

CAPITAL REGION

Community Development District

January 13, 2021

AGENDA

Capital Region Community Development District

475 West Town Place

Suite 114

St. Augustine, Florida 32092

District Website: www.mysouthwoodcdd.com

January 7, 2022

Board of Supervisors
Capital Region Community Development District

Dear Board Members:

The Capital Region Community Development District Meeting is scheduled for **Thursday, January 13, 2022 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. Audience Comments *(regarding agenda items listed below)*
- III. Consideration of Resolution 2022-02, Election of Officers
- IV. Approval of Consent Agenda
 - A. Approval of the Minutes of the November 18, 2021 Meeting
 - B. Balance Sheet as of November 30, 2021 and Statement of Revenues & Expenditures for the Period Ending November 30, 2021
 - C. Allocation of Assessment Receipts
 - D. Check Register
- V. Review of Atkins Proposal to Conduct Stormwater System Needs Analysis
- VI. Review of Proposals for CDD Website Maintenance Services
- VII. Ratification of Work Authorization No. 11 with Dantin Consulting, LLC for General Professional Engineering, Development, and Construction Consulting Services
- VIII. Ratification of First Amendment to Landscape & Irrigation Maintenance Services Agreement

- IX. Staff Reports
 - A. Attorney
 - B. Dantin Consulting
 - C. Property Management
 - 1. All Pro Reports
 - 2. Operations Memorandum
 - 3. Variance Report
 - D. Manager
- X. Supervisors Requests
- XI. Audience Comments
- XII. Next Scheduled Meeting – February 10, 2022 @ 6:30 p.m.
- XIII. 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*

THIRD ORDER OF BUSINESS

RESOLUTION 2022-02

**A RESOLUTION DESIGNATING OFFICERS OF THE
CAPITAL REGION COMMUNITY DEVELOPMENT
DISTRICT**

WHEREAS, the Board of Supervisors of the Capital Region Community Development District at a regular business held on January 13, 2022 desires to elect the below recited persons to the offices specified.

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

1. The following persons were elected to the offices shown, to wit:

_____	Chairman
_____	Vice-Chairman
<u>James Oliver</u>	Secretary
<u>James Oliver</u>	Treasurer
<u>Rich Hans</u>	Assistant Treasurer(s)
<u>Patti Powers</u>	
<u>Ernesto Torres</u>	
<u>Marilee Giles</u>	
<u>Daniel Laughlin</u>	
<u>Marilee Giles</u>	Assistant Secretary(s)
<u>Ernesto Torres</u>	
<u>Daniel Laughlin</u>	

PASSED AND ADOPTED THIS 13TH DAY OF JANUARY, 2022.

Chairman / Vice Chairman

Secretary / Assistant Secretary

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, November 18, 2021 at 6:33 p.m. at the Southwood Community Center, 4675 Grove Park Drive, Tallahassee, Florida.

Present and constituting a quorum were:

Kyle Rojas	Chairman
Corbin deNagy	Supervisor
Andrew Wiggins	Supervisor

Also present were:

James Oliver	District Manager
Joseph Brown	District Counsel
Robert Berlin	Operations Manager - GMS

The following is a summary of the discussions and actions taken at the November 18, 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 at 6:33 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Audience Comments

A resident asked I want to know what's going on with St. Joe.

Mr. Berlin stated you are not seeing any new development right now because the city won't let them push through anything new that wasn't approved with the last stormwater facilities management plan approval. There are pieces that could be built but I think they are hesitant to move forward with anything else until they get the next phase of the stormwater master plan approved.

A resident stated I wanted to know about the Unit 17 parking situation. The plan done by the engineer and run through the city did not get approved the city. Is it possible to tweak that

design to address the city's concerns? I have talked to the city engineering department they don't want to give up one of the four-lanes. Can that plan be modified to have diagonal parking in the grass area?

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

- A. Approval of the Minutes of the October 14, 2021 Meeting**
- B. Balance Sheet as of September 30, 2021 and Statement of Revenues & Expenditures for the Period Ending September 30, 2021**
- C. Allocation of Assessments**
- D. Check Register**

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

FOURTH ORDER OF BUSINESS**Consideration of Revisions to Fiscal Year 2021 Meeting Schedule**

On MOTION by Mr. Wiggins seconded by Mr. deNagy with all in favor the meeting schedule was revised to reflect monthly meetings beginning in January 2022.

FIFTH ORDER OF BUSINESS**Review of Proposed Scope for CDD Website Maintenance Services**

Mr. Oliver stated in our existing agreement we have a solid scope of services which complies with statutory requirements and ADA Guidelines regarding website accessibility for visually impaired persons. The Board can remove the requirement for the webmaster to send out two emails announcing each CDD meeting, if that can be accomplished through the HOA. We will bring back proposals to the January meeting.

SIXTH ORDER OF BUSINESS**Staff Reports**

- A. Attorney**
 - 1. Publication of Legal Notices**

Mr. Brown stated there were some changes made in the Florida Statutes for the publication of legal notices. It was an attempt to try to see if you can save some money,

unfortunately, for special districts in order to publish online you have to publish a legal notice letting the public know that not all notices are in print and you have to go online to find them.

2. Needs Analysis that Districts Providing Wastewater or Stormwater Management Services Just Complete by June 30, 2022

Mr. Brown stated the next item is regarding new requirements for a wastewater and stormwater management needs analysis that you need to submit to Leon County by June 2022. The most effective thing to do is get a proposal from Atkins, they have all the materials and are familiar with the project.

On MOTION by Mr. deNagy seconded by Mr. Wiggins with all in favor staff was authorized to obtain a proposal from Atkins to prepare the 20-year needs analysis of the wastewater and stormwater systems.

3. Consideration of Prompt Payment Requirements, Resolution 2022-01

Mr. Brown gave an overview of Resolution 2022-01 regarding the prompt payment requirements.

On MOTION by Mr. Wiggins seconded by Mr. deNagy with all in favor Resolution 2022-01 was approved.

4. Public Records Exemptions for Addresses and Other Information Associates with Certain Officers, Judges, etc.

Mr. Brown stated there was a slight change to the public records exemptions dealing with information required for certain public officials to keep their personal information exempt from records requests.

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

Mr. Berlin stated I had a homeowner complaint about weeds in the dog park and they requested that we spray. I'm hesitant to put herbicides on the ground and if we did that, we need to shut the park down for a short period of time. They also want us to spray for fleas and ticks.

Mr. Rojas stated the dog park was supposed to be simple. I don't want to start spending money on spraying the weeds that could be harmful to dogs or spraying for fleas and ticks.

Mr. Berlin stated I will write a letter and say we are going to try to mechanically reduce the weeds and not spray and you need to follow the rules.

D. Manager

There being none, the next item followed.

SEVENTH ORDER OF BUSINESS

Supervisor's Requests

Mr. Rojas stated we are going to vote on a new chair soon and we will put that on the January meeting agenda.

EIGHTH ORDER OF BUSINESS

Audience Comments

A resident stated on the website proposal you should have a statement about requiring offsite backups and storage process if something were to happen to the website. There are signs around the park, we used to have pictures. Are we going to have those again?

Mr. Berlin stated we had six brand new signs made and they wouldn't fit. I have some coming from Miami.

A resident stated I hope when St. Joe completes their plan, it will help with the traffic.

Mr. Brown stated the city has the hammer and the city said they can't continue to develop unless they provide the necessary infrastructure.

A resident stated in terms of paying for the parking, if you divide it by a larger number, the number will be a lot lower than if you divide it by 30. When you cut the grass for the parking you don't have to mow it anymore.

Mr. Rojas stated I'm not going to vote for the CDD to spend funds for additional street parking or parking on common areas. I think it is a safety issue and if it gets done it needs to be done by the city and not the CDD. I recommend you go to the city if you want it done.

NINTH ORDER OF BUSINESS

**Next Scheduled Meeting – January 13, 2022
at 6:30 p.m. at the Southwood Community
Center**

The meeting adjourned at 6:50 p.m.

Secretary/Assistant Secretary

Chairman/Vice Chairman

B.

Capital Region
Community Development District
Unaudited Financial Statements
November 30, 2021

Meeting Date
January 13, 2022

CAPITAL REGION
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
November 30, 2021

	General	Debt Service	Non-Major Fund	Total Governmental Funds
<u>ASSETS:</u>				
CASH	\$798,236	---	---	\$798,236
Capital Reserve	---	---	\$90,701	\$90,701
Due From Series 2018A1	\$1,646	---	---	\$1,646
Due From General Fund - SRS 2013	---	\$161,831	---	\$161,831
Due From General Fund - SRS 2018A1	---	\$83,413	---	\$83,413
Due From General Fund - SRS 2018A2	---	\$60,304	---	\$60,304
Due From General Fund - SRS 2021	---	\$76,690	---	\$76,690
INVESTMENTS:				
State Board	\$342,074	---	---	\$342,074
<i>Series 2013</i>				
Reserve	---	\$430,563	---	\$430,563
Revenue	---	\$145,319	---	\$145,319
<i>Series 2018A1</i>				
Reserve	---	\$650,464	---	\$650,464
Revenue	---	\$11,197	---	\$11,197
Prepayment	---	\$734	---	\$734
<i>Series 2018A2</i>				
Reserve	---	\$135,070	---	\$135,070
Revenue	---	\$1,320	---	\$1,320
Prepayment	---	\$737	---	\$737
<i>Series 2021</i>				
Interest	---	\$1	---	\$1
Revenue	---	\$7,639	---	\$7,639
TOTAL ASSETS	\$1,141,956	\$1,765,281	\$90,701	\$2,997,938
<u>LIABILITIES:</u>				
Accounts Payable	\$44,904	---	---	\$44,904
Due to General Fund	---	\$1,646	---	\$1,646
Due to Debt Service - SRS 2013	\$161,831	---	---	\$161,831
Due to Debt Service - SRS 2018A1	\$83,413	---	---	\$83,413
Due to Debt Service - SRS 2018A2	\$60,304	---	---	\$60,304
Due to Debt Service - SRS 2021	\$76,690	---	---	\$76,690
Deferred Revenues	---	\$150,446	---	\$150,446
TOTAL LIABILITIES	\$427,142	\$152,092	\$0	\$579,234
FUND BALANCES:				
UNASSIGNED FOR GENERAL FUND	\$714,815	---	---	\$714,815
ASSIGNED FOR CAPITAL PROJECTS	---	---	\$90,701	\$90,701
RESTRICTED FOR DEBT SERVICE	---	\$1,613,189	---	\$1,613,189
LIABILITIES & FUND BALANCE	\$1,141,956	\$1,765,281	\$90,701	\$2,997,938

CAPITAL REGION
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND

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

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 11/30/21	ACTUAL THRU 11/30/21	VARIANCE
<u>REVENUES:</u>				
Special Assessment-On Roll	\$1,394,014	\$304,229	\$304,229	\$0
Special Assessment-Direct - St Joe	\$441,845	\$79,691	\$79,691	\$0
Interest Income/Miscellaneous	\$8,000	\$1,333	\$81	(\$1,252)
TOTAL REVENUES	\$1,843,859	\$385,253	\$384,001	(\$1,252)
<u>EXPENDITURES:</u>				
<u>ADMINISTRATIVE:</u>				
Supervisors Fees	\$12,000	\$1,400	\$1,400	\$0
FICA Expense	\$918	\$918	\$107	\$811
Engineering	\$25,000	\$4,167	\$307	\$3,860
Arbitrage	\$1,200	\$0	\$0	\$0
Dissemination	\$7,300	\$1,217	\$0	\$1,217
Attorney	\$57,000	\$9,500	\$1,903	\$7,598
Annual Audit	\$3,710	\$0	\$0	\$0
Annual Report	\$500	\$500	\$0	\$500
Trustee Fees	\$15,520	\$0	\$0	\$0
Assessment Roll Services	\$11,500	\$11,500	\$11,500	\$0
Management Fees	\$48,620	\$8,103	\$8,103	\$0
Information Technology	\$2,800	\$467	\$467	\$0
Records Storage	\$150	\$25	\$0	\$25
Travel & Per Diem	\$2,000	\$333	\$0	\$333
Telephone	\$300	\$50	\$2	\$48
Postage	\$1,000	\$167	\$94	\$73
Printing & Binding	\$2,000	\$333	\$146	\$188
Insurance	\$19,730	\$19,730	\$18,597	\$1,133
Legal Advertising	\$3,500	\$583	\$353	\$231
Other Current Charges	\$1,600	\$267	\$299	(\$33)
Office Supplies	\$200	\$33	\$10	\$23
Dues, Licenses, Subscriptions	\$175	\$29	\$175	(\$146)
Capital Outlay	\$250	\$42	\$0	\$42
TOTAL ADIMINISTRATIVE	\$216,973	\$59,364	\$43,462	\$15,902
<u>FIELD:</u>				
Management Fees	\$132,300	\$22,050	\$22,050	\$0
Security	\$7,000	\$1,167	\$5,856	(\$4,690)
Communications	\$6,000	\$1,000	\$1,000	\$0
Utilities	\$45,000	\$7,500	\$10,226	(\$2,726)
Landscape Maintenance - Contract	\$1,030,628	\$171,892	\$171,892	\$0
Landscape Maint - New Units/Street Trees	\$5,000	\$833	\$55	\$778
Pond Maintenance - Contract	\$5,000	\$833	\$0	\$833
Pond Maintenance - New Units	\$0	\$0	\$0	\$0
Pond Repairs - Current Units	\$37,500	\$6,250	\$11,254	(\$5,004)
Pond Repairs - New Units	\$0	\$0	\$0	\$0

CAPITAL REGION
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND

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

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 11/30/21	ACTUAL THRU 11/30/21	VARIANCE
EXPENDITURES:				
<u>FIELD: (continued)</u>				
SWMF Operating Permit Fees	\$918	\$153	\$0	\$153
Irrigation Maintenance - Contract	\$55,488	\$8,962	\$8,962	\$0
Irrigation Maintenance - New Units	\$0	\$0	\$0	\$0
Irrigation Repairs - Current Units	\$45,000	\$7,500	\$21,891	(\$14,391)
Irrigation Systems Upgrades	\$0	\$0	\$0	\$0
Preserve Maintenance	\$37,500	\$6,250	\$5,104	\$1,146
Tot Lot Inspection/Maintenance	\$6,500	\$1,083	\$0	\$1,083
Tree Removal/Trimming/Cleanup	\$38,000	\$6,333	\$9,709	(\$3,375)
Alleyway Maintenance	\$5,000	\$833	\$1,290	(\$456)
Miscellaneous Maintenance	\$7,500	\$1,250	\$1,425	(\$175)
Special Events	\$5,000	\$833	\$0	\$833
Other-Contingency	\$5,000	\$833	\$175	\$658
Capital Expenditures	\$9,000	\$1,500	\$0	\$1,500
Reserve for Capital - R&R	\$135,552	\$135,552	\$89,000	\$46,552
Common Area Maintenance	\$8,000	\$1,333	\$0	\$1,333
TOTAL FIELD	\$1,626,886	\$383,942	\$359,887	\$24,056
TOTAL EXPENDITURES	\$1,843,859	\$443,306	\$403,348	\$39,958
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	\$0	(\$58,053)	(\$19,347)	\$38,706
NET CHANGE IN FUND BALANCE	\$0	(\$58,053)	(\$19,347)	\$38,706
FUND BALANCE - Beginning	\$0		\$734,162	
FUND BALANCE - Ending	\$0		\$714,815	

**CAPITAL REGION CDD
GENERAL FUND
FY 2022**

Description	ADOPTED BUDGET	October	November	December	January	February	March	April	May	June	July	August	September	Year to Date
<u>REVENUES:</u>														
Special Assessment-On Roll	\$1,394,014	\$0	\$304,229	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$304,229
Special Assessment-Direct - St Joe	\$441,845	\$51,973	\$27,718	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$79,691
Interest Income/Miscellaneous	\$8,000	\$49	\$33	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$81
TOTAL REVENUES	\$1,843,859	\$52,022	\$331,979	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$384,001

EXPENDITURES:

Administrative:

Supervisors Fees	\$12,000	\$800	\$600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,400
FICA Expense	\$918	\$61	\$46	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$107
Engineering	\$25,000	\$0	\$307	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$307
Arbitrage	\$1,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dissemination	\$7,300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Attorney	\$57,000	\$1,903	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,903
Annual Audit	\$3,710	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Annual Report	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Trustee Fees	\$15,520	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Assessment Roll Services	\$11,500	\$11,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,500
Management Fees	\$48,620	\$4,052	\$4,052	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,103
Information Technology	\$2,800	\$233	\$233	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$467
Records Storage	\$150	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Travel & Per Diem	\$2,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Telephone	\$300	\$2	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2
Postage	\$1,000	\$64	\$29	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$94
Printing & Binding	\$2,000	\$42	\$104	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$146
Insurance	\$19,730	\$18,597	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,597
Legal Advertising	\$3,500	\$101	\$252	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$353
Other Current Charges	\$1,600	\$198	\$101	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$299
Office Supplies	\$200	\$0	\$10	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10
Dues, Licenses, Subscriptions	\$175	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
Capital Outlay	\$250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Administrative	\$216,973	\$37,728	\$5,734	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$43,462

**CAPITAL REGION CDD
GENERAL FUND
FY 2022**

Description	ADOPTED BUDGET	October	November	December	January	February	March	April	May	June	July	August	September	Year to Date
<u>Maintenance:</u>														
Management Fees	\$132,300	\$11,025	\$11,025	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$22,050
Security	\$7,000	\$5,606	\$250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,856
Communications	\$6,000	\$500	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000
Utilities	\$45,000	\$2,528	\$7,697	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,226
Landscape Maintenance - Contract	\$1,030,628	\$85,946	\$85,946	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$171,892
Landscape Maint - New Units/Street Trees	\$5,000	\$0	\$55	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$55
Pond Maintenance - Contract	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pond Maintenance - New Units	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pond Repairs - Current Units	\$37,500	\$0	\$11,254	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,254
Pond Repairs - New Units	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SWMF Operating Permit Fees	\$918	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Irrigation Maintenance - Contract	\$55,488	\$4,481	\$4,481	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,962
Irrigation Maintenance - New Units	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Irrigation Repairs - Current Units	\$45,000	\$7,654	\$14,236	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$21,891
Irrigation Systems Upgrades	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Preserve Maintenance	\$37,500	\$2,650	\$2,454	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,104
Tot Lot Inspection/Maintenance	\$6,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Tree Removal/Trimming/Cleanup	\$38,000	\$0	\$9,709	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,709
Alleyway Maintenance	\$5,000	\$1,140	\$150	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,290
Miscellaneous Maintenance	\$7,500	\$0	\$1,425	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,425
Special Events	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other-Contingency	\$5,000	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
Capital Expenditures	\$9,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve for Capital - R&R	\$135,552	\$89,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$89,000
Common Area Maintenance	\$8,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Maintenance	\$1,626,886	\$210,706	\$149,181	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$359,887
Total Recreatin Facility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$1,843,859	\$248,434	\$154,915	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$403,349
Interfund Tranfer In/(Out)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Excess Revenues (Expenditures)	\$0	(\$196,412)	\$177,065	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$19,347)

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

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

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 11/30/21	ACTUAL THRU 11/30/21	VARIANCE
<u>REVENUES:</u>				
Capital Reserve Contribution	\$135,552	\$135,552	\$89,000	(\$46,552)
Miscellaneous Revenue	\$0	\$0	\$0	\$0
<i>TOTAL REVENUES</i>	<u>\$135,552</u>	<u>\$135,552</u>	<u>\$89,000</u>	<u>(\$46,552)</u>
<u>EXPENDITURES:</u>				
Reserve for Capital - R&R	\$0	\$0	\$0	\$0
Other Charges	\$600	\$100	\$98	\$2
<i>TOTAL EXPENDITURES</i>	<u>\$600</u>	<u>\$100</u>	<u>\$98</u>	<u>\$2</u>
<i>EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES</i>	<u>\$134,952</u>	<u>135,452.34</u>	<u>88,901.57</u>	<u>(46,550.77)</u>
<i>NET CHANGE IN FUND BALANCE</i>	<u>\$134,952</u>	<u>\$135,452</u>	<u>\$88,902</u>	<u>(\$46,551)</u>
FUND BALANCE - Beginning	\$101,290		\$1,799	
FUND BALANCE - Ending	<u>\$236,243</u>		<u>\$90,701</u>	

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

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 11/30/21	ACTUAL THRU 11/30/21	VARIANCE
<u>REVENUES:</u>				
Special Assessments - Residential	\$381,326	\$70,562	\$70,562	\$0
Special Assessments - Commercial	\$480,847	\$91,269	\$91,269	\$0
Interest Income	\$200	\$33	\$26	(\$7)
TOTAL REVENUES	\$862,373	\$161,864	\$161,857	(\$7)
<u>EXPENDITURES:</u>				
Interest- 11/1	\$195,343	\$195,343	\$195,469	(\$126)
Principal - 11/1	\$0	\$0	\$5,000	(\$5,000)
Interest - 5/1	\$195,343	\$0	\$0	\$0
Principal - 5/1	\$480,000	\$0	\$0	\$0
TOTAL EXPENDITURES	\$870,685	\$195,343	\$200,469	(\$5,126)
NET CHANGE IN FUND BALANCE	(\$8,312)	(\$33,478)	(\$38,612)	(\$5,134)
FUND BALANCE - Beginning	\$345,644		\$776,324	
FUND BALANCE - Ending	<u>\$337,331</u>		<u>\$737,712</u>	

CAPITAL REGION**COMMUNITY DEVELOPMENT DISTRICT****DEBT SERVICE FUND - SERIES 2018A1**

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ended November 30, 2021

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 11/30/21	ACTUAL THRU 11/30/21	VARIANCE
<u>REVENUES:</u>				
Special Assessments - Residential	\$149,435	\$54,240	\$54,240	\$0
Special Assessments - Commercial	\$153,684	\$29,173	\$29,173	\$0
Special Assessments - Direct	\$1,002,976	\$0	\$0	\$0
Interest Income	\$50	\$8	\$9	\$1
TOTAL REVENUES	\$1,306,144	\$83,421	\$83,422	\$1
<u>EXPENDITURES:</u>				
Interest - 11/1	\$379,469	\$379,469	\$379,469	\$0
Interest - 5/1	\$379,469	\$0	\$0	\$0
Principal - 5/1	\$550,000	\$0	\$0	\$0
TOTAL EXPENDITURES	\$1,308,938	\$379,469	\$379,469	\$0
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	(\$2,794)	(\$296,047)	(\$296,047)	\$1
NET CHANGE IN FUND BALANCE	(\$2,794)	(\$296,047)	(\$296,047)	\$1
FUND BALANCE - Beginning	\$384,020		\$889,763	
FUND BALANCE - Ending	\$381,226		\$593,716	

CAPITAL REGION**COMMUNITY DEVELOPMENT DISTRICT****DEBT SERVICE FUND - SERIES 2018A2**

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ended November 30, 2021

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 11/30/21	ACTUAL THRU 11/30/21	VARIANCE
<u>REVENUES:</u>				
Special Assessments - Commercial	\$281,879	\$60,304	\$60,304	\$0
Interest Income	\$0	\$0	\$2	\$2
<i>TOTAL REVENUES</i>	<u>\$281,879</u>	<u>\$60,304</u>	<u>\$60,306</u>	<u>\$2</u>
<u>EXPENDITURES:</u>				
Interest - 11/1	\$48,278	\$48,278	\$48,278	\$0
Interest - 5/1	\$48,278	\$0	\$0	\$0
Principal - 5/1	\$175,000	\$0	\$0	\$0
Special Call - 5/1	\$0	\$0	\$0	\$0
<i>TOTAL EXPENDITURES</i>	<u>\$271,556</u>	<u>\$48,278</u>	<u>\$48,278</u>	<u>\$0</u>
<i>EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES</i>	<u>\$10,323</u>	<u>\$12,026</u>	<u>\$12,028</u>	<u>\$2</u>
<i>NET CHANGE IN FUND BALANCE</i>	<u>\$10,323</u>	<u>\$12,026</u>	<u>\$12,028</u>	<u>\$2</u>
FUND BALANCE - Beginning	\$49,598		\$185,403	
FUND BALANCE - Ending	<u>\$59,921</u>		<u>\$197,431</u>	

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

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 11/30/21	ACTUAL THRU 11/30/21	VARIANCE
<u>REVENUES:</u>				
Special Assessments	\$318,938	\$76,690	\$76,690	\$0
Interest Income	\$0	\$0	\$2	\$2
TOTAL REVENUES	\$318,938	\$76,690	\$76,692	\$2
<u>EXPENDITURES:</u>				
Interest - 11/1	\$43,944	\$43,944	\$43,944	\$0
Interest - 5/1	\$35,000	\$0	\$0	\$0
Principal - 5/1	\$250,000	\$0	\$0	\$0
TOTAL EXPENDITURES	\$328,944	\$43,944	\$43,944	\$0
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	(\$10,007)	\$32,746	\$32,748	\$2
NET CHANGE IN FUND BALANCE	(\$10,007)	\$32,746	\$32,748	\$2
FUND BALANCE - Beginning	\$56,131		\$51,583	
FUND BALANCE - Ending	\$46,124		\$84,330	

CAPITAL REGION

COMMUNITY DEVELOPMENT DISTRICT

CAPITAL PROJECT FUND - SERIES 2021

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ended November 30, 2021

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 11/30/21	ACTUAL THRU 11/30/21	VARIANCE
<u>REVENUES:</u>				
Interest Income	\$0	\$0	\$0	\$0
TOTAL REVENUES	\$0	\$0	\$0	\$0
<u>EXPENDITURES:</u>				
Cost Of Issuance	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	\$0	\$0	\$0	\$0
OTHER FINANCING SOURCES (USES)				
Interfund Transfer In / (Out)	\$0	\$0	\$0	\$0
TOTAL OTHER FINANCING SOURCES (USES)	\$0	\$0	\$0	\$0
NET CHANGE IN FUND BALANCE	\$0	\$0	\$0	\$0
FUND BALANCE - Beginning	\$0		\$0	
FUND BALANCE - Ending	<u>\$0</u>		<u>\$0</u>	

C.

**CAPITAL REGION CDD
ASSESSMENT RECEIPTS FISCAL YEAR 2022**

ASSESSED TO	# UNITS	SERIES 2008 / 2018-1 RESIDENTIAL	SERIES 2008 / 2018-1 COMMERCIAL	SERIES 2011A-1 / 2021 RESIDENTIAL	SERIES 2011A-2 / 2018-2 COMMERCIAL	SERIES 2013 RESIDENTIAL	SERIES 2013 COMMERCIAL	TOTAL DEBT SERVICE	FISCAL YEAR 2022 O&M	TOTAL ASSESSED
ST JOE COMPANY	1,692.00	-	859,291.86	-	-	-	-	859,291.86	332,617.18	1,191,909.04
LEON CO. TAX ROLL	3,662.58	293,118.35	114,158.86	305,933.59	191,185.61	270,022.64	394,670.69	1,569,089.73	1,503,241.82	3,072,331.55
TOTAL NET ASSESSED	5,354.58	293,118.35	973,450.72	305,933.59	191,185.61	270,022.64	394,670.69	2,428,381.59	1,835,859.00	4,264,240.59

RECEIVED BY	DATE	SERIES 2008 / 2018-1 RESIDENTIAL	SERIES 2008 / 2018-1 COMMERCIAL	SERIES 2011A-1 / 2021 RESIDENTIAL	SERIES 2011A-2 / 2018-2 COMMERCIAL	SERIES 2013 RESIDENTIAL	SERIES 2013 COMMERCIAL	TOTAL DEBT SERVICE	FISCAL YEAR 2022 O&M	TOTAL COLLECTED NET
ST JOE COMPANY		-	-	-	-	-	-	-	107,409.35	107,409.35
TOTAL DUE DIRECT INVOICE		-	859,291.86	-	-	-	-	859,291.86	225,207.83	1,084,499.69
LEON CO DIST 1	11/9/2021	3,166.66	-	2,793.76	-	4,119.58	-	10,080.00	8,052.27	18,132.27
LEON CO DIST 2	11/24/2021	51,073.47	29,172.96	73,896.61	60,303.90	66,442.74	91,268.52	372,158.20	296,176.25	668,334.45
LEON CO DIST 3	12/16/2021	152,777.15	89,220.08	201,616.65	186,759.31	198,751.57	279,127.87	1,108,252.63	878,232.54	1,986,485.17
LEON CO DIST 4	12/30/2021	21,678.88	3,341.54	19,052.74	13,754.76	28,202.59	10,454.12	96,484.63	75,711.24	172,195.87
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
TOTAL RECEIVED TAX ROLL		228,696.16	121,734.58	297,359.76	260,817.97	297,516.48	380,850.51	1,586,975.46	1,258,172.30	2,845,147.76
TOTAL DUE TAX ROLL		64,422.19	(7,575.72)	8,573.83	(69,632.36)	(27,493.84)	13,820.18	(17,885.73)	245,069.52	227,183.79

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 2022 O&M	TOTAL
% RECEIVED DIRECT INVOICE	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	32.29%	9.01%
% RECEIVED TAX ROLL	78.02%	106.64%	97.20%	136.42%	110.18%	96.50%	101.14%	83.70%	92.61%

D.

Capital Region
Community Development District
Check Register Summary
General Fund

11/1/2021 - 12/31/2021

<i>Check Date</i>	<i>Check #'s</i>	<i>Total Amount</i>
11/10/2021	2790-2826	\$5,277.25
11/15/2021	2827-2831	\$103,789.43
11/27/2021	2832-2837	\$25,195.13
12/14/2021	2838-2849	\$534,962.91
12/27/2021	2850-2856	\$1,119,090.16
12/30/2021	2857	\$850,000.00
Total		\$2,638,314.88

* FedEx invoices will be provided upon request

AP300R	YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER										RUN	1/04/22	PAGE	1
*** CHECK DATES 11/01/2021 - 12/31/2021 ***														
CAPITAL REGION - GENERAL FUND														
BANK B CAPITAL REGION - GEN														

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
11/10/21	00310	10/31/21 10312021	202110 320-57200-34500	SW HALLOWEEN NIGHT	*	164.00	
				STEVEN BRENT ALKEMA			164.00 002790
11/10/21	00206	10/31/21 10312021	202110 320-57200-34500	SW HALLOWEEN NIGHT	*	133.25	
				NATHAN ALLCORN			133.25 002791
11/10/21	00314	10/31/21 10312021	202110 320-57200-34500	SW HALLOWEEN NIGHT	*	124.00	
				GERALD ALLEN			124.00 002792
11/10/21	00318	10/31/21 10312021	202110 320-57200-34500	SW HALLOWEEN NIGHT	*	124.00	
				MARVIN BIGGINS			124.00 002793
11/10/21	00317	10/31/21 10312021	202110 320-57200-34500	SW HALLOWEEN NIGHT	*	124.00	
				JAH'REE CHARLTON			124.00 002794
11/10/21	00265	10/31/21 10312021	202110 320-57200-34500	SW HALLOWEEN NIGHT	*	124.00	
				LAKIYA CHRISHON			124.00 002795
11/10/21	00306	10/31/21 10312021	202110 320-57200-34500	SW HALLOWEEN NIGHT	*	164.00	
				TIMOTHY BRIAN COLLINS			164.00 002796
11/10/21	00257	10/31/21 10312021	202110 320-57200-34500	SW HALLOWEEN NIGHT	*	124.00	
				LISA D DAVIS			124.00 002797
11/10/21	00308	10/31/21 10312021	202110 320-57200-34500	SW HALLOWEEN NIGHT	*	164.00	
				WILLIAM CLARK DEMING			164.00 002798
11/10/21	00322	10/31/21 10312021	202110 320-57200-34500	SW HALLOWEEN NIGHT	*	124.00	
				JAMES DICKENS			124.00 002799
11/10/21	00246	10/31/21 10312021	202110 320-57200-34500	SW HALLOWEEN NIGHT	*	124.00	
				ANITA DUNLAP			124.00 002800
11/10/21	00302	10/31/21 10312021	202110 320-57200-34500	SW HALLOWEEN NIGHT	*	164.00	
				CHRISTOPHER N. FARIELLO			164.00 002801

CAPR CAPITAL REGION MPHILLIPS

AP300R	YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER										RUN	1/04/22	PAGE	2
*** CHECK DATES 11/01/2021 - 12/31/2021 ***														
CAPITAL REGION - GENERAL FUND														
BANK B CAPITAL REGION - GEN														

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
11/10/21	00316	10/31/21	10312021 202110 320-57200-34500	SW HALLOWEEN NIGHT	*	124.00	
				ROBERT ETHAN FORD			124.00 002802
11/10/21	00171	10/31/21	10312021 202110 320-57200-34500	SW HALLOWEEN NIGHT	*	124.00	
				NATASHA R. HARRIS			124.00 002803
11/10/21	00285	10/31/21	10312021 202110 320-57200-34500	SW HALLOWEEN NIGHT	*	164.00	
				JAMES JOSEPH HARRIS			164.00 002804
11/10/21	00248	10/31/21	10312021 202110 320-57200-34500	SW HALLOWEEN NIGHT	*	124.00	
				ANGELA MICHELLE HEMANES			124.00 002805
11/10/21	00184	10/31/21	10312021 202110 320-57200-34500	SW HALLOWEEN NIGHT	*	164.00	
				JUSTIN REED HILL			164.00 002806
11/10/21	00309	10/31/21	10312021 202110 320-57200-34500	SW HALLOWEEN NIGHT	*	164.00	
				LISA DARLENE JOHNSON			164.00 002807
11/10/21	00320	10/31/21	10312021 202110 320-57200-34500	SW HALLOWEEN NIGHT	*	124.00	
				MERCEDES A JONES			124.00 002808
11/10/21	00321	10/31/21	10312021 202110 320-57200-34500	SW HALLOWEEN NIGHT	*	124.00	
				ROSHANDRA L JONES			124.00 002809
11/10/21	00319	10/31/21	10312021 202110 320-57200-34500	SW HALLOWEEN NIGHT	*	124.00	
				JANAY LARISA LOVETT			124.00 002810
11/10/21	00173	10/31/21	10312021 202110 320-57200-34500	SW HALLOWEEN NIGHT	*	164.00	
				KATHY MCGHIN			164.00 002811
11/10/21	00174	10/31/21	10312021 202110 320-57200-34500	SW HALLOWEEN NIGHT	*	124.00	
				STEVEN J. MCNALLY			124.00 002812
11/10/21	00276	10/31/21	10312021 202110 320-57200-34500	SW HALLOWEEN NIGHT	*	124.00	
				KALEXIA MILLER			124.00 002813

CAPR CAPITAL REGION MPHILLIPS

AP300R		YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER										RUN	1/04/22	PAGE	3
*** CHECK DATES 11/01/2021 - 12/31/2021 ***		CAPITAL REGION - GENERAL FUND													
		BANK B CAPITAL REGION - GEN													

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
11/10/21	00312	10/31/21	10312021 202110 320-57200-34500	SW HALLOWEEN NIGHT	*	164.00	
				RICHARD LEE MURPHY			164.00 002814
11/10/21	00311	10/31/21	10312021 202110 320-57200-34500	SW HALLOWEEN NIGHT	*	164.00	
				REINALDO ROA, JR			164.00 002815
11/10/21	00307	10/31/21	10312021 202110 320-57200-34500	SW HALLOWEEN NIGHT	*	164.00	
				KYLE ROWLAND			164.00 002816
11/10/21	00304	10/31/21	10312021 202110 320-57200-34500	SW HALLOWEEN NIGHT	*	164.00	
				GARY ROY			164.00 002817
11/10/21	00278	10/31/21	10312021 202110 320-57200-34500	SW HALLOWEEN NIGHT	*	124.00	
				ROBIN RUBY			124.00 002818
11/10/21	00212	10/31/21	10312021 202110 320-57200-34500	SW HALLOWEEN NIGHT	*	204.00	
				KAREN ANN RYAN			204.00 002819
11/10/21	00313	10/31/21	10312021 202110 320-57200-34500	SW HALLOWEEN NIGHT	*	164.00	
				STEPHEN J SHIELDS			164.00 002820
11/10/21	00274	10/31/21	10312021 202110 320-57200-34500	SW HALLOWEEN NIGHT	*	124.00	
				CARRIE ELIZABETH STARR			124.00 002821
11/10/21	00303	10/31/21	10312021 202110 320-57200-34500	SW HALLOWEEN NIGHT	*	164.00	
				GARRETT SWIER			164.00 002822
11/10/21	00315	10/31/21	10312021 202110 320-57200-34500	SW HALLOWEEN NIGHT	*	124.00	
				TINA M WEEKES			124.00 002823
11/10/21	00323	10/31/21	10312021 202110 320-57200-34500	SW HALLOWEEN NIGHT	*	124.00	
				YOLANDO G WESTBERRY			124.00 002824
11/10/21	00226	10/31/21	10312021 202110 320-57200-34500	SW HALLOWEEN NIGHT	*	124.00	
				LATORIA ALEXIS WOODS			124.00 002825

CAPR CAPITAL REGION MPHILLIPS

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
12/14/21	00300	12/14/21 12142021	202112 300-20700-10000		*	76,690.37	
			TXFER TAX RCPTS 12/14/21				
				CAPITAL REGION CDD - SERIES 2021			76,690.37 002844
12/14/21	00029	11/29/21 NOV2021	202111 320-57200-43000		*	7,697.14	
			NOV 2021 SERVICES				
				CITY OF TALLAHASSEE - UTILITIES			7,697.14 002845
12/14/21	00004	11/23/21 75751735	202111 310-51300-42000		*	28.56	
			SERVICE THRU 11/23/21				
				FEDEX			28.56 002846
12/14/21	99999	12/14/21 VOID	202112 000-00000-00000		C	.00	
			VOID CHECK				
				*****INVALID VENDOR NUMBER*****			.00 002847
12/14/21	00061	10/01/21 457	202110 310-51300-34000		*	4,051.67	
			OCT 2021 MGMT FEES				
		10/01/21 457	202110 310-51300-35100		*	233.33	
			OCT 2021 INFORMATION TECH				
		10/01/21 457	202110 310-51300-42000		*	27.11	
			OCT 2021 POSTAGE				
		10/01/21 457	202110 310-51300-42500		*	41.70	
			OCT 2021 COPIES				
		10/01/21 457	202110 310-51300-41000		*	2.03	
			OCT 2021 TELEPHONE				
		10/01/21 458	202110 320-57200-34000		*	11,025.00	
			OCT 2021 FAC MGMT				
		11/01/21 460	202111 320-57200-34000		*	11,025.00	
			NOV 2021 FAC MGMT				
		12/01/21 461	202112 310-51300-34000		*	4,051.67	
			DEC 2021 MGMT FEES				
		12/01/21 461	202112 310-51300-35100		*	233.33	
			DEC 2021 INFO TECH				
		12/01/21 461	202112 310-51300-51000		*	18.48	
			DEC 2021 OFFICE SUPPLIES				
		12/01/21 461	202112 310-51300-42000		*	5.37	
			DEC 2021 POSTAGE				
		12/01/21 461	202112 310-51300-42500		*	90.75	
			DEC 2021 COPIES				
		12/01/21 461	202112 310-51300-41000		*	43.66	
			DEC 2021 PHONE				
		12/01/21 462	202112 320-57200-34000		*	11,025.00	
			DEC 2021 FAC MGMT				
				GOVERNMENTAL MANAGEMENT SERVICES			41,874.10 002848
				CAPR CAPITAL REGION MPHILLIPS			

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
12/14/21	00228	11/30/21	00042359 202111 310-51300-48000		*	252.04	
			NOT OF MTNG & DATES				
				TALLAHASSEE MEDIA GROUP			252.04 002849
12/27/21	00024	12/07/21	193696 202112 320-57200-47000		*	188.00	
			BUTTERFLY GRDN MAINT				
		12/08/21	170999-L 202112 320-57200-46550		*	3,019.00	
			STORMWATER POND GRADING				
		12/08/21	171000-L 202112 320-57200-46490		*	926.00	
			MOW BLAIRSTONE BERN				
		12/08/21	171001-L 202112 320-57200-46550		*	2,500.00	
			SWMF #57 LIMEROCK DELIVER				
		12/13/21	193705 202112 320-57200-46550		*	761.51	
			POND MAINT				
		12/13/21	193706 202112 320-57200-47000		*	1,037.52	
			FALL MAINT BUTTERFLY GRDN				
		12/13/21	193707 202112 320-57200-46550		*	846.00	
			TR216 WEEDEATING/BUSHHOG				
		12/13/21	193708 202112 320-57200-46550		*	492.11	
			TR105 MOWING-WEEDEADING				
		12/20/21	193713 202112 320-57200-46450		*	399.20	
			IRRG RPR C15 U#ORANGE AVE				
		12/20/21	193714 202112 320-57200-46900		*	240.95	
			FUNGICIDE TREATMENT U#2				
				ALL-PRO LAND CARE OF TALLAHASSEE			10,410.29 002850
12/27/21	00157	12/13/21	120721 202112 320-57200-46490		*	100.00	
			PRESS.CONCRETE DRAIN WALL				
				DAVE BORDEN			100.00 002851
12/27/21	00106	12/27/21	12272021 202112 300-20700-10800		*	241,997.23	
			TXFER TAX RCPTS 12.27.21				
				CAPITAL REGION CDD - SERIES 2018A1			241,997.23 002852
12/27/21	00130	12/27/21	12272021 202112 300-20700-11000		*	186,759.31	
			TXFER TAX RCPTS 12.27.21				
				CAPITAL REGION CDD - SERIES 2018A2			186,759.31 002853
12/27/21	00148	12/27/21	12272021 202112 300-20700-10900		*	477,879.44	
			TXFER TAX RCPTS 12.27.21				
				CAPITAL REGIONS CDD - SERIES 2013			477,879.44 002854
12/27/21	00300	12/27/21	12272021 202112 300-20700-10000		*	201,616.65	
			TXFER TAX RCPTS 12.27.21				
				CAPITAL REGION CDD - SERIES 2021			201,616.65 002855
				CAPR CAPITAL REGION MPHILLIPS			

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
12/27/21	00061	12/13/21 463	202112 320-57200-47000		*	327.24	
		MAINT SUPPLIES					
				GOVERNMENTAL MANAGEMENT SERVICES			327.24 002856
12/30/21	00026	12/30/21 12302021	202112 300-15100-10000		*	850,000.00	
		TXFER EXCESS FUNDS					
				STATE BOARD OF ADMINISTRATION			850,000.00 002857
TOTAL FOR BANK B						2,638,314.88	
TOTAL FOR REGISTER						2,638,314.88	

SIXTH ORDER OF BUSINESS

CAPITAL REGION CDD

SCOPE OF WORK FOR WEBSITE SERVICES

Contractor shall provide Services in accordance with the terms provided below:

I. EXISTING WEBSITE REMEDIATION/NEW WEBSITE BUILD. Contractor shall either perform a one-time conversion and remediation of the existing Website or build a new Website, which shall meet all compliance requirements under the ADA and compliance requirements based on federally recommended ADA best practices for state and local governments as promulgated by federal law and rulemaking, including but not limited to Web Content Accessibility Guidelines 2.1 Level AA, as the same may be amended and updated from time to time (as amended and updated from time to time, “WCAG”). Specifically, Contractor shall, at a minimum:

A. provide an ADA compliant Website and/or perform ADA website compliance check for the current Website, as applicable, and create project plan to provide an ADA compliant Website that meets, at minimum, the currently-effective WCAG standards;

B. cross-check compatibility of the Website with various web applications, including but not limited to mobile phones, tablets, laptop computers, desktop computers, and braille readers and other assistive technologies for accessibility;

C. convert new PDF documents to accessible formats for assistive technologies, as needed;

D. provide a webpage containing website accessibility policy that includes a commitment to accessibility for persons with disabilities, the District’s engagement of Contractor for ADA specific services, in an effort to bring the Website into ADA compliance, accessibility standard used and applied to the Website (which shall be at a minimum WCAG), and contact information of the District Manager or their designee (email and phone number) for users encountering any problems (collectively, “**Accessibility Policy**”);

E. provide any and all other effort reasonably necessary to allow the District to receive the maximum benefit of the Services contemplated by this, recognizing the District is

relying on Contractor's expertise for Website design/best practices in accordance with the ADA.

II. MAINTENANCE. Contractor shall provide an ongoing maintenance of the Website and ensure continued compliance with WCAG. Specifically, Contractor shall:

- A. Post required District documents and information to the Website as directed by the District Manager;
- B. continue to provide and update, as needed, those Services identified in Section A;
- C. provide assistive support via telephone and/or email up to **two (2) hours** per month, including regularly corresponding with the District staff regarding remediated documents, providing updates to the Website, and providing recommendations of remedial actions, as needed. Notwithstanding the foregoing, the District may request that Contractor attend a conference call or an in-person meeting of the District to review metrics, results and summaries of maintenance performed to-date;
- D. remediate new documents identified by the District to accessible formats for assistive technologies, as needed, including new agenda materials;
- E. provide and update Contractor's Compliance Shield and Accessibility Policy, which may need to be updated from time to time, for display and use on the Website;
- F. provide any and all other effort reasonably necessary to allow the District to receive the maximum benefit of the Services contemplated by this Agreement and **Exhibit A**.

III. QUARTERLY TECHNOLOGICAL AND HUMAN AUDITS. Contractor shall perform, or cause to be performed, at least four (4) quarterly technological and human audits per year to ensure Website's compliance with WCAG standards or better and any applicable laws, rules and regulations applicable to the Website. After each audit, Contractor shall remediate any deficiencies identified during such audit and provide a written report to the District summarizing the audit and remediations made, if any.

IV. ADDITIONAL SERVICES. In the event that the District desires additional work or

services, Contractor agrees to negotiate in good faith to undertake such additional work or services. Upon successful negotiation regarding the terms of the additional work, including scope and compensation, the parties shall agree in writing to a work order, addendum, addenda, or change order to this Agreement prior to commencement of any such additional work. The following is a non-exhaustive list of possible additional services that the District may request of Contractor:

- A. performing additional audit(s) of the Website;
- B. providing a point of contact to respond to public's requests for Website accommodation;
- C. converting documents for public records requests received by the District;
- D. providing assistive support to District staff that is in excess of two (2) hours per month, at a rate not to exceed One Hundred Dollars (\$) per hour; and
- E. providing any other ADA recommended compliance services requested by the District that Contractor is capable of performing.

V. Contractor shall be solely responsible for the means, manner and methods by which its duties, obligations and responsibilities are met to the satisfaction of the District and in accordance with this Agreement. Contractor shall use industry best practices and procedures when carrying out the Services. While providing the Services, Contractor may sub-contract certain portions of the Services ("**Sub-Contracted Services**"); provided however, Contractor shall remain responsible ensuring completion of all Services, including the Sub-Contracted Services, in accordance with the terms provided in this Agreement and **Exhibit A**.

VI. **MONTHLY COMPENSATION.** Contractor will bill the District \$ per month for the services described in this Agreement.

VII. **INVOICES; PAYMENT.** Contractor shall maintain records conforming to usual accounting practices. Further, Contractor shall render each invoice to the District in writing, which shall be delivered promptly upon completion of each Service. Each invoice shall contain, at a minimum, the District's name, Contractor's name, the invoice date, an invoice number, an

itemized listing of all costs billed on each invoice with a sufficient description of each allowing the District to approve each cost, the time frame within which the Services were provided, and the address or bank information to which payment is to be remitted. Consistent with Florida's Prompt Payment Act, section 218.70, *et al.*, *Florida Statutes*, the invoices shall be due and payable within forty-five (45) days of receipt by the District.

VIII. REPRESENTATIONS, WARRANTIES AND COVENANTS. Contractor represents, warrants, and covenants that (a) the Services will conform to the requirements provided in Section 2 herein and **Exhibit A**; (b) the Services shall be performed by qualified personnel in a professional, prompt, diligent, good, safe and workmanlike manner in accordance with all laws, industry standards, and all applicable ADA and other website accessibility compliance standards, including but not limited to WCAG and other federally recommended guidelines, as may be amended from time to time; and (c) neither the Services nor any product provided by Contractor shall infringe, misappropriate, or otherwise violate the intellectual property rights of any third-party. To the extent that any defects are found and reported to the Contractor, the Contractor shall correct such defects within thirty (30) days.

IX. INTELLECTUAL PROPERTY.

A. CONTRACTOR MATERIALS. Except as provided herein, Contractor shall retain all right, title, and interest in and to (i) all patents, trademarks, service marks, copyrights, and other intellectual property or proprietary rights of Contractor used in or otherwise associated with the Services, and other materials provided to the District hereunder; and (ii) all trade secrets, technical specifications and data to the extent they are intellectual property, and inventions which are authored, conceived, devised, developed, reduced to practice, or otherwise performed by Contractor which arise out of Contractor's performance of the Services, none of which shall be deemed a "work made for hire" under the Copyright Act of 1976 (collectively, "**Contractor Materials**"), and nothing contained herein shall be construed to restrict, impair, transfer, license, convey, or otherwise alter or deprive Contractor of any of its intellectual property and proprietary interests associated therewith. Subject to the foregoing, Contractor grants to the District a non-exclusive, non-transferable worldwide perpetual limited right and license to access and use the Contractor

Materials in connection with the ordinary and intended use by the District as contemplated in this Agreement, including viewing, downloading and printing the Contractor Materials for the District's use, and without in any case removing Contractor's copyright, trademark or other intellectual property ownership notices.

B. THE DISTRICT MATERIALS; PUBLICITY AND TRADEMARKS. The District shall own the Website, domain name, all e-mail addresses, and all website and e-mail content, under all circumstances. In the event of a termination of this Agreement for any reason, Contractor shall take all necessary steps to transfer, or otherwise allow the District to retain, such website, domain name, e-mail addresses and content of the same. Additionally, to the extent applicable, Contractor shall take commercially reasonable precautions consistent with industry standards to protect confidential information, including, e.g., credit card information and other sensitive information protected under Florida's Public Records Laws. Contractor shall immediately notify the District of any breach or loss of data, and take such steps as are reasonably necessary to address any such issue. Except as provided herein, the District shall retain all right, title, and interest in and to all intellectual property of the District provided or made available to the Contractor in connection with Contractor's Services (collectively, "**District Materials**") and nothing contained herein shall be construed to restrict, impair, transfer, license, convey, or otherwise alter or deprive the District of any of its intellectual property or other proprietary interests associated therewith, if any. Subject to the foregoing, the District grants to Contractor a non-exclusive, non-transferable worldwide limited right and license to access and use such District Materials in connection with the provision of the Services as contemplated by this Agreement. Further, the District permits Contractor to identify the District as a customer of Contractor in Contractor's marketing materials (including using the District's name and logo for such limited purposes).

The District further acknowledges and agrees that for Contractor to perform the Services, it must, in some cases, give Contractor remote access to areas behind log-ins that are to be audited hereunder, including, without limitation to content management systems and/or servers (collectively, "**System**"), and agrees that it will furnish to

Contractor all necessary information and/or user names and passwords required to do so. Contractor agrees to follow commercially reasonable security policies for accessing the District's System including any specific security procedures as may be communicated to Contractor by the District prior to Contractor accessing the System. Contractor shall on its own or through coordination with the District's Website provider, create a back-up copy of all data that may be affected by Contractor's access to the System.

X. PUBLIC RECORDS. Contractor understands and agrees that all documents or on-line content of any kind provided to the District in connection with this Agreement may be public records, and, accordingly, Contractor agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to section 119.0701, *Florida Statutes*. Contractor acknowledges that the designated public records custodian for the District is Jim Oliver ("Public Records Custodian"). Among other requirements and to the extent applicable by law, Contractor shall 1) keep and maintain public records required by the District to perform the Work; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes*; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if Contractor does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in Contractor's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by Contractor, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

XI. SCRUTINIZED COMPANIES STATEMENT. Contractor certifies that it is not in violation of section 287.135, *Florida Statutes*, and is not prohibited from doing business with the District under Florida law, including but not limited to Scrutinized Companies with Activities in Sudan

List or Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. If Contractor is found to have submitted a false statement, has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, or is now or in the future on the Scrutinized Companies that Boycott Israel List, or engaged in a boycott of Israel, the District may immediately terminate the Contract.

Bulldog Strategy Group

Proposal for Services

Prepared for the Southwood Community Development District (CDD)

COMPANY INTRODUCTION

Bulldog Strategy Group (BSG) is a strategic communications firm, offering a full range of public relations, marketing, public affairs and strategic planning services. Honesty's a big part of what we do around here. You won't find any PR spin or simple yes people here – we'll always tell you the truth, even if it's uncomfortable. We also believe in being passionate – for our causes, our clients and our issues. Doing something halfway just isn't in the bulldog DNA. If there's anything our years of experience have taught us, it's that we really enjoy the satisfaction that comes from a good day of hard work.

Here you'll find savvy people who truly want you to succeed. We could talk more about processes, or industry experience, or throw out some buzzwords, but it's easy to put words down on a page. If we sound like the kind of people you want in your corner, let's make it happen.

Additionally, the owner of this company has owned a home in Southwood for more than a decade and is very familiar with the neighborhood, its assets, the people involved in the community, and other elements that make Southwood truly unique. We have been working closely with Government Management Services of North Florida for seven years to manage the CDD's public information, including its website and its system of email communication with the neighborhood's residents.

PROJECT SUMMARY

Part 1: Website Maintenance / ADA Compliance

Bulldog Strategy Group maintains the Southwood CDD website to ensure it meets compliance requirements under the ADA and compliance requirements based on federally recommended ADA best practices for state and local governments as promulgated by federal law and rulemaking, including but not limited to Web Content Accessibility Guidelines 2.1 Level AA, as the same may be amended and updated from time to time (as amended and updated from time to time, "WCAG").

Specifically, we complete the following services, at a minimum:

- provide an ADA compliant Website and/or perform ADA website compliance check for the current Website, as applicable, and create project plan to provide an ADA compliant Website that meets, at minimum, the currently-effective WCAG standards;
- cross-check compatibility of the website with various web applications, including but not limited to mobile phones, tablets, laptop computers, desktop computers, and braille readers and other assistive technologies for accessibility;
- convert new PDF documents to accessible formats for assistive technologies, as needed;
- provide a webpage containing website accessibility policy that includes a commitment to

accessibility for persons with disabilities, the District's engagement of Contractor for ADA specific services, in an effort to bring the Website into ADA compliance, accessibility standard used and applied to the Website (which shall be at a minimum WCAG), and contact information of the District Manager or their designee (email and phone number) for users encountering any problems (collectively, "Accessibility Policy"); and

- provide any and all other effort reasonably necessary to allow the District to receive the maximum benefit of the Services contemplated by this Agreement, recognizing the District is relying on Contractor's expertise for Website design/best practices in accordance with the ADA.

Part 2: Website Maintenance

Bulldog Strategy Group is responsible for ensuring the Southwood CDD website is functional and meeting the needs of the district. We provide, at a minimum, the following services:

- provide assistive support via telephone and/or email up to two (2) hours per month, including regularly corresponding with the District staff regarding remediated documents, providing updates to the website, and providing recommendations of remedial actions, as needed;
- convert District documents to accessible formats for assistive technologies, as needed; and
- update the website with the relevant and required meeting documents upon request from District staff in a timely manner.

Part 3: Communication Services

Bulldog Strategy Group also manages the District's email communication with residents through a third-party service, integrated into the existing website. Through the website, residents can subscribe for email updates. Bulldog Strategy Group sends email notifications to residents one week prior to and the week of each Board meeting.

PROJECT TEAM

Sandi Poreda, APR, President

Project Lead, Strategist, Editor

As one of only a few thousand nationally accredited public relations professionals, Sandi is always looking for new or better ways to connect with people and help them tell their story.

Most recently, Sandi has worked with clients ranging from a statewide law enforcement association to a local critical access hospital. Her experience ranges from providing strategic marketing and public relations advice to managing crisis situations, and lots of writing and editing in between. Sandi also has several years of experience maximizing digital resources for communication, including website architecture, copy development and management and social media management.

Prior to her work in the private sector, Sandi served the state of Florida in several capacities, including Communications Director for a state licensing agency and the Florida Attorney General's Office. During

her time in the Attorney General's Office, Sandi helped define the office as a leader in the war cybercrimes against children, which earned recognition from Oprah Winfrey. She was also responsible for managing the office's national exposure on numerous multistate litigation efforts and for developing, launching and maintaining the office's digital and online presence to communication with Florida's consumers, including the agency's first Facebook page and Twitter account.

Sandi earned her Bachelor's Degree from Florida State University, where she currently serves as an adjunct professor for the College of Communication and Information.

INVESTMENT

For this project, we recommend a monthly retainer of \$500 for a 12-month period, for a total of \$6,000. This investment will entitle the District to the services detailed above. Should the needs of the District exceed this proposed investment, we recommend either revisiting the retainer amount or allowing the District to contract with our firm at our hourly rate of \$125 for a pre-determined number of hours.

Any travel outside of Tallahassee is separate from the project fee and will be billed at cost.

CONTRACT TERMS

INTELLECTUAL & DISPLAY RIGHTS

Client agrees that all work created remains the intellectual property of Bulldog Strategy Group. Bulldog Strategy Group may use work in portfolios or for purposes of marketing, including but not limited to distribution of materials on the internet. Client agrees that they must properly identify Bulldog Strategy Group as the creator of work and may not seek to mislead others in that the work was created by anyone other than Bulldog Strategy Group. The client will own all graphics and files created by Bulldog Strategy Group once the project has been completed and the account is paid in full. Additionally, to the best of its knowledge, Bulldog Strategy Group will only provide materials or intellectual property that are original and do not infringe upon the intellectual property rights of others.

CHANGE MANAGEMENT

Any changes to the scope of a project must be documented and will likely result in an update to the project timeline and the estimated project investment. To request a change in the scope of your project - no matter how insignificant - please email sandi@bulldogstrategygroup.com. We will not begin work on the new scope of work until we have approval of the new budget and timeline in writing.

CLIENT APPROVALS

Once we have provided you with the final version of a product to approve before production, you are responsible for the final outcome, except with a problem in the physical production process, ie: a vendor does not use the approved paper, color, etc. The client's approval is final - vendors will rely solely on the approved version. Please take the time to review proofs closely when given the opportunity.

PAYMENT SCHEDULE

All invoices are due upon receipt unless previous arrangements have been made and agreed upon by both parties. We ask you to kindly respect these deadlines - our team works hard creating awesome

stuff for you, and they are paid for the time spent on a project, not necessarily the end result. A standard administrative fee of 20 percent will be added to all third-party costs, including shipping, printing, etc. All travel not local to Tallahassee, FL is billed separately and at cost.

REFUNDS

Due to the creative nature of our work, we are not able to refund deposits or payments once a project has been started. Our work takes place in a creative space, which means a large amount of work happens before a hard deliverable is drafted. For this reason, if a project is ended while there is a balance on your account, you will receive a credit for future Bulldog Strategy Group projects. We do refund any costs for paid services not yet purchased, such as advertising and other third-party services.

NEXT STEPS

We appreciate the opportunity to provide these recommendations for moving forward with this project. If the terms of this proposal meet your needs, please sign below. We look forward to working with you!



Sandi Poreda, APR
President, Bulldog Strategy Group

January 3, 2022
Date

(Client Signature)

Date

(Client Name & Title)



Customized ADA Compliant Website Proposal
for:

**Capital Region
Community Development District**

December 15, 2021

Project Scope

Website Design Overview

1. Project Background and Description

Capital Region CDD (the client) is seeking to add ADA compliance and monthly maintenance to their existing website (<http://www.mysouthwoodcdd.com/>)

2. Project Scope

Governmental Management Services (the company) maintain the existing website for **the client** with performance and accessibility revisions. **The client** will transfer the domain(s) and website files to **the company**. The website will aim to portray the CDD in a professional image while serving several functions such as; district information center, document storage, Florida statute requirement fulfillment, and ADA compliance.

The website will have standard security including antivirus, firewall and SSL encryption. The website will be compliant with Section 508 of the Americans with Disabilities Act (ADA) and will maintain a conformance level of AA with the Web Content Accessibility Guidelines 2.1 (WCAG 2.1).

The project is considered finished when the transfer and revisions are completed. Any further revisions beyond the finished website may be subject to a fee.

3. Deliverables

The company: One maintained website, site content and images, website security, antivirus and firewall, SSL implementation, domain transfer (if necessary), DNS and hosting setup, ADA Section 508 compliance and WCAG 2.1 AA conformity.

The client: Payment upon commencement and invoice receipt and any content required to complete the project within the scope of work including proprietary property.

4. Price - \$500 One-Time | \$100 Monthly

The company will bill \$500 to begin the transfer. The monthly maintenance fee will be \$100.

5. High-Level Timeline/Schedule

The company will utilize best efforts to deliver the completed website within one month of an executed agreement, authority to proceed, and receipt of digital assets.

ADA Compliance Testing

1. Testing Methodology

All tests are conducted in accordance with Section 508 of the Americans with Disabilities Act (ADA) and a conformance level of AA with the Web Content Accessibility Guidelines 2.1 (WCAG 2.1) and for both desktop and mobile versions of each website.

The automated tests incorporate the world's most comprehensive audit accessibility rule engine and remediation service which is continuously updated to reflect the latest WCAG and Section 508 requirements set forth by the US Government and regulatory bodies. Criteria includes usage of the following: Screen readers, screen magnifiers, speech to text software, keyboard only navigation, text and link adaptability, color contrast analyzers, and other automated scanning software.

Our four-point testing methodology:

1. **Perceivable:** Ensuring content and information are available for all users.
2. **Operable:** User interface and navigation must be operable and compatible with keyboard or mouse inclusive of those with various disabilities.
3. **Understandable:** User-friendly and easy to comprehend.
4. **Structure:** The website's coding provides an accessible end-user experience.

Upon satisfactorily completing the test for ADA compliance, we will provide the following:

- ADA Website Compliance Seal
- ADA Website Testing Report of Automated Audit

2. Price - \$25 Per Technical Audit

The fee includes a thirty-minute digital consultation to review any failed reports. Failed technical audits can be retested at \$75 per test. All issues identified are described and include appropriate remediation suggestions detailed with supporting documents such as screenshots of violations, html code snippets, and context to relevant ADA guidelines for immediate resolution and retesting.



Indemnification: The Company warrants that all accessibility compliance seals warrant a passing grade from the UserWay accessibility testing widget at the time of testing according to the standards set forth by UserWay. The Company does not independently verify the accuracy of accessibility tests. The Client specifically recognizes and acknowledges that ADA Section 508 guidelines and WCAG 2.1 guidelines are constantly changing and that at the time of this Agreement there is no single definitive authority on digital accessibility standards. Upon acceptance of the completed website, the Client assumes title to the website along with all responsibility for maintaining ADA 508 and WCAG 2.1 conformity and compliance. At the moment of transfer of title of the website to the Client and thereafter in perpetuity, the Client shall indemnify, defend and hold Company and its owners, shareholders, officers, directors, partners, partnerships, affiliates, subsidiaries, divisions or employees, authorized agents, independent contractors and permitted assigns ("Company Indemnified Parties") harmless from and against any and all claims, suits, actions, demands, and proceedings of any kind ("Claims"), threatened, asserted or filed against Company or any and all Company Indemnified Parties by any third party, and any damages, losses, expenses, liabilities or costs of any kind (including but not limited to reasonable attorneys' fees, witness fees and court costs) which may be incurred in connection with such Claims (including those necessary to successfully establish the right to indemnification), regarding non-compliance with any ADA Section 508 guidelines and WCAG 2.1 guidelines or similar regulations and cannot be held liable for any lawsuits arising therefrom.

**Proposal for
CAPITAL REGION CDD**

Submitted by Unicorn Web Development, LLC
January 5, 2022

I. EXISTING WEBSITE REMEDIATION/NEW WEBSITE BUILD

The best avenue for the website would be to rebuild in a WordPress platform to allow for new look and feel. The website has not been updated since 2016 (or so it appears from the copyright date).

Unicorn Web Development, (Unicorn Web Dev., henceforth) will provide:

- A. an ADA compliant Website and/or perform ADA website compliance check for the current Website, as applicable, and create project plan to provide an ADA compliant Website that meets, at minimum, the currently-effective WCAG standards;
- B. cross-check compatibility of the Website with various web applications, including but not limited to mobile phones, tablets, laptop computers, desktop computers, and braille readers and other assistive technologies for accessibility;
- C. convert new PDF documents to accessible formats for assistive technologies, as needed;
- D. provide a webpage containing website accessibility policy that includes a commitment to accessibility for persons with disabilities, the District's engagement of Unicorn Web Dev. for ADA specific services, in an effort to bring the Website into ADA compliance, accessibility standard used and applied to the Website (which shall be at a minimum WCAG), and contact information of the District Manager or their designee (email and phone number) for users encountering any problems (collectively, "**Accessibility Policy**");

provide any and all other effort reasonably necessary to allow the District to receive the maximum benefit of the Services contemplated by this, recognizing the District is relying on Unicorn Web Dev.'s expertise for Website design/best practices in accordance with the ADA.

II. MAINTENANCE.

Unicorn Web Dev. shall provide an ongoing maintenance of the Website and ensure continued compliance with WCAG. Specifically, Unicorn Web Dev. shall:

- A. Post required District documents and information to the Website as directed by the District Manager;
- B. continue to provide and update, as needed, those Services identified in Section A;
- C. provide assistive support via telephone and/or email up to two (2) hours per month, including regularly corresponding with the District staff regarding remediated documents, providing updates to the Website, and providing recommendations of remedial actions, as needed. Notwithstanding the foregoing, the District may request that Unicorn Web Dev. attend a conference

call or an in-person meeting of the District to review metrics, results and summaries of maintenance performed to-date;

- D. remediate new documents identified by the District to accessible formats for assistive technologies, as needed, including new agenda materials;
- E. provide and update Unicorn Web Dev.'s Compliance Shield and Accessibility Policy, which may need to be updated from time to time, for display and use on the Website;
- F. provide any and all other effort reasonably necessary to allow the District to receive the maximum benefit of the Services contemplated by this Agreement and **Exhibit A**.

III. ADDITIONAL SERVICES.

In the event that the District desires additional work or services, Unicorn Web Dev. agrees to negotiate in good faith to undertake such additional work or services. Upon successful negotiation regarding the terms of the additional work, including scope and compensation, the parties shall agree in writing to a work order, addendum, addenda, or change order to this Agreement prior to commencement of any such additional work. The following is a non-exhaustive list of possible additional services that the District may request of Unicorn Web Dev.:

- A. performing additional audit(s) of the Website;
- B. providing a point of contact to respond to public's requests for Website accommodation;
- C. converting documents for public records requests received by the District;
- D. providing assistive support to District staff that is in excess of two (2) hours per month, at a rate \$65.00/hour; and
- E. providing any other ADA recommended compliance services requested by the District that Unicorn Web Dev. is capable of performing.

- IV.** Unicorn Web Dev. shall be solely responsible for the means, manner and methods by which its duties, obligations and responsibilities are met to the satisfaction of the District and in accordance with this Agreement. Unicorn Web Dev. shall use industry best practices and procedures when carrying out the Services. While providing the Services, Unicorn Web Dev. may sub-contract certain portions of the Services ("**Sub-Contracted Services**"); provided however, Unicorn Web Dev. shall remain responsible ensuring completion of all Services, including the Sub-Contracted Services, in accordance with the terms provided in this Agreement and **Exhibit A**.

V. MONTHLY COMPENSATION.

Unicorn Web Dev. will bill the District **\$150.00** per month for the services described in this Agreement. Invoice will be sent by the 10th of the monthly for the services the prior month including monthly maintenance and any additional services.

VI. INVOICES; PAYMENT. Unicorn Web Dev. shall maintain records conforming to usual accounting practices. Further, Unicorn Web Dev. shall render each invoice to the District in writing, which shall be delivered promptly upon completion of each Service. Each invoice shall contain, at a minimum, the District's name, Unicorn Web Dev.'s name, the invoice date, an invoice number, an itemized listing of all costs billed on each invoice with a sufficient description of each allowing the District to approve each cost, the time frame within which the Services were provided, and the address or bank information to which payment is to be remitted. Consistent with Florida's Prompt Payment Act, section 218.70, et al., Florida Statutes, the invoices shall be due and payable within forty-five (45) days of receipt by the District.

VII. REPRESENTATIONS, WARRANTIES AND COVENANTS. Unicorn Web Dev. represents, warrants, and covenants that (a) the Services will conform to the requirements provided in Section 2 herein and **Exhibit A**; (b) the Services shall be performed by qualified personnel in a professional, prompt, diligent, good, safe and workmanlike manner in accordance with all laws, industry standards, and all applicable ADA and other website accessibility compliance standards, including but not limited to WCAG and other federally recommended guidelines, as may be amended from time to time; and (c) neither the Services nor any product provided by Unicorn Web Dev. shall infringe, misappropriate, or otherwise violate the intellectual property rights of any third-party. To the extent that any defects are found and reported to the Unicorn Web Dev., the Unicorn Web Dev. shall correct such defects within thirty (30) days.

VIII. INTELLECTUAL PROPERTY.

A. Unicorn Web Dev. Materials Except as provided herein, Unicorn Web Dev. shall retain all right, title, and interest in and to (i) all patents, trademarks, service marks, copyrights, and other intellectual property or proprietary rights of Unicorn Web Dev. used in or otherwise associated with the Services, and other materials provided to the District hereunder; and (ii) all trade secrets, technical specifications and data to the extent they are intellectual property, and inventions which are authored, conceived, devised, developed, reduced to practice, or otherwise performed by Unicorn Web Dev. which arise out of Unicorn Web Dev.'s performance of the Services, none of which shall be deemed a "work made for hire" under the Copyright Act of 1976 (collectively, "**Unicorn Web Dev. Materials**"), and nothing contained herein shall be construed to restrict, impair, transfer, license, convey, or otherwise alter or deprive Unicorn Web Dev. of any of its intellectual property and proprietary interests associated therewith. Subject to the foregoing, Unicorn Web Dev. grants to the District a non-exclusive, non-transferable worldwide perpetual limited right and license to access and use the Unicorn Web Dev.

Materials in connection with the ordinary and intended use by the District as contemplated in this Agreement, including viewing, downloading and printing the Unicorn Web Dev. Materials for the District's use, and without in any case removing Unicorn Web Dev.'s copyright, trademark or other intellectual property ownership notices.

A. THE DISTRICT MATERIALS; PUBLICITY AND TRADEMARKS. The District shall own the Website, domain name, all e-mail addresses, and all website and e-mail content, under all circumstances. In the event of a termination of this Agreement for any reason, Unicorn Web Dev. shall take all necessary steps to transfer, or otherwise allow the District to retain, such website, domain name, e-mail addresses and content of the same. Additionally, to the extent applicable, Unicorn Web Dev. shall take commercially reasonable precautions consistent with industry standards to protect confidential information, including, e.g., credit card information and other sensitive information protected under Florida's Public Records Laws. Unicorn Web Dev. shall immediately notify the District of any breach or loss of data, and take such steps as are reasonably necessary to address any such issue. Except as provided herein, the District shall retain all right, title, and interest in and to all intellectual property of the District provided or made available to the Unicorn Web Dev. in connection with Unicorn Web Dev.'s Services (collectively, "**District Materials**") and nothing contained herein shall be construed to restrict, impair, transfer, license, convey, or otherwise alter or deprive the District of any of its intellectual property or other proprietary interests associated therewith, if any. Subject to the foregoing, the District grants to Unicorn Web Dev. a non-exclusive, non-transferable worldwide limited right and license to access and use such District Materials in connection with the provision of the Services as contemplated by this Agreement. Further, the District permits Unicorn Web Dev. to identify the District as a customer of Unicorn Web Dev. in Unicorn Web Dev.'s marketing materials (including using the District's name and logo for such limited purposes).

The District further acknowledges and agrees that for Unicorn Web Dev. to perform the Services, it must, in some cases, give Unicorn Web Dev. remote access to areas behind log-ins that are to be audited hereunder, including, without limitation to content management systems and/or servers (collectively, "**System**"), and agrees that it will furnish to Unicorn Web Dev. all necessary information and/or user names and passwords required to do so. Unicorn Web Dev. agrees to follow commercially reasonable security policies for accessing the District's System including any specific security procedures as may be communicated to Unicorn Web Dev. by the District prior to Unicorn Web Dev. accessing the System. Unicorn Web Dev. shall on its own or through coordination with the District's Website provider, create a back-up copy of all data that may be affected by Unicorn Web Dev.'s access to the System.

IX. PUBLIC RECORDS. Unicorn Web Dev. understands and agrees that all documents or on-line content of any kind provided to the District in connection with this Agreement may be public records, and, accordingly, Unicorn Web Dev. agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to section 119.0701, *Florida Statutes*. Unicorn Web Dev. acknowledges that the designated public records custodian for the District is Jim Oliver ("Public Records Custodian"). Among other requirements and to the extent applicable by law, Unicorn Web Dev. shall 1) keep and maintain public records required by the District to perform the Work;

2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes*; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if Unicorn Web Dev. does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in Unicorn Web Dev.'s possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by Unicorn Web Dev., Unicorn Web Dev. shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

- X. SCRUTINIZED COMPANIES STATEMENT.** Unicorn Web Dev. certifies that it is not in violation of section 287.135, *Florida Statutes*, and is not prohibited from doing business with the District under Florida law, including but not limited to Scrutinized Companies with Activities in Sudan List or Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. If Unicorn Web Dev. is found to have submitted a false statement, has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, or is now or in the future on the Scrutinized Companies that Boycott Israel List, or engaged in a boycott of Israel, the District may immediately terminate the Contract.

XI. FEES and COMPENSATION FOR SCOPE OF WORK

- A. Redevelopment of website: **\$1895.00**
Major revisions to the initial development may incur additional costs.
25% due upon signing of agreement and before the work begins
Balance due upon completion and acceptance.
- B. Website will be completed with 30 business days of signing of agreement provided all content is provided and no significant revisions need to be made.
- C. Monthly maintenance fee: commences the month following completion of the website and acceptance. **\$150.00/month**
- D. Additional services will be billed at **\$65/hour** and billed with the monthly invoice the month after service is rendered.
- E. No additional work will be done until approved by the District or by the District's request. The District will be notified of the estimated fees prior to commencing the work.

SEVENTH ORDER OF BUSINESS

WORK AUTHORIZATION NO. 11
GENERAL PROFESSIONAL ENGINEERING, DEVELOPMENT, AND
CONSTRUCTION CONSULTING SERVICES

Scope of Work

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

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

The outlined services shall be performed on a time and material basis at the currently approved rate and expense schedule. **Total fees under this work authorization shall not exceed \$25,000 for without further authorization.**

This work authorization shall be for the period commencing on October 1, 2021 and shall terminate on September 30, 2022.

Approval

Submitted by: 
Dantin Consulting, LLC

Date: 12/14/21

Approved by: 
Capital Region Community Development District

Date: _____

EIGHTH ORDER OF BUSINESS

FIRST AMENDMENT TO THE LANDSCAPE & IRRIGATION MAINTENANCE SERVICES AGREEMENT

THIS FIRST AMENDMENT is effective as of the 1st day of October, 2021, by and between:

Capital Region Community Development District, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, being situated in Tallahassee, Leon County, Florida, and whose mailing address is 3196 Merchants Row Blvd. Suite 130, Tallahassee, FL. 32311 (the “District”); and

All Pro Land Care of Tallahassee, Inc., a Florida corporation, with a mailing address at 2800 Mahan Drive, Tallahassee, Florida, 32308 (“Contractor,” and collectively with the District, “Parties”).

RECITALS

WHEREAS, the District was established for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure, including landscaping and irrigation; and

WHEREAS, the Parties previously entered into that certain Landscape & Irrigation Maintenance Services Agreement (“**Agreement**”) dated August 13, 2020 (the “Agreement”); and

WHEREAS, pursuant to Section 7 of the Agreement, the Parties desire to memorialize its first optional renewal of said Agreement for a period of one (1) year, commencing October 1, 2021, and ending September 30, 2022; and

WHEREAS, each of the Parties hereto has the authority to execute this First Amendment and to perform its obligations and duties hereunder, and each party has satisfied all conditions precedent to the execution of this First Amendment so that this First Amendment constitutes a legal and binding obligation of each party hereto.


NOW, THEREFORE, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which is hereby acknowledged, the District and the Contractor agree as follows:

SECTION 1. The Agreement is hereby affirmed and continues to constitute a valid and binding agreement between the Parties. Except as described in Section 2 of this First Amendment, nothing herein shall modify the rights and obligations of the Parties under the Agreement.


SECTION 2. The effective term of Agreement is hereby extended until September 30, 2022. All remaining terms and conditions of the Agreement are hereby adopted, reaffirmed and incorporated as if restated herein.

IN WITNESS WHEREOF, the parties execute this First Amendment to be effective the day and year first written above.

ATTEST:

DocuSigned by:

D1B45E5E7410418
By: James Oliver
☐ Secretary
☐ Assistant Secretary

CAPITAL REGION COMMUNITY
DEVELOPMENT DISTRICT

DocuSigned by:

FDC54015A17047K
By: Kyle Rojas
☐ Chairperson

ATTEST:

By: _____
Its: _____

ALL-PRO LAND CARE OF
TALLAHASSEE, INC.

By: _____
Its: _____

NINTH ORDER OF BUSINESS

C.

1.



CRCDD Weekly Review

Monday 11/29/21	Tuesday 11/30/21	Wednesday 12/1/21	Thursday 12/2/21	Friday 12/3/21
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Weather of the Week

Hi 65°F Lo 28°F	Hi 68°F Lo 36°F	Hi 72°F Lo 42°F	Hi 71°F Lo 47	Hi 76°F Lo 51°F
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Full Maintenance

		Biltmore Ave (Units 16,2,25)	Biltmore Ave (Units 16,2,25) UNIT 5:Drayton Drive	
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Standard Maintenance

UNIT 18:WD281	TR209 TR209A	TR105 TR209	NON-UNIT:TR230 TR105 UNIT 27:TR221A	
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Debris Cleanup

		ROWS, Parks, Ponds & Common Areas	ROWS, Parks, Ponds & Common Areas	
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Hand Weeding

	CP Butterfly Garden			
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Mulch

	UNIT 1:WD240		UNIT 31:FL170 & Buffer	UNIT 31:FL170 & Buffer
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Pruning

	Trees - Remove sucker growth	Trees - Remove sucker growth	Trees - Remove sucker growth	
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Detail service Weed Eating Around Trees

	Central Park			
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Weekend Services

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IPM

Fertilizer: Product Used: Fertilizer 0-0-62

		Four Oaks Blvd (Units 1,17,29)		
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Post-Emergent: Product Used - TributeTotal, Trimec Southern & Celsius

Esplanade Way (Units 5,20) UNIT 31:FL070 UNIT 31:Lift Station UNIT 31:Spiderlily Way	UNIT 17:WD284 UNIT 31:FL070	Four Oaks Blvd (Units 1,17,29) UNIT 18:WD281 WD290 (Pond)	UNIT 18:WD281 WD290 (Pond)	UNIT 8:WD140
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Non-Selective: Product used - Prosecutor

Esplanade Way (Units 5,20) UNIT 31:FL070 UNIT 31:Lift Station UNIT 31:Spiderlily Way	UNIT 17:WD284 UNIT 31:FL070	UNIT 18:WD281 WD290 (Pond)	UNIT 18:WD281 WD290 (Pond)	UNIT 8:WD140 WD090N (Pond) WD090S (Pond)
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Insecticide: Product Used Advion

	LSF-3:Maple Ridge Common Areas & ROWS			
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Additional Contracted Work

Unit	Date	Description	Invoice Number
Central Park	12/2	Hand weeding & Removal of Goldenrod	193696

Accidents/Incidents: None

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

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 12/6/21	Tuesday 12/7/21	Wednesday 12/8/21	Thursday 12/9/21	Friday 12/10/21
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Weather of the Week

Hi 70°F Lo 46°F	Hi 69°F Lo 48°F	Hi 73°F Lo 50°F	Hi 72°F Lo 48	Hi 70°F Lo 49°F
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Full Maintenance

Central Park:Park Crossing Trail Park UNIT 14:Avon Park UNIT 14:Buffers	UNIT 1:Iberville Park	Hemingway Blvd & Trail (Units 2,4) UNIT 14:Green Space UNIT 7:Grove Park Dr	Mossy Creek Lane (Units 4,6,9) UNIT 20 UNIT 31 Unit 32 UNIT 37	NON-UNIT:Goldenrod & FL162 UNIT 29:Coneflower Park UNIT 30:Woodland Fields Park UNIT 5:Drayton Drive
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Debris Cleanup

		ROWS, Parks, Ponds & Common Areas	ROWS, Parks, Ponds & Common Areas	
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Hand Weeding

	CP Butterfly Garden			
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Mulch

WD090N (Pond) WD290 (Pond)				
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Pruning

	Central Park:Butterfly Garden Trees - Remove sucker growth	Central Park:Butterfly Garden	Trees - Remove sucker growth	
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Detail service Weed Eating Around Trees

	Central Park			
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IPM

Post-Emergent: Product Used - TributeTotal, Trimec Southern & Celsius

UNIT 10:WD141 UNIT 10:WD160 UNIT 23:WD230 UNIT 23:WD235 UNIT 27:TR221B	UNIT 17:WD253		NON-UNIT:SB111B NON-UNIT:SB161 UNIT 17:WD253 UNIT 2:Drainage Easment (Longfellow & Appleton) UNIT 20:WD162 on Esplanade North	Central Park:FL131 FL080 NON-UNIT:Goldenrod & FL162 NON-UNIT:SB111B UNIT 3:SB111A
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Non-Selective: Product used - Prosecutor

UNIT 10:WD141 UNIT 10:WD160 UNIT 23:WD230 UNIT 23:WD235 UNIT 27:TR221B	NON-UNIT:TR230 UNIT 17:Shady View Pond (WD260) UNIT 17:WD253 UNIT 17:WD284 UNIT 23:WD230		NON-UNIT:SB111B NON-UNIT:SB161 UNIT 17:WD253 UNIT 2:Drainage Easment (Longfellow & Appleton) UNIT 20:WD162 on Esplanade North	Central Park:FL131 FL080 NON-UNIT:Goldenrod & FL162 NON-UNIT:SB111B UNIT 3:SB111A
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Insecticide: Product Used Advion

	Central Park Tot Lot	ROW, Parks, Ponds & Common Areas	ROW, Parks, Ponds & Common Areas	
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Additional Contracted Work

Unit	Date	Description	Invoice Number
WD005 & SB111C	12-8 & 12-9 & 12-10	Pond Maintenance - Mowing - Skid Steer Work	193705
Central Park Butterfly Garden	12-7 & 12-8	Winter Cut Back - Annual Installation - Pine Straw Mulch	193706
Unit #5 TR216	12/7	Pond Maintenance - Mowing Bottom of Pond	193707
TR105	12-7 & 12-8	Pond Maintenance - Mowing - Weedeating - Litter/Debris Clean Up - Pines Moved	193708

Accidents/Incidents: None

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

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 12/13/21	Tuesday 12/14/21	Wednesday 12/15/21	Thursday 12/16/21	Friday 12/17/21
Weather of the Week				
Hi 67°F Lo 52°F	Hi 74°F Lo 53°F	Hi 76°F Lo 57°F	Hi 77°F Lo 59	Hi 79°F Lo 62°F
Full Maintenance				
Shumard Oak Blvd (Units 3,5) UNIT 1:TC1 Pond (FL130) UNIT 2:Newberry Parks	UNIT 1:Iberville Park UNIT 2:Newberry Parks UNIT 27:New Village	Blair Stone Rd (Units 5,17) NON-UNIT:Dog Park UNIT 27:New Village UNIT 35:Merchants Row Entry Feature UNIT 5:Merchants Row	Biltmore Ave (Units 16,2,25) Esplanade Way (Unit 5) NON-UNIT:Dog Park	Biltmore Ave (Units 16,2,25) Orange Ave UNIT 29:Orange Ave (Mossy Creek to Four Oaks) Unit 32:Orange Ave
Debris Cleanup				
		ROWS, Parks, Ponds & Common Areas	ROWS, Parks, Ponds & Common Areas	
Hand Weeding				
Mulch				
WD090N (Pond) WD290 (Pond)		WD090N (Pond) WD290 (Pond)		
Pruning				
	Central Park:Butterfly Garden Trees - Remove sucker growth	Central Park:Butterfly Garden	Trees - Remove sucker growth	
IPM				
Fertilizer: Product Used: Fertilizer 0-0-62				
UNIT 23:Parks, Ponds & Green Spaces UNIT 7:Riverton (Grove Park to Four Oaks)	UNIT 1:Mulberry Park Blvd			
Post-Emergent: Product Used - TributeTotal, Trimec Southern & Celsius				
UNIT 23:Parks, Ponds & Green Spaces UNIT 7:Riverton (Grove Park to Four Oaks)	UNIT 1:Mulberry Park Blvd		Orange Ave	Biltmore Ave (Units 16,2,25) UNIT 2:Carrollton Park UNIT 2:Newberry Parks UNIT 25:Longfellow Park & Pocket Parks
Pre-Emergent: Product used - Dithiopyr 2L				
UNIT 23:Parks, Ponds & Green Spaces UNIT 7:Riverton (Grove Park to Four Oaks)	UNIT 1:Mulberry Park Blvd			
Non-Selective: Product used - Prosecurator				
LSF-7:FL263 NON-UNIT:FL040 - Mossy Creek TR209 UNIT 1:WD240 UNIT 17:Shady View Pond (WD260) UNIT 30:Woodland Fields Park UNIT 31:FL265 UNIT 5:TR216	UNIT 1 UNIT 1:Mulberry Park Blvd UNIT 1:TC1 Pond (FL130) UNIT 16:Faulkner RoW UNIT 16:Poe Park UNIT 23:Parks, Ponds & Green Spaces UNIT 27:New Village	UNIT 10:New Dawn Park UNIT 10:Overlook Park UNIT 23:Parks, Ponds & Green Spaces UNIT 31:Parks, Green Space, Rows, Lift Station WD090N (Pond) WD090S (Pond)	LSF-7 Orange Ave UNIT 21 & Arch Site:Arch Site Exterior UNIT 35:Merchants Row Entry Feature UNIT 36:Bluff Oak Way	Biltmore Ave (Units 16,2,25) Central Park:Park Crossing Trail Park UNIT 2:Carrollton Park UNIT 2:Newberry Parks UNIT 25:Longfellow Park & Pocket Parks
Insecticide: Product Used Advion				
ROW, Parks, Ponds & Common Areas		ROW Parks Ponds & Common Areas		
Irrigation				
Irrigation Troubleshooting (In Contract)				
Controllor	Unit Number	Date	Description	
20	36	12/15	Wet Test	
23	17	12/17	Wet Test	
15	Orange	12/16	Wet Test	
Irrigation Repairs				
Controllor	Unit Number	Date	Repair	Invoice Number
15	Orange	12/16	Replace Damaged Rotors / Sprauheads Nozzles	193713
Additional Contracted Work				
Unit	Date	Description	Invoice Number	
2	12/13	Fungicide Treatment	193714	
18	12/13	Fungicide Treatment	193714	
Dog Park	12-13 & 12-14	Picnic Tables -	193712	
Accidents/Incidents: None				
Safety and Training: Weekly "Toolbox" Safety Meeting (Tuesday)				
Routine service				
Bi-weekly maintenance of Dogi Pots throughout the district.				
Bi-weekly removal of debris from grates troughout the district.				
Daily maintenance of trash cans troughout the district.				
Daily blowing of Merchant's Row at Town Center and Tot Lot.				
Weekly blowing and debris cleanup of Unit #10, Mossy Creek, Esplanade Trail, Barringer Hill Trail and Central Park Trails as needed.				



CRCDD Weekly Review

Monday 12/20/21	Tuesday 12/21/21	Wednesday 12/22/21	Thursday 12/23/21	Friday 12/24/21
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Weather of the Week

Hi 72°F Lo 51°F	Hi 64°F Lo 40°F	Hi 66°F Lo 48°F	Hi 70°F Lo 52	Hi 79°F Lo 62°F
RAIN in AFTERNOON				CLOSED

Full Maintenance

		UNIT 10:WD141 UNIT 16:Poe Park UNIT 19:Twain Park	UNIT 1:Verdura Point Park UNIT 2:Tremont UNIT 20 UNIT 20:Esplanade North (Unit 20) UNIT 31:Magnolia Park (Rows, Parks & Pond) UNIT 37 UNIT 37:Esplanade Nature Trail UNIT 37:Green Space	
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Standard Maintenance

			UNIT 31:FL265	
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Debris Cleanup

		ROWS, Parks, Ponds & Common Areas	ROWS, Parks, Ponds & Common Areas	
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Pruning

	Trees - Remove sucker growth		Trees - Remove sucker growth	
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Non-Selective: Product used - RoundUp Quick Pro

Biltmore Ave (Units 16,2,25)			Central Park:FL131 Central Park:Tot Lot	
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Insecticide: Product Used Advion

	ROW Parks Ponds and Common Areas		ROW Parks Ponds and Common Areas	
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Irrigation

Irrigation Troubleshooting (In Contract)

Controller	Unit Number	Date	Description
10	29	12/22	Wet Test

Irrigation Repairs

Controller	Unit Number	Date	Repair	Invoice Number
10	29	12/22	Wire Repair	193758
23	17	12/20	Replace Rotors-Sprayheads-Nozzles	193759

Storm Clean-up/ Debris

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Accidents/Incidents: None

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

Routine service

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

2.

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

Memorandum

Date: November 30, 2021

To: Rich Whetsel via email
Operations Director

From: Robert Berlin
Capital Region Operations Manager

Re: Capital Region CDD
Monthly Managers Report for
November 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. All Pro picking up barricades use on Halloween and general cleanup of same, also repairing zone line irrigation on Four Oaks in areas of COT sidewalk repairs, resident sends photo of tree limb fallen in common area in LDR 5 Phase 1 (1 Nov)
2. All Pro begins additional street tree pruning around light poles on Biltmore Avenue, hand weeding in Butterfly Garden in Central Park, GMS flagging non- functioning light poles on Drayton and Esplanade roadways, received updated invoice for off duty TPD officers for Halloween night, also received additional W-9 forms for same (2 Nov)

3. All Pro continues selective tree pruning for street light repairs, GMS flagging non-functioning light poles on School House Road and Four Oaks Blvd, All Pro repairing both mainline and zone line irrigation in Unit 23, responding to homeowner concerns on new type of material used by COT for sidewalk repairs and provided contact information for same (3 Nov)
4. All Pro continues selective tree pruning for street light repair, spoke with COT Utility Chief on resident concerns of new sidewalk repair material specifically the color, continued correspondence with resident about same as well as street lighting (4 Nov)
5. All Pro trims additional trees on Merchants Row, steady rainfall in the morning all mowing and mulching field work cancelled, tree trimming crew works in rain till early afternoon as weather deteriorates, COT supplies contact information concerning sidewalk repairs and same is posted on CDD website and HOA Newsletter (5 Nov)
6. Email, last W-9 forms (still one short) to accounting along with invoice for same (8 Nov)
7. Spoke twice with D.R. Horton rep on lot assessment sizing for proposed development in MDR-11 North, spoke with St. Joe rep concerning same, (9 Nov)
8. All Pro continues tree trimming along Four Oaks Blvd, responded to resident on Town Center lighting and tree trimming on resident side of Biltmore Ave, staff conference call, (10 Nov)
9. Office Closed – Veterans Day (11 Nov)
10. Millers Tree Service trimming limbs from large oak in common area of LDR-5 Phase 1, All Pro continues bi-annual tree trimming in Southwood along Four Oaks Blvd and repairing irrigation on Blair Stone median, responded to homeowner yet again over tree trimming concerning street lighting now on Biltmore Ave (12 Nov)
11. Met with All Pro on weed identification in Dog Park, ordered new Lexan covers for Central Park informational signage, All Pro provides plan for spraying herbicide in Dog Park and will be discussed at CDD meeting on Thursday (15 Nov)
12. Respond to Board member request for information concerning new project in Unit 35, met with All Pro and field superintendent on site in MDR-11 south and discussed irrigation re-routing and sleeves at entry roads (16 Nov)
13. All Pro discovers break in irrigation repair by contractor installing infrastructure in MDR-11, exchanged emails on concern about rear drainage swale and headwall pressure washing in Unit 32 Phase 2 (17 Nov)

14. Set out meeting signage and set Community Center for Cdd meeting, All Pro continues tree planting, grading and sodding in LSF-3 also grading and adding rock stabilization around swale drainage structures and nature trail spillways (18 Nov)
15. All Pro installing sleeves for entry roars in Unit 35 MDR11 south and repairing/relocating zone lines for same, respond to resident request for meeting notes, set text as requested by Board to resident concerning use of dog park (19 Nov)
16. Working with All Pro crew on conservation areas, storm water management facilities and drainage swales/structure erosion correction in Units 23, 35 and LSF-3, repairing irrigation in Units 23 and 1 (22 Nov)
17. Continue working with All Pro as above and shooting elevations in various areas concerning same, All Pro hand weeding Butterfly Garden in Central Park (23 Nov)
18. See above plus additional sod repairs for erosion and drainage, hope to complete following return from holiday, M-Inc removing erosion control on sand filter at SWMF WD 282 (24 Nov)
19. (25 Nov) Office Closed - Thanksgiving Holiday
20. (26 Nov) Office Closed – Thanksgiving Holiday
21. Drove various SWMFs with All Pro and reviewed needed repairs to infrastructure in an effort to prepare facilities for annual inspections next year, also continue existing repairs in areas listed above, received tree opinion letter from Stan Rosenthal concerning oak in LDR-5 Phase 1 common area (29 Nov)
22. Spoke with property manager of apartment site (formally Delaney Park) about procedures for color approval for upcoming painting of buildings also referred her to HOA for additional information (30 Nov)

Lake and SWMF Maintenance

All Pro mowing and repairing erosion in various SWMFs in prep for annual inspection

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

Repairing streetlights in various areas

Security/Accident Reports:

Special Events:

None this month

Open Items:

LSF-3 open space and SWMF maintenance

Decorative streetlights on Merchants, Mulberry and Grove Park

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: December 31, 2021

To: Rich Whetsel via email
Operations Director

From: Robert Berlin
Capital Region Operations Manager

Re: Capital Region CDD
Monthly Managers Report for
December 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. All Pro working on TR 209A erosion repairs around box culvert fencing, mowed WD 281 and slope in conservation area behind Shady View and Blair Stone in Unit 17 (1 Dec)
2. All Pro continues hand weeding Butterfly Garden in Central Park, ordered additional surge rock and # 57 stone for SWMF maintenance, emailed homeowner on headwall pressure washing behind her home in Unit 32 Phase 2 (2 Dec)
3. Addressed homeowner concerns with bike riders in Central Park traveling at high speeds and possible installation of calming along the trail sections, requested update on dog park signage from Apogee Signs, (3 Dec)

4. Polycarbonate sheets for Central Park information signage delivered, drove site with Kim Bishop for additional SWMFs maintenance/mowing, spoke with Game Time on picnic bench delivery schedule for new dog park on Wednesday (6 Dec)
5. Authorized Apogee Signs to move forward with new dog park signage, All Pro mowing SWMF TR 209 and 209 A, marked new doggie pot locations (5) in LSF-3 aka Maple Ridge shot elevations in Unit 23 where City installed new sidewalk, provided COTGM with our updated SWMF permit spreadsheet for their use, headwall in Unit 32 Phase 2 cleaned (7 Dec)
6. All Pro completing mowing and weed eating around outfall in SWMF TR 216, mowing cogon grass around SWMFs WD 005 and SB 111 C, spoke with St. Joe on storm water operating permits for FL 265 and WD 282, cold front passing through with rain in afternoon (8 Dec)
7. Responded to email concerning "yard signs" in median on Orange Ave and Four Oaks Blvd, requested proposal from All Pro for sod and swale restoration at Unit 23 townhomes, installed six informational signs in Central Park with help from Kim Bishop, picnic benches scheduled for delivery on Monday (9 Dec)
8. All Pro completing mowing of top of bank for both SB 111 C and WD 005, since slopes are too severe to mow, plan on controlled burn next month if possible (10 Dec)
9. Permanent Dog Park signage is complete and scheduled for installation later this week, Dog Park picnic benches arrive on site and unloaded by All Pro, (13 Dec)
10. Assembled and placed picnic tables at dog park with All Pro, (14 Dec)
11. Field meeting with Premier Homes representatives for walk thru acceptance for common areas in LDR-5 phases 1 & 2, received request for street sign repairs from resident, (15 Dec)
12. Received email from resident on Esplanade Way about excessive leaf litter from street trees being blown in her front yard and forwarded to All Pro, exchanged email with attorney about closing of lots 1 and 2 in Unit 50 and forwarded request to District Manager and Council (16 Dec)
13. Sent email indicating District's acceptance of several nature trail sections being deleted from common areas in LDR-5 Phase 1 to COTGM, they requested a signed letter in lieu of the email for same, requested assistance from District Council concerning same (17 Dec)
14. Working on letter from District in lieu of email response to COTGM on nature trail section elimination in LDR-5 Phase 1, (20 Dec)

15. Received letter from District Council, signed, scanned and emailed to Bill Adams COTGM on removal of nature trail sections in LDR-5 Phase1, working with District Council on land ownership in Unit 50 to create NOC for sale of lots to Charter school, continual rain till mid-morning all field operations suspended (21 Dec)
16. Working with attorneys for Tallahassee Classical School, St. Joe and the District on termination of NOC, possible easements and estoppel letter for land purchase in Unit 50 (22 Dec)
17. Contacted Premier Homes and COTGM that all punch list items for final acceptance of LDR-5 Phases 1 and 2 were completed and they were no longer responsible for maintenance of said common areas and that if needed a separate letter could be obtained for Phase 2 only if required by COTGM (23 Dec)
18. Office Closed- Christmas Holiday (24 Dec)
19. Office Closed – Christmas Holiday (27 Dec)
20. Office Closed – Christmas Holiday (28 Dec)
21. Office Closed – Christmas Holiday (29 Dec)
22. Office Closed – Christmas Holiday (30 Dec)
23. Office Closed – Christmas Holiday (31 Dec)

Lake and SWMF Maintenance

All Pro mowing and repairing erosion in various SWMFs in prep for annual inspection

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

Repairing street signage in various areas

Security/Accident Reports:

Special Events:

None this month

Open Items:

Pull up Bars in Central Park

Decorative streetlights on Merchants, Mulberry and Grove Park

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.

	NOV ACTUAL	NOV BUDGET	\$ VARIANCE	% VARIANCE	COMMENTS
34000 Management fees	\$ 11,025.00	\$ 11,025.00	\$ -	0.00%	GMS FY 2022 contracted services
34500 Security	\$ -	\$ 583.33	\$ 583.33	100.00%	None online this month
34010 Communications	\$ 500.00	\$ 500.00	\$ -	0.00%	Bulldog FY 2022 contracted services
46200 Landscape Maint. Contracted	\$ 85,946.14	\$ 85,946.14	\$ -	0.00%	All Pro FY 2022 contracted services
46225 Landscape Maint. New Units	\$ 55.08	\$ 416.67	\$ 361.59	86.78%	Doggi Pots at new Park
46500 Pond Maint. Contract	\$ -	\$ 416.67	\$ 416.67	100.00%	None online this month
46525 Pond Maint. New Units	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2022
46550 Pond Repairs Current Units	\$ 11,253.50	\$ 3,125.00	\$ (8,128.50)	-260.11%	Mowing, grading and erosion repairs for annual inspections
46575 Pond Repairs New Units	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2022
46600 SWMF Operating Permit Fees	\$ 918.00	\$ 76.50	\$ (841.50)	-1100.00%	COTGM Operating Permit Fee for SWMF
46400 Irrig. Maint. Contracted	\$ 4,480.76	\$ 4,480.76	\$ -	0.00%	All Pro FY 2022 contracted services
46425 Irrig. Maint. New Units	\$ -	\$ -	\$ -	0.00%	
46450 Irrig. Repairs Current Units	\$ 14,236.17	\$ 3,750.00	\$ (10,486.17)	-279.63%	Numerous repairs and relocation of main and zones in Unit 35
46475 Irrig. Repairs New Units	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2022
46465 Irrig. System Upgrades	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2022
46480 Pump Station Maintenance	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2022
47000 Preserve Maintenance	\$ 2,454.00	\$ 3,125.00	\$ 671.00	21.47%	Mowing in Preserve areas
46485 Tot Lot Inspection/Maintenance	\$ -	\$ 541.67	\$ 541.67	100.00%	None online this month
46490 Storm Event/Repair/Cleaning	\$ 9,708.50	\$ 3,166.67	\$ (6,541.83)	-206.58%	Trimming and tree removal in common areas and for street light repairs
46495 Reuse Retrofit	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2022
46520 Alleyway Maintenance	\$ 149.76	\$ 416.67	\$ 266.91	64.06%	None online this month
46900 Miscellaneous Maintenance	\$ 1,424.55	\$ 625.00	\$ (799.55)	-127.93%	Fungicide spraying in Unit 2 and Blair Stone Rd overseeding
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	\$ -	\$ 416.67	\$ 416.67	100.00%	None online this month
65000 Budget Stabilization	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2022
61000 Capital Expenditures	\$ -	\$ 750.00	\$ 750.00	100.00%	None online this month
60000 Reserve for Capital - R&R	\$ -	\$ 11,296.03	\$ 11,296.03	100.00%	None online this month
46910 Common Area Maintenance	\$ -	\$ 666.67	\$ 666.67	100.00%	None online this month
TOTAL	\$ 142,151.46	\$ 135,491.10	\$ (6,660.36)	-4.92%	

	YTD ACTUAL	YTD BUDGET	\$ VARIANCE	% VARIANCE	COMMENTS
34000 Management fees	\$ 22,050.00	\$ 22,050.00	\$ -	0.00%	GMS FY 2022 contracted services
34500 Security	\$ 5,856.25	\$ 1,166.67	\$ (4,689.58)	-401.96%	None online this month
34010 Communications	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%	Bulldog FY 2022 contracted services
46200 Landscape Maint. Contracted	\$ 171,892.28	\$ 171,892.28	\$ -	0.00%	All Pro FY 2022 contracted services
46225 Landscape Maint. New Units	\$ 55.08	\$ 833.33	\$ 778.25	93.39%	Doggi Pots at new Park
46500 Pond Maint. Contract	\$ -	\$ 833.33	\$ 833.33	100.00%	None online this month
46525 Pond Maint. New Units	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2022
46550 Pond Repairs Current Units	\$ 11,253.50	\$ 6,250.00	\$ (5,003.50)	-80.06%	Mowing, grading and erosion repairs for annual inspections
46575 Pond Repairs New Units	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2022
46600 SWMF Operating Permit Fees	\$ 918.00	\$ 153.00	\$ (765.00)	-500.00%	COTGM Operating Permit Fee for SWMF
46400 Irrig. Maint. Contracted	\$ 8,961.52	\$ 8,961.52	\$ -	0.00%	All Pro FY 2022 contracted services
46425 Irrig. Maint. New Units	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2022
46450 Irrig. Repairs Current Units	\$ 19,684.09	\$ 7,500.00	\$ (12,184.09)	-162.45%	Numerous repairs and relocation of main and zones in Unit 35
46475 Irrig. Repairs New Units	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2022
46465 Irrig. System Upgrades	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2022
46480 Pump Station Maintenance	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2022
47000 Preserve Maintenance	\$ 5,104.00	\$ 6,250.00	\$ 1,146.00	18.34%	Mowing in Preserve areas
46485 Tot Lot Inspection/Maintenance	\$ -	\$ 1,083.33	\$ 1,083.33	100.00%	None online this month
46490 Storm Event/Repair/Cleaning	\$ 9,708.50	\$ 6,333.33	\$ (3,375.17)	-53.29%	Trimming and tree removal in common areas and for street light repairs
46495 Reuse Retrofit	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2022
46520 Alleyway Maintenance	\$ 149.76	\$ 833.33	\$ 683.57	82.03%	None online this month
46900 Miscellaneous Maintenance	\$ 1,424.55	\$ 1,250.00	\$ (174.55)	-13.96%	Fungicide spraying in Unit 2 and Blair Stone Rd overseeding
43000 Utilities	\$ -	\$ 7,500.00	\$ 7,500.00	100.00%	
49400 Special Events	\$ -	\$ 833.33	\$ 833.33	100.00%	None online this month
46650 Other - Contingency	\$ 150.00	\$ 833.33	\$ 683.33	82.00%	None online this month
65000 Budget Stabilization	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2022
61000 Capital Expenditures	\$ -	\$ 1,500.00	\$ 1,500.00	100.00%	None online this month
60000 Reserve for Capital - R&R	\$ -	\$ 22,592.06	\$ 22,592.06	100.00%	None online this month
46910 Common Area Maintenance	\$ -	\$ 1,333.33	\$ 1,333.33	100.00%	None online this month
TOTAL	\$ 258,207.53	\$ 270,982.19	\$ 12,774.66	4.71%	

	<u>DEC ACTUAL</u>	<u>DEC BUDGET</u>	<u>\$ VARIANCE</u>	<u>% VARIANCE</u>	<u>COMMENTS</u>
34000 Management fees	\$ 11,025.00	\$ 11,025.00	\$ -	0.00%	GMS FY 2022 contracted services
34500 Security	\$ -	\$ 583.33	\$ 583.33	100.00%	None online this month
34010 Communications	\$ 500.00	\$ 500.00	\$ -	0.00%	Bulldog FY 2022 contracted services
46200 Landscape Maint. Contracted	\$ 85,946.14	\$ 85,946.14	\$ -	0.00%	All Pro FY 2022 contracted services
46225 Landscape Maint. New Units	\$ 172.26	\$ 416.67	\$ 244.41	58.66%	New Doggi Pots and additional mowing in Dog Park
46500 Pond Maint. Contract	\$ -	\$ 416.67	\$ 416.67	100.00%	None online this month
46525 Pond Maint. New Units	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2022
46550 Pond Repairs Current Units	\$ 7,618.11	\$ 3,125.00	\$ (4,493.11)	-143.78%	Mowing, grading and erosion repairs for annual inspections
46575 Pond Repairs New Units	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2022
46600 SWMF Operating Permit Fees	\$ -	\$ 76.50	\$ 76.50	100.00%	COTGM Operating Permit Fee for SWMF
46400 Irrig. Maint. Contracted	\$ 4,480.76	\$ 4,480.76	\$ -	0.00%	All Pro FY 2022 contracted services
46425 Irrig. Maint. New Units	\$ 2.45	\$ -	\$ (2.45)	0.00%	Not included in budget for FY 2022
46450 Irrig. Repairs Current Units	\$ 970.53	\$ 3,750.00	\$ 2,779.47	74.12%	Standard irrigation repairs
46475 Irrig. Repairs New Units	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2022
46465 Irrig. System Upgrades	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2022
46480 Pump Station Maintenance	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2022
47000 Preserve Maintenance	\$ 1,325.52	\$ 3,125.00	\$ 1,799.48	57.58%	Butterfly Garden maintenance and mulching
46485 Tot Lot Inspection/Maintenance	\$ -	\$ 541.67	\$ 541.67	100.00%	None online this month
46490 Storm Event/Repair/Cleaning	\$ 1,126.00	\$ 3,166.67	\$ 2,040.67	64.44%	Arborist letter and mowing behind homes at Blair Stone Rd
46495 Reuse Retrofit	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2022
46520 Alleyway Maintenance	\$ -	\$ 416.67	\$ 416.67	100.00%	None online this month
46900 Miscellaneous Maintenance	\$ 240.95	\$ 625.00	\$ 384.05	61.45%	Additional fungicide treatments in Units 2 and 18
43000 Utilities	\$ -	\$ 3,750.00	\$ 3,750.00	100.00%	Updated 2-2-21
49400 Special Events	\$ -	\$ 416.67	\$ 416.67	100.00%	None online this month
46650 Other - Contingency	\$ -	\$ 416.67	\$ 416.67	100.00%	
65000 Budget Stabilization	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2022
61000 Capital Expenditures	\$ 1,882.27	\$ 750.00	\$ (1,132.27)	-150.97%	Dog Park permanent signage and benches
60000 Reserve for Capital - R&R	\$ -	\$ 11,296.03	\$ 11,296.03	100.00%	None online this month
46910 Common Area Maintenance	\$ -	\$ 666.67	\$ 666.67	100.00%	None online this month
TOTAL	\$ 115,289.99	\$ 135,491.10	\$ 20,201.11	14.91%	

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>\$ VARIANCE</u>	<u>% VARIANCE</u>	<u>COMMENTS</u>
34000 Management fees	\$ 33,075.00	\$ 33,075.00	\$ -	0.00%	GMS FY 2022 contracted services
34500 Security	\$ 5,856.25	\$ 1,750.00	\$ (4,106.25)	-234.64%	None online this month
34010 Communications	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%	Bulldog FY 2022 contracted services
46200 Landscape Maint. Contracted	\$ 257,838.42	\$ 257,838.42	\$ -	0.00%	All Pro FY 2022 contracted services
46225 Landscape Maint. New Units	\$ 227.34	\$ 1,250.00	\$ 1,022.66	81.81%	New Doggi Pots and additional mowing in Dog Park
46500 Pond Maint. Contract	\$ 7,618.11	\$ 1,250.00	\$ (6,368.11)	-509.45%	None online this month
46525 Pond Maint. New Units	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2022
46550 Pond Repairs Current Units	\$ 18,871.61	\$ 9,375.00	\$ (9,496.61)	-101.30%	None online this month
46575 Pond Repairs New Units	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2022
46600 SWMF Operating Permit Fees	\$ 918.00	\$ 229.50	\$ (688.50)	-300.00%	COTGM Operating Permit Fee for SWMF
46400 Irrig. Maint. Contracted	\$ 13,442.28	\$ 13,442.28	\$ -	0.00%	All Pro FY 2022 contracted services
46425 Irrig. Maint. New Units	\$ 2.45	\$ -	\$ (2.45)	0.00%	Not included in budget for FY 2022
46450 Irrig. Repairs Current Units	\$ 20,654.62	\$ 11,250.00	\$ (9,404.62)	-83.60%	Standard irrigation repairs
46475 Irrig. Repairs New Units	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2022
46465 Irrig. System Upgrades	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2022
46480 Pump Station Maintenance	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2022
47000 Preserve Maintenance	\$ 6,429.52	\$ 9,375.00	\$ 2,945.48	31.42%	Butterfly Garden maintenance and mulching
46485 Tot Lot Inspection/Maintenance	\$ -	\$ 1,625.00	\$ 1,625.00	100.00%	None online this month
46490 Storm Event/Repair/Cleaning	\$ 10,834.50	\$ 9,500.00	\$ (1,334.50)	-14.05%	Arborist letter and mowing behind homes at Blair Stone Rd
46495 Reuse Retrofit	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2022
46520 Alleyway Maintenance	\$ 149.76	\$ 1,250.00	\$ 1,100.24	88.02%	None online this month
46900 Miscellaneous Maintenance	\$ 1,665.50	\$ 1,875.00	\$ 209.50	11.17%	None online this month
43000 Utilities	\$ -	\$ 11,250.00	\$ 11,250.00	100.00%	
49400 Special Events	\$ -	\$ 1,250.00	\$ 1,250.00	100.00%	None online this month
46650 Other - Contingency	\$ 150.00	\$ 1,250.00	\$ 1,100.00	88.00%	Additional fungicide treatments in Units 2 and 18
65000 Budget Stabilization	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2022
61000 Capital Expenditures	\$ 1,882.27	\$ 2,250.00	\$ 367.73	16.34%	Dog Park permanent signage and benches
60000 Reserve for Capital - R&R	\$ -	\$ 33,888.09	\$ 33,888.09	100.00%	None online this month
46910 Common Area Maintenance	\$ -	\$ 2,000.00	\$ 2,000.00	100.00%	None online this month
TOTAL	\$ 381,115.63	\$ 406,473.29	\$ 25,357.66	6.24%	