofNewLoan(s) | |  | | 502. SetflementCharges to Seller(Line 1400) | | |  |
| 203. Existina loan(s)taken subiectto | |  | | 503. Existina loan(s)taken subiectto | | |  |
| 204. | |  | | 504. PayoffFirstMortgage | | |  |
| 205. | |  | | 505. Payoff Second Mortaage | | |  |
| 206. | |  | | 506. | | |  |
| 207. | |  | | 507. | | |  |
| 208. | |  | | 508. I | | | |
| 209. | |  | | 509. | | |  |
| *Adiustments For Items Unpaid Bv Seller* | | | | *Adiustments For Items Unpaid Bv* Seller | | | |
| 210. Citv/rown Taxes to | |  | | 51O. Citvfrown Taxes to | | |  |
| 211. CountvTaxes to | |  | | 511. CountvTaxes to | | |  |
| 212. Assessments to | |  | | 512. Assessments to | | |  |
| 213. | |  | | 513. | | |  |
| 214. | |  | | 514. | | |  |
| 215. | |  | | 515. | | |  |
| 216. | |  | | 516. | | |  |
| 217. | |  | | 517. I | | | |
| 218. | |  | | 518. | | |  |
| 219. | |  | | 519. | | |  |
| *220. TOTAL PAID BYtFOR BORROWER* | |  | | *520. TOTALREDUCTIONAMOUNTWESELLER* | | |  |
| **300. CASH AT SETTLEMENT FROM/rO BORROWER:** | | | | **600. CASHATSETTLEMENTTOJFROM SELLER:** | | | |
| 301. GrossAmountDue From Borrower(Line 120) | | 7,326.00 | | 601. GrossAmount Due To Seller (Line 420) | | | 7,000.00 |
| 302. LessAmountPaid BytforBorrower(Line 220) | | ( | | 602. Less Reductions Due Seller(Line 520) | | | ( |
| *303. C4SH( X FROM)( TO)BORROWER* | | 7,326.00 | | *603. C4SH( XTO)( FROM)SELLER* | | | 7,000.00 |

**0MB NO 2502-0265** ,,..-......

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Page2

|  |  |  |
| --- | --- | --- |
| **L. SETTLEMENT CHARGES** | | |
| **700.TOTAL COMMISSION Based on Price** $ @ % | PAO FROM BORRO\Af:RS FUNDSAT  SETTLEMENT | PAO FROM SELLERS FUNDS AT  SETTLEMENT |
| *Division ofCommission (line 700) as Follows:* |
| 701.$ to |
| 702.$ to |
| 703. Commission Paid atSettlement |  |  |
| 704. to |  |  |
| **800.ITEMS PAYABLE IN CONNECTION WITH LOAN** |  |  |
| 801.Loan Orioination Fee % to |  |  |
| 802. Loan Discount % to |  |  |
| 803. Appraisal Fee to |  |  |
| 804. CredltReport to |  |  |
| 805. Lender's lnsoection Fee to |  |  |
| 806. Mortgage Ins.App.Fee to |  |  |
| 807. Assumption Fee to |  |  |
| 808. |  |  |
| 809. |  |  |
| 810. |  |  |
| 811. |  |  |
| **900. ITEMS REQUIRED BY LENDER TO BE PAID IN ADJANCE** | | |
| 901. lnterestFrom to @ $ /day ( days %) |  |  |
| 902. MIP Totins.for LifeCfloan for mon1hsto |  |  |
| 903.Hazard Insurance Premium for 1.0 vearsto |  |  |
| 904. |  |  |
| 905. |  |  |
| **1000.RESERVES DEPOSITED WITH LENDER** | | |
| 1001.Hazard Insurance mon1hs (@$ oer mon1h |  |  |
| 1002.Mor!Qaoe Insurance mon1hs (@.$ oer month |  |  |
| 1003. Citv/rown Taxes months @$ oer mon1h |  |  |
| 1004. CountvTaxes mon1hs ta>. $ oer month |  |  |
| 1005. Assessments months @$ per mon1h |  |  |
| 1006. months ta>. $ oer mon1h |  |  |
| 1007. mon1hs @$ per month |  |  |
| 1008. mon1hs @$ per mon1h |  |  |
| **1100.TITLE CHARGES** | | |
| 1101. SetllementorClosinq Fee to Manausa, Shaw & Minacci, PA | 250.00 |  |
| 1102. AbstractorTrtleSearch to Investors TIUe Insurance Companv |  |  |
| 1103. Trtle Examination to |  |  |
| 1104. Trtle Insurance Binder to |  |  |
| 1105. DocumentPreoaration to |  |  |
| 1106. Notarv Fees to |  |  |
| 1107. Attorney's Fees to |  |  |
| *(includes above item numbers:* T |  |  |
| 1108. Trtle Insurance to Investors Trtle Insurance Com oanv |  |  |
| *(includes above item numbers:* ) |  |  |
| 1109. Lender's Coverage $ |  |  |
| 1110. Owner's Coverage $ |  |  |
| 1111. |  |  |
| 1112. |  |  |
| 1113. |  |  |
| **1200.GOVERNMENT RECORDING ANDTRANSFER CHARGES** | | |
| 1201.Recording Fees: Deed $ 27.00 ;Mortgage$ Releases$ | 27.00 |  |
| 1202. City,Countv Tax/Stamps: Deed · Mortgage |  |  |
| 1203. State Tax/Stamos: Deed 49.00 ; Mor!Qaqe | 49.00 | 0.00 |
| 1204. lntanoible Tax |  |  |
| 1205. |  |  |
| **1300.ADOfTIONALSETTLEMENTOiARGES** | | |
| 1301. Survev to |  |  |
| 1302. Pestlnsoection to |  |  |
| 1303. |  |  |
| 1304. |  |  |
| 1305. |  |  |
| **1400.TOTAL SETTLEMENT CHARGES (Enter on Lines 103,Section J and 502,Section K)** | 326.00 |  |

Certified to be **a** true copy.

( 21-4022R/ 21-4022R/ 2)

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**HUD-1, Page 3** I

**Borrower (s):** Ball House and Cottages, LLC

3251 Hemingway Blvd Tallahassee, FL32311

**Seller (s):** Capital Region Community Devel 3196 Merchants Row Blvd., Suite 130 Tallahassee, FL32311

**Settlement Agent** Manausa, Shaw & Minacci, P.A. (850)597-7616

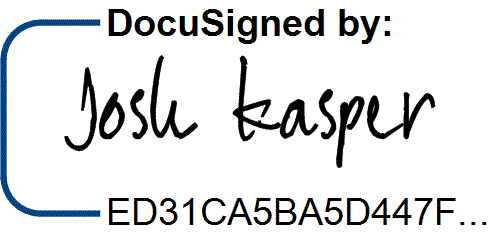
**Place of Settlement** 1701 Hermitage Boulevard, Suite 100

Tallahassee, FL 32308

**Settlement Dare:** February 2, 2021

**Property Location:**

I have c.arefully reviewed the HUD-1 Settlement Statement and to the best of my knowledge and belief, it is a true and accurate statement of all receipts and disbursements made on my account or by me in this transaction. I further certify that I have received a copy of the HUD-1 Settlement Statement

Ball House and Cottages, LLC

BY

Josh Kasper Its: Manager

To the best of my knowledge, the HUD-1 Settlement Statement which I have prepared is a true and aca.rate account of the funds whidl were received and have been or will be disbursed by the undersigned as part of the settlement of this transaction.



SettlementAgent

**WARNING:** It is a crime toknowingly make false starements tothe United States on this or any similar form. Penalties upon conviction can include a fine and imprisonment For details see: Tille 18 U.S.Code Section 1001 andSection1010.

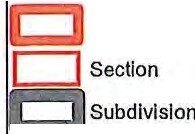
(21-4022IR.PFD/21-4022IR/2)

#### *NINTH ORDER OF BUSINESS*

**3110200120001**

**Legend**

-1 - - 1 Lot Building



Township

L • - "

f?- :-': Access Easement Park

l! - - ! .. 0 110

River City Limit

[=:JTax Parcel **r** Waterbody Imagery 1/2015

N

**A**

220 440

ft

Akin Akinyemi, R.A.

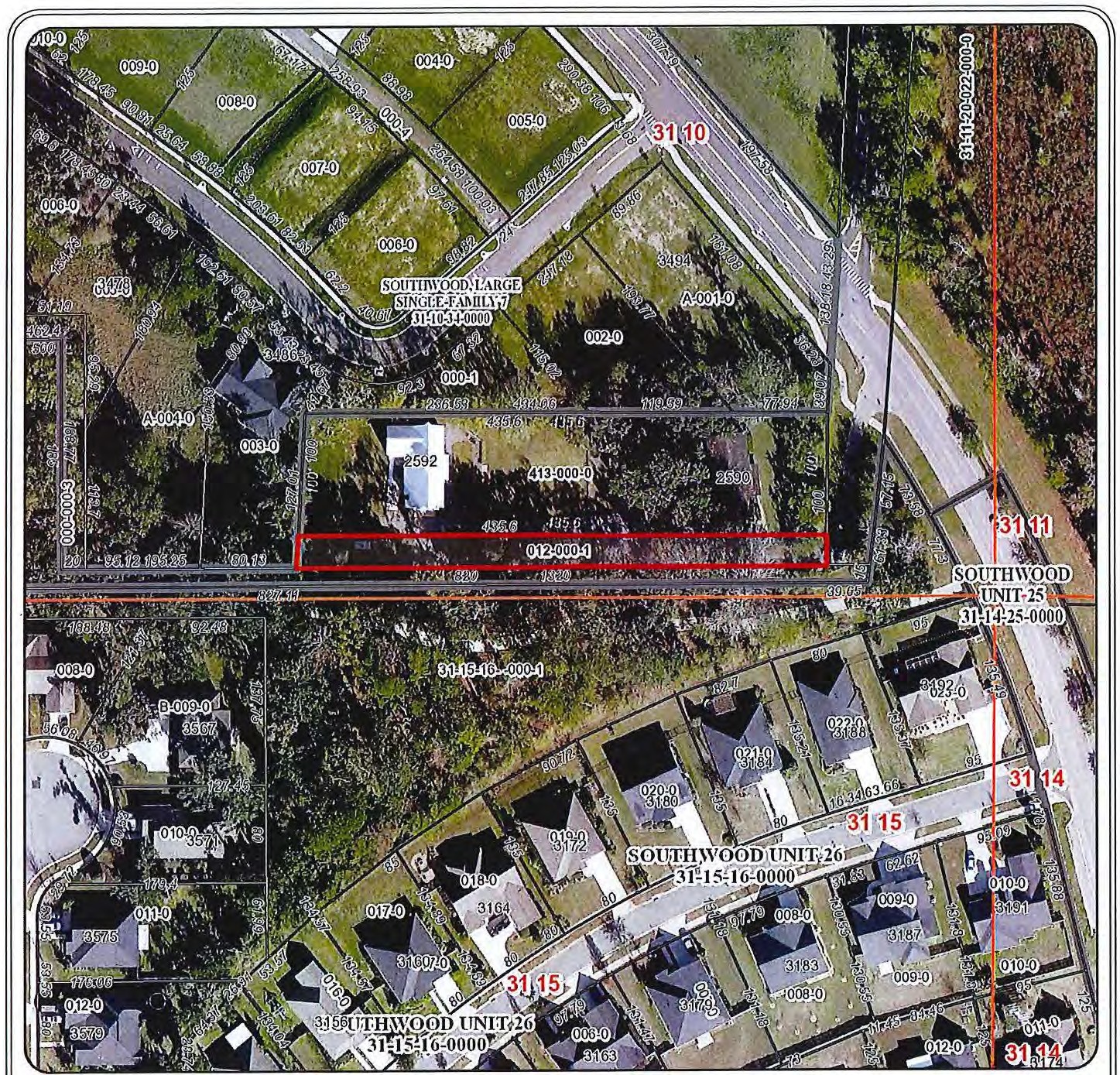
Leon County Properly Appraiser

315 S. Calhoun St, Third Floor Tallahassee, Fl. 32301

Phone: (850) 606-6200

Fax: (850) 606-6201

Emall: [admln@leonpa.org](mailto:admln@leonpa.org) Website: leonpa.org



*DISCLAIMER: This product has been comp/fed from the most accurate source data from Leon County, the City of Tallahassee, and the Leon County Property Appraiser's Office. However, this product Is for reference purposes only and* Is *not to be construed* as a *legal document or suNey Instrument. Any reliance on Iha Information contained herein Is et the user's own risk. Leon County, the City of Tallahassee, and the Leon County Property Appraiser's Office* assume *no responsibility for any use ofthe Information contained herein or any loss resulting therefrom.* Date Drawn: Jan 18, 2021

Parcel: 3110200120001

Owner: THE ST JOE COMPANY LLC

I Leon County Property Appraiser

Property Use: 7600 - MORTUARIES, CEMETERIES

0 SOUTHWOOD PLANTATION RD

The Tax Roll is compiled by the Legal Descriptions as recorded in the Public Records of Leon County. Location addresses are not used In the preparation of the Tax Roll . They should not be used for title searches or r.ireRaratlon of Jegal documents.

;Parcel lnformati n

**Parcel ID:** 3110200120001

**Owner(s):** THE ST JOE COMPANY LLC

ATTN: TAX DEPARTMENT

**Mailing Addr:** 130 RICHARD JACKSON BLVD STE 200 PANAMA CITY BEACH FL 32407

**Google Map**

**Location:** 0 SOUTHWOOD PLANTATION RD

Location (Street) Addresses are provided by City Growth Management 850-891-7001

(option **4),** and County DSEM 850-606-1300.

Certified Value Detail

**Tax District:** 2 - COUNTY

**Legal Desc:** 10 1S 1E 1.64 A

IN S 1/3 OF SE 1/4 OF SE 1/4 OR 259/104 292/484

OR 1188/967 1253/1402 OR 1288/1883

Parent Parcel: 3110200120000

Acreage: 1.640 Subdivision:

Property Use: 7600 - MORTUARIES, CEMETERIES

Bldg Count: 0

Tax Year Land Value Improvement Value Total Market Value SOH Differential Classified Use Homestead 2020 $1 $0 $1 $0 $0 2020 - No

Certified Taxable Values

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tax Year Taxing Authority Rate** | **Market** | **Assessed** | **Exempt** | **Taxable** |
| **2020** Leon County 8.31440 | $1 | $1 | $0 | $1 |
| Leon County - Emergency Medical Service 0.50000 | $1 | $1 | $0 | $1 |
| School - State Law 3.71500 | $1 | $1 | $0 | $1 |
| School - Local Board 2.24800 | $1 | $1 | $0 | $1 |
| NW FL Water Management 0.03110 | $1 | $1 | $0 | $1 |

lo uick Links - (Note: Clicking links below will navigate away from our website.)

**County Links**

Leon County Tax Collector Permits Online (City/ County) Property Info Sheet

**County MaP- Links**

Land Information

(Contains FEMA, Zoning, Fire Hydrant, etc.)

Flood Zone (FEMA) Zoning Map

Fire Hydrant Map More TLCGIS Maps

**Other MaP- Links**

Google Map Map

#### *TENTH ORDER OF BUSINESS*

*A.*

#### *1.*



**Company ID Number:** 1635518

**THE E-VERIFY MEMORANDUM OF UNDERSTANDING**

**FOR EMPLOYERS**

**ARTICLE I PURPOSE AND AUTHORITY**

The parties to this agreement are the Department of Homeland Security (DHS) and the

Capital Region Community Development District (Employer). The purpose of this agreement is to set forth terms and conditions which the Employer will follow while participating in E-Verify.

E-Verify is a program that electronically confirms an employee’s eligibility to work in the United States after completion of Form I-9, Employment Eligibility Verification (Form I-9). This Memorandum of Understanding (MOU) explains certain features of the E-Verify program and describes specific responsibilities of the Employer, the Social Security Administration (SSA), and DHS.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C.

§ 1324a note). The Federal Acquisition Regulation (FAR) Subpart 22.18, “Employment Eligibility Verification” and Executive Order 12989, as amended, provide authority for Federal contractors and subcontractors (Federal contractor) to use E-Verify to verify the employment eligibility of certain employees working on Federal contracts.

**ARTICLE II RESPONSIBILITIES**

1. **RESPONSIBILITIES OF THE EMPLOYER**
   1. The Employer agrees to display the following notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system:
      1. Notice of E-Verify Participation
      2. Notice of Right to Work
   2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted about E-Verify. The Employer also agrees to keep such information current by providing updated information to SSA and DHS whenever the representatives’ contact information changes.
   3. The Employer agrees to grant E-Verify access only to current employees who need E-Verify access. Employers must promptly terminate an employee’s E-Verify access if the employer is separated from the company or no longer needs access to E-Verify.



**Company ID Number:** 1635518

* 1. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual.
  2. The Employer agrees that any Employer Representative who will create E-Verify cases will complete the E-Verify Tutorial before that individual creates any cases.
     1. The Employer agrees that all Employer representatives will take the refresher tutorials when prompted by E-Verify in order to continue using E-Verify. Failure to complete a refresher tutorial will prevent the Employer Representative from continued use of E-Verify.
  3. The Employer agrees to comply with current Form I-9 procedures, with two exceptions:
     1. If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. § 274a.2(b)(1)(B)) can be presented during the Form I-9 process to establish identity.) If an employee objects to the photo requirement for religious reasons, the Employer should contact E-Verify at

888-464-4218.

* + 1. If an employee presents a DHS Form I-551 (Permanent Resident Card), Form I-766 (Employment Authorization Document), or U.S. Passport or Passport Card to complete Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee’s Form I-9. The Employer will use the photocopy to verify the photo and to assist DHS with its review of photo mismatches that employees contest. DHS may in the future designate other documents that activate the photo screening tool.

Note: Subject only to the exceptions noted previously in this paragraph, employees still retain the right to present any List A, or List B and List C, document(s) to complete the Form I-9.

* 1. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.
  2. The Employer agrees that, although it participates in E-Verify, the Employer has a responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, including the obligation to comply with the antidiscrimination requirements of section 274B of the INA with respect to Form I-9 procedures.
     1. The following modified requirements are the only exceptions to an Employer’s obligation to not employ unauthorized workers and comply with the anti-discrimination provision of the INA: (1) List B identity documents must have photos, as described in paragraph 6 above; (2) When an Employer confirms the identity and employment eligibility of newly hired employee using E-Verify procedures, the Employer establishes a rebuttable presumption that it has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of that employee; (3) If the Employer receives a final nonconfirmation for an employee, but continues to employ that person, the Employer must notify DHS and the Employer is subject to a civil money penalty between $550 and $1,100 for each failure to notify DHS of continued employment following a final nonconfirmation; (4) If the Employer continues to employ an employee after receiving a final nonconfirmation, then the Employer is subject to a rebuttable presumption that it has knowingly



**Company ID Number:** 1635518

employed an unauthorized alien in violation of section 274A(a)(1)(A); and (5) no E-Verify participant is civilly or criminally liable under any law for any action taken in good faith based on information provided through the E-Verify.

* + 1. DHS reserves the right to conduct Form I-9 compliance inspections, as well as any other enforcement or compliance activity authorized by law, including site visits, to ensure proper use of E-Verify.
  1. The Employer is strictly prohibited from creating an E-Verify case before the employee has been hired, meaning that a firm offer of employment was extended and accepted and Form I-9 was completed. The Employer agrees to create an E-Verify case for new employees within three Employer business days after each employee has been hired (after both Sections 1 and 2 of Form I-9 have been completed), and to complete as many steps of the E-Verify process as are necessary according to the E-Verify User Manual. If E-Verify is temporarily unavailable, the three-day time period will be extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability.
  2. The Employer agrees not to use E-Verify for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use that this MOU or the E-Verify User Manual does not authorize.
  3. The Employer must use E-Verify for all new employees. The Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. Employers who are Federal contractors may qualify for exceptions to this requirement as described in Article II.B of this MOU.
  4. The Employer agrees to follow appropriate procedures (see Article III below) regarding tentative nonconfirmations. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee’s E-Verify case. The Employer agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending. Further, when employees contest a tentative nonconfirmation based upon a photo mismatch, the Employer must take additional steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.
  5. The Employer agrees not to take any adverse action against an employee based upon the employee's perceived employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1(l)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification system to verify work authorization, a tentative nonconfirmation, a case in continuance (indicating the need for additional time for the government to resolve a case), or the finding of a photo mismatch, does not establish, and should not be interpreted as, evidence that the employee is not work authorized. In any of such cases, the employee must be provided a full and fair opportunity to contest the finding, and if he or she does so, the employee may not be terminated or suffer any adverse employment consequences based upon the employee’s perceived employment eligibility status



**Company ID Number:** 1635518

(including denying, reducing, or extending work hours, delaying or preventing training, requiring an employee to work in poorer conditions, withholding pay, refusing to assign the employee to a Federal contract or other assignment, or otherwise assuming that he or she is unauthorized to work) until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo mismatch or if a secondary verification is completed and a final nonconfirmation is issued, then the Employer can find the employee is not work authorized and terminate the employee’s employment. Employers or employees with questions about a final nonconfirmation may call E-Verify at 1-888-464- 4218 (customer service) or 1-888-897-7781 (worker hotline).

* 1. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA as applicable by not discriminating unlawfully against any individual in hiring, firing, employment eligibility verification, or recruitment or referral practices because of his or her national origin or citizenship status, or by committing discriminatory documentary practices. The Employer understands that such illegal practices can include selective verification or use of E-Verify except as provided in part D below, or discharging or refusing to hire employees because they appear or sound “foreign” or have received tentative nonconfirmations. The Employer further understands that any violation of the immigration-related unfair employment practices provisions in section 274B of the INA could subject the Employer to civil penalties, back pay awards, and other sanctions, and violations of Title VII could subject the Employer to back pay awards, compensatory and punitive damages. Violations of either section 274B of the INA or Title VII may also lead to the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).
  2. The Employer agrees that it will use the information it receives from E-Verify only to confirm the employment eligibility of employees as authorized by this MOU. The Employer agrees that it will safeguard this information, and means of access to it (such as PINS and passwords), to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU, except for such dissemination as may be authorized in advance by SSA or DHS for legitimate purposes.
  3. The Employer agrees to notify DHS immediately in the event of a breach of personal information. Breaches are defined as loss of control or unauthorized access to E-Verify personal data. All suspected or confirmed breaches should be reported by calling 1-888-464-4218 or via email at

[E-Verify@dhs.gov](mailto:E-Verify@dhs.gov). Please use “Privacy Incident – Password” in the subject line of your email when sending a breach report to E-Verify.

* 1. The Employer acknowledges that the information it receives from SSA is governed by the Privacy Act (5 U.S.C. § 552a(i)(1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)). Any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.
  2. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, which includes permitting DHS, SSA, their contractors and other agents, upon



**Company ID Number:** 1635518

reasonable notice, to review Forms I-9 and other employment records and to interview it and its employees regarding the Employer’s use of E-Verify, and to respond in a prompt and accurate manner to DHS requests for information relating to their participation in E-Verify.

* 1. The Employer shall not make any false or unauthorized claims or references about its participation in E-Verify on its website, in advertising materials, or other media. The Employer shall not describe its services as federally-approved, federally-certified, or federally-recognized, or use language with a similar intent on its website or other materials provided to the public. Entering into this MOU does not mean that E-Verify endorses or authorizes your E-Verify services and any claim to that effect is false.
  2. The Employer shall not state in its website or other public documents that any language used therein has been provided or approved by DHS, USCIS or the Verification Division, without first obtaining the prior written consent of DHS.
  3. The Employer agrees that E-Verify trademarks and logos may be used only under license by DHS/USCIS (see [M-795 (Web)](http://www.uscis.gov/USCIS/Verification/E-Verify/everifytrademark.pdf)) and, other than pursuant to the specific terms of such license, may not be used in any manner that might imply that the Employer’s services, products, websites, or publications are sponsored by, endorsed by, licensed by, or affiliated with DHS, USCIS, or E-Verify.
  4. The Employer understands that if it uses E-Verify procedures for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and termination of its participation in E-Verify according to this MOU.

1. **RESPONSIBILITIES OF FEDERAL CONTRACTORS**
   1. If the Employer is a Federal contractor with the FAR E-Verify clause subject to the employment verification terms in Subpart 22.18 of the FAR, it will become familiar with and comply with the most current version of the E-Verify User Manual for Federal Contractors as well as the E-Verify Supplemental Guide for Federal Contractors.
   2. In addition to the responsibilities of every employer outlined in this MOU, the Employer understands that if it is a Federal contractor subject to the employment verification terms in Subpart 22.18 of the FAR it must verify the employment eligibility of any “employee assigned to the contract” (as defined in FAR 22.1801). Once an employee has been verified through E-Verify by the Employer, the Employer may not create a second case for the employee through E-Verify.
      1. An Employer that is not enrolled in E-Verify as a Federal contractor at the time of a contract award must enroll as a Federal contractor in the E-Verify program within 30 calendar days of contract award and, within 90 days of enrollment, begin to verify employment eligibility of new hires using E-Verify. The Employer must verify those employees who are working in the United States, whether or not they are assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within three business days after the hire date. Once enrolled in E-Verify as a Federal contractor, the Employer must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee’s assignment to the contract, whichever date is later.



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* + 1. Employers enrolled in E-Verify as a Federal contractor for 90 days or more at the time of a contract award must use E-Verify to begin verification of employment eligibility for new hires of the Employer who are working in the United States, whether or not assigned to the contract, within three business days after the date of hire. If the Employer is enrolled in E-Verify as a Federal contractor for 90 calendar days or less at the time of contract award, the Employer must, within 90 days of enrollment, begin to use E-Verify to initiate verification of new hires of the contractor who are working in the United States, whether or not assigned to the contract. Such verification of new hires must be initiated within three business days after the date of hire. An Employer enrolled as a Federal contractor in E-Verify must begin verification of each employee assigned to the contract within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever is later.
    2. Federal contractors that are institutions of higher education (as defined at 20 U.S.C. 1001(a)), state or local governments, governments of Federally recognized Indian tribes, or sureties performing under a takeover agreement entered into with a Federal agency under a performance bond may choose to only verify new and existing employees assigned to the Federal contract. Such Federal contractors may, however, elect to verify all new hires, and/or all existing employees hired after November 6, 1986. Employers in this category must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee’s assignment to the contract, whichever date is later.
    3. Upon enrollment, Employers who are Federal contractors may elect to verify employment eligibility of all existing employees working in the United States who were hired after November 6, 1986, instead of verifying only those employees assigned to a covered Federal contract. After enrollment, Employers must elect to verify existing staff following DHS procedures and begin

E-Verify verification of all existing employees within 180 days after the election.

* + 1. The Employer may use a previously completed Form I-9 as the basis for creating an E-Verify case for an employee assigned to a contract as long as:
       1. That Form I-9 is complete (including the SSN) and complies with Article II.A.6,
       2. The employee’s work authorization has not expired, and
       3. The Employer has reviewed the Form I-9 information either in person or in communications with the employee to ensure that the employee’s Section 1, Form I-9 attestation has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen).
    2. The Employer shall complete a new Form I-9 consistent with Article II.A.6 or update the previous Form I-9 to provide the necessary information if:
       1. The Employer cannot determine that Form I-9 complies with Article II.A.6,
       2. The employee’s basis for work authorization as attested in Section 1 has expired or changed, or
       3. The Form I-9 contains no SSN or is otherwise incomplete.

Note: If Section 1 of Form I-9 is otherwise valid and up-to-date and the form otherwise complies with



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Article II.C.5, but reflects documentation (such as a U.S. passport or Form I-551) that expired after completing Form I-9, the Employer shall not require the production of additional documentation, or use the photo screening tool described in Article II.A.5, subject to any additional or superseding instructions that may be provided on this subject in the E-Verify User Manual.

* + 1. The Employer agrees not to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU or to authorize verification of any existing employee by any Employer that is not a Federal contractor based on this Article.
  1. The Employer understands that if it is a Federal contractor, its compliance with this MOU is a performance requirement under the terms of the Federal contract or subcontract, and the Employer consents to the release of information relating to compliance with its verification responsibilities under this MOU to contracting officers or other officials authorized to review the Employer’s compliance with Federal contracting requirements.

1. **RESPONSIBILITIES OF SSA**
   1. SSA agrees to allow DHS to compare data provided by the Employer against SSA’s database. SSA sends DHS confirmation that the data sent either matches or does not match the information in SSA’s database.
   2. SSA agrees to safeguard the information the Employer provides through E-Verify procedures. SSA also agrees to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security numbers or responsible for evaluation of E-Verify or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).
   3. SSA agrees to provide case results from its database within three Federal Government work days of the initial inquiry. E-Verify provides the information to the Employer.
   4. SSA agrees to update SSA records as necessary if the employee who contests the SSA tentative nonconfirmation visits an SSA field office and provides the required evidence. If the employee visits an SSA field office within the eight Federal Government work days from the date of referral to SSA, SSA agrees to update SSA records, if appropriate, within the eight-day period unless SSA determines that more than eight days may be necessary. In such cases, SSA will provide additional instructions to the employee. If the employee does not visit SSA in the time allowed, E-Verify may provide a final nonconfirmation to the employer.

Note: If an Employer experiences technical problems, or has a policy question, the employer should contact E-Verify at 1-888-464-4218.

1. **RESPONSIBILITIES OF DHS**
   1. DHS agrees to provide the Employer with selected data from DHS databases to enable the Employer to conduct, to the extent authorized by this MOU:
      1. Automated verification checks on alien employees by electronic means, and



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* + 1. Photo verification checks (when available) on employees.
  1. DHS agrees to assist the Employer with operational problems associated with the Employer's participation in E-Verify. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.
  2. DHS agrees to provide to the Employer with access to E-Verify training materials as well as an

E-Verify User Manual that contain instructions on E-Verify policies, procedures, and requirements for both SSA and DHS, including restrictions on the use of E-Verify.

* 1. DHS agrees to train Employers on all important changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify User Manual. Even without changes to E-Verify, DHS reserves the right to require employers to take mandatory refresher tutorials.
  2. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in

E-Verify. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC), Civil Rights Division,

U.S. Department of Justice.

* 1. DHS agrees to issue each of the Employer’s E-Verify users a unique user identification number and password that permits them to log in to E-Verify.
  2. DHS agrees to safeguard the information the Employer provides, and to limit access to such information to individuals responsible for the verification process, for evaluation of E-Verify, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security numbers and employment eligibility, to enforce the INA and Federal criminal laws, and to administer Federal contracting requirements.
  3. DHS agrees to provide a means of automated verification that provides (in conjunction with SSA verification procedures) confirmation or tentative nonconfirmation of employees' employment eligibility within three Federal Government work days of the initial inquiry.
  4. DHS agrees to provide a means of secondary verification (including updating DHS records) for employees who contest DHS tentative nonconfirmations and photo mismatch tentative nonconfirmations. This provides final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

**ARTICLE III**

**REFERRAL OF INDIVIDUALS TO SSA AND DHS**

1. **REFERRAL TO SSA**
   1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the notice as directed by E-Verify. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee’s E-Verify



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case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.

* 1. The Employer agrees to obtain the employee’s response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.
  2. After a tentative nonconfirmation, the Employer will refer employees to SSA field offices only as directed by E-Verify. The Employer must record the case verification number, review the employee information submitted to E-Verify to identify any errors, and find out whether the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security number, or any other corrected employee information that SSA requests, to SSA for verification again if this review indicates a need to do so.
  3. The Employer will instruct the employee to visit an SSA office within eight Federal Government work days. SSA will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.
  4. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.
  5. The Employer agrees not to ask the employee to obtain a printout from the Social Security Administration number database (the Numident) or other written verification of the SSN from the SSA.

1. **REFERRAL TO DHS**
   1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee’s E-Verify case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.
   2. The Employer agrees to obtain the employee’s response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.
   3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation.
   4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will instruct the



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employee to contact DHS through its toll-free hotline (as found on the referral letter) within eight Federal Government work days.

* 1. If the Employer finds a photo mismatch, the Employer must provide the photo mismatch tentative nonconfirmation notice and follow the instructions outlined in paragraph 1 of this section for tentative nonconfirmations, generally.
  2. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo mismatch, the Employer will send a copy of the employee’s Form I-551, Form I-766, U.S. Passport, or passport card to DHS for review by:
     1. Scanning and uploading the document, or
     2. Sending a photocopy of the document by express mail (furnished and paid for by the employer).
  3. The Employer understands that if it cannot determine whether there is a photo match/mismatch, the Employer must forward the employee’s documentation to DHS as described in the preceding paragraph. The Employer agrees to resolve the case as specified by the DHS representative who will determine the photo match or mismatch.
  4. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.
  5. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.

**ARTICLE IV SERVICE PROVISIONS**

**A. NO SERVICE FEES**

1. SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access E-Verify, an Employer will need a personal computer with Internet access.

**ARTICLE V MODIFICATION AND TERMINATION**

* 1. **MODIFICATION**
     1. This MOU is effective upon the signature of all parties and shall continue in effect for as long as the SSA and DHS operates the E-Verify program unless modified in writing by the mutual consent of all parties.
     2. Any and all E-Verify system enhancements by DHS or SSA, including but not limited to E-Verify checking against additional data sources and instituting new verification policies or procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes.



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* 1. **TERMINATION**
     1. The Employer may terminate this MOU and its participation in E-Verify at any time upon 30 days prior written notice to the other parties.
     2. Notwithstanding Article V, part A of this MOU, DHS may terminate this MOU, and thereby the Employer’s participation in E-Verify, with or without notice at any time if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established E-Verify procedures and/or legal requirements. The Employer understands that if it is a Federal contractor, termination of this MOU by any party for any reason may negatively affect the performance of its contractual responsibilities. Similarly, the Employer understands that if it is in a state where E-Verify is mandatory, termination of this by any party MOU may negatively affect the Employer’s business.
     3. An Employer that is a Federal contractor may terminate this MOU when the Federal contract that requires its participation in E-Verify is terminated or completed. In such cases, the Federal contractor must provide written notice to DHS. If an Employer that is a Federal contractor fails to provide such notice, then that Employer will remain an E-Verify participant, will remain bound by the terms of this MOU that apply to non-Federal contractor participants, and will be required to use the E-Verify procedures to verify the employment eligibility of all newly hired employees.
     4. The Employer agrees that E-Verify is not liable for any losses, financial or otherwise, if the Employer is terminated from E-Verify.

**ARTICLE VI PARTIES**

* + - 1. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.
      2. Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.
      3. The Employer may not assign, directly or indirectly, whether by operation of law, change of control or merger, all or any part of its rights or obligations under this MOU without the prior written consent of DHS, which consent shall not be unreasonably withheld or delayed. Any attempt to sublicense, assign, or transfer any of the rights, duties, or obligations herein is void.
      4. Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.
      5. The Employer understands that its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to,



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Congressional oversight, E-Verify publicity and media inquiries, determinations of compliance with Federal contractual requirements, and responses to inquiries under the Freedom of Information Act (FOIA).

* + - 1. The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively. The Employer understands that any inaccurate statement, representation, data or other information provided to DHS may subject the Employer, its subcontractors, its employees, or its representatives to: (1) prosecution for false statements pursuant to 18 U.S.C. 1001 and/or; (2) immediate termination of its MOU and/or; (3) possible debarment or suspension.
      2. The foregoing constitutes the full agreement on this subject between DHS and the Employer.

**To be accepted as an E-Verify participant, you should only sign the Employer’s Section of the signature page. If you have any questions, contact E-Verify at 1-888-464-4218.**



**Company ID Number:** 1635518

**Approved by:**

|  |  |
| --- | --- |
| **Employer**  Capital Region Community Development District | |
| Name (Please Type or Print)  Darren De Santis | Title |
| Signature  Electronically Signed | Date  01/28/2021 |
| **Department of Homeland Security – Verification Division** | |
| Name (Please Type or Print)  USCIS Verification Division | Title |
| Signature  Electronically Signed | Date  01/28/2021 |



**Company ID Number:** 1635518

|  |  |
| --- | --- |
| **Information Required for the E-Verify Program**  **Information relating to your Company:** | |
| Company Name | Capital Region Community Development District |
| Company Facility Address | 475 West Town Place Saint Augustine, FL 32092 |
| Company Alternate Address |  |
| County or Parish | SAINT JOHNS |
| Employer Identification Number | 650991879 |
| North American Industry Classification Systems Code | 925 |
| Parent Company |  |
| Number of Employees | 1 to 4 |
| Number of Sites Verified for | 1 |



**Company ID Number:** 1635518

**Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:**

FLORIDA 1 site(s)



**Company ID Number:** 1635518

**Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:**

Name Kelly Adams Phone Number (865) 717 - 7700 Fax Number

Email Address [kadams@gmstnn.com](mailto:kadams@gmstnn.com)

Name Darren A De Santis Phone Number (954) 721 - 8681 ext. 208 Fax Number

Email Address [ddesantis@gmssf.com](mailto:ddesantis@gmssf.com)



**Company ID Number:** 1635518

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#### *C.*

*1.*



**Weather of the Week**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday**  **11/30/20** | **Tuesday**  **12/1/20** | **Wednesday**  **12/2/20** | **Thursday**  **12/3/20** | **Friday**  **12/4/20** |
|  |  |  |  |  |

**CRCDD Weekly 12-4-2020**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Hi 73°F Lo 41°F | Hi 51°F Lo 30°F | Hi 60°F Lo 27°F | Hi 66°F Lo 33°F | Hi 70°F Lo 46°F |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Full Maintenance** | | | | |
|  |  | Blair Stone Rd (Units 5,17) | Biltmore Ave (Units 16,2,25) Blair Stone Rd (Units 5,17)  Four Oaks Blvd (Units 1,17,29) |  |

**Debris Cleanup**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | Storm Clean Up |  |
| **Hand Weeding** | | | | |
|  |  |  | Central Park:Butterfly Garden | |

**Mulch**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Four Oaks Blvd (Units 1,17,29)  UNIT 25:Longfellow Park & Pocket Parks | Four Oaks Blvd (Units 1,17,29) Four Oaks Blvd (Units 1,17,29) | | Four Oaks Blvd (Units 1,17,29)  UNIT 25:Longfellow Park & Pocket Parks |  |
| UNIT 25:Longfellow Park & Pocket Parks |  |
| **Pruning** | | | | |
| rees - Remove sucker growth | Trees - Remove sucker growth |  | Trees - Remove sucker growth |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Detail service** | | | | |
| UNIT 10:Green Spaces (2) | UNIT 10:Green Spaces (2) |  | Biltmore Ave (Units 16,2,25) Four Oaks Blvd (Units 1,17,29) UNIT 10:Green Spaces (2) |  |

**Additional Contracted Work**

|  |  |  |  |
| --- | --- | --- | --- |
| Unit | Date | Description | Invoice Number |
| CP | 12/8 | Butterfly Garden Detail & Hand weeding May thru October | 192541 |

**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 troughout the district. Daily maintenance of trash cans troughout 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.



**Detail service**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday**  **12/7/20** | **Tuesday**  **12/8/20** | **Wednesday**  **12/9/20** | **Thursday**  **12/10/20** | **Friday**  **12/11/20** |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Weather of the Week** |  | | | |
| Hi 63°F Lo 43°F | Hi 57°F Lo 34°F | Hi 68°F Lo 30°F | Hi 72°F Lo 35°F | Hi 69°F Lo 38°F |
|  |  |  |  |  |
| **Full Maintenance** |  |  |  |  |
| UNIT 10:Overlook Park  UNIT 31:Magnolia Park (Rows, Parks & Pond) | UNIT 27:New Village  UNIT 31:Magnolia Park (Rows, Parks & Pond) | UNIT 27:New Village |  | Central Park:FL131  Central Park:Tot Lot |
| **Debris Cleanup** |  |  |  |  |
| Central Park |  |  |  |  |
| **Hand Weeding** |  |  |  |  |
|  |  |  |  | Central Park:Butterfly Garden |
| **Mulch** |  |  |  |  |
| LSF-7 | UNIT 10:Overlook Park | UNIT 27:New Village | UNIT 1:Mulberry Park Blvd | Central Park:FL131 |
| LSF-7:Biltmore ROW | UNIT 27:New Village | UNIT 31 | UNIT 2:Butterfly Parks | UNIT 36:Bluff Oak Way |
| UNIT 10:Overlook Park |  |  | UNIT 2:Tremont |  |
| UNIT 37:Esplanade Nature Trail |  |  | UNIT 25:Longfellow Park & Pocket Parks |  |
| **Pruning** |  |  |  |  |
| Four Oaks Blvd (Units 1,17,29) | N/C Check Quickbooks for notes::Trees - Remove su | N/C Check Quickbooks for notes::Trees - Remove su | N/C Check Quickbooks for notes::Trees - Remove sucker growth | |

**CRCDD Weekly Review**

UNIT 14:Buffers UNIT 14:Buffers

UNIT 27:New Village

**IPM**

**Fertilizer:** 0-0-62



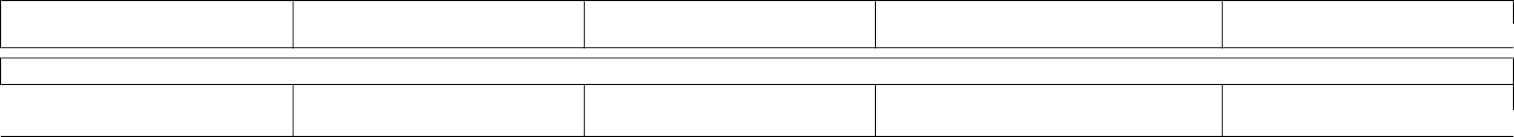
Four Oaks Blvd (Units 1,17,29)

Four Oaks Blvd (Units 1,17,29)

Orange Ave

Hemingway Blvd & Trail (Units 2,4)

UNIT 8

**Post-Emergent:** Product Used - Speedzone Southern

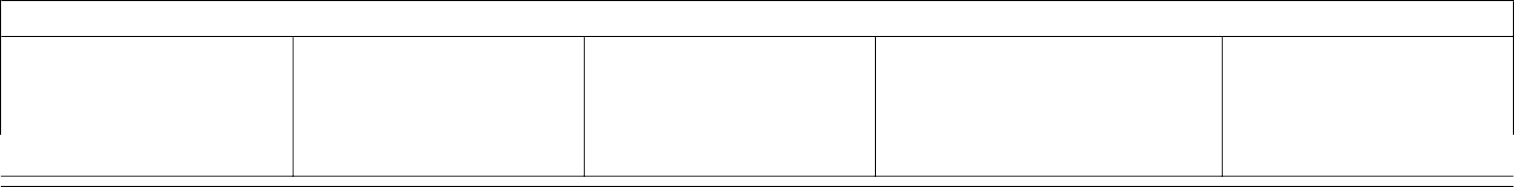
Four Oaks Blvd (Units 1,17,29) Four Oaks Blvd (Units 1,17,29) Hemingway Blvd & Trail (Units 2,4)

Orange Ave UNIT 8

**Pre-Emergent:** Product used - Prodiamine

Four Oaks Blvd (Units 1,17,29) Four Oaks Blvd (Units 1,17,29) Hemingway Blvd & Trail (Units 2,4)

Orange Ave UNIT 8



**Non-Selective:** Product used - Roundup QuikPro

UNIT 31:Magnolia Park (Rows, Parks & Pond)

NON-UNIT:Goldenrod & FL162 UNIT 19:Twain Park

UNIT 29:Coneflower Drive

UNIT 30:Woodland Fields Park

UNIT 14:Avon Park

UNIT 2:Carollton Park

UNIT 2:Endicott Park UNIT 2:Newberry Parks

UNIT 23:Parks, Ponds & Green Spaces

UNIT 29:Coneflower Park

**Irrigation**



**Irrigation Inspection**



Controller 25, Unit 27

Controller 5, Unit 3

**Irrigation Troubleshooting (In Contract)**



Controller

15

25

5

Unit Number

Orange Ave 27

3

Date

12/7

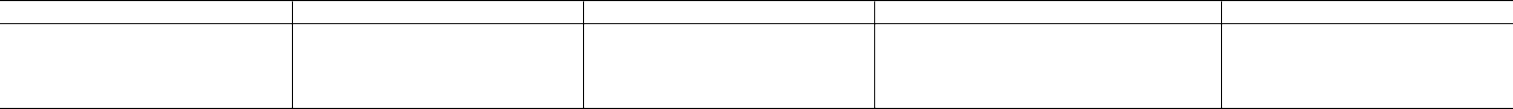
12/9, 12/10

12/11

Description

Wet Test Wet Test Wet Test

**Irrigation Repairs**



Controller

25

15

28

Unit Number

27

Orange Ave 31

Date

12/9

12/7

12/11

Description Valve Replace Mainline Repair

Valve Replace

Invoice Number

192547

192546

192548



**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 troughout the district. Daily maintenance of trash cans troughout 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.





**Weather of the Week**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday**  **12/14/20** | **Tuesday**  **12/15/20** | **Wednesday**  **12/16/20** | **Thursday**  **12/17/20** | **Friday**  **12/18/20** |
|  |  |  |  |  |

**CRCDD Weekly Review**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Hi 71°F Lo 51°F | Hi 65°F Lo 46°F | Hi 57°F Lo 49°F | Hi 51°F Lo 37°F | Hi 58°F Lo 28°F |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Full Maintenance** | | | | |
| UNIT 1:Iberville Park | Hemingway Blvd & Trail (Units 2,4) |  | Biltmore Ave (Units 16,2,25) | UNIT 1:TC1 Pond (FL130) |
| UNIT 23:Riverton Park (Four Oaks to Summertree) | UNIT 14:Green Space | Esplanade Way (Unit 5) | UNIT 16:Faulkner Park |
| UNIT 7:Riverton (Grove Park to Four Oaks) | UNIT 35:Merchants Row Entry Feature | UNIT 23:Parks, Ponds & Green Spaces | UNIT 23:Parks, Ponds & Green Spaces |
|  | UNIT 4:Grove Park Dr |  |  |
|  | UNIT 5:Merchants Row |  |  |
|  | UNIT 8:WD140 |  |  |
| **Hand Weeding** | | | | |
|  |  |  | Central Park:Butterfly Garden | |

**Mulch**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| UNIT 23:Riverton Park (Four Oaks to Summertree)  UNIT 7:Riverton (Grove Park to Four Oaks) | UNIT 1:Iberville Park | |  |  |
|  |  |
| **Pruning** | | | | |
| Four Oaks Blvd (Units 1,17,29) |  |  | UNIT 2:Carollton Park |  |
| **Detail service** | | | | |
|  |  |  | Central Park:Butterfly Garden | Central Park:Butterfly Garden Central Park:Memorial Walk (CP) |

**IPM**

**Fertilizer:** 0-0-62

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | UNIT 1:Mulberry Park Blvd  UNIT 5:Merchants Row |  |  |  |

**Post-Emergent:** Product Used - Speedzone Southern

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | UNIT 1:Mulberry Park Blvd  UNIT 5:Merchants Row |  |  |  |
|  |
| **Pre-Emergent:** Product used - Prodiamine | | | | |
|  | UNIT 1:Mulberry Park Blvd  UNIT 23:Parks, Ponds & Green Spaces UNIT 5:Merchants Row |  |  |  |
|  |
|  |
| **Non-Selective:** Product used - Roundup QuikPro | | | | |
|  | UNIT 1:TC1 Pond (FL130) UNIT 10:WD141  UNIT 10:WD160  UNIT 23:Parks, Ponds & Green Spaces |  |  |  |

**Irrigation**

**Irrigation Repairs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Controller | Unit Number | Date | Description | Invoice Number |
| 2 | 5 | 12/15 | Mainline Repair | 192560 |

**Additional Contracted Work**

|  |  |  |  |
| --- | --- | --- | --- |
| Unit | Date | Description | Invoice Number |
|  | 12/17 | Removal of Fallen Oak at Mission Lake | 192559 |
|  | Remove (1) large lightning struck Live Oak leader in New Dawn Park | 192561 |

**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 troughout the district. Daily maintenance of trash cans troughout 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.



**Weather of the Week**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday**  **12/21/20** | **Tuesday**  **12/22/20** | **Wednesday**  **12/23/20** | **Thursday**  **12/24/20** | **Friday**  **12/25/20** |
|  |  |  |  |  |

**CRCDD Weekly 12-25-2020**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Hi 64°F Lo 40°F | Hi 64°F Lo 40°F | Hi 64°F Lo 40°F | Hi 64°F Lo 40°F | Hi 64°F Lo 40°F |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Full Maintenance** | | | | |
|  | LSF-7 | Doggie Pot Stations | CLOSED | CLOSED |
| NON-UNIT:Goldenrod & FL162 | NON-UNIT:Artemis Way |  |  |
| UNIT 1:Verdura Point Park | Shumard Oaks Blvd West (Unit 35) |  |  |
| UNIT 25:Longfellow Park & Pocket Parks | UNIT 18:Cummings Park |  |  |
| UNIT 26:Strolling Way Parks | UNIT 19:Twain Park |  |  |
| UNIT 29:Coneflower Park | UNIT 2:Newberry Parks |  |  |
| UNIT 29:Orange Ave (Mossy Creek to Four Oaks) | UNIT 35:Merchants Row West |  |  |
| UNIT 30:Woodland Fields Park |  |  |  |
| UNIT 31:Magnolia Park (Rows, Parks & Pond) |  |  |  |
| UNIT 31:Parks, Green Space, Rows, Lift Station |  |  |  |
| Unit 32:Green Space |  |  |  |
| Unit 32:Jasmine Hill |  |  |  |
| Unit 32:Lantana Lane |  |  |  |
| Unit 32:Overcup Way |  |  |  |
| Unit 32:Park (off Mossy & Coneflower) |  |  |  |
| UNIT 37:Esplanade Nature Trail |  |  |  |
| UNIT 37:Green Space |  |  |  |

**Mulch**

UNIT 21 & Arch Site

UNIT 21 & Arch Site:Arch Site Exterior

UNIT 23:Riverton Park (Four Oaks to Summertree)

ACW Check Quickbooks for notes:Tree Work

**Pruning**

Central Park:Butterfly Garden

Utility Boxes

UNIT 1:Mulberry Park Blvd

UNIT 1:Verdura Point Park

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Detail service** | | | | |
|  |  | UNIT 18:Cummings Park |  |  |

**IPM**

**Fertilizer:** 0-0-62

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Central Park:Park Crossing Trail Park | Central Park:Park Crossing Trail Park  Orange Ave |  |  |  |

**Post-Emergent:** Product Used - Speedzone Southern

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Central Park:Park Crossing Trail Park | Central Park:Park Crossing Trail Park  Orange Ave |  |  |  |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Pre-Emergent:** Product used - Dithiopyr 2L | | | | |
| Central Park:Park Crossing Trail Park | Central Park:Park Crossing Trail Park  Orange Ave |  |  |  |
|  |

**Irrigation**

**Irrigation Inspection**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Controller 25, Unit 27  Controller 26, Unit 27 |  |  |  |

**Irrigation Troubleshooting (In Contract)**

|  |  |  |  |
| --- | --- | --- | --- |
| Controller | Unit Number | Date | Description |
| 25 | 27 | 12/22 | Wet Test |
| 26 | 27 | 12/22 | Wet Test |

**Irrigation Repairs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Controller | Unit Number | Date | Description | Invoice Number |
| 22 | 16 | 12/21 | Mainline Repair | 192619 |

**Additional Contracted Work**

|  |  |  |  |
| --- | --- | --- | --- |
| Unit | Date | Description | Invoice Number |
| 31 | 12/21 | Orange Ave - Install (7) posts around valve boxes | 192620 |
| CP | 12/11, 17, 18, 23 | Butterfly Garden - Detail and Flower Install | 192621 |

**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 troughout the district. Daily maintenance of trash cans troughout 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.



**Weather of the Week**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday**  **1/4/21** | **Tuesday**  **1/5/21** | **Wednesday**  **1/6/21** | **Thursday**  **1/7/21** | **Friday**  **1/8/21** |
|  |  |  |  |  |

**CRCDD Weekly Review**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Hi 64°F Lo 40°F | Hi 64°F Lo 40°F | Hi 64°F Lo 40°F | Hi 64°F Lo 40°F | Hi 64°F Lo 40°F |
|  |  |  |  |  |
| **Full Maintenance** | | | | |
| Biltmore Ave (Units 16,2,25) | Four Oaks Blvd (Units 1,17,29) | Mossy Creek Lane (Units 4,6,9) | UNIT 21 & Arch Site | UNIT 37:Esplanade Nature Trail |
| Central Park | UNIT 1:TC1 Pond (FL130) | Shumard Oak Blvd (Units 3,5) | Unit 32:Lantana Lane | UNIT 37:Green Space |
| Central Park:Park Crossing Trail Park | UNIT 16:Faulkner Park | UNIT 1:Mulberry Park Blvd |  |  |
| NON-UNIT:Schoolhouse Rd. & Biltmore Ext. |  | UNIT 1:Verdura Point Park |  |  |
| UNIT 14:Avon Park |  | UNIT 14:Green Space |  |  |
| UNIT 35:Merchants Row Entry Feature |  | UNIT 19:Twain Park |  |  |
| UNIT 5:Merchants Row |  | UNIT 2:Butterfly Parks |  |  |
| UNIT 8:WD140 |  | UNIT 2:Newberry Parks |  |  |
|  |  | UNIT 2:Tremont |  |  |
|  |  | UNIT 31:Parks, Green Space, Rows, Lift Station |  |  |
|  |  | UNIT 4:Grove Park Dr |  |  |
|  |  | UNIT 7:Grove Park Dr |  |  |

**Standard Maintenance Debris Cleanup**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  | Central Park |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | Blair Stone Rd (Units 5,17) Central Park | Central Park |
| **Pruning** | | | | |
|  |  | :Trees - Remove sucker growth | Four Oaks Blvd (Units 1,17,29) | Four Oaks Blvd (Units 1,17,29) |

**IPM**

**Irrigation**

**Irrigation Inspection**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Controller 15, Orange Ave  Controller 10 Unit29 | Controller28, Unit31 | Controller28 Unit31  Controller23 Unit17 |  |  |

**Irrigation Troubleshooting (In Contract)**

|  |  |  |  |
| --- | --- | --- | --- |
| Controller | Unit Number | Date | Description |
| 15 | Orange Ave | 1/4 | Clean and stake valve boxes |
| 10 | 29 | 1/4 | Clean and stake valve boxes |
| 28 | 31 | 1/5/2021, 1/6/2021 | Clean and stake valve boxes |
| 23 | 17 | 1/6 | Clean and stake valve boxes |

**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 troughout the district. Daily maintenance of trash cans troughout 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 1-15-2021**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **1/11/21** | **1/12/21** | **1/13/21** | **1/14/21** | **1/15/21** |
|  |  |  |  |  |
| **Weather of the Week** |  |  |  |  |
| Hi 47°F Lo 40°F | Hi 50°F Lo 37°F | Hi 44°F Lo 34°F | Hi 14°F Lo 42°F | Hi 62°F Lo 36°F |
|  |  |  |  |  |
| **Full Maintenance** |  |  |  |  |
| UNIT 1:Verdura Point Park |  | Esplanade Way (Unit 5) | UNIT 5:Drayton Drive |  |
| UNIT 2:Endicott Park |  | Grates - clearing/cleaning | Unit 1:Iberville Park |  |
| UNIT 4:Terrebone Dr. |  | UNIT 23:WD235 |  |  |
| **Debris Cleanup** |  |  |  |  |
| UNIT 20:Esplanade North (Unit 20) |  |  |  |  |
| **Hand Weeding** |  |  |  |  |
|  |  |  |  |  |
| **Mulch** |  |  |  |  |
|  | UNIT 8:WD140 | UNIT 1:WD240 | UNIT 23:Riverton Park (Four Oaks to Summertree) |  |
|  |  | UNIT 23:WD230 | UNIT 23:WD235 |  |
| **Pruning** |  |  |  |  |
|  |  | N/C Check Quickbooks for notes::Trees - Remove su | Mossy Creek Lane (Units 4,6,9) |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Detail service** |  | | | | |
| UNIT 10:WD141 | NON-UNIT:SB161 | | NON-UNIT:SB111B | UNIT 27:TR221A |  |
| UNIT 16:Salinger Drainage Easement (LF) | UNIT 10:Overlook Park | | TR105 | UNIT 27:TR221B |  |
| UNIT 17:WD253 | UNIT 17:WD284 | | TR209 | Unit 1:Iberville Park |  |
| UNIT 20:Esplanade North (Unit 20) | UNIT 18:WD281 | | TR209A |  |  |
| UNIT 3:SB111A | UNIT 31:FL170 & Buffer | | UNIT 1:Iberville Park |  |  |
|  |  | | UNIT 17:Shady View Pond (WD260) |  |  |
|  |  | |  |  |  |
|  |  | | **IPM** |  |  |
| **Fertilizer:** 0-0-62 |  | |  |  |  |
|  |  | | Four Oaks Blvd (Units 1,17,29) |  |  |
|  |  | | UNIT 18:Cummings Park |  |  |
|  |  | | UNIT 29:Orange Ave (Mossy Creek to Four Oaks) |  |  |
| **Post-Emergent:** Product Used | - Speedzone Southern | |  |  |  |
|  |  | | UNIT 18:Cummings Park | UNIT 1:Iberville Park |  |
|  |  | | UNIT 29:Orange Ave (Mossy Creek to Four Oaks) |  |  |
|  |  | |  |  |  |
| **Pre-Emergent:** Product used - | Dithiopyr 2L | |  |  |  |
|  |  | | Four Oaks Blvd (Units 1,17,29) |  |  |
|  |  | |  |  |  |
| **Non-Selective:** Product used - | Roundup QuikPro | |  |  |  |
|  |  | |  | UNIT 1:Iberville Park |  |
|  |  | |  |  |  |
|  |  | | **Irrigation** |  |  |
| **Irrigation Inspection** |  | |  |  |  |
| Unit 5, Controller#19 | Unit 17, Controller#23 | | Controller# 6, Central Park |  |  |
|  |  | | Unit 5, Controller #1 |  |  |
| **Irrigation Troubleshooting (In Contract)** | | | | | |
| Controller | | Unit Number | Date | Description | |
| #19 | | 5 | 1/11 | Clean And Stake Valve Boxes | |
| #23 | | 17 | 1/12 | Clean And Stake Valve Boxes | |
| 6 | | Central Park | 1/13 | Clean And Stake Valve Boxes | |
| 1 | | 5 | 1/13 | Clean And Stake Valve Boxes | |
|  | |  |  |  | |
| **Additional Contracted Work** | |  |  |  | |
| Unit | | Date | Description | Invoice Number | |
| N/A | 1/18 | | DogiPot Dispenser/Trash Replacements | | 192628 |



**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 troughout the district. Daily maintenance of trash cans troughout 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.





**Weather of the Week**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday**  **1/18/21** | **Tuesday**  **1/19/21** | **Wednesday**  **1/20/21** | **Thursday**  **1/21/21** | **Friday**  **1/22/21** |
|  |  |  |  |  |

**CRCDD Weekly Review**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Hi 59°F Lo 27°F | Hi 68°F Lo 36°F | Hi 71°F Lo 36°F | Hi 72°F Lo 48°F | Hi 66°F Lo 59°F |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Full Maintenance** | | | | |
| Schoolhouse Rd (Units 3,4) |  | UNIT 5:TR216 |  |  |

**Standard Maintenance Debris Cleanup**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| UNIT 17:Shady View Pond (WD260) |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Central Park | NON-UNIT:SB131 | Central Park:FL120 | Central Park:FL131 | Grates - clearing/cleaning |
|  |  | Central Park:FL131 | Storm Clean Up | Storm Clean Up |
|  |  | FL080 |  |  |
|  |  | Grates - clearing/cleaning |  |  |
|  |  | LSF-7:FL263 |  |  |
|  |  | NON-UNIT:FL040 - Mossy Creek |  |  |
|  |  | NON-UNIT:Goldenrod & FL162 |  |  |
|  |  | NON-UNIT:SB131 |  |  |
|  |  | UNIT 27:TR221A |  |  |
|  |  | UNIT 27:TR221B |  |  |
|  |  | UNIT 5:TR216 |  |  |
| **Hand Weeding** | | | | |
|  |  |  |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Mulch** |  | | | |
| UNIT 17:Shady View Pond (WD260) | UNIT 23:Parks, Ponds & Green Spaces |  |  |  |
| **Pruning** |  |  |  |  |
| Central Park |  | Four Oaks Blvd (Units 1,17,29) Orange Ave |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Detail service** | | | | |
| NON-UNIT:FL040 - Mossy Creek | NON-UNIT:FL040 - Mossy Creek | NON-UNIT:FL040 - Mossy Creek | NON-UNIT:FL040 - Mossy Creek |  |
| NON-UNIT:TR230 | Central Park Park Crossing Trail Roadway |  |  |
| TR105 | Four Oaks Blvd. |  |  |
| TR209 |  |  |  |
| TR209A |  |  |  |



**Post-Emergent:** Product Used - Dithiopyr

**Irrigation Inspection**

**IPM**

**Irrigation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | UNIT 5:TR216 |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Non-Selective:** Product used - Roundup QuikPro | | | | |
|  |  |  | UNIT 5:TR216 |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Controller #7, Unit 23 |  |  |  |  |

**Irrigation Troubleshooting (In Contract)**

|  |  |  |  |
| --- | --- | --- | --- |
| Controller | Unit Number | Date | Description |
| 7 | 23 | 1/18 | Clean & Stake valve Boxes |



**Additional Contracted Work**

|  |  |  |  |
| --- | --- | --- | --- |
| Unit | Date | Description | Invoice Number |
| SB111A | 1/21 | Fill Sink Hole @ SB111A | 192642 |
| 4 | 1-21-21, 1-25-21 | Removal of Black Willow FL131, Removal of Shore Line Trees FL040 | 192641 |
| 30  2 |  | Remove one Leaning Pine @ Woodland Fields Park Removal of 1 Dead Pine @ Carrolton park | 192640  192639 |



**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 troughout the district. Daily maintenance of trash cans troughout 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.





**Weather of the Week**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday**  **1/25/21** | **Tuesday**  **1/26/21** | **Wednesday**  **1/27/21** | **Thursday**  **1/28/21** | **Friday**  **1/29/21** |
|  |  |  |  |  |

**CRCDD Weekly Review**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Hi 73°F Lo 58°F | Hi 71°F Lo 64°F | Hi 72°F Lo 65°F | Hi 55°F Lo 42°F | Hi 58°F Lo 33°F |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Full Maintenance** | | | | |
|  |  |  |  | UNIT 10:Green Spaces (2) UNIT 10:New Dawn Park UNIT 10:Overlook Park UNIT 18:Cummings Park UNIT 19:Twain Park  UNIT 30:Woodland Fields Park |

**Standard Maintenance Debris Cleanup**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Central Park |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| NON-UNIT:FL040 - Mossy Creek Shumard Oak Blvd (Units 3,5) |  | Grates - clearing/cleaning |  | Storm Clean Up |
| **Hand Weeding** | | | | |
|  |  |  |  | |

**Mulch**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| NON-UNIT:FL040 - Mossy Creek  Shumard Oak Blvd (Units 3,5) UNIT 5:TR216 | NON-UNIT:FL040 - Mossy Creek |  |  |  |
| **Pruning** | | | | |
| UNIT 31:Spider Lily Park |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Detail service** | | | | |
| NON-UNIT:FL040 - Mossy Creek Shumard Oak Blvd (Units 3,5) | NON-UNIT:FL040 - Mossy Creek UNIT 10:WD141 |  |  |  |



**Additional Contracted Work**

|  |  |  |  |
| --- | --- | --- | --- |
| Unit | Date | Description | Invoice Number |
| 23 | 1/28 | Remove Hanger Near Driveway | 192700 |
|  | 1/25 & 1/26 | Storm Water Maintenance Facility Clean Up | 192702 |
|  | 1/28 & 1/29 | Storm Clean Up Due To Tornado on 1/27/21 | 192703 |

**Storm Clean-up/ Debris**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |



**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 troughout the district. Daily maintenance of trash cans troughout 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*

*Memora11dun1*

*Date: December 31, 2020*

*To:*

*Rich Whetsel Operations Director*

***via email***

***From: Robert .Berlin***

***Capital Region Operations Manager***

***Re: Capital Region CDD***

***Monthly Managers Report for December 2020***

*The following is a summa,y o.f activities related lo the field operations of the Capital Region Community Development District.*

***Landscaping:***

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

***GMS:***

* 1. Rece ived 36'' RCP relocalion with add it ional s upporting struct ures from Urban Catalyst which l approved, spoke with student from the FSU Film Schoo l on use of Central Park for possible s hoot on Friday 4 Decembe r, received FEMA notifica tion concerning close out of projects resulting from Hurricane Hermine (1 Dec)
  2. Received revised sketch and lega l for drainage easement (25') from Meridian Surveyors. also supplied same to Dist rict Counsel, received and approvedSpecial Use Permit for FSU Film School for shoot in Central Park (2 Dec)
  3. Irrigation controller relocated from Charte r School building to Artemis Way in Unit 50 and wired for power. now awaiting finaJ mspcction and meter for same (3 Dec)
  4. Rece ived 30' drainage easement sketch and legal from Meridian Surveyors for MDR-11 as requested by Dist rict Counsel, received document on •·remote mower" for possible use on Southwood ponds and lakeshore. (4 Dec)
  5. All Pro working on irrigation repairs in Town Cente r, sw corner of Four Oaks and Merchants Row and mainline repair on Orange Ave,. M-lnc continues installation of infrastructure in LSF-3. additional swing set for Tot Lot an ives (7 Dec)
  6. Begin layout of Naumann office for monthly COD meeting, address reques t for tree trimming in Unit 23 co mmon area by future resident and their rcaltor. attended
     + webinar·' as required by FDEM relating to application for disaster relief. notified

Scout that swing set for Eagle Project had arrived on site (8 Dec)

* 1. All Pro replacing irrigation valve in Unit 27. received final draft of drainage easement to Distric t in MDR-11. res ponded to District Supervisor concerns on utility expenditures for November. COT Utilit ies confirmed language concerning easement request in LSF-7 (9 Dec)
  2. Set up retail space next door for monthly C DD meetin g and attended same (10 Dec)
  3. Broke down retail space used for COD meeting, All Pro replacing irrigation valve in Unit 31 and begins hand weeding and replacement plantings in Central Park Butterfly Garden ( I J Dec )
  4. Worked with All Pro irrigation crew to repair major mainline break at the comer of Merchants Row and Four Oaks (14 Dec)
  5. M-Tnc co ntinu es insta lling infrastructure in LSF-3. received recorded drainage easement for MDR-11 from St. Joe (15 Dec)
  6. Rain start in g early AM and continuing through till 2PM all operations stopped, spoke with t. Joe on Unit LSF-3 lan dsca pe and irrigation plans. M-lnc continues work in LSF-3(16 Dec)
  7. All Pro remo ving fallen tree from Unit 18 Mission Lakeshore and trimming low limb s in Unit 2 at Appleton/Carollton common area, spoke with Randy Lane (COT) on trail e xtens io n on Tram Road, spoke with St. Joe concerning LSF-3 and LDR-5 Biltmore Extension (17 Dec)

J 4 . All Pro replac in g irrigation valve in Unit 27, continues work in Central Park Butterfly Garden, working with HOA on procurement procedures for roof and siding replacement( in townhome sections {18 Dec)

1. All Pro repairing irrigation in Unit 16, M-Jnc continues infrastructure installation in LSF-3. working with FEMA and Florida PA on final inspection report concerning Hurricane Michael and last payment for admin.istrative costs to the District (21 Dec)
2. M-Inc continues infrastructure installation in LSF-. met with M-Inc on irrigation sleeves at entry (Goldenrod) and stabilization of large swale, All Pro working on mainJine re-routing at entry, confirmed tree removal with homeowner in Unit I 0 (22 Dec)
3. All Pro concludes new planting and weeding in CentraJ Park Butterfly Garden, received and responded to request for CDD acceptance of maintenance relating to LDR-5 Biltmore Extension, received easement document for 36"RCP crossing COT Transmission Line in Unit 35 (23 Dec)
4. Office Closed - Christmas / New Year (24 Dec)
5. Office Closed - Christmas / New Year (25 Dec)
6. Office Closed - Christmas / New Year (28 Dec)
7. Office Closed - C hristmas *I* New Year (29 Dec)
8. Office Closed - Christmas / New Year (30 Dec)
9. Office Closed - Christmas / New Year (31 Dec)

**Lake and SWMF Maintenance**

**Southwood Infrastructure Report/Status: (K Bishop/GMS)** COT Water Depa1tment repaired mainline break in Unit 10 **Security/A<'cident Reports:**

**Special Events:**

HOA Events canceled until 2021

**Open Items:**

LDR-5 open space maimenance

LSF-3 open space and SWMF maintenance Eagle Scout Project at Tot Lot

*houldyou have any lJuestions or comments regarding the above information, please feel free to contact Roher! Berlin at (850) 72-\_5310 or Rich Whetsel at (90-1) 759-8923*

***Capital Region Community Development District***

***3196 Merchants Row*** - ***Suite 130 Tallahassee, Florida 32311***

***Me11iorandum***

***Date: January 31, 2021***

***To:***

***Rich Whetsel Operations Director***

***via email***

***From: Robert Berlin***

***Capital Region Operations Manager***

***Re: Capital Region CDD***

***Monthly Managers Report for January 2021***

*The following is a swnma,y of activities related lo 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 cleaning and replacing PVC pipes around irrigation valve boxes starting on Orange Ave, spoke with COT Micro Mobility Group on pilot program for electric scooters in Southwood (4 Jan)
  2. All Pro continues exposing valve boxes and replacing PVC post in Unit 31, received request for a project closeout to be filed for administrative costs relating to debris cleanup and disposal resulting from Hurricane Michael, all forms submitted to FDEM (5 Jan)
  3. All Pro completes exposing valve boxes and replacing PVC post in Unit 31and 17,

M-Inc continues infrastmcture installation in LSF-3, spoke with St. Joe on old

information signage removal and received location spreadsheet for same, received Final Closeout Letter for Hurricane Hermine from FEMA and this closes out all projects for this reimburse ment application (6 Jan)

* 1. Responded to request from St. Joe engineer for letter from CDD accepting various areas of LDR-5 Biltmore Extension and working with District Counsel on same, scheduled Eagle Scout Project at Tot Lot for Feb 13-14 weekend (7 Jan)
  2. M-Inc using excess fill from storm water facility construction to fill in low areas at back of lots adjacent to drainage swale in LSF-3 and also hauling excess offsite, (8 Jan)
  3. Spoke with prospective homeowner on homes for sale in Southwood and associated CDD assessment fees. spoke with resident on CDD maintenance on Esplanade Way M-lnc continues infrastructure installation and SWMF excavation in LSF-3(11 Jan)
  4. M-Inc continues hauling excess fill offsite from LSF-3. spoke with homeowner in Unit 23 about mulching under native trees in common area, setting up meeting with COT Micro Mobility for Zoom meeting on electric scooter program in Southwood(12 Jan)
  5. All Pro continues cleaning and debris removal from SWMFs. exposing iITigation valve boxes in Blair Stone median, participated in conference call with COT on proposed electric scooter pilot program in Southwood (13 Jan)
  6. Received information from City of Tallahassee Intergovernmental Coordinator on electric scooter pilot program for Southwood, met with Kim Bishop on iJTigation and landscape plans for LSF-3, M-Inc hauling excess burden from SWMF in LSF-3 and filling in low areas behind lots (14 Jan)

l 0. Continual rain in AM ending early afternoon, all operations suspended (15 Jan)

1. Met with All Pro and homeowners in Unit IO on possible curb construction in alleyway, spoke at length with FSU Film School personal on use of Central Park for two different film shoots in February and March (18 Jan)
2. All Pro spreading additional pine straw in Unit 23 common area adjacent to 4208 Summertree Dr, working with District Counsel on letter of acceptance to St. Joe concerning LDR-5 Biltmore Extension, spoke with COT Traffic Mobility on resident request for "one way" signage in Unit 17 alleyways (19 Jan)
3. Forwarded letter from Leon County Attorney's Office concerning golf course lot creation to staff for distribution and comment.. spoke with Scout on scheduling of Eagle project at Tot Lot,(20 Jan)
4. M-lnc continues infras tructure installation in LSf--3 and hauling out overburden from storm water facility, spoke with homeowner on pressure washing sidewalk adjacent to common area (21 Jan)
5. Continuous rain in AM, all operations shut down, met with St. Joe on Maple Ridge landscaping and irrigation, set up CDD meeting site for February meeting, addressed homeowner·s concern on pine straw in common area in Unit 23 (22 Jan)
6. Working on new account for Artemis Drive electrical service for irrigation controller and transfer of water supply account from Charter School lo District, requested and received estimate for sand volleyba11 nets and forwarded to

Supervisor Kelly for review (25 Jan)

1. Spoke with M. Clark on additions to irrigation plan for LSF-3 showing service, controller loca tion and areas of coverage, instructed All Pro to remove cypress tree in Unit 17 common area, created and gave i1Tigation sleeve crossing plan to M-lnc for LS F-3 (26 Jan)
2. All Pro removing cypress knees from common area in Unit 17, light rain in AM tornado warnings at 11:45 all crews set home. M-lnc suspends work in LSF-3, provided COTGM with contact information concerning Catholic High (JP II)

construction of volleyball courts. tree limb debris on east and south sides of Central Park from storm (27 Jan)

1. All Pro cleaning up after storm event. large amount of debris in Central Park, met with M-lnc in LSF-3 on additional sleeve crossings for irrigation and cleaning of SWMFs impacted by storm. spoke with COTGM about sediment clean up on Biltmore adjacent to Big House and spoke with contractor about same (28 Jan)
2. All Pro continues cleanup of tree debris in Central Park, M Inc installing water services and sleeve crossings in LSF-3. (29 Jan)

**Lake and SWMF Maintenance**

**Southwood Infrastructure Report/Status: (K. Bisbop/GMS)**

COT Streets and Sidewalk Maintenance test new ··flex concrete" for sidewalk repairs

**Security/Accident Reports:**

Accident with fatalities at Tram Road and Merchants Row Blvd

**S pecial Events:**

FSU Film School set for two film shoots in February and March

**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*

#### *3.*

DEC ACTUAL QECBUOQET **$VARJANCE** %VARIANCE CO MM ENTS

34000 Management ree, s 1050000 s 10.500 00 $ 0.00% GMS FY 2021 conlfacled services

34500 Serunty s s 50000 s 50000 10000% None ontme thismonth

34010 Comm<Jnleabons s 50000 $ 50000 s 0 00% Bulldog FY 2021 conlfacted seMces

46200 landscape Maint Contracted $ 81977 92 s 8197792 s 0.00% Ali Pro FY 2021 contractedservices

46225 Landscape l.laflt *N..,,*U...IS **s** 78464 s 62500 s (159.64) -25 54% Artemis Way Uno! 50

46500 PoodMa1nt ContraCI $ s 29167 s 291 67 10000% Noneonhne this month

46525 Pond Ma1nt *New* Units s s 8333 s 8333 0.00% Noneonhne this month

46550 PonoRapa,s CooenlUMS $ s 291667 s 2.91667 I 00 00% *None* onhne lllismonth 46575 Pond Repa,rs New Urnts s 12500 s 125.00 0.00% None onhne thismonth

46600 SWMF ()peratJng ParmllFH S s 183600 s 68850 s (1,147 50) 166.67% COTGM Operating Permit Fee for SWMF

46400 1mg Ma,nt Conotacted s 4 252 50 $ 4 252 50 **s** 0 **00% All** Pro FY 2021 contracted services

46425 IITlg Ma1ntNew Units $ 111 60 s 4167 $ (69,93) 167.84% Artemis Way Unit 50

46450 1mg Repairs CumintUr.ts s 2 453 48 3 333 33 s 87985 26 40% Standard lrrigatJon repairs

<IG475 tmO **R tl)W$New**U<1lls **s s** $ 0 **00% Notlllduded** in bUdgel for FY 2021 46465 1mg SystemUPl)rades $ s 104 17 s 104 17 0.00% None onhne lhls month

Pump StallOn **s** s **s** 0 00% Nol lnd Uded Ill budget for FY 2021

47000 Preser,e I.lanten•nce 2977 70 $ 333333 s 35563 1067% Mowing on conservallon areas. Butterfly Garden maintenance

46485 ToiLot lnspecllon/Ma1ntenance $ 41667 $ 416.67 100.00% None onhne thts month

46490 StonnEvenl/Repa</Cleanng s 2 80000 s 2.91667 s 116 67 4.00% Treeremoval and trimming from lightning strike In Uni\ 1O 46495 ReuMR s s $ 0 00% Not inclUded **,n budget***for* FY 2021

46520 Alleyway Maintenance $ s 41887 s 416.67 10, 0 00% None onhne this monlh

46900 i..,ce,i.,,..,.,sl.laoruenance s s 41687 $ 416 67 100.00% None online lhis month

43000 Ubl,bes s 2 72500 s 3.75000 s 1,02500 27.33.,. Updaled 2-2-21

49400 Spec,at Events s 41867 s 416,67 10000% None onllne th,s month

46650 Olner Conoogenc:y s 1 34500 s 25000 s (1,095.00) -438.00% Survey for drainage easement In Untt 35

**65000 &J<lg,IC S - s** s $ 0 .00% Not indllded in **blldgel *for*** FY 2021

81000 CapitalExpenditures 2.100 00 s 75000 s (1,350.00) -180.00% New electric service for con1roner on Artemis Way

**60000** Rese!Ve forCap,tal• R&R s s *7* 43408 s 7.434 08 100 00% None onllne ttus month 46910 Common AltlaMaintenance s s 41867 $ 41667 10000% None OOlone thismonth

TOTAL s 114.36364 s 126.457 17 s 12.093 33 956%

:(TO A!,!1181, :0:121!!.!Q!iEI \ V A R IAN CE V!!,RI AN C CO MM ENTS

**34000 Managomont teoa** $ 31,SOOOO s 31,500.00 s 0.00% GMS FY 2021 contracted sennces 34500 Secunty s 6,491 .00 s 1,500.00 $ (4,991.00) -332.73% None onl1ne thismonlh

3401o Communca110ns s 1,500 00 s 1,500.00 s 0.00% Bulldog FY 2021 contracted services

46200 Landscape l.la,nt Conltacted s 245,933.76 s 245,933.76 s 0.00% **AM** Pro FY 2021 contracted seMC85

46225 landscape Ma1ntNew Unit• $ 2,326.92 s 1,875.00 $ (45192) •24.10% Artemis Way Unot 50 46500 Pond'-'am Contract s s 87S.OO s 87500 100.00% *None* onhne this month 46525 Pond Ma,nl New Units s $ 250.00 s 25000 0.00% **None onltne** thismon1h

48550 PondRepairs CumantUnits $ 5,706.00 $ 8, 750.00 $ 3,044.00 34.79% None onhne this month

46575 POndRepa.s *N1111,*UIIIIS s s 375.00 s 375.00 0.00% None onhne this month

46600 SWMF Operat,ng Perm,t Fees s 2,754.00 s 2,065.50 s (688.SO) ·33.33% COTGMOperating Permrt Fee for SWMF 46400 tmg Ma1nt Contracted s 12,757.50 s 12,757.50 $ 0.00% All Pro FY 2021 contraC1ed services

◄a. 25 **tmg '-'a"11** *N""* Un.ts s 33480 s 125.00 $ (209.80) 167.84% Artemis Way Umt 50

46450 ttllg RepairsCU<TentUmts s 9,219 66 s 10,000.00 s 780.34 7.80% Standard ungallOn repan

◄a. 75 tn1g **Repan** - Ulllls s s s 0.00'"6 Not lnd uded tnbudget ror FY 2021 46465 1mgSystem u s 273.87 s 312 so s 3863 0.00% None online this month

**0180** Pump SlftOn **MlllfllenanCe** s s s **0.00'6 Not**Included in buClgelror FY 2021

47000 **Praser,e** Mainet nance $ 12,412.20 s 10,000.00 s (2,412.20) -24.12% Mowing ,n conservation areas. Butterfly Garuen maintenance

**464&!i** TOILOIlnspea,onll\lla,ntenance s s 1,250.00 $ 1,250.00 100.00% None online this month

46490 Storm Event/RepI,r/Cleanong s 3,980.00 s 8,750.00 s 4,770.00 54.51% Treeremoval and tnmmtng fromligh1111119 slnke **tn**Unn 10

**-184115 ReuM** Rltn>llt s s $ 0.00% Nol lndudedin budgetror FY 2021 46520 *I\JllJ'f"81* '-'a,ruenance s s 1,25000 s 1,250.00 10000% None online this month

°""""

46900 Moceuan eousMaintenance s 952.25 $ 1,250.00 $ 297.75 23 82" None lhls month

43000 UUIIIHl5 s 12,067 00 $ 11,250.00 $ (817.00) -7.26% Updated 2-2-21

, 9400 Speoa Events s s 1,250.00 s 1,250.00 **100.00%** None ont1ne th,smonth

46650 Otner - Connngency s 1,345.00 s 750.00 s (S9S.OO) -79.33" SUNey for drainage easement tnUnot 35 85000 Budget**Slabillubon** $ s s 0.00% Not lnduded In **budget** ror FY 2021

61000 **Cap,talExpencl,t>.nS** $ 2,100.00 s 2,2S0.00 s 150.00 6.67% New electnc serv,oe ror controller on Anemls Way

**80000 Reserve** forCep,tal- R&R s 4,694.33 $ 22,302.25 s 17,607.92 78.95" **None onltrle** thismonth

46910 C<>mmon Area M11ntenance s 657 .7 S $ 1,250.00 $ 592.25 47.38% None onltne this month

TOTAL s 356,348.29 s 379,371.51 s 23,02322 6.07%

COMMENTS

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3'500 Stcumy **s** 50000 $ 50000 10000% None onhne lhos momn

34010 Communlcat,ons **s** 50000 500.00 s o 00% BulldogFY 2021 contrac1ed ser;oces

46200 L.1nd1tape Ma1n1 Con1racted **s** eune2 81.977 92 $ O 00% AllProFY 2021 contractea serw:es

4822$ unc'5eape M11n1 NN- lkM11 73464 62500 $ (159 641 -2554'11o Anemos*Way*Unrt50

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.a525 Pond,\_.,,nt ,\_ UMI **s** 11333 **s** 8333 O**00% None** onkne1/uSrnornn 46550 Pond RepairsCurrentUn1u **s s** 2 91667 $ 2,916 67 10000% None on ne1h1s month 48575 Pono RepairsNewUMI **s** 12500 s 125.00 OOOo/o None ontlne111,s monu,

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**•s.oo** 1mg **Mull COOl,ac,to** I 05250 •25250 $ O 00% All ProFY2021con1tacted services

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.e.520 All ey Maintenance •1667 s 41667 100.00% None onUne this month

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**43000U.......** 375000 s 3 75000 10000%

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"6650 Other. Con,,ngency 25000 25000 10000% None onkne thismontn

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60000 R•- f<>r C.pdll R&R *1* •3'0 oe s 7 43-408 10000% None ontone lhiSmonin

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'6910 **Ma,,..,..,,..** 737 25 •1667 $ (320 56) -76 94'1o **Pressure** wasncommon area Sl<lewa<ks on Mossy Creel< andConellowe(

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IIlWl.lllill COMMENTS

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**3'500 Sl<umy** s 6.49100 s **2,00000** $ (4 491001 -224 55% None ononeil1ISmonu,

:i.010 Commun,..i,..,, s **2,000.00** $ **2,000.00 s** 0 oo,i, Buaoog FY 2021conlfllCled set'VICBS

48200 Undsca M•1n1 Comracted $ 327,911,68 $ 327,9ll .68 $ 0.00% AM ProFY 2021contracted seMceS 48225 l.lnclsc:al)OMBlnt NowUMI $ 3,111.56 $ 2,500.00 s (611.56) -24.46% Anem,s Way Unn50

'6500 PondMaont. Com,ac, **s** 865.00 **s** 1,16667 $ *301-61* 25.86'6 Nono O(thr,e thismonu,

**'8525 Pono Mll•nl Ne,,,Ul41** s s 333 ]] s 33333 o. None on1one111os montn

'8550 Pono R..,\_QifffflUMl s ,570600s ll,66667 **s** 5,96067 51.09% None onlone lllos month

48575 Pond Repo1rs "ew UM• s s **50000 s S00.00 0.00% None** on,nein,smornn

41JOOO SWMFOperahi,g Ptl'ffllt Fees s 6,885.00 s 2,754.00 **s** (4131001 -150 00% COTGM Ope,al1ng i>ermlt **Fee** forSWMF

•&&oo 1mg M8tnt. Corttracttd s 17,010.00 $ 17,010.00 s 0- AllProFY2021 conttacted S8MC8S

**-Unb**

4&12 1mg Ma•nt New Uno **s** 446 40 s 166.67 s (279.73) -167.84% An&mlS Way Unit50

**<16450** 1mg **RepanCumNII** UMs s 9.219 66 s 13,33333 s 411367 30.8514 Noneor,1.,e ll1ISmonltl

s s s 0.00!4 Not**rdJded**in **buOgel** f0f FY 2021

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"6190 TrN Removal/TCleaNp s S.202.65 s 11.666 67 s 6.464.02 ss 41" **Tree 1nnvt"'1g** for v.e,gl\l reclucl,on and 1111i,ge11Dn 3719OY- D<we

**IS'M--** s $ s **O.OC,- NollfldUdeO**III **budget llor**FY 2021

•es20 Alleyway Maintenance s s 1,666 67 s 1.666.67 100.00!4 None onhne ttt,smonin

48000 M1ulleneou1M■Tn1en■nce s 952 25 s 1,666.67 s 714.42 42.87" None ontone ttt1s monin

0000 UtUl'tlH s 12,067 00 s 15,000.00 s 2,933.00 19.5514

,a.oo Sjlo<ial Evem, s s 1,666 67 s 1,666 67 100.00% None ononethismonlh

-00...-eoet<r>ge<>cy s 1.3.115.00 s 1, 000.00 s (345.00) -3.11. 50!4 Noneontonethismonlll **tsaOOCllwagM-** s s s O.OO!o Not nckJdecl III**budget** lo, FY 2021 e1000 CapitalExp,ef'ldturta s 2.546.00 s 3,00000 s 45400 1513'11 New Dog,Pot recept.cols

60000 RIHrvt!t for Cap a, l R&R s 4,694.33 s 29,736.33 $ 25,042 00 84.21% None onl,ne th<s month

46910 Common /Vea Ma,nt•n•nce s 1,39500 s 1,666.67 27167 16 30% Pressure wasncommon area s,dewalks on Mossy Creek andConeRower

TOTAL s 461,139 **60** s SOS,828 68 s 44,68908 **8.83"**