

***CAPITAL REGION***  
*Community Development District*

*June 10, 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)**

June 3, 2021

Board of Supervisors  
Capital Region Community Development District

Dear Board Members:

The Capital Region Community Development District Meeting is scheduled for **Thursday, June 10, 2021 at 6:30 p.m.** at the **SouthWood Community Center, 4675 Grove Park Drive, Tallahassee, Florida 32311.**

Following is the advance agenda for the meeting:

- I. Roll Call
- II. The Pledge of Allegiance
- III. Audience Comments *(regarding agenda items listed below)*
- IV. Approval of Consent Agenda
  - A. Approval of the Minutes of the April 8, 2021 Meeting
  - B. Balance Sheet as of April 30, 2021 and Statement of Revenues & Expenditures for the Period Ending April 30, 2021
  - C. Allocation of Assessment Receipts
  - D. Check Register
- V. Consideration of Resolution 2021-05, Approving the Proposed Budget for Fiscal Year 2022 and Setting a Public Hearing Date to Adopt
- VI. Updates Regarding Recreational Improvements:
  - A. Volleyball Court
  - B. Dog Park
- VII. Consideration of Agreement with Leon County Tax Collector

- VIII. Ratification of Gate Petro Access Agreement
- IX. Request for Waiver of O&M Assessments for HOA Owned Administrative Offices
- X. Staff Reports
  - A. Attorney
  - B. Dantin Consulting
  - C. Property Management
    - 1. All Pro Reports
    - 2. Operations Memorandum
    - 3. Variance Report
  - D. Manager – Report on the Number of Registered Voters 3,937
- XI. Supervisors Requests
- XII. Audience Comments
- XIII. Next Scheduled Meeting – August 12, 2021 @ 6:30 p.m.
- XIV. Adjournment

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

Sincerely,

*James Oliver*

James Oliver  
District Manager

**Community Interest:**

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



## *FOURTH ORDER OF BUSINESS*

*A.*

MINUTES OF MEETING  
CAPITAL REGION COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Capital Region Community Development District was held Thursday, April 8, 2021 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
Corbin deNagy	Supervisor
Andrew Wiggins	Supervisor

Also present were:

James Oliver	District Manager
Joe Brown	District Counsel
Robert Berlin	Operations Manager - GMS
Keith Dantin	Engineering Consultant (by telephone)

The following is a summary of the actions taken at the April 8, 2021 meeting. An audio 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**

**The Pledge of Allegiance**

**THIRD ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**FOURTH ORDER OF BUSINESS**

**Approval of Consent Agenda**

**A. Approval of the Minutes of the March 11, 2021 Meeting**

- B. Balance Sheet as of February 28, 2021 and Statement of Revenues & Expenditures for the Period Ending February 28, 2021**
- C. Allocation of Assessments**
- D. Check Register**

On MOTION by Mr. Wiggins seconded by Mr. deNagy with all in favor the consent agenda items were approved.
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**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-04  
Ratifying Actions Related to Issue of Series  
2021 Bonds**

Mr. Brown stated after a bond closing to provide some extra coverage for all the actions taken by staff and the board, we prepare a resolution that will ratify and approve those actions.

On MOTION by Mr. Wiggins seconded by Ms. Johnston with all in favor Resolution 2021-04 was approved.
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**SIXTH ORDER OF BUSINESS**

**Update Regarding Request for Relief Related  
to PUD Amendment**

Mr. Dantin stated they are having an administrative hearing tomorrow at 9:30 and they will have a certain amount of time for the administrative judge to make his recommendation and from there it goes back to the commission for them to make a ruling.

**SEVENTH ORDER OF BUSINESS**

**Request for Installation of Crosswalk  
(Longfellow & Grove Park)**

Mr. Berlin stated at the last meeting Supervisor deNagy brought up a crosswalk at Longfellow and Grove Park, which is on the eastern end of the community center. There is a crosswalk on the island at that end but there is not one that lines up with it on the Grove Park side at Longfellow. I had the city come out and look at it to see if it was plausible to allow a crosswalk there and they agreed that we could put one there. They would enter into a gentleman's agreement with the district to allow us to get a contractor to put it in on that side and update the line on the other side to make it compliant, they would stripe it and sign it. They would pay for that and we would pay for concrete.

It was the consensus of the board for staff to get a quote for the work and bring that back to the next meeting.

**EIGHTH ORDER OF BUSINESS**

**Updates Regarding Recreational improvements:**

**A. Swing (Eagle Scout Project)**

Mr. Berlin stated the swings are done and that can come off the agenda.

**B. Volleyball Court**

Mr. Berlin stated the nets are going to be shipped this week.

Ms. Burns stated I'm representing HOA tonight and at our meeting last month the volleyball court and parking were mentioned. That parking lot does belong to the HOA, there are concerns about the additional usage with the volleyball court.

Mr. Berlin stated next year you are going to put in a whole new water feature and the people are going to swarm there and instead of just figuring the volleyball court went ahead and caused all the parking problems, let Dantin and I figure out a way to get more parking and you are going to have to utilize some of this space. You have to give up some grass area. If people came in their golf carts you wouldn't have that problem. The parking lot is packed even when the pool is not open.

**C. Dog Park**

Mr. Berlin stated the last we talked about the dog park the city had given its okay at Park Crossing Trail. I approached them about another site on the backside of the community garden and they gave their blessing for that too. You have two sites to choose from.

It was the consensus of the board to put the dog park at Town Center, construct a four-foot chain link fence and possibly some hedges in the front. Proposals will be brought to the next meeting for consideration.

**NINTH ORDER OF BUSINESS**

**Consideration of Access and Maintenance Easement Agreement for Classical School Signage on District Property**

Mr. Brown stated the Classical School applied for a variance from the city to put up entrance signage. They want to put it on the strip of CDD common space between Classical School property and the road their entrance driveway connects to. The signage would be back off the road if they put it on their own property. The easement would allow them to maintain

that entrance signage in the district's property. Once they stake out where they want the sign the surveyor draws a box and legal description around it and that will be their easement. They won't be able to put it just anywhere and it will be limited to that box.

On MOTION by Ms. Johnston seconded by Mr. deNagy with all in favor the access and maintenance easement agreement for Classical School signage on district property was approved.

#### **TENTH ORDER OF BUSINESS**

#### **Board Guidance Regarding Preparation of Fiscal Year 2022 Proposed Budget**

Mr. Oliver stated we are going to start the FY 22 budget process at our next meeting. Typically, we approve a proposed budget then refine it over next couple of months and have your budget hearing in conjunction with your August meeting. We will bring you a budget that will be on the high side and through board discussion with staff we can pare that down some and make a decision whether or not that would cause assessments to increase.

One thing we want to focus on this year is the capital reserve fund for repairs and replacement. The fund has a current balance of \$46,000. For FY21, the recommended contribution for capital reserves was \$95,000, according to the Capital Reserve Study prepared by Reserve Advisors in 2018. The District budgeted a contribution of \$89,000. The consultant's recommended contribution for FY 22 is \$135,000. We will also review service contracts to see if they have a built-in price escalation or increases for FY22.

#### **ELEVENTH ORDER OF BUSINESS**

#### **Staff Reports**

##### **A. Attorney**

There being none, the next item followed.

##### **B. Dantin Consulting**

There being none, the next item followed.

##### **C. Property Management Report**

##### **1. All Pro Reports**

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

**2. Operations Memorandum**

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

**3. Variance Report**

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

**E. Manager**

There being none, the next item followed.

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

Ms. Johnston stated Susan did call me about the volleyball court and concerns over parking. I acknowledge that parking can be challenging there. I don't know what our options are moving forward but Susan, as the HOA liaison I commit to you moving forward that when we have discussions that may affect them, I will come to you so I can make sure I represent HOA concerns.

Ms. Burns stated we are going to have a lot more houses and a lot more people and the more amenities we have whether it is us or you we need to look forward and work together to get things solved.

Mr. Rojas stated as a reminder, don't reply to all on emails.

**THIRTEENTH ORDER OF BUSINESS                      Audience Comments**

Mr. Luis Rojas stated I try to read the agenda before I come to the meeting and it wasn't online at 3 p.m. today. It is online now and Florida Statutes says it should be on there seven-days before the meeting. The only thing you had at 3:00 p.m. was the minutes from the February meeting. Every other time it is usually on there but this time it didn't happen.

**FOURTEENTH ORDER OF BUSINESS                      Next Scheduled Meeting – June 10, 2021 at 6:30 p.m.**

Mr. Rojas stated the next meeting is June 10, 2021 at 6:30 at the Southwood Information and Sales Center.

The meeting adjourned at 7:14 p.m.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman



*B.*

**Capital Region**  
**Community Development District**  
**Unaudited Financial Statements**  
**April 30, 2021**

**Meeting Date**  
**June 10, 2021**

**CAPITAL REGION  
COMMUNITY DEVELOPMENT DISTRICT**

**BALANCE SHEET**

April 30, 2021

					Total
	General	Debt Service	Capital Project Fund	Non-Major Fund	Governmental Funds
<b><u>ASSETS:</u></b>					
CASH	\$300,583	---	---	---	\$300,583
Capital Reserve	---	---	---	\$32,975	\$32,975
Due From General Fund - SRS 2013	---	\$26,703	---	---	\$26,703
Due From General Fund - SRS 2018A1	---	\$9,417	---	---	\$9,417
Due From General Fund - SRS 2021	---	\$11,276	---	---	\$11,276
<b>INVESTMENTS:</b>					
State Board	\$991,548	---	---	---	\$991,548
<b>Series 2011A1</b>					
Revenue A1	---	\$37	---	---	\$37
<b>Series 2013</b>					
Reserve	---	\$430,713	---	---	\$430,713
Revenue	---	\$971,767	---	---	\$971,767
<b>Series 2018A1</b>					
Reserve	---	\$651,198	---	---	\$651,198
Revenue	---	\$995,074	---	---	\$995,074
Prepayment	---	\$7,453	---	---	\$7,453
<b>Series 2018A2</b>					
Reserve	---	\$135,807	---	---	\$135,807
Revenue	---	\$264,341	---	---	\$264,341
Prepayment	---	\$5,918	---	---	\$5,918
<b>Series 2021</b>					
Interest	---	\$31,054	---	---	\$31,054
Revenue	---	\$0	---	---	\$0
Cost Of Issuance	---	---	\$6,219	---	\$6,219
<b>TOTAL ASSETS</b>	<u>\$1,292,130</u>	<u>\$3,540,759</u>	<u>\$6,219</u>	<u>\$32,975</u>	<u>\$4,872,083</u>
<b><u>LIABILITIES:</u></b>					
Accounts Payable	\$20,635	---	---	---	\$20,635
Due to Debt Service - SRS 2013	\$26,703	---	---	---	\$26,703
Due to Debt Service - SRS 2018A1	\$9,417	---	---	---	\$9,417
Due to Debt Service - SRS 2021	\$11,276	---	---	---	\$11,276
Due to Other	\$37,523	---	---	---	\$37,523
<b>TOTAL LIABILITIES</b>	<u>\$105,554</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$105,554</u>
<b>FUND BALANCES:</b>					
UNASSIGNED FOR GENERAL FUND	\$1,186,576	---	---	---	\$1,186,576
ASSIGNED FOR CAPITAL PROJECTS	---	---	---	\$32,975	\$32,975
RESTRICTED FOR DEBT SERVICE	---	\$3,540,759	---	---	\$3,540,759
RESTRICTED FOR CAPITAL PROJECT	---	---	\$6,219	---	\$6,219
<b>LIABILITIES &amp; FUND BALANCE</b>	<u>\$1,292,130</u>	<u>\$3,540,759</u>	<u>\$6,219</u>	<u>\$32,975</u>	<u>\$4,872,083</u>

**CAPITAL REGION**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**GENERAL FUND**

Statement of Revenues, Expenditures and Changes in Fund Balances  
For the Period Ended April 30, 2021

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 04/30/21	ACTUAL THRU 04/30/21	VARIANCE
<b><u>REVENUES:</u></b>				
Special Assessment-On Roll	\$1,236,552	\$1,236,552	\$1,225,774	(\$10,778)
Special Assessment-Direct - St Joe	\$391,936	\$265,856	\$265,856	\$0
Interest Income/Miscellaneous	\$9,400	\$5,483	\$2,400	(\$3,083)
<b>TOTAL REVENUES</b>	<b>\$1,637,888</b>	<b>\$1,507,891</b>	<b>\$1,494,030</b>	<b>(\$13,861)</b>
<b><u>EXPENDITURES:</u></b>				
<b><u>ADMINISTRATIVE:</u></b>				
Supervisors Fees	\$6,000	\$4,800	\$4,800	\$0
FICA Expense	\$459	\$367	\$367	\$0
Engineering	\$30,000	\$17,500	\$8,060	\$9,440
Arbitrage	\$1,800	\$600	\$600	\$0
Dissemination	\$7,300	\$4,258	\$4,258	\$0
Attorney	\$57,000	\$33,250	\$41,188	(\$7,938)
Annual Audit	\$4,550	\$0	\$0	\$0
Annual Report	\$500	\$0	\$0	\$0
Trustee Fees	\$15,520	\$15,520	\$15,516	\$4
Assessment Roll Services	\$11,500	\$11,500	\$11,500	\$0
Management Fees	\$48,620	\$28,362	\$28,362	\$0
Information Technology	\$2,800	\$1,633	\$1,633	\$0
Records Storage	\$150	\$88	\$0	\$88
Travel & Per Diem	\$1,500	\$875	\$0	\$875
Telephone	\$300	\$175	\$343	(\$168)
Postage	\$1,000	\$583	\$450	\$134
Printing & Binding	\$2,000	\$1,167	\$1,020	\$147
Insurance	\$18,412	\$18,412	\$17,936	\$476
Legal Advertising	\$3,500	\$2,042	\$692	\$1,349
Other Current Charges	\$1,600	\$933	\$806	\$128
Office Supplies	\$200	\$117	\$64	\$53
Dues, Licenses, Subscriptions	\$3,175	\$1,852	\$175	\$1,677
Capital Outlay	\$250	\$146	\$0	\$146
<b>TOTAL ADMINISTRATIVE</b>	<b>\$218,135</b>	<b>\$144,179</b>	<b>\$137,769</b>	<b>\$6,410</b>
<b><u>FIELD:</u></b>				
Management Fees	\$126,000	\$73,500	\$73,500	\$0
Security	\$6,000	\$3,500	\$6,466	(\$2,966)
Communications	\$6,000	\$3,500	\$3,500	\$0
Utilities	\$45,000	\$26,250	\$23,023	\$3,227
Landscape Maintenance - Contract	\$983,735	\$573,845	\$573,845	(\$0)
Landscape Maintenance - New Units/Street Trees	\$7,500	\$4,375	\$5,465	(\$1,090)
Pond Maintenance - Contract	\$3,500	\$2,042	\$865	\$1,177
Pond Maintenance - New Units	\$1,000	\$583	\$0	\$583
Pond Repairs - Current Units	\$35,000	\$20,417	\$12,636	\$7,781
Pond Repairs - New Units	\$1,500	\$875	\$0	\$875

**CAPITAL REGION**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**GENERAL FUND**

Statement of Revenues, Expenditures and Changes in Fund Balances  
For the Period Ended April 30, 2021

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 04/30/21	ACTUAL THRU 04/30/21	VARIANCE
<b><u>EXPENDITURES:</u></b>				
<b><u>FIELD: (continued)</u></b>				
SWMF Operating Permit Fees	\$8,262	\$4,820	\$6,426	(\$1,607)
Irrigation Maintenance - Contract	\$51,030	\$29,768	\$29,768	\$0
Irrigation Maintenance - New Units	\$500	\$292	\$781	(\$490)
Irrigation Repairs - Current Units	\$40,000	\$23,333	\$22,298	\$1,035
Irrigation Systems Upgrades	\$1,250	\$729	\$874	(\$145)
Preserve Maintenance	\$40,000	\$23,333	\$25,047	(\$1,714)
Tot Lot Inspection/Maintenance	\$5,000	\$2,917	\$6,063	(\$3,146)
Tree Removal/Trimming/Cleanup	\$35,000	\$20,417	\$11,391	\$9,026
Alleyway Maintenance	\$5,000	\$2,917	\$2,399	\$518
Miscellaneous Maintenance	\$5,000	\$2,917	\$1,238	\$1,679
Special Events	\$5,000	\$2,917	\$0	\$2,917
Other-Contingency	\$3,000	\$1,750	\$1,370	\$380
Capital Expenditures	\$9,000	\$5,250	\$0	\$5,250
Reserve for Capital - R&R	\$89,209	\$0	\$0	\$0
Common Area Maintenance	\$5,000	\$2,917	\$6,259	(\$3,342)
<b><u>TOTAL FIELD</u></b>	<b><u>\$1,517,486</u></b>	<b><u>\$833,162</u></b>	<b><u>\$813,213</u></b>	<b><u>\$19,949</u></b>
<b><u>TOTAL EXPENDITURES</u></b>	<b><u>\$1,735,622</u></b>	<b><u>\$977,341</u></b>	<b><u>\$950,982</u></b>	<b><u>\$26,359</u></b>
<b><u>EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES</u></b>	<b><u>(\$97,734)</u></b>	<b><u>\$530,550</u></b>	<b><u>\$543,048</u></b>	<b><u>\$12,498</u></b>
<b><u>NET CHANGE IN FUND BALANCE</u></b>	<b><u>(\$97,734)</u></b>	<b><u>\$530,550</u></b>	<b><u>\$543,048</u></b>	<b><u>\$12,498</u></b>
FUND BALANCE - Beginning	\$97,734		\$643,528	
FUND BALANCE - Ending	<u>(\$0)</u>		<u>\$1,186,576</u>	

**CAPITAL REGION CDD  
GENERAL FUND  
FY 2021**

Description	ADOPTED BUDGET	October	November	December	January	February	March	April	May	June	July	August	September	Year to Date
<b><u>REVENUES:</u></b>														
Special Assessment-On Roll	\$1,236,552	\$0	\$134,736	\$760,038	\$278,836	\$19,481	\$16,343	\$16,339						\$1,225,774
Special Assessment-Direct - St Joe	\$391,936	\$65,323	\$32,661	\$32,913	\$32,661	\$35,532	\$13,100	\$53,666						\$265,856
Interest Income/Miscellaneous	\$9,400	\$1,893	\$63	\$44	\$76	\$114	\$112	\$99						\$2,400
Carry Forward Surplus	\$97,734	\$0	\$0	\$0	\$0	\$0	\$0	\$0						\$0
<b>TOTAL REVENUES</b>	<b>\$1,735,621</b>	<b>\$67,215</b>	<b>\$32,724</b>	<b>\$792,995</b>	<b>\$311,573</b>	<b>\$55,126</b>	<b>\$29,555</b>	<b>\$70,105</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,494,030</b>

**EXPENDITURES:**

**Administrative:**

Supervisors Fees	\$6,000	\$800	\$200	\$1,000	\$0	\$1,000	\$1,000	\$800						\$4,800
FICA Expense	\$459	\$61	\$15	\$77	\$0	\$77	\$77	\$61						\$367
Engineering	\$30,000	\$1,825	\$335	\$2,000	\$1,050	\$0	\$2,250	\$600						\$8,060
Arbitrage	\$1,800	\$0	\$0	\$0	\$0	\$600	\$0	\$0						\$600
Dissemination	\$7,300	\$608	\$608	\$608	\$608	\$608	\$608	\$608						\$4,258
Attorney	\$57,000	\$17,515	\$7,258	\$4,196	\$1,678	\$3,244	\$6,157	\$1,140						\$41,188
Annual Audit	\$4,550	\$0	\$0	\$0	\$0	\$0	\$0	\$0						\$0
Annual Report	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0						\$0
Trustee Fees	\$15,520	\$4,337	\$0	\$4,148	\$0	\$0	\$0	\$7,031						\$15,516
Assessment Roll Services	\$11,500	\$11,500	\$0	\$0	\$0	\$0	\$0	\$0						\$11,500
Management Fees	\$48,620	\$4,052	\$4,052	\$4,052	\$4,052	\$4,052	\$4,052	\$4,052						\$28,362
Information Technology	\$2,800	\$233	\$233	\$233	\$233	\$233	\$233	\$233						\$1,633
Records Storage	\$150	\$0	\$0	\$0	\$0	\$0	\$0	\$0						\$0
Travel & Per Diem	\$1,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0						\$0
Telephone	\$300	\$0	\$43	\$44	\$40	\$60	\$40	\$116						\$343
Postage	\$1,000	\$120	\$75	\$64	\$27	\$62	\$98	\$3						\$450
Printing & Binding	\$2,000	\$41	\$186	\$34	\$213	\$2	\$270	\$274						\$1,020
Insurance	\$18,412	\$17,936	\$0	\$0	\$0	\$0	\$0	\$0						\$17,936
Legal Advertising	\$3,500	\$0	\$202	\$0	\$0	\$151	\$339	\$0						\$692
Other Current Charges	\$1,600	\$179	\$141	\$129	\$91	\$161	\$57	\$48						\$806
Office Supplies	\$200	\$0	\$13	\$0	\$15	\$0	\$21	\$15						\$64
Dues, Licenses, Subscriptions	\$3,175	\$175	\$0	\$0	\$0	\$0	\$0	\$0						\$175
Capital Outlay	\$250	\$0	\$0	\$0	\$0	\$0	\$0	\$0						\$0
<b>Total Administrative</b>	<b>\$218,135</b>	<b>\$59,383</b>	<b>\$13,361</b>	<b>\$16,585</b>	<b>\$8,008</b>	<b>\$10,249</b>	<b>\$15,203</b>	<b>\$14,980</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$137,769</b>

**CAPITAL REGION CDD  
GENERAL FUND  
FY 2021**

Description	ADOPTED BUDGET	October	November	December	January	February	March	April	May	June	July	August	September	Year to Date
<u>Maintenance:</u>														
Management Fees	\$126,000	\$10,500	\$10,500	\$10,500	\$10,500	\$10,500	\$10,500	\$10,500						\$73,500
Security	\$6,000	\$6,466	\$0	\$0	\$0	\$0	\$0	\$0						\$6,466
Communications	\$6,000	\$500	\$500	\$500	\$500	\$500	\$500	\$500						\$3,500
Utilities	\$45,000	\$5,649	\$3,693	\$2,725	\$1,983	\$2,108	\$3,223	\$3,642						\$23,023
Landscape Maintenance - Contract	\$983,735	\$81,978	\$81,978	\$81,978	\$81,978	\$81,978	\$81,978	\$81,978						\$573,845
Landscape Maintenance - New Units/Street Trees	\$7,500	\$758	\$785	\$785	\$785	\$785	\$785	\$785						\$5,465
Pond Maintenance - Contract	\$3,500	\$0	\$0	\$0	\$865	\$0	\$0	\$0						\$865
Pond Maintenance - New Units	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0						\$0
Pond Repairs - Current Units	\$35,000	\$0	\$5,706	\$350	\$3,363	\$0	\$0	\$3,217						\$12,636
Pond Repairs - New Units	\$1,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0						\$0
SWMF Operating Permit Fees	\$8,262	\$459	\$459	\$1,836	\$3,672	\$0	\$0	\$0						\$6,426
Irrigation Maintenance - Contract	\$51,030	\$4,253	\$4,253	\$4,253	\$4,253	\$4,253	\$4,253	\$4,253						\$29,768
Irrigation Maintenance - New Units	\$500	\$112	\$112	\$112	\$112	\$112	\$112	\$112						\$781
Irrigation Repairs - Current Units	\$40,000	\$3,375	\$3,391	\$2,453	\$0	\$3,603	\$5,182	\$4,293						\$22,298
Irrigation Systems Upgrades	\$1,250	\$274	\$0	\$0	\$0	\$600	\$0	\$0						\$874
Preserve Maintenance	\$40,000	\$2,748	\$6,687	\$3,734	\$0	\$0	\$6,490	\$5,388						\$25,047
Tot Lot Inspection/Maintenance	\$5,000	\$0	\$0	\$0	\$0	\$1,767	\$4,296	\$0						\$6,063
Tree Removal/Trimming/Cleanup	\$35,000	\$930	\$250	\$2,800	\$7,411	\$0	\$0	\$0						\$11,391
Alleyway Maintenance	\$5,000	\$0	\$0	\$0	\$0	\$1,350	\$269	\$780						\$2,399
Miscellaneous Maintenance	\$5,000	\$173	\$780	\$0	\$0	\$95	\$163	\$28						\$1,238
Special Events	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0						\$0
Other-Contingency	\$3,000	\$25	\$0	\$1,345	\$0	\$0	\$0	\$0						\$1,370
Capital Expenditures	\$9,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0						\$0
Reserve for Capital - R&R	\$89,209	\$0	\$0	\$0	\$0	\$0	\$0	\$0						\$0
Common Area Maintenance	\$5,000	\$658	\$0	\$0	\$737	\$404	\$1,286	\$3,173						\$6,259
<b>Total Maintenance</b>	<b>\$1,517,486</b>	<b>\$118,856</b>	<b>\$119,092</b>	<b>\$113,370</b>	<b>\$116,157</b>	<b>\$108,053</b>	<b>\$119,036</b>	<b>\$118,648</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$813,213</b>
<b>Total Recreatin Facility</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Expenditures</b>	<b>\$1,735,622</b>	<b>\$178,239</b>	<b>\$132,453</b>	<b>\$129,955</b>	<b>\$124,165</b>	<b>\$118,302</b>	<b>\$134,239</b>	<b>\$133,628</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$950,982</b>
<b>Interfund Tranfer In/(Out)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Excess Revenues (Expenditures)</b>	<b>(\$0)</b>	<b>(\$111,024)</b>	<b>(\$99,729)</b>	<b>\$663,040</b>	<b>\$187,408</b>	<b>(\$63,176)</b>	<b>(\$104,685)</b>	<b>(\$63,524)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$543,048</b>

**CAPITAL REGION**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**CAPITAL RESERVE**

Statement of Revenues, Expenditures and Changes in Fund Balances  
For the Period Ended April 30, 2021

<u>DESCRIPTION</u>	<u>ADOPTED BUDGET</u>	<u>PRORATED BUDGET THRU 04/30/21</u>	<u>ACTUAL THRU 04/30/21</u>	<u>VARIANCE</u>
<b><u>REVENUES:</u></b>				
Capital Reserve Contribution	\$89,209	\$0	\$0	\$0
Miscellaneous Revenue	\$0	\$0	\$7,000	\$7,000
<b><i>TOTAL REVENUES</i></b>	<b><u>\$89,209</u></b>	<b><u>\$0</u></b>	<b><u>\$7,000</u></b>	<b><u>\$7,000</u></b>
<b><u>EXPENDITURES:</u></b>				
Reserve for Capital - R&R	\$0	\$0	\$22,556	(\$22,556)
Other Charges	\$600	\$350	\$328	\$22
<b><i>TOTAL EXPENDITURES</i></b>	<b><u>\$600</u></b>	<b><u>\$350</u></b>	<b><u>\$22,885</u></b>	<b><u>(\$22,535)</u></b>
<b><i>EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES</i></b>	<b><u>\$88,609</u></b>	<b><u>(350.00)</u></b>	<b><u>(15,884.69)</u></b>	<b><u>(15,534.69)</u></b>
FUND BALANCE - Beginning	\$148,399		\$48,859	
FUND BALANCE - Ending	<b><u>\$237,008</u></b>		<b><u>\$32,975</u></b>	



**CAPITAL REGION**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**DEBT SERVICE FUND - SERIES 2011A1 & A2**  
Statement of Revenues, Expenditures and Changes in Fund Balances  
For the Period Ended April 30, 2021

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 04/30/21	ACTUAL THRU 04/30/21	VARIANCE
<b><u>REVENUES:</u></b>				
Special Assessments - Residential	\$379,445	\$379,445	\$377,830	(\$1,614)
Interest Income	\$1,000	\$583	\$56	(\$527)
<b>TOTAL REVENUES</b>	<b>\$380,445</b>	<b>\$380,028</b>	<b>\$377,886</b>	<b>(\$2,142)</b>
<b><u>EXPENDITURES:</u></b>				
<b><u>SERIES 2011-A1</u></b>				
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	\$80,837	\$80,699	\$138
Principal - 5/1 - 2011A1	\$210,000	\$3,035,000	\$3,035,000	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$371,673</b>	<b>\$3,196,673</b>	<b>\$3,201,536</b>	<b>(\$4,863)</b>
<b>EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES</b>	<b>\$8,772</b>	<b>(\$2,816,645)</b>	<b>(\$2,823,649)</b>	<b>(\$7,004)</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Interfund Transfer In / (Out)	\$0	\$0	\$2,571,676	\$2,571,676
Premium on bond refinance	\$0	\$0	(\$28,250)	(\$28,250)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,543,426</b>	<b>\$2,543,426</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$8,772</b>	<b>(\$2,816,645)</b>	<b>(\$280,223)</b>	<b>\$2,536,422</b>
FUND BALANCE - Beginning	\$94,327		\$280,260	
FUND BALANCE - Ending	<u>\$103,098</u>		<u>\$37</u>	

**CAPITAL REGION**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**DEBT SERVICE FUND - SERIES 2013A**  
Statement of Revenues, Expenditures and Changes in Fund Balances  
For the Period Ended April 30, 2021

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 04/30/21	ACTUAL THRU 04/30/21	VARIANCE
<b><u>REVENUES:</u></b>				
Special Assessments - Residential	\$381,326	\$381,326	\$377,689	(\$3,636)
Special Assessments - Commercial	\$480,848	\$480,848	\$480,195	(\$653)
Interest Income	\$2,500	\$1,458	\$165	(\$1,293)
<b>TOTAL REVENUES</b>	<b>\$864,674</b>	<b>\$863,632</b>	<b>\$858,050</b>	<b>(\$5,582)</b>
<b><u>EXPENDITURES:</u></b>				
Interest- 11/1	\$205,856	\$205,856	\$205,856	\$0
Special Call - 11/1	\$0	\$0	\$5,000	(\$5,000)
Interest - 5/1	\$205,856	\$0	\$0	\$0
Principal - 5/1	\$455,000	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$866,713</b>	<b>\$205,856</b>	<b>\$210,856</b>	<b>(\$5,000)</b>
<b>EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES</b>	<b>(\$2,039)</b>	<b>\$657,776</b>	<b>\$647,194</b>	<b>(\$10,582)</b>
FUND BALANCE - Beginning	\$351,184		\$781,989	
FUND BALANCE - Ending	<u>\$349,145</u>		<u>\$1,429,183</u>	

**CAPITAL REGION**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**DEBT SERVICE FUND - SERIES 2018A1**  
Statement of Revenues, Expenditures and Changes in Fund Balances  
For the Period Ended April 30, 2021

DESCRIPTION	PROPOSED BUDGET	PRORATED BUDGET THRU 04/30/21	ACTUAL THRU 04/30/21	VARIANCE
<b><u>REVENUES:</u></b>				
Special Assessments - Residential	\$149,435	\$149,435	\$148,010	(\$1,425)
Special Assessments - Commercial	\$153,684	\$153,684	\$153,489	(\$195)
Special Assessments - Direct	\$1,002,976	\$702,970	\$702,970	\$0
Interest Income	\$2,500	\$1,458	\$31	(\$1,427)
<b>TOTAL REVENUES</b>	<b>\$1,308,594</b>	<b>\$1,007,546</b>	<b>\$1,004,500</b>	<b>(\$3,046)</b>
<b><u>EXPENDITURES:</u></b>				
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
<b>TOTAL EXPENDITURES</b>	<b>\$1,312,263</b>	<b>\$391,131</b>	<b>\$390,644</b>	<b>\$487</b>
<b>EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES</b>	<b>(\$3,669)</b>	<b>\$616,415</b>	<b>\$613,856</b>	<b>(\$2,559)</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>(\$3,669)</b>	<b>\$616,415</b>	<b>\$613,856</b>	<b>(\$2,559)</b>
FUND BALANCE - Beginning	\$397,549		\$1,049,287	
FUND BALANCE - Ending	<u>\$393,881</u>		<u>\$1,663,143</u>	

**CAPITAL REGION**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**DEBT SERVICE FUND - SERIES 2018A2**  
Statement of Revenues, Expenditures and Changes in Fund Balances  
For the Period Ended April 30, 2021

DESCRIPTION	PROPOSED BUDGET	PRORATED BUDGET THRU 04/30/21	ACTUAL THRU 04/30/21	VARIANCE
<b><u>REVENUES:</u></b>				
Special Assessments - Residential	\$273,055	\$273,055	\$264,334	(\$8,721)
Interest Income	\$2,500	\$1,458	\$9	(\$1,450)
<b>TOTAL REVENUES</b>	<b>\$275,555</b>	<b>\$274,513</b>	<b>\$264,343</b>	<b>(\$10,171)</b>
<b><u>EXPENDITURES:</u></b>				
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
<b>TOTAL EXPENDITURES</b>	<b>\$273,798</b>	<b>\$51,899</b>	<b>\$51,784</b>	<b>\$115</b>
<b>EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES</b>	<b>\$1,758</b>	<b>\$222,615</b>	<b>\$212,559</b>	<b>(\$10,056)</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$1,758</b>	<b>\$222,615</b>	<b>\$212,559</b>	<b>(\$10,056)</b>
FUND BALANCE - Beginning	\$57,226		\$193,507	
FUND BALANCE - Ending	<u>\$58,984</u>		<u>\$406,066</u>	

**CAPITAL REGION**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**DEBT SERVICE FUND - SERIES 2021**  
Statement of Revenues, Expenditures and Changes in Fund Balances  
For the Period Ended April 30, 2021

DESCRIPTION	PROPOSED BUDGET	PRORATED BUDGET THRU 04/30/21	ACTUAL THRU 04/30/21	VARIANCE
<b><u>REVENUES:</u></b>				
Special Assessments	\$0	\$0	\$0	\$0
Interest Income	\$0	\$0	\$0	\$0
<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b><u>EXPENDITURES:</u></b>				
Interest - 11/1	\$0	\$0	\$0	\$0
Interest - 5/1	\$0	\$0	\$0	\$0
Principal - 5/1	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Bond Proceed	\$0	\$0	\$2,614,006	\$2,614,006
Interfund Transfer In / (Out)	\$0	\$0	(\$2,571,676)	(\$2,571,676)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$42,330</b>	<b>\$42,330</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$42,331</b>	<b>\$42,331</b>
FUND BALANCE - Beginning	\$0		\$0	
FUND BALANCE - Ending	\$0		\$42,331	

# CAPITAL REGION

## COMMUNITY DEVELOPMENT DISTRICT

### CAPITAL PROJECT FUND - SERIES 2021

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ended April 30, 2021

DESCRIPTION	PROPOSED BUDGET	PRORATED BUDGET THRU 04/30/21	ACTUAL THRU 04/30/21	VARIANCE
<b><u>REVENUES:</u></b>				
Interest Income	\$0	\$0	\$0	\$0
<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b><u>EXPENDITURES:</u></b>				
Cost Of Issuance	\$0	\$0	\$179,775	(\$179,775)
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$179,775</b>	<b>(\$179,775)</b>
<b>EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$179,775)</b>	<b>(\$179,775)</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Bond Proceed	\$0	\$0	\$185,994	\$185,994
Interfund Transfer In / (Out)	\$0	\$0	(\$0)	(\$0)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$185,994</b>	<b>\$185,994</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,219</b>	<b>\$6,219</b>
FUND BALANCE - Beginning	\$0		\$0	
FUND BALANCE - Ending	<u>\$0</u>		<u>\$6,219</u>	

*C.*

**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
<b>TOTAL NET ASSESSED</b>	<b>4,955.58</b>	<b>149,434.55</b>	<b>1,156,659.20</b>	<b>379,444.65</b>	<b>274,147.35</b>	<b>381,324.91</b>	<b>480,803.85</b>	<b>2,821,814.51</b>	<b>1,628,146.17</b>	<b>4,449,960.68</b>

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		-	706,379.26	-	-	-	-	706,379.26	256,994.14	963,373.40
<b>TOTAL DUE DIRECT INVOICE</b>		-	<b>296,596.40</b>	-	-	-	-	<b>296,596.40</b>	<b>134,941.86</b>	<b>431,538.26</b>
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
LEON CO DIST 6	2/5/2021	2,736.48	1,535.34	11,235.14	-	6,982.92	4,803.35	27,293.23	18,841.96	46,135.19
LEON CO DIST 7	3/17/2021	1,428.65	3,718.24	2,985.75	-	3,645.60	11,632.65	23,410.89	16,343.07	39,753.96
LEON CO DIST 8	4/12/2021	3,352.41	917.51	8,290.70	-	8,554.63	2,870.47	23,985.72	16,339.29	40,325.01
INTEREST	5/3/2021	-	-	-	-	-	-	-	36.06	36.06
LEON CO DIST 9	5/7/2021	918.04	-	749.86	-	2,342.63	-	4,010.53	2,649.12	6,659.65
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
<b>TOTAL RECEIVED TAX ROLL</b>		<b>148,927.91</b>	<b>153,488.94</b>	<b>378,580.24</b>	<b>264,334.17</b>	<b>380,032.08</b>	<b>480,195.05</b>	<b>1,805,558.39</b>	<b>1,228,459.18</b>	<b>3,034,017.57</b>
<b>TOTAL DUE TAX ROLL</b>		<b>506.64</b>	<b>194.60</b>	<b>864.41</b>	<b>9,813.18</b>	<b>1,292.83</b>	<b>608.80</b>	<b>13,280.46</b>	<b>7,750.99</b>	<b>21,031.45</b>

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 2021 O&M	TOTAL
% RECEIVED DIRECT INVOICE	0.00%	70.43%	0.00%	0.00%	0.00%	0.00%	70.43%	65.57%	69.06%
% RECEIVED TAX ROLL	99.66%	99.87%	99.77%	96.42%	99.66%	99.87%	99.27%	99.37%	99.31%



*D.*

**Capital Region**  
**Community Development District**  
**Check Register Summary**  
**General Fund**

3/28/2021 - 5/27/2021

<i>Check Date</i>	<i>Check #'s</i>	<i>Total Amount</i>
4/19/2021	2684-2691	\$34,107.19
5/21/2021	2692	\$3,642.22
5/26/2021	2693-2705	\$128,217.38
<b>Total</b>		<b>\$165,966.79</b>

**Capital Reserve**

<i>Check Date</i>	<i>Check #'s</i>	<i>Total Amount</i>
n/a		
<b>Total</b>		<b>\$0.00</b>

\* FedEx invoices will be provided upon request

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT #
4/19/21	00024	3/03/21 192781	202103 320-57200-46450	IRR VALVE REPL CONTROL #9	*	435.00	
		4/05/21 192897	202103 320-57200-47000	REMOVE VINES & TALLOW	*	63.00	
		4/06/21 192898	202104 320-57200-47000	REMOVE FENCE/MOW/DEBRIS	*	454.00	
		4/08/21 192903	202104 320-57200-46450	GREEN/WHITE MARKERS VALVE	*	141.75	
		4/08/21 192904	202104 320-57200-46450	MAIN LINE RPRS UNIT #1 C3	*	799.15	
		4/08/21 192905	202104 320-57200-46450	INSTL SLEEVE CNTRLR # 22	*	888.98	
		4/08/21 192911	202104 320-57200-46900	INSTL/REPL DOGGIE POT DIS	*	27.50	
		4/12/21 192913	202104 320-57200-47000	FORM/POUR/FINISH SIDEWALK	*	1,639.50	
		4/14/21 192914	202104 320-57200-46450	ZONE LINE PIPE RPR C#5 U3	*	160.83	
		4/14/21 192915	202104 320-57200-46450	IRR PIPE REPAIR VALVE RPL	*	463.74	
		4/14/21 192921	202103 320-57200-46900	FUNGICIDE TREAT VAR AREAS	*	163.21	
ALL-PRO LAND CARE OF TALLAHASSEE						5,236.66	002684
4/19/21	00167	4/01/21 000495	202104 320-57200-34010	APR 21 - WEBSITE MGMT	*	500.00	
BULLDOG STRATEGY GROUP, LLC						500.00	002685
4/19/21	00029	3/31/21 MAR 21 S	202103 320-57200-43000	MAR 2021 SERVICES	*	3,223.46	
CITY OF TALLAHASSEE - UTILITIES						3,223.46	002686
4/19/21	00268	2/10/21 2019	202102 320-57200-46465	IRRIGATION SYSTEM DESIGN	*	600.00	
CLARK IRRIGATION DESIGN &						600.00	002687
4/19/21	00137	4/11/21 1229	202103 310-51300-31100	SERVICES THRU 3/31/2021	*	2,250.00	
DANTIN CONSULTING, LLC						2,250.00	002688
4/19/21	00061	4/01/21 443	202104 310-51300-34000	APR 21 - MGMT FEES	*	4,051.67	
		4/01/21 443	202104 310-51300-35100	APR 21 - COMPUTER	*	233.33	
		4/01/21 443	202104 310-51300-31300	APR 21 - DISSEMINATION	*	608.33	

CAPR CAPITAL REGION TCESSNA

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT #
		4/01/21 443	202104 310-51300-51000		*	15.15	
		APR 21 - OFFICE SUPPLIES					
		4/01/21 443	202104 310-51300-42000		*	2.60	
		APR 21 - POSTAGE					
		4/01/21 443	202104 310-51300-42500		*	274.05	
		APR 21 - COPIES					
		4/01/21 443	202104 310-51300-41000		*	115.57	
		APR 21 - TELEPHONE					
		4/01/21 444	202104 320-57200-34000		*	10,500.00	
		APR 21 - FACILITY MGMT					
			GOVERNMENTAL MANAGEMENT SERVICES				15,800.70 002689
4/19/21 00008		4/12/21 121566	202103 310-51300-31500		*	4,720.60	
		GENERAL COUNSEL 3/31/21					
		4/12/21 121567	202103 310-51300-31500		*	1,436.40	
		MONTHLY MEETING 3/31/2021					
			HOPPING, GREEN & SAMS, P.A.				6,157.00 002690
4/19/21 00228		3/31/21 00037580	202103 310-51300-48000		*	153.58	
		NOTICE OG MEETING 3/1/21					
		3/31/21 00037580	202103 310-51300-48000		*	153.58	
		NOTICE OF MEETING 3/29/21					
		3/31/21 00037580	202103 310-51300-48000		*	32.21	
		CAPITAL REGION COMM					
			TALLAHASSEE MEDIA GROUP				339.37 002691
5/21/21 00029		4/29/21 APRIL 20	202104 320-57200-43000		*	3,642.22	
		ELECTRIC 3/26-4/27/21					
			CITY OF TALLAHASSEE - UTILITIES				3,642.22 002692
5/26/21 99999		5/26/21 VOID	202105 000-00000-00000		C	.00	
		VOID CHECK					
			*****INVALID VENDOR NUMBER*****				.00 002693
5/26/21 00024		4/16/21 192926	202104 320-57200-46450		*	362.10	
		IRRIG RPR CTRL#21 UNIT#19					
		4/16/21 192927	202104 320-57200-46450		*	390.48	
		IRRIG RPR CNTRL #5 UNIT#3					
		4/19/21 192935	202104 320-57200-46520		*	780.00	
		ALLEY WAY REPAIR @ RAIN..					
		4/26/21 192946	202104 320-57200-46450		*	29.46	
		IRRIG RPR CNTRL#25 UNIT27					
		4/26/21 192947	202104 320-57200-46450		*	425.46	
		IRRIG RPR CNTRL#25-26 U27					
		4/28/21 192952	202104 320-57200-47000		*	987.00	
		BUTTERFLY GARDN ANN.INSTL					

CAPR CAPITAL REGION TCESSNA

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT #
		4/30/21 192956	202104 320-57200-47000 ASPHALT RRP CENTRAL PARK		*	780.00	
		4/30/21 192957	202104 320-57200-46450 IRRIG RPR CNTL#15 ZONE #7		*	631.45	
		5/01/21 192925	202105 320-57200-46200 MAY 21 - LANDSCAPE MAINT		*	81,977.92	
		5/01/21 192925	202105 320-57200-46225 MAY 21 - LANDSCAPE MAINT		*	784.64	
		5/01/21 192925	202105 320-57200-46400 MAY 21 - LANDSCAPE MAINT		*	4,252.50	
		5/01/21 192925	202105 320-57200-46425 MAY 21 - LANDSCAPE MAINT		*	150.60	
		5/11/21 193026	202105 320-57200-46450 IRRIG RPR CNTL#18 UNIT#35		*	2,329.00	
		5/11/21 193027	202105 320-57200-46450 IRRIG RPR CNTL#20 @ ORANG		*	1,962.79	
		5/11/21 193028	202105 320-57200-46450 IRRIG RPR CNTL#6 MAINLINE		*	354.69	
		5/11/21 193029	202105 320-57200-46450 IRRIG RPR CNTL#28 UNIT#31		*	302.25	
			ALL-PRO LAND CARE OF TALLAHASSEE				96,500.34 002694
5/26/21 00157		4/30/21 043021	202104 320-57200-46910 CONCRETE/SW/COMMON AREARS		*	3,173.40	
			DAVE BORDEN				3,173.40 002695
5/26/21 00167		5/01/21 000500	202105 320-57200-34010 MAY 21 - WEBSITE MGMT		*	500.00	
			BULLDOG STRATEGY GROUP, LLC				500.00 002696
5/26/21 00137		5/07/21 1243	202104 310-51300-31100 BOARD MEETING 4/8/21		*	600.00	
			DANTIN CONSULTING, LLC				600.00 002697
5/26/21 00004		3/20/21 7-322-94	202103 310-51300-42000 DELIVERIES THRU 3/23/21		*	36.45	
			FEDEX				36.45 002698
5/26/21 00061		5/01/21 445	202105 310-51300-34000 MAY 21 - MGMT FEES		*	4,051.67	
		5/01/21 445	202105 310-51300-35100 MAY 21 - COMPUTER		*	233.33	
		5/01/21 445	202105 310-51300-31300 MAY 21 - DISSEMINATION		*	608.33	
		5/01/21 445	202105 310-51300-51000 MAY 21 - OFFICE SUPPLIES		*	12.65	

CAPR CAPITAL REGION TCESSNA

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
		5/01/21 445	202105 310-51300-42000		*	37.10	
		MAY 21 - POSTAGE					
		5/01/21 445	202105 310-51300-42500		*	100.35	
		MAY 21 - COPIES					
		5/01/21 445	202105 310-51300-41000		*	115.57	
		MAY 21 - TELEPHONE					
		5/01/21 446	202105 320-57200-34000		*	10,500.00	
		MAY 21 - FACILITY MGMT					
			GOVERNMENTAL MANAGEMENT SERVICES				15,659.00 002699
5/26/21 00022	5/04/21	21057	202105 310-51300-32300		*	600.00	
		ARBITRAG S2018 FYE2/28/21					
			GRAU & ASSOCIATES				600.00 002700
5/26/21 00008	4/30/21	122276	202104 310-51300-31500		*	1,140.00	
		GENERAL COUNSEL 4/30/21					
			HOPPING, GREEN & SAMS, P.A.				1,140.00 002701
5/26/21 00296	5/05/21	2094	202105 320-57200-47000		*	1,100.00	
		MULCHING CONSERVATION ARE					
			LONGVIEW FARMS, LLC				1,100.00 002702
5/26/21 00291	12/23/20	SUR-4608	202012 320-57200-46550		*	350.00	
		PROPSD 30' DRAINAGE EASEM					
			MERIDIAN SURVEYING AND MAPPING, INC				350.00 002703
5/26/21 00297	4/28/21	04282021	202104 320-57200-47000		*	1,527.50	
		50% DEPOSIT-DEVEL DESIGN					
			NATURE GRAPHICS, LLC				1,527.50 002704
5/26/21 00082	4/23/21	6107792	202104 310-51300-32400		*	7,030.69	
		S2018A1/A2 THRU 3/31/22					
			U.S. BANK				7,030.69 002705
				TOTAL FOR BANK B		165,966.79	
				TOTAL FOR REGISTER		165,966.79	

CAPR CAPITAL REGION TCESSNA

*FIFTH ORDER OF BUSINESS*

## RESOLUTION 2021-05

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CAPITAL REGION COMMUNITY DEVELOPMENT DISTRICT APPROVING THE PROPOSED BUDGETS FOR FISCAL YEAR 2021/2022; DECLARING SPECIAL ASSESSMENTS TO FUND THE PROPOSED BUDGETS PURSUANT TO CHAPTERS 170, 190 AND 197, FLORIDA STATUTES; SETTING PUBLIC HEARINGS; ADDRESSING PUBLICATION; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the Capital Region Community Development District (“**District**”) prior to June 15, 2021, the proposed budgets (“**Proposed Budgets**”) for the fiscal year beginning October 1, 2021 and ending September 30, 2022 (“**Fiscal Year 2021/2022**”); and

**WHEREAS**, it is in the best interest of the District to fund the administrative and operations services (together, “**Services**”) set forth in the Proposed Budgets by levy of special assessments pursuant to Chapters 170, 190 and 197, *Florida Statutes* (“**Assessments**”), as set forth in the preliminary assessment roll included within the Proposed Budgets; and

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

**WHEREAS**, the Board has considered the Proposed Budgets, including the Assessments, and desires to set the required public hearings thereon;

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

**1. PROPOSED BUDGETS APPROVED.** The Proposed Budgets prepared by the District Manager for Fiscal Year 2021/2022 attached hereto as **Exhibit A** are hereby approved as the basis for conducting a public hearing to adopt said Proposed Budgets.

**2. DECLARING ASSESSMENTS.** Pursuant to Chapters 170, 190 and 197, *Florida Statutes*, the Assessments shall defray the cost of the Services in the total estimated amounts set forth in the Proposed Budgets. The nature of, and plans and specifications for, the Services to be funded by the Assessments are described in the Proposed Budgets and in the reports (if any) of the District Engineer, all of which are on file and available for public inspection at the “**District’s Office**,” c/o Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, (904) 940-5850. The Assessments shall be levied within the District on all benefitted lots and lands, and shall be apportioned, all as described in the Proposed Budgets and the preliminary assessment roll included therein. The preliminary assessment roll is also on



file and available for public inspection at the District's Office. The Assessments shall be paid pursuant to the *Uniform Method* as set forth in Chapter 197, *Florida Statutes*, or, alternatively, in one or more installments pursuant to a bill issued by the District in November of 2021, and pursuant to Chapter 170, *Florida Statutes*.

**SETTING PUBLIC HEARINGS.** Public hearings on said approved Proposed Budget and Assessments are hereby declared and set for:

DATE: \_\_\_\_\_, 2021

HOUR: \_\_\_\_\_

LOCATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. TRANSMITTAL OF PROPOSED BUDGETS TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budgets to Leon County and the City of Tallahassee at least sixty (60) days prior to the hearing set above.

**4. POSTING OF PROPOSED BUDGETS.** In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post the approved Proposed Budgets on the District's website at least two (2) days before the budget hearing date as set forth in Section 3, and shall remain on the website for at least forty-five (45) days.

**5. PUBLICATION OF NOTICE.** The District shall cause this Resolution to be published once a week for a period of two (2) weeks in a newspaper of general circulation published in Leon County. Additionally, notice of the public hearings shall be published in the manner prescribed by Florida law.

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

**7. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 10<sup>TH</sup> DAY OF JUNE, 2021.**

ATTEST:

**CAPITAL REGION COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary  
**Exhibit A:** Budgets FY 2021/2022

By: \_\_\_\_\_  
Chairman, Board of Supervisors

***Proposed Budget  
Fiscal Year 2022***

***Capital Region  
Community Development District***

***June 10, 2021***



# **Capital Region Community Development District**

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# Capital Region

## Community Development District

Description	Adopted Budget FY 2021	Actual Thru 4/30/2021	Projected Next 5 Months	Total Projected 9/30/2021	Proposed Budget FY 2022
<b>Revenues</b>					
Special Assessment - On Roll	\$1,236,552	\$1,225,774	\$11,222	\$1,236,996	\$1,400,234
Special Assessment - Direct - St Joe	\$391,936	\$265,856	\$126,080	\$391,936	443,624
Interest Income/Misc. Revenue	\$9,400	\$2,400	\$450	\$2,850	\$8,000
Carry Forward Surplus	\$97,734	\$104,014	\$0	\$104,014	\$0
<b>TOTAL REVENUES</b>	<b>\$1,735,621</b>	<b>\$1,598,044</b>	<b>\$137,751</b>	<b>\$1,735,796</b>	<b>\$1,851,858</b>
<b>Expenditures</b>					
<b><u>Administrative</u></b>					
Supervisor Fees	\$6,000	\$4,800	\$3,000	\$7,800	\$12,000
FICA	\$459	\$367	\$230	\$597	\$918
Engineering Fees	\$30,000	\$8,060	\$21,940	\$30,000	\$30,000
Arbitrage Rebate	\$1,800	\$600	\$1,200	\$1,800	\$1,200
Dissemination Agent	\$7,300	\$4,258	\$3,042	\$7,300	\$7,300
Attorney Fees	\$57,000	\$41,188	\$15,812	\$57,000	\$57,000
Annual Audit	\$4,550	\$0	\$3,710	\$3,710	\$3,710
Annual Report	\$500	\$0	\$500	\$500	\$500
Trustee Fees	\$15,520	\$15,516	\$0	\$15,516	\$15,520
Assessment Roll Services	\$11,500	\$11,500	\$0	\$11,500	\$11,500
Management Fees	\$48,620	\$28,362	\$20,259	\$48,620	\$48,620
Information Technology	\$2,800	\$1,633	\$1,167	\$2,800	\$2,800
Record Storage	\$150	\$0	\$150	\$150	\$150
Travel & Per Diem	\$1,500	\$0	\$1,500	\$1,500	\$2,000
Telephone	\$300	\$343	\$245	\$589	\$300
Postage	\$1,000	\$450	\$550	\$1,000	\$1,000
Printing & Binding	\$2,000	\$1,020	\$980	\$2,000	\$2,000
Insurance	\$18,412	\$17,936	\$0	\$17,936	\$19,730
Legal Advertising	\$3,500	\$692	\$2,808	\$3,500	\$3,500
Other Current Charges	\$1,600	\$806	\$794	\$1,600	\$1,600
Office Supplies	\$200	\$64	\$136	\$200	\$200
Dues, Licenses & Subscriptions	\$3,175	\$175	\$3,000	\$3,175	\$3,175
Capital Outlay	\$250	\$0	\$250	\$250	\$250
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>\$218,135</b>	<b>\$137,769</b>	<b>\$81,273</b>	<b>\$219,042</b>	<b>\$224,972</b>
<b><u>Field</u></b>					
Management Fees	\$126,000	\$73,500	\$52,500	\$126,000	\$132,300
Security	\$6,000	\$6,466	\$0	\$6,466	\$7,000
Communications	\$6,000	\$3,500	\$2,500	\$6,000	\$6,000
Utilities	\$45,000	\$23,023	\$21,977	\$45,000	\$45,000
Landscape Maintenance - Contract	\$983,735	\$573,845	\$409,891	\$983,736	\$1,024,180
Landscape Maintenance - New Units/Street Trees	\$7,500	\$5,465	\$2,035	\$7,500	\$5,000
Pond Maintenance - Contract	\$3,500	\$865	\$2,595	\$3,460	\$5,000
Pond Maintenance - New Units	\$1,000	\$0	\$1,000	\$1,000	\$0
Pond Repairs - Current Units	\$35,000	\$12,636	\$22,364	\$35,000	\$40,000
Pond Repairs - New Units	\$1,500	\$0	\$1,500	\$1,500	\$0
SWMF Operating Permit Fees	\$8,262	\$6,426	\$1,836	\$8,262	\$918

# Capital Region

## Community Development District

Description	Adopted Budget FY 2021	Actual Thru 4/30/2021	Projected Next 5 Months	Total Projected 9/30/2021	Proposed Budget FY 2022
<b><i>Field (continued)</i></b>					
Irrigation Maintenance - Contract	\$51,030	\$29,768	\$21,263	\$51,030	\$55,488
Irrigation Maintenance - New Units	\$500	\$781	\$0	\$781	\$0
Irrigation Repairs - Current Units	\$40,000	\$22,298	\$17,702	\$40,000	\$45,000
Irrigation System Upgrades	\$1,250	\$874	\$376	\$1,250	\$0
Preserve Maintenance	\$40,000	\$25,047	\$14,953	\$40,000	\$40,000
Tot Lot Inspection/Maintenance	\$5,000	\$6,063	\$0	\$6,063	\$6,500
Tree Removal/Trimming/Cleanup	\$35,000	\$11,391	\$23,609	\$35,000	\$40,000
Alleyway Maintenance	\$5,000	\$2,399	\$2,602	\$5,000	\$5,000
Miscellaneous Maintenance	\$5,000	\$1,238	\$0	\$1,238	\$7,500
Special Events	\$5,000	\$0	\$5,000	\$5,000	\$5,000
Other - Contingency	\$3,000	\$1,370	\$1,630	\$3,000	\$5,000
Capital Expenditures	\$9,000	\$0	\$9,000	\$9,000	\$9,000
Reserve for Capital - R&R	\$89,209	\$0	\$89,209	\$89,209	\$135,000
Common Area Maintenance	\$5,000	\$6,259	\$0	\$6,259	\$8,000
<b>TOTAL FIELD EXPENDITURES</b>	<b>\$1,517,486</b>	<b>\$813,213</b>	<b>\$703,541</b>	<b>\$1,516,754</b>	<b>\$1,626,886</b>
<b>TOTAL EXPENDITURES</b>	<b>\$1,735,622</b>	<b>\$950,982</b>	<b>\$784,814</b>	<b>\$1,735,796</b>	<b>\$1,851,858</b>
<b>EXCESS REVENUES OVER EXPENDITURES</b>	<b>(\$0)</b>	<b>\$647,062</b>	<b>(\$647,062)</b>	<b>\$0</b>	<b>\$0</b>

# Capital Region

## Community Development District

### Assessment Allocation

		FY 2019	FY 2020	FY 2021	FY 2022
Net Assessment		\$1,133,370	\$1,181,280	\$1,236,552	\$1,400,234
Plus Collection Fees (7%)		\$85,307	\$88,914	\$93,074	\$105,394
Gross Assessments		\$1,218,678	\$1,270,193	\$1,329,625	\$1,505,628
No. of Units		2,859	2,992	3,264	3,264
					13.23% increase
Lot Size	# of Units	Gross Per Unit Amount FY 2019	Gross Per Unit Amount FY 2020	Gross Per Unit Amount FY 2021	Gross Per Unit Amount FY 2022
<b>Apartments</b>	<b>1,229</b>	\$215.02	\$215.02	\$215.02	<b>\$243.47</b>
<b>Towns</b>	<b>252</b>	\$206.91	\$206.91	\$206.91	<b>\$234.29</b>
<b>Duplex</b>	<b>0</b>	\$0.00	\$217.70	\$217.70	<b>\$0.00</b>
<b>30s</b>	<b>53</b>	\$226.62	\$226.62	\$226.62	<b>\$256.60</b>
<b>40s</b>	<b>224</b>	\$241.40	\$241.40	\$241.40	<b>\$273.34</b>
<b>55s</b>	<b>270</b>	\$293.12	\$293.12	\$293.12	<b>\$331.90</b>
<b>65s</b>	<b>312</b>	\$362.10	\$362.10	\$362.10	<b>\$410.01</b>
<b>75s</b>	<b>194</b>	\$413.82	\$413.82	\$413.82	<b>\$468.57</b>
<b>85s</b>	<b>102</b>	\$450.37	\$450.37	\$450.37	<b>\$509.96</b>
<b>90s</b>	<b>15</b>	\$509.07	\$509.07	\$509.07	<b>\$576.43</b>
<b>100s</b>	<b>166</b>	\$517.29	\$517.29	\$517.29	<b>\$585.73</b>
<b>1/2 Ac</b>	<b>142</b>	\$620.75	\$620.75	\$620.75	<b>\$702.88</b>
<b>1Ac</b>	<b>40</b>	\$810.42	\$810.42	\$810.42	<b>\$917.65</b>
<b>ACLF</b>	<b>101</b>	\$0.00	\$108.59	\$108.59	<b>\$122.96</b>
<b>Blended Commercial</b>	<b>162</b>	\$2,414.59	\$2,414.59	\$2,414.59	<b>\$2,734.06</b>
<b>Golf Club</b>	<b>1</b>	\$13,259.51	\$13,259.51	\$13,259.51	<b>\$15,013.88</b>
<b>Catholic School</b>	<b>1</b>	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
<b>Southwood House</b>	<b>0</b>	\$0.00	\$941.69	\$941.69	<b>\$1,066.29</b>
<b>Total</b>	<b>3264</b>				

### **REVENUES**

#### **Maintenance Assessments**

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

#### **Interest Income**

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

### **EXPENDITURES**

#### **Administrative:**

##### **Supervisor Fees**

The Florida Statutes allows each board member to receive \$200 per meeting no to exceed \$4,800 in one year. The amount for the fiscal year is based upon all five supervisors attending the estimated 6 annual meetings.

##### **FICA Expense**

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

##### **Engineering Fees**

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

##### **Arbitrage**

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

##### **Dissemination Agent**

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

##### **Attorney**

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

##### **Annual Audit**

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

##### **Trustee Fees**

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

##### **Assessment Roll**

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

##### **Management Fees**

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

##### **Information Technology**

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

### **Records Storage**

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

### **Travel & Per Diem**

*Travel expenses to attend meetings, conferences, etc.*

### **Telephone**

*Telephone for agenda calls or monthly meetings.*

### **Postage**

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

### **Printing & Binding**

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

### **Insurance**

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

### **Legal Advertising**

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

### **Other Current Charges**

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

**Office Supplies** *Miscellaneous office supplies.*

### **Dues, Licenses & Subscriptions**

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

### **Capital Outlay**

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

### **Maintenance:**

#### **Field Management Fees**

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

#### **Security**

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

#### **Communications**

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

#### **Landscape/Pond/Irrigation Maintenance**

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



# Capital Region

## Community Development District

## General Fund

### Maintenance: (continued)

#### Landscape/Pond/Irrigation Maintenance (continued)

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

### SWMF Operating Permit Fees

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

### Preserve Maintenance

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

### Tot-Lot Inspection Maintenance

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

### Alleyway Maintenance

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

### Miscellaneous Maintenance

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

### Utilities

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

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

# Capital Region

## Community Development District

## General Fund

### Utilities (continued)

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

### Special Events

*Pops in the park.*

### Other Contingencies

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

### Capital Expenditures

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

### Reserves for Capital Repairs and Replacements

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

# Capital Region

## Community Development District

## Capital Reserve

Description	Adopted Budget FY 2021	Actual Thru 4/30/2021	Projected Next 5 Months	Total Projected 9/30/2021	Proposed Budget FY 2022
<b>Revenues</b>					
Capital Reserve Contribution	\$89,209	\$0	\$89,209	\$89,209	\$135,000
Miscellaneous Revenue	\$0	\$7,000	\$0	\$7,000	\$0
Designated reserves	\$148,399	\$48,859	\$0	\$48,859	\$121,949
<b>TOTAL REVENUES</b>	<b>\$237,608</b>	<b>\$55,859</b>	<b>\$89,209</b>	<b>\$145,068</b>	<b>\$256,949</b>
<b>Expenditures</b>					
Reserve for Capital - R&R	\$0	\$22,556	\$0	\$22,556	\$0
Other Charges	\$600	\$328	\$235	\$563	\$600
<b>TOTAL EXPENDITURES</b>	<b>\$600</b>	<b>\$22,885</b>	<b>\$235</b>	<b>\$23,119</b>	<b>\$600</b>
<b>ASSIGNED FUND BALANCE</b>	<b>\$237,008</b>	<b>\$32,974</b>	<b>\$88,975</b>	<b>\$121,949</b>	<b>\$256,349</b>

# Capital Region

## Community Development District

## Debt Service Fund Series 2013 Capital Improvement Refunding Bonds

Description	Adopted Budget FY 2021	Actual Thru 4/30/2021	Projected Next 5 Months	Total Projected 9/30/2021	Proposed Budget FY 2022
<b>Revenues</b>					
Special Assessment - Tax Collector	\$862,173	\$857,884	\$4,564	\$862,448	\$862,173
Interest Income	\$2,500	\$165	\$118	\$283	\$200
Carry Forward Surplus <sup>(1)</sup>	\$351,184	\$351,276	\$0	\$351,276	\$342,295
<b>TOTAL REVENUES</b>	<b>\$1,215,857</b>	<b>\$1,209,325</b>	<b>\$4,682</b>	<b>\$1,214,008</b>	<b>\$1,204,668</b>
<b>Expenditures</b>					
Interest - 11/1	\$205,856	\$205,856	\$0	\$205,856	\$195,475
Special Call - 11/1	\$0	\$5,000	\$0	\$5,000	\$0
Interest - 5/1	\$205,856	\$0	\$205,856	\$205,856	\$195,475
Principal - 5/1	\$455,000	\$0	\$455,000	\$455,000	\$480,000
<b>TOTAL EXPENDITURES</b>	<b>\$866,713</b>	<b>\$210,856</b>	<b>\$660,856</b>	<b>\$871,713</b>	<b>\$870,950</b>
<b>EXCESS REVENUES OVER EXPENDITURES</b>	<b>\$349,144</b>	<b>\$998,469</b>	<b>(\$656,174)</b>	<b>\$342,295</b>	<b>\$333,718</b>

<sup>(1)</sup> Carry Forward Surplus is net of Reserve requirement

11/1/2022 - Interest Series 2013	\$184,195
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Lot Size	# of Units	Per Unit Amount	Gross Assessments	Net Assessments
Apartments	486	\$359	\$174,421	\$162,211
*Towns	82	\$327	\$26,828	\$24,950
40s	153	\$382	\$58,516	\$54,420
*55s	107	\$464	\$49,650	\$46,175
*65s	127	\$573	\$72,743	\$67,651
*75s	56	\$655	\$36,694	\$34,125
85s	77	\$710	\$54,642	\$50,817
*100s	40	\$818	\$32,736	\$30,444
*1/2 Ac	73	\$982	\$71,717	\$66,697
*1Ac	3	\$1,282	\$3,847	\$3,578
Epoch Apls (Acres)	1	\$3,806	\$5,386	\$5,009
Blended Commercial	113	\$6,321	\$339,888	\$316,095
<b>Total</b>	<b>1318</b>		<b>\$927,067</b>	<b>\$862,173</b>

\* Certain Units have a lower debt per unit amount

# Capital Region

Community Development District

Series 2013 Capital Improvement Refunding Bonds

A1 Term Bonds Due 5/1/2031

Debt Amortization

Date	Principal	Interest	Principal Balance	Calendar Year
11/01/21		\$195,475.00	\$6,980,000.00	\$856,331.25
05/01/22	\$480,000.00	\$195,475.00	\$6,500,000.00	
11/01/22		\$184,195.00	\$6,500,000.00	\$859,670.00
05/01/23	\$500,000.00	\$184,195.00	\$6,000,000.00	
11/01/23		\$172,070.00	\$6,000,000.00	\$856,265.00
05/01/24	\$530,000.00	\$172,070.00	\$5,470,000.00	
11/01/24		\$158,687.50	\$5,470,000.00	\$860,757.50
05/01/25	\$550,000.00	\$158,687.50	\$4,920,000.00	
11/01/25		\$144,250.00	\$4,920,000.00	\$852,937.50
05/01/26	\$585,000.00	\$144,250.00	\$4,335,000.00	
11/01/26		\$127,431.25	\$4,335,000.00	\$856,681.25
05/01/27	\$620,000.00	\$127,431.25	\$3,715,000.00	
11/01/27		\$109,606.25	\$3,715,000.00	\$857,037.50
05/01/28	\$660,000.00	\$109,606.25	\$3,055,000.00	
11/01/28		\$90,631.25	\$3,055,000.00	\$860,237.50
05/01/29	\$695,000.00	\$90,631.25	\$2,360,000.00	
11/01/29		\$70,650.00	\$2,360,000.00	\$856,281.25
05/01/30	\$740,000.00	\$70,650.00	\$1,620,000.00	
11/01/30		\$48,450.00	\$1,620,000.00	\$859,100.00
05/01/31	\$785,000.00	\$48,450.00	\$835,000.00	
11/01/31		\$24,900.00	\$835,000.00	\$858,350.00
05/01/32	\$830,000.00	\$24,900.00	\$5,000.00	\$854,900.00
totals	<u><u>\$6,975,000.00</u></u>	<u><u>\$2,652,692.50</u></u>		<u><u>\$10,288,548.75</u></u>

# Capital Region

## Community Development District

## Debt Service Fund

### Series 2018A1 Capital Improvement Revenue Refunding Bonds

Description	Adopted Budget FY 2021	Actual Thru 4/30/2021	Projected Next 5 Months	Total Projected 9/30/2021	Proposed Budget FY 2022
<b>Revenues</b>					
Special Assessment - Tax Collector	\$220,083	\$301,499	\$1,741	\$303,240	\$220,083
Special Assessment - Direct	\$1,086,011	\$702,970	\$300,006	\$1,002,976	\$1,086,011
Interest Income	\$2,500	\$31	\$22	\$53	\$50
Carry Forward Surplus <sup>(1)</sup>	\$397,549	\$398,089	\$0	\$398,089	\$393,071
<b>TOTAL REVENUES</b>	<b>\$1,706,143</b>	<b>\$1,402,589</b>	<b>\$301,769</b>	<b>\$1,704,358</b>	<b>\$1,699,214</b>
<b>Expenditures</b>					
Interest - 11/1	\$391,131	\$390,644	\$0	\$390,644	\$379,469
Interest - 5/1	\$391,131	\$0	\$390,644	\$390,644	\$379,469
Principal - 5/1	\$530,000	\$0	\$530,000	\$530,000	\$550,000
<b>TOTAL EXPENDITURES</b>	<b>\$1,312,263</b>	<b>\$390,644</b>	<b>\$920,644</b>	<b>\$1,311,288</b>	<b>\$1,308,938</b>
<b>EXCESS REVENUES OVER EXPENDITURES</b>	<b>\$393,881</b>	<b>\$1,011,945</b>	<b>(\$618,875)</b>	<b>\$393,071</b>	<b>\$390,277</b>

<sup>(1)</sup> Carry Forward Surplus is net of Reserve requirement

11/1/2022 - Interest Series 2018A1	\$368,125
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# Capital Region

## Community Development District

## Series 2018A1 Capital Improvement Revenue Refunding Bonds Debt Amortization

Date	Principal	Interest	Coupons	Principal Balance	Calendar Year
11/01/21		\$379,468.75		\$15,360,000.00	\$379,468.75
05/01/22	\$550,000.00	\$379,468.75	4.125%	\$15,360,000.00	
11/01/22		\$368,125.00		\$14,810,000.00	\$1,297,593.75
05/01/23	\$575,000.00	\$368,125.00	4.125%	\$14,810,000.00	
11/01/23		\$356,265.63		\$14,235,000.00	\$1,299,390.63
05/01/24	\$600,000.00	\$356,265.63	4.625%	\$14,235,000.00	
11/01/24		\$342,390.63		\$13,635,000.00	\$1,298,656.25
05/01/25	\$630,000.00	\$342,390.63	4.625%	\$13,635,000.00	
11/01/25		\$327,821.88		\$13,005,000.00	\$1,300,212.50
05/01/26	\$660,000.00	\$327,821.88	4.625%	\$13,005,000.00	
11/01/26		\$312,559.38		\$12,345,000.00	\$1,300,381.25
05/01/27	\$690,000.00	\$312,559.38	4.625%	\$12,345,000.00	
11/01/27		\$296,603.13		\$11,655,000.00	\$1,299,162.50
05/01/28	\$720,000.00	\$296,603.13	4.625%	\$11,655,000.00	
11/01/28		\$279,953.13		\$10,935,000.00	\$1,296,556.25
05/01/29	\$760,000.00	\$279,953.13	5.125%	\$10,935,000.00	
11/01/29		\$260,478.13		\$10,175,000.00	\$1,300,431.25
05/01/30	\$800,000.00	\$260,478.13	5.125%	\$10,175,000.00	
11/01/30		\$239,978.13		\$9,375,000.00	\$1,300,456.25
05/01/31	\$840,000.00	\$239,978.13	5.125%	\$9,375,000.00	
11/01/31		\$218,453.13		\$8,535,000.00	\$1,298,431.25
05/01/32	\$885,000.00	\$218,453.13	5.125%	\$8,535,000.00	
10/31/32		\$195,775.00		\$7,650,000.00	\$1,299,228.13
05/01/33	\$930,000.00	\$195,775.00	5.125%	\$7,650,000.00	
11/01/33		\$171,943.75		\$6,720,000.00	\$1,297,718.75
05/01/34	\$980,000.00	\$171,943.75	5.125%	\$6,720,000.00	
11/01/34		\$146,831.25		\$5,740,000.00	\$1,298,775.00
05/01/35	\$1,030,000.00	\$146,831.25	5.125%	\$5,740,000.00	
11/01/35		\$120,437.50		\$4,710,000.00	\$1,297,268.75
04/30/36	\$1,085,000.00	\$120,437.50	5.125%	\$4,710,000.00	
10/31/36		\$92,634.38		\$3,625,000.00	\$1,298,071.88
05/01/37	\$1,145,000.00	\$92,634.38	5.125%	\$3,625,000.00	
10/31/37		\$63,293.75		\$2,480,000.00	\$1,300,928.13
05/01/38	\$1,205,000.00	\$63,293.75	5.125%	\$2,480,000.00	
11/01/38		\$32,415.63		\$1,275,000.00	\$1,300,709.38
05/01/39	\$1,265,000.00	\$32,415.63	5.125%	\$1,275,000.00	\$1,297,415.63
totals	<u>\$15,350,000.00</u>	<u>\$8,410,856.25</u>			<u>\$23,760,856.25</u>

# Capital Region

Community Development District

Debt Service Fund

Series 2018A2 Capital Improvement Revenue Refunding Bonds

Description	Adopted Budget FY 2021	Actual Thru 4/30/2021	Projected Next 5 Months	Total Projected 9/30/2021	Proposed Budget FY 2022
<b>Revenues</b>					
Special Assessment - Tax Collector	\$273,055	\$264,334	\$106	\$264,440	\$281,879
Interest Income	\$2,500	\$9	\$5	\$14	\$0
Carry Forward Surplus <sup>(1)</sup>	\$57,226	\$57,700	\$0	\$57,700	\$48,586
<b>TOTAL REVENUES</b>	<b>\$332,781</b>	<b>\$322,043</b>	<b>\$111</b>	<b>\$322,153</b>	<b>\$330,465</b>
<b>Expenditures</b>					
Interest - 11/1	\$51,899	\$51,784	\$0	\$51,784	\$48,278
Interest - 5/1	\$51,899	\$0	\$51,784	\$51,784	\$48,278
Principal - 5/1	\$170,000	\$0	\$170,000	\$170,000	\$175,000
<b>TOTAL EXPENDITURES</b>	<b>\$273,798</b>	<b>\$51,784</b>	<b>\$221,784</b>	<b>\$273,568</b>	<b>\$271,556</b>
<b>EXCESS REVENUES OVER EXPENDITURES</b>	<b>\$58,984</b>	<b>\$270,259</b>	<b>(\$221,673)</b>	<b>\$48,586</b>	<b>\$58,909</b>

<sup>(1)</sup> Carry Forward Surplus is net of Reseve requirement

11/1/2022 - Interest Series 2018A2	\$44,888
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# Capital Region

Community Development District

Series 2018A2 Capital Improvement Revenue Refunding Bonds  
Debt Amortization

Date	Principal	Interest	Coupons	Principal Balance	Calendar Year
11/01/21		\$48,278.13		\$2,160,000.00	\$48,278.13
05/01/22	\$175,000.00	\$48,278.13	3.875%	\$2,160,000.00	
11/01/22		\$44,887.50		\$1,985,000.00	\$268,165.63
05/01/23	\$180,000.00	\$44,887.50	3.875%	\$1,985,000.00	
11/01/23		\$41,400.00		\$1,805,000.00	\$266,287.50
05/01/24	\$190,000.00	\$41,400.00	4.600%	\$1,805,000.00	
11/01/24		\$37,030.00		\$1,615,000.00	\$268,430.00
05/01/25	\$200,000.00	\$37,030.00	4.600%	\$1,615,000.00	
11/01/25		\$32,430.00		\$1,415,000.00	\$269,460.00
05/01/26	\$210,000.00	\$32,430.00	4.600%	\$1,415,000.00	
11/01/26		\$27,600.00		\$1,205,000.00	\$270,030.00
05/01/27	\$220,000.00	\$27,600.00	4.600%	\$1,205,000.00	
11/01/27		\$22,540.00		\$985,000.00	\$270,140.00
05/01/28	\$230,000.00	\$22,540.00	4.600%	\$985,000.00	
11/01/28		\$17,250.00		\$755,000.00	\$269,790.00
05/01/29	\$240,000.00	\$17,250.00	4.600%	\$755,000.00	
11/01/29		\$11,730.00		\$515,000.00	\$268,980.00
05/01/30	\$250,000.00	\$11,730.00	4.600%	\$515,000.00	
11/01/30		\$5,980.00		\$265,000.00	\$267,710.00
05/01/31	\$260,000.00	\$5,980.00	4.600%	\$265,000.00	\$265,980.00
totals	<u>\$2,155,000.00</u>	<u>\$578,251.25</u>			<u>\$2,733,251.25</u>

# Capital Region

Community Development District

Debt Service Fund

Series 2021 Capital Improvement Revenue Refunding Bonds

Description	Proposed Budget FY 2021	Actual Thru 4/30/2021	Projected Next 5 Months	Total Projected 9/30/2021	Proposed Budget FY 2022
<b>Revenues</b>					
Special Assessment - Tax Collector	\$13,012	\$0	\$13,012	\$13,012	\$328,944
Interest Income	\$0	\$0	\$0	\$0	\$0
Carry Forward Surplus <sup>(1)</sup>	\$0	\$0	\$0	\$0	\$55,342
<b>TOTAL REVENUES</b>	<b>\$13,012</b>	<b>\$0</b>	<b>\$13,012</b>	<b>\$13,012</b>	<b>\$384,286</b>
<b>Expenditures</b>					
Interest - 11/1	\$0	\$0	\$0	\$0	\$43,944
Interest - 5/1	\$0	\$0	\$0	\$0	\$35,000
Principal - 5/1	\$0	\$0	\$0	\$0	\$250,000
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$328,944</b>
<b>OTHER FINANCING SOURCES AND USES</b>					
Bond Proceed	\$2,614,006	\$2,614,006	\$0	\$2,614,006	\$0
Interfund Transfer In / (Out)	(\$2,571,676)	(\$2,571,676)	\$0	(\$2,571,676)	\$0
<b>TOTAL OTHER FINANCING SOURCES AND USES</b>	<b>\$42,330</b>	<b>\$42,330</b>	<b>\$0</b>	<b>\$42,330</b>	<b>\$0</b>
<b>EXCESS REVENUES OVER EXPENDITURES</b>	<b>\$55,342</b>	<b>\$42,330</b>	<b>\$13,012</b>	<b>\$55,342</b>	<b>\$55,342</b>

<sup>(1)</sup> Carry Forward Surplus is net of Reseve requirement

11/1/2022 - Interest Series 2021	\$31,875
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# Capital Region

Community Development District

Series 2021 Capital Improvement Revenue Refunding Bonds  
Debt Amortization

Date	Principal	Interest	Coupons	Principal Balance	Calendar Year
11/01/21		\$43,944.44	2.50%	\$2,800,000.00	\$43,944.44
05/01/22	\$250,000.00	\$35,000.00	2.50%	\$2,800,000.00	
11/01/22		\$31,875.00	2.50%	\$2,550,000.00	\$316,875.00
05/01/23	\$255,000.00	\$31,875.00	2.50%	\$2,550,000.00	
11/01/23		\$28,687.50	2.50%	\$2,295,000.00	\$315,562.50
05/01/24	\$260,000.00	\$28,687.50	2.50%	\$2,295,000.00	
11/01/24		\$25,437.50	2.50%	\$2,035,000.00	\$314,125.00
05/01/25	\$270,000.00	\$25,437.50	2.50%	\$2,035,000.00	
11/01/25		\$22,062.50	2.50%	\$1,765,000.00	\$317,500.00
05/01/26	\$275,000.00	\$22,062.50	2.50%	\$1,765,000.00	
11/01/26		\$18,625.00	2.50%	\$1,490,000.00	\$315,687.50
05/01/27	\$285,000.00	\$18,625.00	2.50%	\$1,490,000.00	
11/01/27		\$15,062.50	2.50%	\$1,205,000.00	\$318,687.50
05/01/28	\$290,000.00	\$15,062.50	2.50%	\$1,205,000.00	
11/01/28		\$11,437.50	2.50%	\$915,000.00	\$316,500.00
05/01/29	\$295,000.00	\$11,437.50	2.50%	\$915,000.00	
11/01/29		\$7,750.00	2.50%	\$620,000.00	\$314,187.50
05/01/30	\$305,000.00	\$7,750.00	2.50%	\$620,000.00	
11/01/30		\$3,937.50	2.50%	\$315,000.00	\$316,687.50
05/01/31	\$315,000.00	\$3,937.50	2.50%	\$315,000.00	\$318,937.50
totals	<u>\$2,800,000.00</u>	<u>\$408,694.44</u>			<u>\$3,208,694.44</u>

## *SEVENTH ORDER OF BUSINESS*

**Mailing Address**

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

[www.leontaxcollector.net](http://www.leontaxcollector.net)



**Main Office**

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

(Overnight/Express Mail Accepted)

April 8, 2021



GMS

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

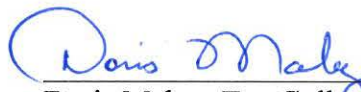
RE: 2021 - Capital Region CDD Uniform Method for Collection

Dear Ms. Sweeting:

This document will serve as an Agreement with the Tax Collector's Office for an annual compensation or commission at 3% of the amount of non-ad valorem assessments collected and distributed. This Agreement shall be in place for the Capital Region CDD Assessment Roll for the year 2021.

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

Sincerely,

  
Doris Maloy, Tax Collector

AGREED this 8th day of April, 2021.

\_\_\_\_\_  
Signature of Chairman  
Capital Region Community Development District

*EIGHTH ORDER OF BUSINESS*

## **PROPERTY ACCESS AGREEMENT BY AND BETWEEN THE CAPITAL REGION COMMUNITY DEVELOPMENT DISTRICT AND GATE PETROLEUM COMPANY**

This CONDITIONAL PROPERTY ACCESS AGREEMENT (the "Agreement") is made as of the \_\_\_ day of May, 2021, by and between Capital Region Community Development District ("Owner"), and Gate Petroleum Company.

### **RECITALS**

WHEREAS, Owner owns that certain parcel (Parcel Id. No. 311627-0003) of real property located at 3571 S. Blair Stone Rd, Tallahassee, Florida (the "Property"), as more particularly depicted in Exhibit "A" attached hereto; and

WHEREAS, there was a release of petroleum or petroleum products ("Release") on adjacent property owned by Gate ("Facility"); and

WHEREAS, the Florida Department of Environmental Protection ("FDEP") Facility Identification Number for the Facility is 9805682; and

WHEREAS, Gate Petroleum Company wishes to enter the Property to install two groundwater monitoring wells (IW-4 and DW-8) in the location identified on Exhibit "A" and perform sampling activities associated with the assessment of petroleum or petroleum products on the Property from the Release; and

NOW, THEREFORE, in consideration of the mutual agreements contained herein and other valuable consideration the receipt and sufficiency of which is hereby acknowledged, Owner and Gate Petroleum Company hereby agree as follows:

**1. Grant of Access.** Owner hereby conditionally grants to Gate Petroleum Company and its environmental consultant and subcontractor (collectively "Gate") a limited right of access to enter upon the Property for the purpose of installing groundwater monitoring wells in the locations identified on Exhibit "A" and performing sampling activities associated with the assessment of petroleum or petroleum products on the Property (the "Work").

**2. Duration and Termination of Access.** Conditional access shall be allowed upon the execution of this Agreement. This Agreement shall continue for twelve (12) months at which time it will expire unless extended in writing by Owner and Gate. In the event Gate breaches any covenant or obligation under this Agreement and such breach is not cured to the reasonable satisfaction of Owner within five (5) days after receipt of notice thereof, Owner may terminate this Agreement and revoke the access granted herein upon delivery of notice to Gate, and take all other action authorized by law or pursuant to this Agreement to remedy said breach.

**3. Covenants of Gate.**

(a) It is understood that Gate will perform the Work at no cost to Owner and that Owner is not responsible for paying Gate for the performance of the Work. Gate



shall obtain all licenses, approvals, certificates and permits for the performance of the Work. The Work undertaken at the Property shall be conducted in accordance with Chapter 62-780, Florida Administrative Code, standards customarily employed in the industry, and in an expeditious, safe and diligent manner. The Work shall be performed in accordance with all applicable federal, state and local laws, ordinances, rules and regulations in force and effect during the implementation and completion of the Work. By execution of this Agreement, Owner is not assuming or otherwise accepting responsibility for the contamination or conditions at the Property, and Owner does not waive any defenses, claims, rights or remedies in connection with any contamination at the Property.

(b) Gate shall deliver notice to Owner at least forty-eight (48) hours prior to entry onto the Property, which notice shall describe in reasonable detail the Work to be performed, its location on the Property, and an estimate of the duration of the Work. Owner shall have the right to have a representative present and accompany Gate on the Property during access events.

(c) Gate shall control the dust, noise and other effects of the Work and related activities using appropriate methods customarily utilized in order to control the deleterious effects thereof, to Owner's satisfaction to the extent reasonable and still accomplish the work.

(d) Gate shall minimize any disruption or inconvenience caused by the Work and related activities to Owner, including but not limited to location of the groundwater monitoring wells and collection of the groundwater samples. The Work shall be conducted in a manner that will minimize interference with Owner's use of, access to or egress from the Property.

(e) Gate shall perform the Work at locations which do not unreasonably interfere with business activities of Owner, Owner's vendors, and employees during working hours.

(f) Gate shall allow Owner or its representatives to observe and monitor the performance of the Work. Owner shall have the right to obtain split samples to be provided by Gate. Any analysis, disposal, or other use of such split samples shall be the sole responsibility of Owner.

(g) Gate shall dispose of soil cuttings, any work materials and water generated in relation to the Work in accordance with applicable environmental laws. All soil cuttings, waste materials and development water generated during the Work shall be promptly removed from the Property. Owner shall not be considered the generator of such materials.

(h) Gate shall bring the Property as nearly as practicable to the conditions which existed before activities associated with the Work were taken.



(i) Gate shall permanently abandon any groundwater monitoring wells installed on the Property in strict conformance with the requirements of the Northwest Florida Water Management District and FDEP. Gate shall provide Owner a copy of the Well Abandonment Report confirming the proper abandonment of the groundwater monitoring wells.

**4. Covenants of the Property Owner.** Owner shall notify Gate in accordance with Section 10(f) of this agreement prior to commencement of any construction or other site work that may damage or destroy any part of the monitoring well(s) installed at the Property so that Gate has an opportunity to take necessary actions to remove, protect, properly abandon and/or repair or replace the well(s), as applicable.

**5. Information Sharing.** Gate shall provide Owner with all data collected by Gate, including but not limited to laboratory analysis, chain of custody records, notes, and reports reflecting sampling and analysis resulting from the Work. Gate shall provide such data to Owner by providing Owner an electronic copy of the laboratory test results and an electronic copy of the report submitted to FDEP.

**6. Insurance.** Prior to commencing and at all times during the performance of the Work, Gate shall maintain insurance (and shall cause their subcontractors to maintain) the following insurance coverage: Worker's Compensation and Employer's Liability Insurance at the statutory amount; Commercial General Liability ("CGL") Insurance with limits of Two Million Dollars (\$2,000,000.00) for Bodily Injury (including contractual) and Two Million Dollars (\$2,000,000.00) for Property Damage (including contractual); Comprehensive Automobile Liability Insurance (owned, non-owned and hired) with a combined single limit of Five Hundred Thousand Dollars (\$500,000.00); and Professional Errors and Omissions Insurance with limits of One Million Dollars (\$1,000,000.00) per incident and in the aggregate. Owner shall be added as an additional insured to the CGL policy and such policy shall be considered primary insurance without recourse to or contribution from any similar insurance carried by Owner. Gate shall deliver certificates of insurance to Owner evidencing the existence of such policy prior to the commencement of any Work.

**7. Indemnity.** Gate shall indemnify, hold harmless and defend Owner from and against any and all claims, demands, liabilities, causes of action, losses, costs, damages and expenses (including reasonable attorney's fees and expenses and court costs) that may be asserted against or incurred by Owner as a result of the Work, including: (i) the acts or omissions of Gate; (ii) violations or liens filed against the Property; (iii) personal injury, wrongful death, costs, expenses or property damage; and (iv) injunctive relief or other claims sought by any governmental authorities or third parties in relation to the Release or the Work. Gate shall not be required to indemnify Owner for claims, liabilities, damages, losses or expenses caused by wrongful acts or omission of Owner. Gate further agrees that nothing herein shall constitute or be construed as a waiver of the Owner's limitations on liability contained in Section 768.28, Florida Statutes, or other statute. The provisions of this paragraph shall survive the termination

of this Agreement.

**8. No Admission.** The granting of the limited right of access herein by Owner is not intended, and shall not be construed, as an admission of liability or responsibility on the part of Owner or the Owner's successors and assigns for any contamination or environmental conditions which may be discovered on the Property.

**9. Intentionally omitted.**

**10. Miscellaneous.**

(a) Entire Agreement. This Agreement shall constitute the entire agreement between the parties regarding the conditional grant of access to Gate for the purposes herein. No modification, amendment or waiver of the terms and conditions of this Agreement shall be binding upon Owner or Gate unless approved in writing by an authorized representative of Owner and Gate.

(b) Governing Law; Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. Venue for any action or proceeding arising from or relating to this Agreement shall be in the appropriate Florida court having jurisdiction located in Leon County, Florida.

(c) Severability. Any provision of this Agreement that is prohibited or unenforceable shall be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereof.

(d) Representations. Each of the parties hereto represents and warrants to the other that the party executing this Agreement has the authority to do so knowing that each of the other parties to this Agreement are acting in reliance upon such representation. The provisions of this Section shall survive the termination of this Agreement.

(e) Counterparts: This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall be an original; however, all such counterparts together shall constitute, but one and the same instrument. Signature and acknowledgment pages, if any, may be detached from the counterparts and attached to a single copy of this document to physically form one (1) document.

(f) Notices. Any notice, demand, request, payment or other communication which any party hereto maybe required or may desire to give hereunder shall be in writing and shall be deemed to have been properly given (a) if hand received, (b) if received via United States mail service or other reliable express courier service, or (c) if sent via facsimile or e-mail to the addresses set forth below:

Notice to Owner:	U.S. Mail:	Capital Region Community Development District 475 West Town Place,
------------------	------------	--



World Golf Village  
St. Augustine, Florida  
Attn: District Manager

With Copy To:                      U.S. Mail:      Hopping Green & Sams PA  
   119 South Monroe Street  
   Tallahassee, Florida 32301  
   Attn: Joseph Brown  
   Email:            josephb@hgslaw.com

Notice to Gate:                    U.S. Mail:      Gate Petroleum Company  
   9540 San Jose Boulevard  
   Jacksonville, Florida 32257  
   Attn: Marlene Talley  
   Email:            MTalley@gatepetro.com

With Copy To:                    U.S. Mail:      Driver, McAfee, Hawthorne & Diebenow,  
   PLLC  
   One Independent Drive, Suite 1200  
   Jacksonville, Florida 32202  
   Attn: Trey Mills  
   Email:            [tmills@drivermcafee.com](mailto:tmills@drivermcafee.com)

(g)      Enforcement. In the event that either the Owner or Gate is required to enforce this Agreement by court proceedings or otherwise, then the prevailing party shall be entitled to recover all fees and costs incurred, including reasonable attorneys' fees and costs for trial, alternative dispute resolution, or appellate proceedings.

[Signatures on Following Page]

IN WITNESS WHEREOF, the parties have executed this Property Access Agreement under the seal of the date first above written.

**CAPITAL REGION COMMUNITY  
DEVELOPMENT DISTRICT**

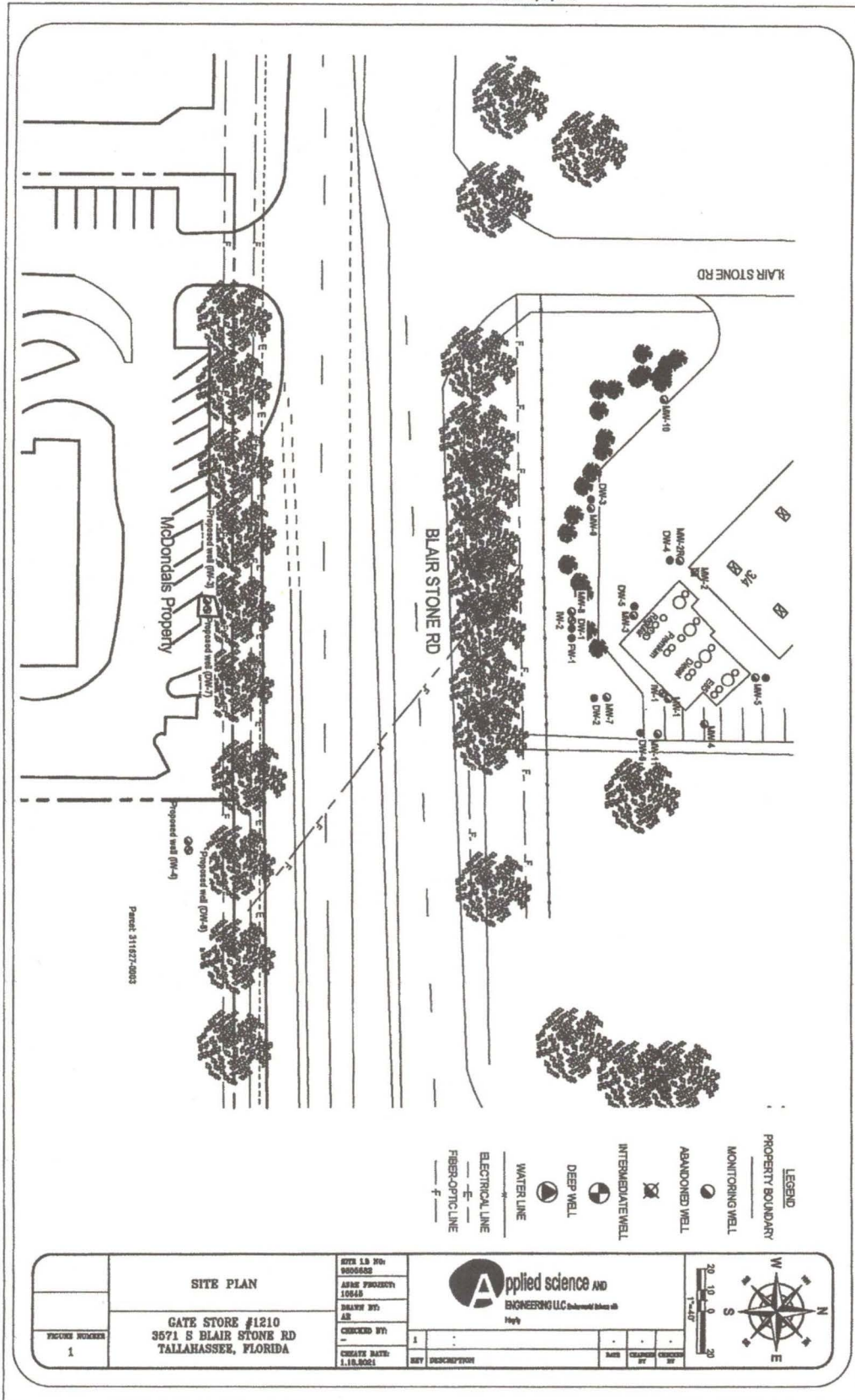
By: [Signature]  
Print Name: Luis Kyle Rojas  
Title: Chairman

**GATE PETROLEUM COMPANY**

By: [Signature]  
Print Name: REBECCA HAMILTON  
Title: VICE PRESIDENT

**Exhibit A - Figure**

**EXHIBIT "A"**  
**LEGAL DESCRIPTION OF PROPERTY**



## *NINTH ORDER OF BUSINESS*

*C.*



*1.*

<b>Monday</b> <b>3/29/21</b>	<b>Tuesday</b> <b>3/30/21</b>	<b>Wednesday</b> <b>3/31/21</b>	<b>Thursday</b> <b>4/1/21</b>	<b>Friday</b> <b>4/2/21</b>
<b>Weather of the Week</b>				
Hi 74°F Lo 58°F	Hi 78°F Lo 60°F	Hi 85°F Lo 62°F	Hi 67°F Lo 49°F	Hi 63°F Lo 39°F
<b>Full Maintenance</b>				
Bermuda Plot (CP) Orange Ave UNIT 23:Parks, Ponds & Green Spaces UNIT 29:Orange Ave (Mossy Creek to Four Oaks) Unit 32:Orange Ave		Bermuda Plot (CP) LSF-7:Biltmore ROW LSF-7:FL263 UNIT 1:Mulberry Park Blvd UNIT 16:Poe Park UNIT 27:New Village	UNIT 31:FL070 UNIT 31:FL170 & Buffer UNIT 31:Jasmine Hill UNIT 31:Parks, Green Space, Rows, Lift Station Unit 32:Coneflower ROW Unit 32:Jasmine Hill Unit 32:Lantana Lane Unit 32:Overcup Way Unit 32:Park (off Mossy & Coneflower)	Central Park:Park Crossing Trail Park UNIT 14:Buffers UNIT 20:Esplanade North (Unit 20) UNIT 37:Esplanade Nature Trail UNIT 37:Green Space
<b>Standard Maintenance</b>				
				UNIT 20:WD162 on Esplanade North
<b>Debris Cleanup</b>				
			UNIT 23:Parks, Ponds & Green Spaces	
<b>Pruning</b>				
		Trees - Remove sucker growth	Trees - Remove sucker growth	
<b>IPM</b>				
<b>Fertilizer: 0-0-62</b>				
Four Oaks Blvd (Units 1,17,29)		Four Oaks Blvd (Units 1,17,29)		
<b>Post-Emergent: Product Used - Certainty &amp; Celsius</b>				
Four Oaks Blvd (Units 1,17,29)		Four Oaks Blvd (Units 1,17,29)		
<b>Pre-Emergent: Product used - Dithiopyr 40WD</b>				
FL080 Four Oaks Blvd (Units 1,17,29) NON-UNIT:Schoolhouse Rd. & Biltmore Ext. Orange Ave UNIT 2:Endicott Park UNIT 36:Bluff Oak Way WD090N (Pond) WD090S (Pond) WD290 (Pond)		Four Oaks Blvd (Units 1,17,29) LSF-7 LSF-7:Biltmore ROW NON-UNIT:FL040 - Mossy Creek UNIT 17:WD253 UNIT 31:Parks, Green Space, Rows, Lift Station		
<b>Non-Selective: Product used - Roundup QuikPro</b>				
FL080 NON-UNIT:Schoolhouse Rd. & Biltmore Ext. Orange Ave UNIT 2:Endicott Park UNIT 36:Bluff Oak Way WD090N (Pond) WD090S (Pond) WD290 (Pond)		LSF-7 LSF-7:Biltmore ROW NON-UNIT:FL040 - Mossy Creek UNIT 17:WD253		
<b>Irrigation</b>				
<b>Irrigation Inspection</b>				
		Wet Test Artemis Way		
<b>Additional Contracted Work</b>				
Unit	Date	Description	Invoice Number	
Unit #31	4/1	Removal of Silt Fence Mow & Knock Down Debris	192898	
Central Park Preserve Area	3/31	Removal of Vines & Tallow	192897	
<b>Accidents/Incidents:</b> None				
<b>Safety and Training:</b> Weekly "Toolbox" Safety Meeting (Friday)				
<b>Routine service</b>				
Bi-weekly maintenance of Dogi Pots throughout the district. Bi-weekly removal of debris from grates throughout the district. Daily maintenance of trash cans throughout the district. Daily blowing of Merchant's Row at Town Center and Tot Lot. Weekly blowing and debris cleanup of Unit #10, Mossy Creek, Esplanade Trail, Barringer Hill Trail and Central Park Trails as needed.				

Monday 4/5/21	Tuesday 4/6/21	Wednesday 4/7/21	Thursday 4/8/21	Friday 4/9/21
<b>Weather of the Week</b>				
Hi 78°F Lo 49°F	Hi 81°F Lo 48°F	Hi 81°F Lo 50°F	Hi 67°F Lo 59	Hi 77°F Lo 64°F
<b>Full Maintenance</b>				
Blair Stone Rd (Units 5,17) Esplanade Way (Unit 5) UNIT 1:1berville Park UNIT 10:Green Spaces (2) UNIT 18:Cummings Park UNIT 5:Merchants Row	NON-UNIT:Goldenrod & FL162 Shumard Oak Blvd (Units 3,5) UNIT 1:Verdura Point Park UNIT 1:WD240 UNIT 10:Overlook Park UNIT 10:Trails UNIT 10:WD141 UNIT 10:WD160 UNIT 19:Twain Park UNIT 21 & Arch Site:Arch Site Conservation Area (Interior) UNIT 29:Coneflower Park UNIT 30:Woodland Fields Park UNIT 5:Merchants Row UNIT 8:WD140	Biltmore Ave (Units 16,2,25) NON-UNIT:Schoolhouse Rd. & Biltmore Ext. UNIT 2:Carrollton Park	Central Park:FL131 Central Park:Tot Lot Hemingway Blvd & Trail (Units 2,4) Mossy Creek Lane (Units 4,6,9) NON-UNIT:Schoolhouse Rd. & Biltmore Ext. UNIT 14:Green Space UNIT 2:Butterfly Parks UNIT 2:Newberry Parks UNIT 2:Tremont UNIT 21 & Arch Site UNIT 25:Longfellow Park & Pocket Parks UNIT 26:Strolling Way Parks UNIT 4:Grove Park Dr UNIT 7:Grove Park Dr	
<b>Standard Maintenance</b>				
UNIT 17:WD253 UNIT 17:WD284 UNIT 18:WD281	NON-UNIT:Espl/Blair/Overlook Field NON-UNIT:FL040 - Mossy Creek NON-UNIT:Mossy Creek Nature Trail UNIT 20:WD162 on Esplanade North	NON-UNIT:Merchants Row / Four Oaks Field NON-UNIT:SB161 UNIT 1:WD240	Central Park	
<b>Pruning</b>				
	Trees - Remove sucker growth	Trees - Remove sucker growth	Trees - Remove sucker growth	
<b>IPM</b>				
<b>Fertilizer:</b> 0-0-62				
	Bermuda Plot (CP)			
<b>Pre-Emergent:</b> Product used - Dithiopyr 40WD				
			Blair Stone Rd (Units 5,17) UNIT 25:Longfellow Park & Pocket Parks UNIT 26:Strolling Way Parks	
<b>Non-Selective:</b> Product used - Roundup QuikPro				
			Blair Stone Rd (Units 5,17) UNIT 25:Longfellow Park & Pocket Parks UNIT 26:Strolling Way Parks	
<b>Irrigation</b>				
<b>Irrigation Troubleshooting (In Contract)</b>				
Controller	Unit Number	Date	Description	
19	5	4/6	Valve Stuck	
<b>Irrigation Repairs</b>				
Controller	Unit Number	Date	Description	Invoice Number
3	1	4/5	Mainline Repair	192904
22	16	4/6	Faulkner Sleeve Installation	192905
5	3	4/8	Zoneline Pipe Repair	192914
29 - New		4/8	Pipe Repair Valve Replaced Rain Sensor Instal	192915
<b>Additional Contracted Work</b>				
Unit	Date	Description	Invoice Number	
all	4/3	replacement of Green & White Markers for Valve Boxes	192903	
19	4/7	replace Doggie Pot Dispenser	192911	
	4/12	Overlook Nature Trail Head Remove Concrete	192913	
	3/8	1st. Fungicide Treatment	192921	
<b>Accidents/Incidents:</b> None				
<b>Safety and Training:</b> Weekly "Toolbox" Safety Meeting (Friday)				
<b>Routine service</b>				
Bi-weekly maintenance of Dogi Pots throughout the district. Bi-weekly removal of debris from grates throughout the district. Daily maintenance of trash cans throughout the district. Daily blowing of Merchant's Row at Town Center and Tot Lot. Weekly blowing and debris cleanup of Unit #10, Mossy Creek, Esplanade Trail, Barringer Hill Trail and Central Park Trails as needed.				

Monday 4/12/21	Tuesday 4/13/21	Wednesday 4/14/21	Thursday 4/15/21	Friday 4/16/21
Weather of the Week				
Hi 83°F Lo 61°F	Hi 82°F Lo 60°F	Hi 81°F Lo 62°F	Hi 78°F Lo 58	Hi 78°F Lo 58°F
Full Maintenance				
Central Park:Park Crossing Trail Park Four Oaks Blvd (Units 1,17,29) NON-UNIT:Schoolhouse Rd. & Biltmore Ext. Shumard Oak Blvd (Units 3,5) UNIT 1:Verdura Point Park UNIT 18:Cummings Park UNIT 2:Tremont UNIT 23:Parks, Ponds & Green Spaces UNIT 23:Riverton Park (Four Oaks to Summertree) UNIT 36:Bluff Oak Way UNIT 5:Drayton Drive UNIT 7:Riverton (Grove Park to Four Oaks)	Central Park Four Oaks Blvd (Units 1,17,29) NON-UNIT:Artemis Way Schoolhouse Rd (Units 3,4) UNIT 1:Barringer Hill Nature Trail UNIT 1:Mulberry Park Blvd UNIT 14:Avon Park UNIT 16:Faulkner RoW UNIT 16:Poe Park UNIT 16:Salinger & Sidewalk, Poe, Faulkner & Park UNIT 16:Salinger Way UNIT 2:Endicott Park UNIT 4:Terrebone Dr.	Central Park	NON-UNIT:Schoolhouse Rd. & Biltmore Ext. UNIT 31:Magnolia Park (Rows, Parks & Pond) UNIT 35:Merchants Row West	Central Park Central Park:FL131 Central Park:Tot Lot Schoolhouse Rd (Units 3,4) Shumard Oak Blvd (Units 3,5) UNIT 16:Faulkner RoW UNIT 20:Esplanade North (Unit 20) UNIT 23:Parks, Ponds & Green Spaces UNIT 37:Esplanade Nature Trail UNIT 37:Green Space UNIT 5:Four Oaks (Shumard to Tram)
Standard Maintenance				
Central Park Unit 17 Verdura Lake Green Spaces		NON-UNIT:TR230 UNIT 27:SW Field on CC UNIT 27:TR221A	F265 off Biltmore	CP Butterfly Garden Unit 20 WD162 Esplanade North Unit 35 Merchants ROW West
Debris Cleanup				
UNIT 10:Overlook Park UNIT 10:Trails				
Pruning				
	Trees - Remove sucker growth	Trees - Remove sucker growth		
Detail service				
NON-UNIT:SB161				
IPM				
Fertilizer: 0-0-62				
	Four Oaks Blvd (Units 1,17,29)	Four Oaks Blvd (Units 1,17,29) UNIT 1:Verdura Point Park		
Post-Emergent: Product Used - Certainty & Celsius				
	Bermuda Plot (CP) Four Oaks Blvd (Units 1,17,29)	Four Oaks Blvd (Units 1,17,29) UNIT 1:Verdura Point Park		
Pre-Emergent: Product used - Dithiopyr 40WD				
	Four Oaks Blvd (Units 1,17,29) UNIT 31:FL170 & Buffer UNIT 31:Parks, Green Space, Rows, Lift Station Unit 32:Green Space Unit 32:Overcup Way	Four Oaks Blvd (Units 1,17,29) UNIT 1:Verdura Point Park		
Non-Selective: Product used - Roundup QuikPro				
	UNIT 31:FL170 & Buffer UNIT 31:Parks, Green Space, Rows, Lift Station Unit 32:Green Space Unit 32:Overcup Way			
Insecticide: Advion				
	Ant Mounds	Ant Mounds		
Irrigation Troubleshooting (In Contract)				
Controllor	Unit Number	Date	Description	
20	36	4/16	Clock Check Rain Sensor	
19	5	4/12	Stuck Valve- Check Decoder-	
Irrigation Repairs				
Controllor	Unit Number	Date	Description	Invoice Number
21	19	4/12	Replace Valves	192926
5	3	4/13	Mainline Repair	192927
Additional Contracted Work				
Unit	Date	Description	Invoice Number	
30 - Rain Lilly Way	4/19	Fill Hole @ end of Drainage & Replace Asphalt	19235	
Accidents/Incidents: None				
Safety and Training: Weekly "Toolbox" Safety Meeting (Friday)				
Routine service				
Bi-weekly maintenance of Dogi Pots throughout the district.				
Bi-weekly removal of debris from grates throughout the district.				
Daily maintenance of trash cans throughout the district.				
Daily blowing of Merchant's Row at Town Center and Tot Lot.				
Weekly blowing and debris cleanup of Unit #10, Mossy Creek, Esplanade Trail, Barringer Hill Trail and Central Park Trails as needed.				

Monday 4/19/21	Tuesday 4/20/21	Wednesday 4/21/21	Thursday 4/22/21	Friday 4/23/21
<b>Weather of the Week</b>				
Hi 77°F Lo 56°F	Hi 79°F Lo 55°F	Hi 78°F Lo 46°F	Hi 71°F Lo 48	Hi 75°F Lo 62°F
<b>Full Maintenance</b>				
Central Park:Park Crossing Trail Park Esplanade Way (Unit 5) Shumard Oak Blvd (Units 3,5) Shumard Oaks Blvd West (Unit 35) UNIT 1:Mulberry Park Blvd UNIT 10:New Dawn Park UNIT 14:Avon Park UNIT 18:Cummings Park UNIT 2:Tremont UNIT 23:Parks, Ponds & Green Spaces UNIT 25:Longfellow Park & Pocket Parks UNIT 26:Strolling Way Parks UNIT 29:Orange Ave (Mossy Creek to Four Oaks) Unit 32:Orange Ave UNIT 35:Merchants Row West UNIT 5:Drayton Drive	Esplanade Way (Unit 5) LSF-7:Biltmore ROW NON-UNIT-Goldenrod & FL162 Schoolhouse Rd (Units 3,4) UNIT 1:Barringer Hill Nature Trail UNIT 10:Green Spaces (2) UNIT 10:New Dawn Park UNIT 10:Overlook Park UNIT 10:Trails UNIT 10:WD141 UNIT 10:WD160 UNIT 16:FL230 UNIT 16:Poe Park UNIT 16:Salinger & Sidewalk, Poe, Faulkner & Park UNIT 16:Salinger Way UNIT 19:Twain Park UNIT 2:Endcott Park UNIT 29:Coneflower Park UNIT 30:Woodland Fields Park UNIT 35:Merchants Row Entry Feature UNIT 5:Merchants Row UNIT 8:WD140	Blair Stone Rd (Units 5,17) Hemmingway Blvd & Trail (Units 2,4) Mossy Creek Lane (Units 4,6,9) UNIT 14-Green Space UNIT 2-Butterfly Parks UNIT 2-Newberry Parks UNIT 21 & Arch Site:Arch Site Exterior UNIT 4-Grove Park Dr UNIT 7-Grove Park Dr	Bermuda Plot (CP) Blair Stone Rd (Units 5,17) Four Oaks Blvd (Units 1,17,29) UNIT 31:Parks, Green Space, Rows, Lift Station Unit 32-Alley Way Unit 32-Green Space Unit 32-Jasmine Hill Unit 32-Lantana Lane Unit 32-Overcup Way Unit 32-Park (off Mossy & Coneflower)	Central Park:FL131 Central Park:Tot Lot UNIT 20:Esplanade North (Unit 20) UNIT 37:Esplanade Nature Trail UNIT 37:Green Space
<b>Standard Maintenance</b>				
Central Park UNIT 17:WD284 UNIT 18:WD281	LSF-7-FL263 NON-UNIT-Espl/Blair/Overlook Field UNIT 16-Salinger Drainage Easement (LF) UNIT 17-Shady View Pond (WD260) UNIT 20:WD162 on Esplanade North UNIT 26:Mossy Creek Nature Trail Ext.	NON-UNIT-Merchants Row / Four Oaks Field NON-UNIT-SB1118 NON-UNIT-SB131 UNIT 1:WD240 UNIT 3-SB111A UNIT 31:FL070 UNIT 31:FL170 & Buffer	UNIT 31:FL070 UNIT 31:FL170 & Buffer	Central Park:Butterfly Garden NON-UNIT:FL040 - Mossy Creek NON-UNIT:Mossy Creek Nature Trail UNIT 20:WD162 on Esplanade North UNIT 5:Capital Circle SE Buffer UNIT 5:Four Oaks (Shumard to Tram)
<b>Pruning</b>				
	Trees - Remove sucker growth	Trees - Remove sucker growth	Trees - Remove sucker growth	
<b>IPM</b>				
<b>Fertilizer: 10-0-10</b>				
NON-UNIT-Artemis Way UNIT 1:Verdura Point Park				
<b>Post-Emergent: Product Used - Certainty &amp; Celsius</b>				
NON-UNIT-Artemis Way UNIT 1:Verdura Point Park				
<b>Pre-Emergent: Product used - Dithiopyr 40WD</b>				
NON-UNIT-Artemis Way UNIT 1:Verdura Point Park			Four Oaks Blvd (Units 1,17,29)	
<b>Non-Selective: Product used - Roundup QuikPro</b>				
			Four Oaks Blvd (Units 1,17,29)	
<b>Irrigation</b>				
<b>Irrigation Inspection</b>				
<b>Irrigation Troubleshooting (In Contract)</b>				
Controller	Unit Number	Date	Description	
15	Orange	4/22	Wet Test	
6	CP	4/23	Turn Valves on Flowers Rec.Center Backflow	
<b>Irrigation Repairs</b>				
Controller	Unit Number	Date	Description	Invoice Number
25 & 26	27	4/20	Irrigation Repair Cap Installation	192946
25 & 26	27	4/23	Replace Irrigation Valves	192947
<b>Additional Contracted Work</b>				
Unit	Date	Description	Invoice Number	
Butterfly Garden	4-22, 4-23	Annual Installation Butterfly Garden	192952	

**Accidents/Incidents:** None

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

**Routine service**

Bi-weekly maintenance of Dogi Pots throughout the district.

Bi-weekly removal of debris from grates throughout the district.

Daily maintenance of trash cans throughout the district.

Daily blowing of Merchant's Row at Town Center and Tot Lot.

Weekly blowing and debris cleanup of Unit #10, Mossy Creek, Esplanade Trail, Barringer Hill Trail and Central Park Trails as needed.

Monday 4/26/21	Tuesday 4/27/21	Wednesday 4/28/21	Thursday 4/29/21	Friday 4/30/21
<b>Weather of the Week</b>				
Hi 82°F Lo 58°F	Hi 82°F Lo 61°F	Hi 81°F Lo 65°F	Hi 87°F Lo 67	Hi 84°F Lo 62°F
<b>Full Maintenance</b>				
Biltmore Ave (Units 16,2,25) Central Park:Park Crossing Trail Park Four Oaks Blvd (Units 1,17,29) UNIT 1:Iberville Park UNIT 1:Verdura Point Park UNIT 18:Cummings Park UNIT 2:Carollton Park UNIT 23:Riverton Park (Four Oaks to Summertree) UNIT 36:Bluff Oak Way UNIT 7:Riverton (Grove Park to Four Oaks)	LSF-7:Biltmore ROW NON-UNIT:Goldenrod & FL162 UNIT 1:Mulberry Park Blvd UNIT 29:Coneflower Park UNIT 30:Woodland Fields Park	Hemingway Blvd & Trail (Units 2,4) Mossy Creek Lane (Units 4,6,9) NON-UNIT:Schoolhouse Rd. & Biltmore Ext. Shumard Oak Blvd (Units 3,5) UNIT 14:Green Space UNIT 2:Common Area UNIT 2:Newberry Parks UNIT 23:Parks, Ponds & Green Spaces UNIT 27:New Village UNIT 4:Grove Park Dr UNIT 7:Grove Park Dr	Central Park UNIT 21 & Arch Site:Arch Site Exterior UNIT 31:Magnolia Park (Rows, Parks & Pond) UNIT 31:Parks, Green Space, Rows, Lift Station Unit 32:Alley Way Unit 32:Green Space Unit 32:Jasmine Hill Unit 32:Lantana Lane Unit 32:Overcup Way Unit 32:Park (off Mossy & Coneflower) UNIT 7:Merchants Row	Central Park:FL131 Central Park:Tot Lot FL080 NON-UNIT:Artemis Way UNIT 20:Esplanade North (Unit 20) UNIT 37:Esplanade Nature Trail UNIT 37:Green Space WD090N (Pond) WD090S (Pond) WD290 (Pond)
<b>Standard Maintenance</b>				
UNIT 17:Lake Verdura Conservation UNIT 17:Shady View Pond (WD260) UNIT 17:Verdura Lake Green Space UNIT 17:WD253 UNIT 27:SW Field on CC	LSF-7:FL263 TR209 TR209A UNIT 26:Mossy Creek Nature Trail Ext. UNIT 27:SW Field on CC	TR209 TR209A UNIT 27:TR221A UNIT 27:TR221B	Central Park NON-UNIT:TR230 UNIT 31 UNIT 31:FL070 UNIT 31:FL170 & Buffer	Central Park UNIT 20:WD162 on Esplanade North
<b>Debris Cleanup</b>				
Central Park				
<b>Hand Weeding</b>				
	Trees - Remove sucker growth	Trees - Remove sucker growth	Trees - Remove sucker growth	
<b>IPM</b>				
<b>Fertilizer: 10-0-10</b>				
Shumard Oaks Blvd West (Unit 35) UNIT 14:Green Space UNIT 35:Merchants Row West		Biltmore Ave (Units 16,2,25)	Esplanade Way (Units 5,20) Schoolhouse Rd (Units 3,4) UNIT 5:Drayton Drive	
<b>Post-Emergent: Product Used - Certainty &amp; Celsius</b>				
Orange Ave Shumard Oaks Blvd West (Unit 35) UNIT 14:Green Space UNIT 35:Merchants Row West	UNIT 1	Biltmore Ave (Units 16,2,25)	Esplanade Way (Units 5,20) Schoolhouse Rd (Units 3,4) UNIT 5:Drayton Drive	
<b>Pre-Emergent: Product used - Dithiopyr 40WD</b>				
Shumard Oaks Blvd West (Unit 35) UNIT 14:Green Space UNIT 31:Parks, Green Space, Rows, Lift Station UNIT 35:Merchants Row West UNIT 5:Merchants Row UNIT 8:WD140 Utility Boxes	Central Park:FL131 Central Park:Tot Lot UNIT 1	Biltmore Ave (Units 16,2,25)	Esplanade Way (Units 5,20) Schoolhouse Rd (Units 3,4) UNIT 5:Drayton Drive	
<b>Non-Selective: Product used - Roundup QuikPro</b>				
UNIT 31:Parks, Green Space, Rows, Lift Station UNIT 5:Merchants Row UNIT 8:WD140 Utility Boxes	Central Park:FL131 Central Park:Tot Lot			
<b>Irrigation</b>				
<b>Irrigation Repairs</b>				
Controller	Unit Number	Date	Description	Invoice Number
15	Orange Ave.	4-26-21 & 4-27-21	Repair Zone Line #7	192957
<b>Additional Contracted Work</b>				
Unit	Date	Description	Invoice Number	
Central Park Trail		Asphalt Repair in Central Park Trail	192956	
<b>Work in Progress</b>				
Unit	Date	Description		
<b>Proposals</b>				
<b>Accidents/Incidents:</b> None				
<b>Safety and Training:</b> Weekly "Toolbox" Safety Meeting (Friday)				
<b>Routine service</b>				
Bi-weekly maintenance of Dogi Pots throughout the district. Bi-weekly removal of debris from grates throughout the district. Daily maintenance of trash cans throughout the district. Daily blowing of Merchant's Row at Town Center and Tot Lot. Weekly blowing and debris cleanup of Unit #10, Mossy Creek, Esplanade Trail, Barringer Hill Trail and Central Park Trails as needed.				

Monday 5/3/21	Tuesday 5/4/21	Wednesday 5/5/21	Thursday 5/6/21	Friday 5/7/21
<b>Weather of the Week</b>				
Hi 88°F Lo 71°F	Hi 88°F Lo 71°F	Hi 83°F Lo 69°F	Hi 82°F Lo 60	Hi 80°F Lo 56°F
<b>Full Maintenance</b>				
Central Park-Park Crossing Trail Park NON-UNIT:Schoolhouse Rd. & Biltmore Ext. Orange Ave UNIT 1:Verdura Point Park UNIT 14:Avon Park UNIT 17:Shady View Pond (WD260) UNIT 17:Verdura Lake Green Space UNIT 25:Longfellow Park & Pocket Parks UNIT 29:Orange Ave (Mossy Creek to Four Oaks) Unit 32:Orange Ave UNIT 5:Drayton Drive	Blair Stone Rd (Units 5,17) Esplanade Way (Unit 5) Schoolhouse Rd (Units 3,4) UNIT 1:Barringer Hill Nature Trail UNIT 1:Mulberry Park Blvd UNIT 10:Green Spaces (2) UNIT 10:New Dawn Park UNIT 10:Overlook Park UNIT 10:Trails UNIT 10:WD141 UNIT 10:WD160 UNIT 16:Faulkner RoW UNIT 16:FL230 UNIT 16:Poe Park UNIT 16:Salinger & Sidewalk, Poe, Faulkner & Park UNIT 19:Twain Park UNIT 2:Endcott Park UNIT 4:Terrebone Dr.	Bermuda Plot (CP) Central Park Mossy Creek Lane (Units 4,6,9) Shumard Oak Blvd (Units 3,5) UNIT 1:Iberville Park UNIT 1:Mulberry Park Blvd UNIT 14:Green Space UNIT 23:Parks, Ponds & Green Spaces UNIT 35:Merchants Row Entry Feature UNIT 4:Grove Park Dr UNIT 5:Merchants Row UNIT 7:Grove Park Dr UNIT 8:WD140	Central Park Hemingway Blvd & Trail (Units 2,4) UNIT 2:Butterfly Parks UNIT 2:Newberry Parks UNIT 21 & Arch Site:Arch Site Exterior UNIT 23:Parks, Ponds & Green Spaces UNIT 31:Parks, Green Space, Rows, Lift Station Unit 32:Alley Way Unit 32:Green Space Unit 32:Jasmine Hill Unit 32:Lantana Lane Unit 32:Overcup Way Unit 32:Park (off Mossy & Coneflower) UNIT 37:Esplanade Nature Trail UNIT 37:Green Space UNIT 4:Grove Park Dr UNIT 5:Capital Circle SE Buffer	Central Park:FL131 Central Park:Tot Lot FL080 Mossy Creek Lane (Units 4,6,9) UNIT 5:Four Oaks (Shumard to Tram)
<b>Standard Maintenance</b>				
Central Park NON-UNIT:SB161 Shumard Oak Blvd (Units 3,5) UNIT 17:WD284 Pond on Four Oaks UNIT 18:WD281	NON-UNIT:Esp/Blair/Overlook Field UNIT 16:Salinger Drainage Easement (LF) UNIT 17:WD253	Central Park	Central Park NON-UNIT:FL040 - Mossy Creek UNIT 31:FL070 UNIT 31:FL170 & Buffer UNIT 31:Magnolia Park (Rows, Parks & Pond)	Central Park:Butterfly Garden FL080 NON-UNIT:FL040 - Mossy Creek NON-UNIT:Mossy Creek Nature Trail UNIT 5:Four Oaks (Shumard to Tram)
<b>Hand Weeding</b>				
<b>Pruning</b>				
	Trees - Remove sucker growth	Trees - Remove sucker growth UNIT 1	Trees - Remove sucker growth	
<b>Detail service</b>				
			Central Park	
<b>IPM</b>				
<b>Fertilizer: 10-0-10</b>				
			Shumard Oak Blvd (Units 3,5)	
<b>Post-Emergent: Product Used - Certainty &amp; Celsius</b>				
			Shumard Oak Blvd (Units 3,5)	
<b>Pre-Emergent: Product used - Dithiopyr 40WD</b>				
	UNIT 18:Cummings Park UNIT 30:Woodland Fields Park		Shumard Oak Blvd (Units 3,5)	
<b>Non-Selective: Product used - Roundup QuikPro</b>				
	UNIT 18:Cummings Park UNIT 30:Woodland Fields Park			
<b>Insecticide: Advion</b>				
		Bermuda Plot (CP)		
<b>Irrigation</b>				
<b>Irrigation Inspection</b>				
Controller S, Unit 3				
<b>Irrigation Troubleshooting (In Contract)</b>				
Controller	Unit Number	Date	Description	
5	3	5/3	Wet Test	
28	31	5/5	Wet Test	
<b>Irrigation Repairs</b>				
Controller	Unit Number	Date	Description	Invoice Number
20	36	5-5 & 5-7	Replace Irrigation Clock -Lightening Damage	193027
6	Central Park	5/6	Mainline Repair	193028
28	31	5/6	Replacement of Valves	193029
18	35	5/7	Replace Irrigation Clock -Lightening Damage	193026
<b>Accidents/Incidents: None</b>				
<b>Safety and Training: Weekly "Toolbox" Safety Meeting (Friday)</b>				
<b>Routine service</b>				
Bi-weekly maintenance of Dogi Pots throughout the district.				
Bi-weekly removal of debris from grates throughout the district.				
Daily maintenance of trash cans throughout the district.				
Daily blowing of Merchant's Row at Town Center and Tot Lot.				
Weekly blowing and debris cleanup of Unit #10, Mossy Creek, Esplanade Trail, Barringer Hill Trail and Central Park Trails as needed.				

Monday 5/10/21	Tuesday 5/11/21	Wednesday 5/12/21	Thursday 5/13/21	Friday 5/14/21
<b>Weather of the Week</b>				
Hi 84°F Lo 62°F	Hi 88°F Lo 66°F	Hi 89°F Lo 67°F	Hi 71°F Lo 57	Hi 78°F Lo 50°F
<b>Full Maintenance</b>				
Central Park:Park Crossing Trail Park NON-UNIT:Schoolhouse Rd. & Biltmore Ext. Orange Ave UNIT 1:Verdura Point Park UNIT 14:Avon Park UNIT 17:Shady View Pond (WD260) UNIT 17:Verdura Lake Green Space UNIT 25:Longfellow Park & Pocket Parks UNIT 29:Orange Ave (Mossy Creek to Four Oaks) Unit 32:Orange Ave UNIT 5:Drayton Drive	Blair Stone Rd (Units 5,17) Esplanade Way (Unit 5) Schoolhouse Rd (Units 3,4) UNIT 1:Barringer Hill Nature Trail UNIT 10:Green Spaces (2) UNIT 10:New Dawn Park UNIT 10:Overlook Park UNIT 10:Trails UNIT 10:WD141 UNIT 10:WD160 UNIT 16:Faulkner Row UNIT 16:FL230 UNIT 16:Poe Park UNIT 16:Salinger & Sidewalk, Poe, Faulkner & Park UNIT 16:Salinger Way UNIT 19:Twain Park UNIT 2:Endcott Park UNIT 4:Terrebone Dr.	Bermuda Plot (CP) Central Park Mossy Creek Lane (Units 4,6,9) Shumard Oak Blvd (Units 3,5) UNIT 1:lberville Park UNIT 14:Green Space UNIT 23:Parks, Ponds & Green Spaces UNIT 35:Merchants Row Entry Feature UNIT 4:Grove Park Dr UNIT 5:Merchants Row UNIT 7:Grove Park Dr UNIT 8:WD140	Central Park Hemingway Blvd & Trail (Units 2,4) UNIT 2:Butterfly Parks UNIT 2:Newberry Parks UNIT 21 & Arch Site:Arch Site Exterior UNIT 23:Parks, Ponds & Green Spaces UNIT 31:Parks, Green Space, Rows, Lift Station Unit 32:Alley Way Unit 32:Green Space Unit 32:Jasmine Hill Unit 32:Lantana Lane Unit 32:Overcup Way Unit 32:Park (off Mossy & Coneflower) UNIT 37:Esplanade Nature Trail UNIT 37:Green Space UNIT 4:Grove Park Dr UNIT 5:Capital Circle SE Buffer	Central Park:FL131 Central Park:Tot Lot FL080 Mossy Creek Lane (Units 4,6,9) UNIT 5:Four Oaks (Shumard to Tram)
<b>Standard Maintenance</b>				
Central Park NON-UNIT:SB161 Shumard Oak Blvd (Units 3,5) UNIT 17:WD284 Pond on Four Oaks UNIT 18:WD281	NON-UNIT:Esp/Blair/Overlook Field UNIT 16:Salinger Drainage Easement (LF) UNIT 17:WD253	Central Park	Central Park NON-UNIT:FL040 - Mossy Creek UNIT 31:FL070 Unit 32:Park (off Mossy & Buffer UNIT 31:Magnolia Park (Rows, Parks & Pond)	Central Park:Butterfly Garden FL080 NON-UNIT:FL040 - Mossy Creek NON-UNIT:Mossy Creek Nature Trail UNIT 5:Four Oaks (Shumard to Tram)
<b>Hand Weeding</b>				
<b>Pruning</b>				
	Trees - Remove sucker growth	Trees - Remove sucker growth	Trees - Remove sucker growth	
<b>Detail service</b>				
			Central Park	
<b>IPM</b>				
<b>Fertilizer: 10-0-10</b>				
			Shumard Oak Blvd (Units 3,5)	
<b>Post-Emergent:</b> Product Used - Certainty & Celsius				
			Shumard Oak Blvd (Units 3,5)	
<b>Pre-Emergent:</b> Product used - Dithiopyr 40WD				
	UNIT 18:Cummings Park UNIT 30:Woodland Fields Park		Shumard Oak Blvd (Units 3,5)	
<b>Non-Selective:</b> Product used - Roundup QuikPro				
	UNIT 18:Cummings Park UNIT 30:Woodland Fields Park			
<b>Insecticide: Advion</b>				
		Bermuda Plot (CP)		
<b>Irrigation</b>				
<b>Irrigation Inspection</b>				
Controller 5, Unit 3				
<b>Irrigation Troubleshooting (In Contract)</b>				
Controller	Unit Number	Date	Description	
4	1	5/10	Mower Damage Sprayhead	
18	35	5/10	Finished Clock Installation	
<b>Irrigation Repairs</b>				
Controller	Unit Number	Date	Description	Invoice Number
1	5	5/10	Pipe Repair & Stuck Valve	193035
18	35	5/11	Install Rain Sensor	193036
22	16	5/14	Biltmore Sleeve Installation	193037
<b>Additional Contracted Work</b>				
Unit	Date	Description	Invoice Number	
2	5/12	Fungicide Treatment	193039	
23	5/12	Fungicide Treatment	193039	
31	5/12	Fungicide Treatment	193039	

**Accidents/Incidents:** None

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

## Routine service

Bi-weekly maintenance of Dogi Pots throughout the district.

Bi-weekly removal of debris from grates throughout the district.

Daily maintenance of trash cans throughout the district.

Daily blowing of Merchant's Row at Town Center and Tot Lot.

Weekly blowing and debris cleanup of Unit #10, Mossy Creek, Esplanade Trail, Barringer Hill Trail and Central Park Trails as needed.





## CRCDD Weekly Review

Monday 5/17/21	Tuesday 5/18/21	Wednesday 5/19/21	Thursday 5/20/21	Friday 5/21/21
<b>Weather of the Week</b> Hi 88°F Lo 64°F				
<b>Full Maintenance</b>				
Bermuda Plot (CP) Central Park Four Oaks Blvd (Units 1,17,29) Orange Ave UNIT 18:Cummings Park UNIT 21 & Arch Site:Arch Site Exterior UNIT 23:Riverton Park (Four Oaks to Summertree) UNIT 25:Longfellow Park & Pocket Parks UNIT 26:Strolling Way Parks UNIT 29:Orange Ave (Mossy Creek to Four Oaks) Unit 32:Orange Ave UNIT 35:Merchants Row West UNIT 37:Esplanade Nature Trail UNIT 37:Green Space UNIT 5:Drayton Drive UNIT 7:Riverton (Grove Park to Four Oaks)	Blair Stone Rd (Units 5,17) Esplanade Way (Unit 5) LSF-7:Biltmore ROW NON-UNIT:Goldenrod & FL162 Schoolhouse Rd (Units 3,4) UNIT 1:Barringer Hill Nature Trail UNIT 1:Berenville Park UNIT 1:Mulberry Park Blvd UNIT 10:Green Spaces (2) UNIT 10:New Dawn Park UNIT 10:Overlook Park UNIT 10:Trails UNIT 10:WD141 UNIT 10:WD160 UNIT 16:Faulkner Row UNIT 16:Poe Park UNIT 19:Twain Park UNIT 2:Endicott Park UNIT 2:Tremont UNIT 29:Coneflower Park UNIT 30:Woodland Fields Park	Bermuda Plot (CP) Controller 9, Unit 4,6,9 Mossy Creek Shumard Oak Blvd (Units 3,5) UNIT 14:Green Space UNIT 23:Parks, Ponds & Green Spaces Unit 32:Coneflower ROW Unit 32:Jasmine Hill UNIT 35:Merchants Row Entry Feature UNIT 4:Grove Park Dr UNIT 5:Merchants Row UNIT 7:Grove Park Dr	Hemmingway Blvd & Trail (Units 2,4) NON-UNIT:Schoolhouse Rd. & Biltmore Ext. UNIT 2:Butterfly Parks UNIT 2:Newberry Parks UNIT 21 & Arch Site:Arch Site Exterior UNIT 27:New Village UNIT 31:Parks, Green Spaces, Rows, Lift Station Unit 32:Alley Way Unit 32:Green Space Unit 32:Jasmine Hill Unit 32:Lantana Lane Unit 32:Overcup Way Unit 32:Park (off Mossy & Coneflower) UNIT 4:Grove Park Dr	Central Park Central Park:Butterfly Garden Central Park:FL131 Central Park:Tot Lot NON-UNIT:Artemis Way UNIT 21 & Arch Site:Arch Site Exterior UNIT 31:Magnolia Park (Rows, Parks & Pond)
<b>Standard Maintenance</b>				
Central Park UNIT 1:Verdura Point Park UNIT 17:Shady View Pond (WD260) UNIT 17:WD253 UNIT 17:WD284 UNIT 18:WD281	LSF-7:FL263 NON-UNIT:Goldenrod & FL162 NON-UNIT:Merchants Row / Four Oaks Field UNIT 1:WD240 UNIT 26:Mossy Creek Nature Trail Ext.	NON-UNIT:SB161 UNIT 27:TR221B	NON-UNIT:FL040 - Mossy Creek NON-UNIT:Mossy Creek Nature Trail UNIT 27:TR221B UNIT 31:FL070 UNIT 31:FL170 & Buffer	NON-UNIT:FL040 - Mossy Creek NON-UNIT:Mossy Creek Nature Trail UNIT 31
<b>Debris Cleanup</b>				
			Central Park	
<b>Hand Weeding</b>				
		CP Butterfly Garden		
<b>Mulch</b>				
Utility Boxes				
<b>Pruning</b>				
	Trees - Remove sucker growth	Trees - Remove sucker growth		
<b>Detail service</b>				
Utility Boxes				
<b>IPM</b>				
<b>Fertilizer: 10-0-10</b>				
Controller 9, Unit 4,6,9 Mossy Creek UNIT 16:Poe Park	UNIT 16:Poe Park UNIT 2:Endicott Park	UNIT 10:Green Spaces (2) UNIT 10:New Dawn Park UNIT 18:Cummings Park UNIT 2:Newberry Parks	UNIT 10:New Dawn Park UNIT 10:Overlook Park UNIT 2:Butterfly Parks UNIT 23:Parks, Ponds & Green Spaces UNIT 23:Riverton Park (Four Oaks to Summertree) UNIT 29:Coneflower Park UNIT 31:Goldenrod Way	
<b>Post-Emergent: Product Used - Certainty &amp; Celsius</b>				
Controller 9, Unit 4,6,9 Mossy Creek				
<b>Pre-Emergent: Product used - Dithiopyr 40WD</b>				
UNIT 10:New Dawn Park	UNIT 16:Poe Park UNIT 2:Common Area UNIT 2:Newberry Parks UNIT 25:Longfellow Park & Pocket Parks	LSF-7:Biltmore ROW UNIT 31 UNIT 31:FL070 UNIT 31:Spiderlily Way	Blair Stone Rd (Units 5,17) Four Oaks Blvd (Units 1,17,29) WD090N (Pond) WD290 (Pond)	UNIT 10:WD141 UNIT 10:WD160 UNIT 23:WD230 UNIT 23:WD235 UNIT 8:WD140
<b>Non-Selective: Product used - Roundup QuikPro</b>				
UNIT 10:New Dawn Park	UNIT 16:Poe Park UNIT 2:Common Area UNIT 2:Newberry Parks UNIT 25:Longfellow Park & Pocket Parks	LSF-7:Biltmore ROW UNIT 31 UNIT 31:FL070 UNIT 31:Spiderlily Way	Blair Stone Rd (Units 5,17) Four Oaks Blvd (Units 1,17,29) WD090N (Pond) WD290 (Pond)	UNIT 10:WD141 UNIT 10:WD160 UNIT 23:WD230 UNIT 23:WD235 UNIT 8:WD140
<b>Insecticide: Advion</b>				
.25-Hrs		2.51Hrs	1.5-Hrs	1.25-Hrs
<b>Irrigation</b>				
<b>Irrigation Troubleshooting (In Contract)</b>				
Controller	Unit Number	Date	Description	
18	35	5/21	1.5 - Hrs Wet Test	
20	36	5/21	3.5 - Hrs Wet Test	
2	5	5/19	2.0 - Hrs Wet Test	
<b>Irrigation Repairs</b>				
Controller	Unit Number	Date	Description	Invoice Number
28	31	5/19	Stuck Valve	N/C
2	2 & 5	5/18	Mainline Repair	193046
18	35	5/21	Replace Damaged Spray/Heads & Nozzles	193047
20	36	5/21	Repair Pipe - Spray/Heads - Nozzles	193048
<b>Accidents/Incidents: None</b>				
<b>Safety and Training:</b> Weekly "Toolbox" Safety Meeting (Friday)				
<b>Routine service</b>				
Bi-weekly maintenance of Dogi Pots throughout the district.				
Bi-weekly removal of debris from grates throughout the district.				
Daily maintenance of trash cans throughout the district.				
Daily blowing of Merchant's Row at Town Center and Tot Lot.				
Weekly blowing and debris cleanup of Unit #10, Mossy Creek, Esplanade Trail, Barringer Hill Trail and Central Park Trails as needed.				

Monday 5/24/21	Tuesday 5/25/21	Wednesday 5/26/21	Thursday 5/27/21	Friday 5/28/21
<b>Weather of the Week</b>				
Hi 92°F Lo 69°F	Hi 98°F Lo 69°F	Hi 90°F Lo 64°F	Hi 92°F Lo 64	Hi 89°F Lo 65°F
<b>Full Maintenance</b>				
Blitmore Ave (Units 16,2,25) Central Park:Park Crossing Trail Park Central Park:Trail Shumard Oak Blvd (Units 3,5) UNIT 1:Piney Grove UNIT 14:Avon Park UNIT 14:Buffers UNIT 2:Carollton Park UNIT 2:Tremont UNIT 25:Longfellow Park & Pocket Parks UNIT 26:Strolling Way Parks UNIT 5:Drayton Drive	Blair Stone Rd (Units 5,17) Central Park UNIT 1:Iberville Park UNIT 1:Mulberry Park Blvd UNIT 10:Green Spaces (2) UNIT 10:New Dawn Park UNIT 10:Overlook Park UNIT 10:Trails UNIT 10:WD141 UNIT 10:WD160 UNIT 19:Twain Park UNIT 7:Grove Park Dr	Controller 9, Unit 4,6,9 Mossy Creek Shumard Oak Blvd (Units 3,5) UNIT 1:Verdura Point Park UNIT 14:Green Space UNIT 23:Parks, Ponds & Green Spaces UNIT 31:Jasmine Hill UNIT 35:Merchants Row West UNIT 4:Grove Park Dr UNIT 4:Terrebone Dr. UNIT 7:Grove Park Dr	Orange Ave Shumard Oaks Blvd West (Unit 35) UNIT 2:Butterfly Parks UNIT 31:Magnolia Park (Rows, Parks & Pond) UNIT 35:Merchants Row West UNIT 7:Merchants Row WD090N (Pond) WD290 (Pond)	Controller 9, Unit 4,6,9 Mossy Creek FLO80 Mossy Creek Lane (Units 4,6,9) NON-UNIT:Artemis Way UNIT 1:Barringer Hill Nature Trail UNIT 37:Esplanade Nature Trail UNIT 37:Green Space UNIT 5:Four Oaks (Shumard to Tram) UNIT 8:WD140 WD090S (Pond)
<b>Standard Maintenance</b>				
Central Park	NON-UNIT:Esp/Blair/Overlook Field NON-UNIT:Goldenrod & FL162	Central Park	Central Park UNIT 31	UNIT 1:WD240 UNIT 5:Four Oaks (Shumard to Tram)
<b>Debris Cleanup</b>				
	Central Park			
<b>Hand Weeding</b>				
		CP Butterfly Garden		
<b>Pruning</b>				
		Trees - Remove sucker growth	Trees - Remove sucker growth	
<b>IPM</b>				
<b>Fertilizer:</b> Product Used: Supra Poly 10-0-10 & Supra T&O Micros for Turf				
UNIT 23:Parks, Ponds & Green Spaces UNIT 30:Woodland Fields Park	Hemingway Blvd & Trail (Units 2,4) UNIT 29:Coneflower Park UNIT 5:Merchants Row	Orange Ave UNIT 25:Longfellow Park & Pocket Parks	UNIT 2:Tremont UNIT 26:Strolling Way Parks Unit 32 UNIT 7:Grove Park Dr	
<b>Post-Emergent:</b> Product Used - Certainty & Celsius				
Bermuda Plot (CP) Four Oaks Blvd (Units 1,17,29) UNIT 23:Parks, Ponds & Green Spaces UNIT 30:Woodland Fields Park	Hemingway Blvd & Trail (Units 2,4) UNIT 29:Coneflower Park UNIT 5:Merchants Row	Orange Ave UNIT 25:Longfellow Park & Pocket Parks	UNIT 2:Tremont UNIT 26:Strolling Way Parks Unit 32 UNIT 7:Grove Park Dr	
<b>Pre-Emergent:</b> Product used - Dithiopyr 2L				
Central Park:Tot Lot NON-UNIT:FL040 - Mossy Creek UNIT 1:WD240 UNIT 14:Avon Park UNIT 14:Buffers UNIT 2:Endicott Park UNIT 29:Coneflower Park UNIT 30:Woodland Fields Park	Hemingway Blvd & Trail (Units 2,4) UNIT 29:Coneflower Park UNIT 5:Merchants Row		Shumard Oak Blvd (Units 3,5)	
<b>Non-Selective:</b> Product used - Roundup QuikPro				
Central Park:Tot Lot NON-UNIT:FL040 - Mossy Creek UNIT 1:WD240 UNIT 14:Avon Park UNIT 14:Buffers UNIT 2:Endicott Park UNIT 29:Coneflower Park UNIT 30:Woodland Fields Park			Shumard Oak Blvd (Units 3,5)	
<b>Insecticide:</b> Product Used Advion, Triple Crown				
Roadways & Medians	Roadways & Medians			
<b>Irrigation</b>				
<b>Irrigation Inspection</b>				
Controller#13 Unit#10	Controller#4 Unit#1 Controller#5 Unit#3	Controller#14 Unit#26		
<b>Irrigation Troubleshooting (In Contract)</b>				
Controller	Unit Number	Date	Description	
Controller #13	Unit#10	5/24	Wet Test	
Controller #20	Unit#36	5/24	Wet Test Install Rain Sensor	
Controller #5	Unit#3	5/25	Wet Test	
Controller#4	Unit#1	5/25	Wet Test @ TC1 Pond Repaired Stuck Valve	
Controller#14	Unit#26	5/26	Wet Test	
<b>Irrigation Repairs</b>				
Controller	Unit Number	Date	Description	Invoice Number
Controller#13	Unit#10	5/24	Replace Broken SprayHeads & Nozzles	193016
<b>Accidents/Incidents:</b> None				
<b>Safety and Training:</b> Weekly "Toolbox" Safety Meeting (Friday)				
<b>Routine service</b>				
Bi-weekly maintenance of Dogi Pots throughout the district.				
Bi-weekly removal of debris from grates throughout the district.				
Daily maintenance of trash cans throughout the district.				
Daily blowing of Merchant's Row at Town Center and Tot Lot.				
Weekly blowing and debris cleanup of Unit #10, Mossy Creek, Esplanade Trail, Barringer Hill Trail and Central Park Trails as needed.				

2.

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

***Memorandum***

***Date: April 30, 2021***

***To: Rich Whetsel                      via email***  
***Operations Director***

***From: Robert Berlin***  
***Capital Region Operations Manager***

***Re: Capital Region CDD***  
***Monthly Managers Report for***  
***April 2021***

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

***Landscaping:***

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

***GMS:***

1. Opening Day Marlins Baseball, second notice of "check received" for volleyball net with delivery scheduled for end of next week, All Pro removing silt fencing, protecting drainage manhole and mowing conservation area in Unit 31 Phase 3 (1 April)
2. Office Closed – Good Friday (2 April)
3. All Pro removed informational signs (6) from Central Park and brought to GMS office also replacing valve box markers, signs photographed and sent to Apogee Signs for proposal to re-create but seems they did not do originals (5 April)

4. Apogee Signs emails proposal for new Central Park info signage based on CDD providing graphic files, All Pro installing sleeve on Faulkner Drive in Unit 16 and valve repair in Unit 5, emailed Kate Daniels (former COT Planning) on history of open space ownership and why CDD not St. Joe supplied owner affidavit concerning permit application for TCS entry sign (6 April)
5. All pro replacing Dog Pot dispenser in Unit 19, Sandco completes gravel truck wash exit at Orange and Coneflower connection for LDR-5 Phase 3, M-Inc paving in LSF-3 (7 April)
6. Set up for monthly Board meeting, All Pro returning rocks used for erosion control from resident's yard to drainage structure in Unit 32 Phase 2 and repairing irrigation zone line in Unit 5 and rain sensor in Unit 29 (8 April)
7. Rain all day field operations suspended, broke down meeting room, met with Town Center Manager on upcoming events and CDD procedures for same, set up meeting with contractor for clearing in Western Preserve behind Unit 23 (9 April)
8. Received email from COT Risk Management concerning damaged stormwater manhole cover in Unit 29 damaged by City solid waste pickup will have M-Inc repair, All Pro replacing irrigation valves in Unit 19 (12 April)
9. Tallahassee Classical School finally gets permit for entry sign on Artemis Way in Unit 50, emailed photos of Central Park info signs to graphic designer (Nature Graphics) in attempt to find out if they created same, All Pro repairing mainline irrigation in Unit 5 (13 April)
10. Working with All Pro on swale grades in Unit 31 Phase 3, M-Inc paving in LSF-3 and cleaning drainage system, spoke with Nature Graphics on replacement informational signage in Central Park and requested proposal since they did not create originals (14 April)
11. M-Inc continues cleaning drainage system and forming sidewalk in LSF-3 Rain starting at noon, field operations suspended (15 April)
12. All Pro installing irrigation along Goldenrod right of way in Unit 31 Phase 3 also helped with drainage swale grading in same, M-Inc continues forming and pouring sidewalk in LSF-3 and burning cleared trees (16 April)
13. M-Inc installing last section of drainage pipe in LSF-3 and continues forming and pouring sidewalk in same, spoke with St. Joe on JP II request to install modular building on site and will forward consent agreement documents from school on Tuesday All Pro repairing alleyway sinkhole in Unit 30 (19 April)
14. Met with All Pro, COTGM field inspector and Sandco at Orange and Coneflower for irrigation mainline relocation and existing sewer manhole set in 2006, Sandco to



trench and drop in 10", 6" and 4" sleeve, All Pro to provide pipe and relocate 6" mainline, lateral lines and wireline while working under Sandco right of way permit (20 April)

15. Met with COTGM field inspector on LRD-5 Phase Three connection at Coneflower and Orange Avenue, worked with All Pro shooting grades for drainage in Unit 31 Phase 3 (21 April)
16. Spent most of day with COTGM on annual stormwater management facilities inspections, set up meeting with Meridian Surveyors for layout of control points on access and drainage easement boundaries in Unit 50, spoke with Developer's engineers on open space maintenance in MDR-11, All Pro working in Butterfly Garden (22 April)
17. Reviewed stormwater management Facility permits, requested and received seven (7) permits that had been paid for but not received from COTGM, addressed Supervisor concerns about algae in SWMF FL 130 and tree removal in Unit 17, directed All Pro to remove one Sycamore tree and root prune another at the Unit 17 COT lift station buffer, spoke with anti-skid plate manufacturer rep on attachment spacing (23 April)
18. Forwarded Gate Petroleum access agreement to Hopping Green for review, spoke with Carl Faqua on obtaining aerial photos of Central Park for new informational signage, spoke with Board Chair on concerns about algae in SWMF FL 130 aka Catfish Pond and cypress tree removal in Unit 17 common area (24 April)
19. All Pro replaced irrigation valve box markers on Dickinson and Dunbar at homeowner request, marked up drilled holes and installed first batch of slip sticks on Unit 37 boardwalk, exchanged emails with resident and HOA concerning brightness of new street lighting used by COT Electric in residential fixtures (26 April)
20. Exchanged emails with District Counsel on dedication of open space to CDD in MDR-11, spoke with graphic designer on new signage for Central Park Lake and set contacts of resident photographers for contribution of pics for same (27 April)
21. M-Inc hauling and spreading topsoil in LSF-3, met with site superintendent on completion of SWMF and trail system, All Pro removed tree and cypress stumps from common area in Unit 17 at Board Supervisor's request, volleyball net and cushions arrived but no poles (28 April)
22. Still trying to track down volleyball poles from shipping company, Set additional slip strips on Unit 37 boardwalk, set jobsite inspection with FDEP for NPDES blanket permit (29 April)

23. M-Inc hauling overburden from SWMF to low areas in LSF-3 also spreading top soil in common areas and adjacent to sidewalks, Sandco installing drainage infrastructure for connection into SWMF FL 080, contractor finished pressure washing of pavers on Merchants Row right of way in Town Center (30 April)

### **Lake and SWMF Maintenance**

COTGM directs Sandco to drain and remove sediment from SWMF WD 290

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

COT Streets and Sidewalk Maintenance continues installing new “flex concrete” for sidewalk repairs

### **Security/Accident Reports:**

Median vandalism along Four Oaks Blvd (opposite LSF-3) and Orange Avenues

### **Special Events:**

Nothing planned this month

### **Open Items:**

LSF-3 open space and SWMF maintenance

Entry signage at Tallahassee Classical School

Access easement for Gate Petroleum

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

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

***Memorandum***

***Date: May 31, 2021***

***To: Rich Whetsel                      via email***  
***Operations Director***

***From: Robert Berlin***  
***Capital Region Operations Manager***

***Re: Capital Region CDD***  
***Monthly Managers Report for***  
***May 2021***

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

***Landscaping:***

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

***GMS:***

1. Met with Town Center building manager on paver repairs, set up field meeting with paver repair contractor for same area, Cot Electric contractor installing URD in LSF-3, (3 May)
2. Spent day with Florida Department of Environmental Protection Environmental Specialist performing an NPDES field site inspection, received field inspection reports from M-Inc and requested same from Sandco (4 May)
3. All Pro begins irrigation controller replacement in Unit 36, received civil drawings showing SWPPP for LSF-3 from Kimley Horn and forwarded to Florida department of Environmental Protection, (5 May)



4. All Pro repairing mainline irrigation in Central Park and valve replacement in Unit 31, received field notes from Meridian Surveying on access and drainage easement boundaries on Artemis Way at TCS entry, spoke with AOL on proposed "Wine Event" in Central Park, received updated trail map for new info signs in Central Park (6 May)
5. All Pro completes irrigation controller replacement due to lightning strike in Units 35 and 36, received links to SWPPPs from M-Inc for LSF-3 and WCI for Poet's Walk and forwarded to Florida Department of Environmental Protection (7 May)
6. Responded to phone call concern on "sharp corners" on stairway at Tot Lot, continue search for missing volleyball poles contacted Volleyball USA and received voicemail from them stating poles were in Macon Ga.(10 May)
7. Texted photos of Tot Lot stairs to manufacturer for quote on replication and costs, follow up on Macon Ga pole location is negative so sent email to Volleyball USA asking that they ship us another set of poles to replace the ones not delivered on 28 April, responded to email from resident concerning mowing of open space behind home on Mossy Creek (11 May)
8. Addressed special use application submission from HOA for upcoming event and Fourth of July, received access agreement between CDD and Gate Petro from Hopping Green and forwarded to District Chair for signature, sent check (FedEx) for Tot Lot payment to accounting(12 May)
9. Rain starting last night and continuing till midday, field operations ceased after 12pm, met onsite with homeowner to establish rear property corners and will complete tomorrow, contractor delayed start of Town Center paver repairs till 24 May, met in field with COTGM on removal of broken tree limbs on Four Oaks Blvd, (13 May)
10. Received letter from Florida Department of Environmental Protection concerning field inspection and non-compliance issue also sent email to Poet's Walk Developer concerning same, Board Chair returned signed access agreement with Gate Petro and I emailed to District Counsel for review and distribution, spoke with COT Planning on ruling on golf course lot application appeal (14 May)
11. Working on 2022 proposed budget draft, spoke with All Pro and Bulldog to confirm any price increases, responded to HOA on alleyway "one way signs" request and wild hog damage to St. Joe land east of Biltmore Ave, received volleyball poles but refused shipment due to extensive damage to poles.(17 May)
12. Spoke with both City of Tallahassee Electric and resident on relocation of alleyway light behind 3780 Biltmore Ave for fence installation and Southwood future

expansion to the east for sub-station design, All Pro repairing mainline break at Four Oaks and Merchants Row, continue work on FY 2022 budget (18 May)

13. Met with M-Inc on second lift pavement, SWMF cleanup of FL 070, completion of headwall and sediment removal in LSF-7 and spoke with Atkins on final acceptance of Unit 31 Phase 3, COT Electric contractor continues URD install in LSF-3(19 May)
14. M-Inc, removing turbidity barrier and silt fencing on FL 170 also repairing manhole cover for alleyway drainage system in Unit 29, received barricades to be used for paver repair on Merchants Row Blvd in Town Center, located rear property corners for resident in Unit 16 (20 May)
15. All Pro repairing irrigation in Units 35 and 36, M-Inc continues spreading topsoil and trail construction in LSF-3 and COT Electric installing URD, received SWMF original permit application for FL 070 and forwarded to Atkins for final acceptance calculations for Unit 31 Phase 3, spoke with COTGM on lack of erosion controls on cleared builder's lot in LSF-3 (21 May)
16. Spoke with HOA compliance officer on trees planted in alleyway right of way in Unit 18, M-Inc spreading lime rock for trail system in LSF-3 and COT Electric contractor continues URD installation (24 May)
17. All Pro cutting vegetative buffer on FL 130 as recharge wells continue to raise water level in attempt to reduce algae bloom, contractor begins paver repairs along Merchants Row in Town Center, COT Electric continue URD installation in LSF-3 and received layout for same from COT, set up meeting with St. Joe for Thursday 27<sup>th</sup> (25 May)
18. Contacted Volleyball USA via phone to update pole shipment and was told they were hoping to ship later that day and I would receive conformation of same, spoke with accountant now assisting with Capital Region and received updated monthly utility payments and check conformations (26 May)
19. Working on proposed budget for FY 2022, paver contractor "equipment failure" delays further work on paver repairs on Merchants Row in Town Center, met with St. Joe on "various "turnovers" including storm water ponds and common areas in Southwood and tree installs on Orange Ave East (27 May)
20. Paver contractor's "death in family" stops work on Merchants row repairs in Town Center, met with M-Inc in LSF-3 on common area layout and landscape installation, met with All Pro irrigation tech on expansion of zone run times in Unit 23, still no shipping conformation on volleyball poles (28 May)

**Lake and SWMF Maintenance**

Algae bloom in FL 130 and in all facilities holding water

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

COT Streets and Sidewalk Maintenance continues installing new “flex concrete” for sidewalk repairs

**Security/Accident Reports:**

Median vandalism along Four Oaks Blvd (opposite LSF-3) and Orange Avenues

Trip and fall at southwest corner of Merchants Row and Ivy Green Trail

**Special Events:**

Nothing planned this month

**Open Items:**

LSF-3 open space and SWMF maintenance

Entry signage at Tallahassee Classical School

Access easement for Gate Petroleum

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

3.



	<u>APR ACTUAL</u>	<u>APR BUDGET</u>	<u>\$ VARIANCE</u>	<u>% VARIANCE</u>	<u>COMMENTS</u>
34000 Management fees	\$ 10,500.00	\$ 10,500.00	\$ -	0.00%	GMS FY 2021 contracted services
34500 Security	\$ -	\$ 500.00	\$ 500.00	100.00%	Halloween road closures
34010 Communications	\$ 500.00	\$ 500.00	\$ -	0.00%	Bulldog FY 2021 contracted services
46200 Landscape Maint. Contracted	\$ 81,977.92	\$ 81,977.92	\$ -	0.00%	All Pro FY 2021 contracted services
46225 Landscape Maint. New Units	\$ 784.64	\$ 625.00	\$ (159.64)	-25.54%	Artemis Way Unit 50
46500 Pond Maint. Contract	\$ -	\$ 291.67	\$ 291.67	100.00%	None online this month
46525 Pond Maint. New Units	\$ -	\$ 83.33	\$ 83.33	0.00%	None online this month
46550 Pond Repairs Current Units	\$ -	\$ 2,916.67	\$ 2,916.67	100.00%	None online this month
46575 Pond Repairs New Units	\$ -	\$ 125.00	\$ 125.00	0.00%	None online this month
46600 SWMF Operating Permit Fees	\$ -	\$ 688.50	\$ 688.50	100.00%	COTGM Operating Permit Fee for SWMF
46400 Irrig. Maint. Contracted	\$ 4,252.50	\$ 4,252.50	\$ -	0.00%	All Pro FY 2021 contracted services
46425 Irrig. Maint. New Units	\$ 111.60	\$ 41.67	\$ (69.93)	-167.84%	Artemis Way Unit 50
46450 Irrig. Repairs Current Units	\$ 4,793.40	\$ 3,333.33	\$ (1,460.07)	-43.80%	Mainline repairs, install sleeves on Faulkner Drive, replace controller
46475 Irrig. Repairs New Units	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2021
46465 Irrig. System Upgrades	\$ -	\$ 104.17	\$ 104.17	0.00%	None online this month
46480 Pump Station Maintenance	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2021
47000 Preserve Maintenance	\$ 5,388.00	\$ 3,333.33	\$ (2,054.67)	-61.64%	Trail repairs and various conservative area mowings
46485 Tot Lot Inspection/Maintenance	\$ -	\$ 416.67	\$ 416.67	100.00%	None online this month
46490 Storm Event/Repair/Cleaning	\$ -	\$ 2,916.67	\$ 2,916.67	100.00%	None online this month
46495 Reuse Retrofit	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2021
46520 Alleyway Maintenance	\$ 780.00	\$ 416.67	\$ (363.33)	-87.20%	Alleyway repair in Unit 29
46900 Miscellaneous Maintenance	\$ 190.70	\$ 416.67	\$ 225.97	54.23%	None online this month
43000 Utilities	\$ 3,643.22	\$ 3,750.00	\$ 106.78	2.85%	Updated 5-27-21
49400 Special Events	\$ -	\$ 416.67	\$ 416.67	100.00%	None online this month
46650 Other - Contingency	\$ -	\$ 250.00	\$ 250.00	100.00%	None online this month
65000 Budget Stabilization	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2021
61000 Capital Expenditures	\$ -	\$ 750.00	\$ 750.00	100.00%	None online this month
60000 Reserve for Capital - R&R	\$ -	\$ 7,434.08	\$ 7,434.08	100.00%	None online this month
46910 Common Area Maintenance	\$ 3,173.40	\$ 416.67	\$ (2,756.73)	-661.62%	Paver walkways in Town Center
<b>TOTAL</b>	<b>\$ 116,095.38</b>	<b>\$ 126,457.17</b>	<b>\$ 10,361.79</b>	<b>8.19%</b>	

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>\$ VARIANCE</u>	<u>% VARIANCE</u>	<u>COMMENTS</u>
34000 Management fees	\$ 73,500.00	\$ 73,500.00	\$ -	0.00%	GMS FY 2021 contracted services
34500 Security	\$ 6,491.00	\$ 3,500.00	\$ (2,991.00)	-85.46%	Halloween road closures
34010 Communications	\$ 3,500.00	\$ 3,500.00	\$ -	0.00%	Bulldog FY 2021 contracted services
46200 Landscape Maint. Contracted	\$ 573,845.44	\$ 573,845.44	\$ -	0.00%	All Pro FY 2021 contracted services
46225 Landscape Maint. New Units	\$ 5,465.48	\$ 4,375.00	\$ (1,090.48)	-24.93%	Artemis Way Unit 50
46500 Pond Maint. Contract	\$ 865.00	\$ 2,041.67	\$ 1,176.67	57.63%	None online this month
46525 Pond Maint. New Units	\$ -	\$ 583.33	\$ 583.33	0.00%	None online this month
46550 Pond Repairs Current Units	\$ 16,135.75	\$ 20,416.67	\$ 4,280.92	20.97%	None online this month
46575 Pond Repairs New Units	\$ -	\$ 875.00	\$ 875.00	0.00%	None online this month
46600 SWMF Operating Permit Fees	\$ 6,885.00	\$ 4,819.50	\$ (2,065.50)	-42.86%	COTGM Operating Permit Fee for SWMF
46400 Irrig. Maint. Contracted	\$ 29,767.50	\$ 29,767.50	\$ -	0.00%	All Pro FY 2021 contracted services
46425 Irrig. Maint. New Units	\$ 781.20	\$ 291.67	\$ (489.53)	-167.84%	Artemis Way Unit 50
46450 Irrig. Repairs Current Units	\$ 22,798.01	\$ 23,333.33	\$ 535.32	2.29%	Mainline repairs, install sleeves on Faulkner Drive, replace controller
46475 Irrig. Repairs New Units	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2021
46465 Irrig. System Upgrades	\$ 873.87	\$ 729.17	\$ (144.70)	0.00%	None online this month
46480 Pump Station Maintenance	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2021
47000 Preserve Maintenance	\$ 24,227.48	\$ 23,333.33	\$ (894.15)	-3.83%	Trail repairs and various conservative area mowings
46485 Tot Lot Inspection/Maintenance	\$ 6,916.80	\$ 2,916.67	\$ (4,000.13)	-137.15%	None online this month
46490 Storm Event/Repair/Cleaning	\$ 11,390.65	\$ 20,416.67	\$ 9,026.02	44.21%	None online this month
46495 Reuse Retrofit	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2021
46520 Alleyway Maintenance	\$ 2,398.50	\$ 2,916.67	\$ 518.17	17.77%	Alleyway repair in Unit 29
46900 Miscellaneous Maintenance	\$ 1,237.95	\$ 2,916.67	\$ 1,678.72	57.56%	None online this month
43000 Utilities	\$ 18,933.68	\$ 26,250.00	\$ 7,316.32	27.87%	Updated 5-27-21
49400 Special Events	\$ -	\$ 2,916.67	\$ 2,916.67	100.00%	None online this month
46650 Other - Contingency	\$ 1,345.00	\$ 1,750.00	\$ 405.00	23.14%	None online this month
65000 Budget Stabilization	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2021
61000 Capital Expenditures	\$ 15,548.06	\$ 5,250.00	\$ (10,298.06)	-196.15%	None online this month
60000 Reserve for Capital - R&R	\$ 4,694.33	\$ 52,038.58	\$ 47,344.25	90.98%	None online this month
46910 Common Area Maintenance	\$ 6,258.85	\$ 2,916.67	\$ (3,342.18)	-7.06%	Paver walkways in Town Center
<b>TOTAL</b>	<b>\$ 827,600.70</b>	<b>\$ 885,200.19</b>	<b>\$ 57,599.49</b>	<b>6.51%</b>	

	<u>MAY ACTUAL</u>	<u>MAY BUDGET</u>	<u>\$ VARIANCE</u>	<u>% VARIANCE</u>	<u>COMMENTS</u>
34000 Management fees	\$ 10,500.00	\$ 10,500.00	\$ -	0.00%	GMS FY 2021 contracted services
34500 Security	\$ -	\$ 500.00	\$ 500.00	100.00%	Halloween road closures
34010 Communications	\$ 500.00	\$ 500.00	\$ -	0.00%	Bulldog FY 2021 contracted services
46200 Landscape Maint. Contracted	\$ 81,977.92	\$ 81,977.92	\$ -	0.00%	All Pro FY 2021 contracted services
46225 Landscape Maint. New Units	\$ 784.64	\$ 625.00	\$ (159.64)	-25.54%	Artemis Way Unit 50
46500 Pond Maint. Contract	\$ -	\$ 291.67	\$ 291.67	100.00%	None online this month
46525 Pond Maint. New Units	\$ -	\$ 83.33	\$ 83.33	0.00%	None online this month
46550 Pond Repairs Current Units	\$ 859.80	\$ 2,916.67	\$ 2,056.87	70.52%	Mowing FL 130 SWMF vegetative buffer
46575 Pond Repairs New Units	\$ -	\$ 125.00	\$ 125.00	0.00%	None online this month
46600 SWMF Operating Permit Fees	\$ -	\$ 688.50	\$ 688.50	100.00%	COTGM Operating Permit Fee for SWMF
46400 Irrig. Maint. Contracted	\$ 4,252.50	\$ 4,252.50	\$ -	0.00%	All Pro FY 2021 contracted services
46425 Irrig. Maint. New Units	\$ 150.60	\$ 41.67	\$ (108.93)	-261.44%	Artemis Way Unit 50
46450 Irrig. Repairs Current Units	\$ 6,174.47	\$ 3,333.33	\$ (2,841.14)	-85.23%	Mainline repairs and replaced two controllers due to lightening
46475 Irrig. Repairs New Units	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2021
46465 Irrig. System Upgrades	\$ -	\$ 104.17	\$ 104.17	0.00%	None online this month
46480 Pump Station Maintenance	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2021
47000 Preserve Maintenance	\$ 1,100.00	\$ 3,333.33	\$ 2,233.33	67.00%	Mowing in Western Preserve behind Unit 23
46485 Tot Lot Inspection/Maintenance	\$ 295.00	\$ 416.67	\$ 121.67	29.20%	Pressure wash and sanitize
46490 Storm Event/Repair/Cleaning	\$ -	\$ 2,916.67	\$ 2,916.67	100.00%	None online this month
46495 Reuse Retrofit	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2021
46520 Alleyway Maintenance	\$ -	\$ 416.67	\$ 416.67	100.00%	None online this month
46900 Miscellaneous Maintenance	\$ -	\$ 416.67	\$ 416.67	100.00%	None online this month
43000 Utilities	\$ -	\$ 3,750.00	\$ 3,750.00	100.00%	
49400 Special Events	\$ -	\$ 416.67	\$ 416.67	100.00%	None online this month
46650 Other - Contingency	\$ 939.80	\$ 250.00	\$ (689.80)	-275.92%	None online this month
65000 Budget Stabilization	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2021
61000 Capital Expenditures	\$ -	\$ 750.00	\$ 750.00	100.00%	None online this month
60000 Reserve for Capital - R&R	\$ -	\$ 7,434.08	\$ 7,434.08	100.00%	None online this month
46910 Common Area Maintenance	\$ -	\$ 416.67	\$ 416.67	100.00%	None online this month
<b>TOTAL</b>	<b>\$ 107,534.73</b>	<b>\$ 126,457.17</b>	<b>\$ 18,922.44</b>	<b>14.96%</b>	

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>\$ VARIANCE</u>	<u>% VARIANCE</u>	<u>COMMENTS</u>
34000 Management fees	\$ 84,000.00	\$ 84,000.00	\$ -	0.00%	GMS FY 2021 contracted services
34500 Security	\$ 6,491.00	\$ 4,000.00	\$ (2,491.00)	-62.28%	Halloween road closures
34010 Communications	\$ 4,000.00	\$ 4,000.00	\$ -	0.00%	Bulldog FY 2021 contracted services
46200 Landscape Maint. Contracted	\$ 655,823.36	\$ 655,823.36	\$ -	0.00%	All Pro FY 2021 contracted services
46225 Landscape Maint. New Units	\$ 6,250.12	\$ 5,000.00	\$ (1,250.12)	-25.00%	Artemis Way Unit 50
46500 Pond Maint. Contract	\$ 865.00	\$ 2,333.33	\$ 1,468.33	62.93%	None online this month
46525 Pond Maint. New Units	\$ -	\$ 666.67	\$ 666.67	0.00%	None online this month
46550 Pond Repairs Current Units	\$ 16,995.55	\$ 23,333.33	\$ 6,337.78	27.16%	Mowing FL 130 SWMF vegetative buffer
46575 Pond Repairs New Units	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%	None online this month
46600 SWMF Operating Permit Fees	\$ 6,885.00	\$ 5,508.00	\$ (1,377.00)	-25.00%	COTGM Operating Permit Fee for SWMF
46400 Irrig. Maint. Contracted	\$ 34,020.00	\$ 34,020.00	\$ -	0.00%	All Pro FY 2021 contracted services
46425 Irrig. Maint. New Units	\$ 931.80	\$ 333.33	\$ (598.47)	-179.54%	Artemis Way Unit 50
46450 Irrig. Repairs Current Units	\$ 28,972.48	\$ 26,666.67	\$ (2,305.81)	-8.65%	Mainline repairs and replaced two controllers due to lightening
46475 Irrig. Repairs New Units	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2021
46465 Irrig. System Upgrades	\$ 873.87	\$ 833.33	\$ (40.54)	0.00%	None online this month
46480 Pump Station Maintenance	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2021
47000 Preserve Maintenance	\$ 25,327.48	\$ 26,666.67	\$ 1,339.19	5.02%	Mowing in Western Preserve behind Unit 23
46485 Tot Lot Inspection/Maintenance	\$ 7,211.80	\$ 3,333.33	\$ (3,878.47)	-116.35%	Pressure wash and sanitize
46490 Storm Event/Repair/Cleaning	\$ 11,390.65	\$ 23,333.33	\$ 11,942.68	51.18%	None online this month
46495 Reuse Retrofit	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2021
46520 Alleyway Maintenance	\$ 2,398.50	\$ 3,333.33	\$ 934.83	28.05%	None online this month
46900 Miscellaneous Maintenance	\$ 1,237.95	\$ 3,333.33	\$ 2,095.38	62.86%	None online this month
43000 Utilities	\$ 18,933.68	\$ 30,000.00	\$ 11,066.32	36.89%	
49400 Special Events	\$ -	\$ 3,333.33	\$ 3,333.33	100.00%	None online this month
46650 Other - Contingency	\$ 2,284.80	\$ 2,000.00	\$ (284.80)	-14.24%	None online this month
65000 Budget Stabilization	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2021
61000 Capital Expenditures	\$ 15,548.06	\$ 6,000.00	\$ (9,548.06)	-159.13%	None online this month
60000 Reserve for Capital - R&R	\$ 4,694.33	\$ 59,472.67	\$ 54,778.34	92.11%	None online this month
46910 Common Area Maintenance	\$ 6,258.85	\$ 3,333.33	\$ (2,925.52)	-87.77%	None online this month
<b>TOTAL</b>	<b>\$ 935,135.43</b>	<b>\$ 1,011,657.36</b>	<b>\$ 76,521.93</b>	<b>7.56%</b>	

*D.*



**MARK S. EARLEY**  
SUPERVISOR OF ELECTIONS  
LEON COUNTY, FLORIDA

April 26, 2021

Sarah Sweeting

475 West Town Place, Suite 114

St. Augustine, FL 32092

Re: Capital Region Community Development District

Dear Ms. Sweeting:

In response to your email we are happy to provide the number of registered voters for the Capital Region CDD as of April 15, 2021. The voter registration total that you requested is as follows:

**Capital Region CDD: 3,937 registered voters**

These determinations were made using our voter registration database and the current map of the district. We hope this information satisfies your requirements. If you need additional assistance please contact Johnny To, Demographics/GIS Manager at

(850) 606-8683 or via email at [ToJ@leoncountyfl.gov](mailto:ToJ@leoncountyfl.gov).

Sincerely,

Mark Earley