



DPFG Management & Consulting, LLC

AVALON GROVES COMMUNITY DEVELOPMENT DISTRICT

Agenda Package

Regular Meeting

Date & Time:

Thursday

March 28, 2019

11:30 a.m.

Location:

Cagan Crossing

Community Library

16729 Cagan Oaks

Clermont, Florida

Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval or adoption.

Avalon Groves Community Development District

DPFG Management & Consulting, LLC

[X] 250 International Parkway, Suite 280
Lake Mary FL 32746
(321) 263-0132 Ext. 4205

[] 15310 Amberly Drive, Suite 175
Tampa, Florida 33647
(813) 374 -9105

March 20, 2019

Board of Supervisors
Avalon Groves Community Development District

Dear Board Members:

The Regular Meeting of the Board of Supervisors of the Avalon Groves Community Development District is scheduled for **Thursday, March 28, 2019** at 11:30 a.m. at the Cagan Crossing Community Library, 16729 Cagan Oaks, Clermont, Florida.

The advanced copy of the agenda for the meeting is attached along with associated documentation for your review and consideration. Any additional support material will be distributed at the meeting.

The balance of the agenda is routine in nature. Staff will present their reports at the meeting. If you have any questions, please contact me. I look forward to seeing you there.

Sincerely,

Patricia Comings-Thibault
Patricia Comings-Thibault
District Manager

cc: Attorney
Engineer
District Records

AVALON GROVES COMMUNITY DEVELOPMENT DISTRICT

Date of Meeting: **Thursday, March 28, 2019**
Time: 11:30 AM
Location: Cagan Crossing Community Library
16729 Cagan Oaks
Clermont, FL

Dial –in Number: 712-775-7031
Guest Access Code: 109-516-380

Agenda**I. Roll Call****II. Audience Comments** (Limited to three minutes)**III. Administrative Matters**

- | | |
|--|-----------|
| A. Aquatic Systems Waterway Inspection Report | Exhibit 1 |
| B. Approval of Minutes of January 24, 2019 Meeting | Exhibit 2 |
| C. Acceptance of the February 2019 Financial Summary | Exhibit 3 |

IV. Consent Agenda

- | | |
|--|-----------|
| A. Ratification of Yellowstone Landscape Irrigation Repairs - \$357.08 | Exhibit 4 |
| B. Ratification of Pinel & Carpenter Valuation Fee Proposal – \$4,650 | Exhibit 5 |
| C. Ratification of Yellowstone Landscape January Repairs - \$226.90 | Exhibit 6 |

V. Business Items

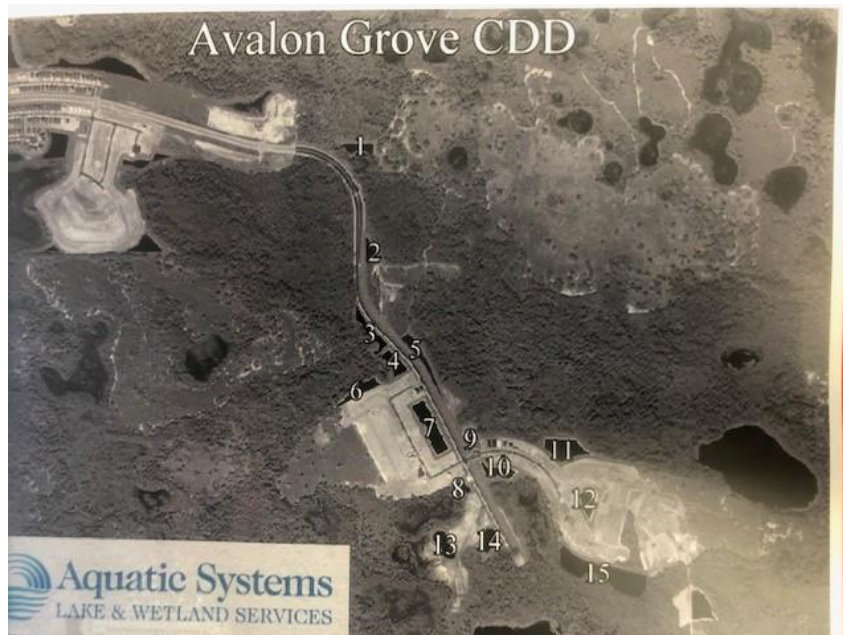
- A. Street lighting Contract *(To be Distributed)*

VI. Staff Reports

- A. Manager
- B. District Counsel
- C. Amenity Manager

VII. Supervisors Requests**VIII. Adjournment**

EXHIBIT 1



Avalon Grove

Waterway Inspection Report

Reason for Inspection: Routine Scheduled - Monthly

Inspection Date: 3/18/2019

Prepared for:

Patricia Thibault

Prepared by:

Alan Wilson, Assist Service Manager
Aquatic Systems, Inc. Sanford Field Office
Corporate Headquarters
2100 N.W. 33rd Street, Pompano Beach, FL 33069
1-800-432-4302

Site: 1



Comments: Site looks good

Site: 2



Comments: Site looks good

Site: 3



Comments: Site looks good

Site: 4



Comments: Site looks good

Site: 5



Comments: Site looks good

Site: 6



Comments: Site looks good

Site: 7



Comments: Site looks good

Site: 8



Comments: Site looks good

Site: 9



Comments: Site looks good

Site: 10



Comments: Site looks good

Site: 11



Comments: Site looks good

Site: 12



Comments: Site looks good

Site: 13



Comments: Site looks good

Site: 14



Comments: Site looks good

Site: 15



Comments: Site looks good

Site:

Comments:

EXHIBIT 2

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**MINUTES OF MEETING
AVALON GROVES
COMMUNITY DEVELOPMENT DISTRICT**

The Regular Meeting of the Board of Supervisors of the Avalon Groves Community Development District was held on Thursday, January 24, 2019 at 11:30 a.m. at the Cagan Crossing Community Library, 16729 Cagan Oaks, Clermont, Florida 34714.

FIRST ORDER OF BUSINESS – Roll Call

Ms. Comings-Thibault called the meeting to order and conducted roll call.

Present and constituting a quorum were:

Greg Meath	Board Supervisor, Vice Chairman
Brad Walker	Board Supervisor, Assistant Secretary
Candice Smith	Board Supervisor, Assistant Secretary

Also present were:

Patricia Comings-Thibault District Manager, DPFG Management & Consulting LLC

The following is a summary of the discussions and actions taken at the January 24, 2019 Avalon Groves CDD Board of Supervisors meeting.

SECOND ORDER OF BUSINESS – Audience Comments (Limited to three (3) minutes on agenda items)

As there are no members present that are associated with the audience, next item followed.

THIRD ORDER OF BUSINESS – Administrative Matters

A. Exhibit 1: Aquatic Systems Waterway Inspection

Ms. Comings-Thibault stated that she has yet to receive the report from Aquatic Systems. She continued to say that Aquatic Systems is supposed to provide her with the report by the end of the week and that she would send it out to the Board when she receives it.

B. Exhibit 2: Approval of the Minutes of November 27, 2018 Meeting

On a MOTION by Mr. Walker, SECONDED by Mr. Meath, WITH ALL IN FAVOR, the Board approved the minutes of the Board of Supervisors regular meeting held on **November 27, 2018** for the Avalon Groves Community Development District.

C. **Exhibit 3:** Acceptance of the Unaudited December 2018 Financials

On a MOTION by Ms. Smith, SECONDED by Mr. Meath, WITH ALL IN FAVOR, the Board approved the Unaudited **December 2018** Financials for the Avalon Groves Community Development District.

FOURTH ORDER OF BUSINESS – Consent Agenda

- A. **Exhibit 4:** Ratification of Bio Tech Agreement for Monitoring & Maintenance
- B. **Exhibit 5:** Ratification of Yellowstone Temporary Landscape Agreement: \$11,760.00 per month
- C. **Exhibit 6:** Ratification of Yellowstone Irrigation Proposal: \$228.86
- D. **Exhibit 7:** Ratification of True Up Agreement (Series 2017 A-1 and A-2 Bonds)

On a MOTION by Ms. Smith, SECONDED by Mr. Meath, WITH ALL IN FAVOR, the Board approved the consent agenda items A-D for the Avalon Groves Community Development District.

FIFTH ORDER OF BUSINESS – Business Items

A. Exhibit 8: Consideration of Landscape Maintenance Proposals

- Consideration of Panorama Proposal Annual: \$145,837.00 per year
- Consideration of Yellowstone Proposal: \$141,120.00 per year

On a MOTION by Ms. Smith, SECONDED by Mr. Walker, WITH ALL IN FAVOR, the Board approved the Yellowstone proposal in the amount of \$141,120.00 per year for the Avalon Groves Community Development District.

B. Exhibit 9: Construction Contract Update Status

Ms. Comings-Thibault presented the Board with an update on the status of the construction contracts and asked for any questions or comments.

C. Exhibit 10: Randy Suggs Proposal – Deductive Change Orders: \$37,698.00

The Board tabled this agenda item until the February 28, 2019 meeting.

SIXTH ORDER OF BUSINESS – Audience Comments (New Business)

As there are no members present that are associated with the audience, next item followed.

SEVENTH ORDER OF BUSINESS – Staff Reports

There being none, next item followed.

EIGHTH ORDER OF BUSINESS – Supervisors Requests

There being none, next item followed.

NINTH ORDER OF BUSINESS – Adjournment

Ms. Comings-Thibault asked for final questions, comments, or corrections before adjourning the meeting. There being no new additional items, and upon a motion duly made, seconded and unanimously carried, Ms. Comings-Thibault declared the meeting adjourned.

On a MOTION by Ms. Smith, SECONDED by Mr. Walker, WITH ALL IN FAVOR, the Board adjourned the meeting for the Avalon Groves Community Development District.

**Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on _____.

Signature: Patricia Comings-Thibault

Title: ☐ Secretary ☐ Assistant Secretary

Signature: James Harvey

Title: ☐ Chairman ☐ Vice Chairman

EXHIBIT 3

Avalon Groves CDD

Financial Report Summary - General Fund & Construction Fund

2/28/2019

For The Period Ending :	GENERAL FUND 2/28/2019	CONSTRUCTION IN PROGRESS 2017A-1 (AA1) 2/28/2019	ACQ. & CONSTRUCTION 2017A-1 (AA2) 2/28/2019	ACQ. & CONSTRUCTION 2017A-2 (AA2) 2/28/2019
CASH BALANCE	\$ 128,605	\$ 35,397	\$ 4,400	\$ 149,759
PLUS: ACCOUNTS RECEIVABLE - OFF ROLL	-	-	-	-
PLUS: ACCOUNTS RECEIVABLE - ON ROLL	-	8,592	-	-
PLUS: ACCOUNTS RECEIVABLE - OTHER	651	-	-	-
LESS: ACCOUNTS PAYABLE	(120,183)	-	(625)	(37,340)
NET CASH BALANCE	\$ 9,073	\$ 43,989	\$ 3,775	\$ 112,419

GENERAL FUND REVENUE AND EXPENDITURES (FY 2019 YTD):

	2/28/2019 ACTUAL YEAR-TO-DATE	2/28/2019 BUDGET YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) VARIANCE
REVENUE (YTD) COLLECTED	\$ 92,432	\$ 256,348	\$ (163,916)
EXPENDITURES (YTD)	(93,226)	(134,555)	41,329
NET OPERATING CHANGE	\$ (794)	\$ 121,793	\$ (122,587)
AVERAGE MONTHLY EXPENDITURES	\$ 18,645	\$ 26,911	\$ 8,266
PROJECTED EOY BASED ON AVERAGE	\$ 223,742	\$ 322,932	\$ 99,190

GENERAL FUND SIGNIFICANT FINANCIAL ACTIVITY:

	2/28/2019 ACTUAL YEAR-TO-DATE	2/28/2019 BUDGET YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) VARIANCE
REVENUE:			
ASSESSMENTS-ON-ROLL (NET)	\$ 52,282	\$ -	\$ 52,282
ASSESSMENTS-OFF-ROLL (NET)	40,915	256,348	(215,433)
MISCELLANEOUS REVENUE	5	-	5
EXPENDITURES:			
ADMINISTRATIVE EXPENDITURES	45,602	36,500	(9,102)
PHYSICAL ENVIRONMENT - LANDSCAPE	10,370	49,900	39,530
PHYSICAL ENVIRONMENT - POND MAINTENENACE	10,600	5,835	(4,765)
PHYSICAL ENVIRONMENT - ELECTRICITY	286	31,625	31,339
PHYSICAL ENVIRONMENT - OTHER	21,434	5,695	(15,739)
DEBT SERVICE ADMINISTRATION	5,000	5,000	-
AMENITY CENTER EXPENDITURES	-	-	-
RESERVE	-	-	-
UNBUDGETED EXPENDITURES	-	-	-
TOTAL EXPENDITURES	\$ 93,292	\$ 134,555	\$ 41,263

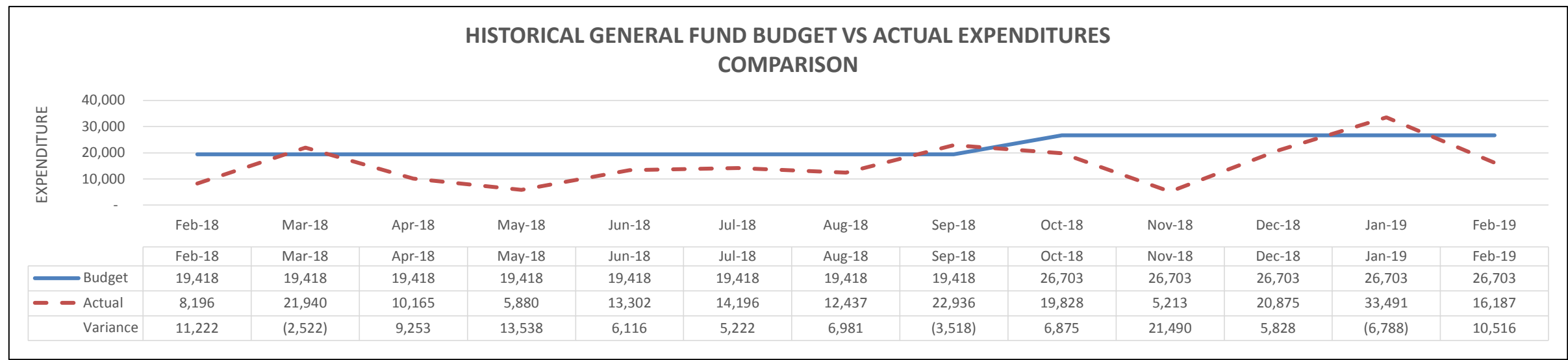


EXHIBIT 4



Proposal #7620
Date: 03/12/2019
From: Michael Smith

Proposal For

Location

DPFG
250 International Pkwy
Suite 280
Lake Mary, FL 32746

main: 321-263-0132
mobile:

100 Sawgrass Bay Blvd
Clermont, FL 34714

Avalon Groves CDD: Irrigation Repairs Avalon Grove CDD irrigation
March 2019

Terms: Net 30

ITEM DESCRIPTION	AMOUNT
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Irrigation Repairs

Client Notes

March 2019 irrigation repairs. Replace (6) broken heads and (17) MP nozzles that are not rotating. Insure all valves and timers are working properly and set to correct run times and days.

SUBTOTAL	\$357.08
SALES TAX	\$0.00
TOTAL	\$357.08

Signature

x

Signature above authorizes Yellowstone Landscape to perform work as described above and verifies that the prices and specifications are hereby accepted. All overdue balances will be charge a 1.5% a month, 18% annual percentage rate.
Limited Warranty: All plant material is under a limited warranty for one year. Transplanted plant material and/or plant material that dies due to conditions out of Yellowstone Landscape's control (i.e. Acts of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.

Contact

Print Name: Michael Smith

Title: District Manager

Date: _____

Assigned To

Michael Smith
mdsmith@yellowstonelandscape.com

EXHIBIT 5



WALTER N. CARPENTER, JR., MAI, CRE
Cert Gen RZ1231
MARK G. CARPENTER, MAI
Cert Gen RZ935

February 18, 2019

Avalon Groves CDD
c/o Mr. Maik Aagaard
1060 Maitland Center Commons, Suite 340
Maitland, FL 32751

RE: Valuation Fee Quote
15 Parcels / 41.48 Acres
Avalon Groves Property
Lake County, FL

Dear Mr. Aagaard:

Thank you for your call and the opportunity to quote time and fee requirements for the valuation of the above referenced property. The purpose of this valuation will be to estimate the market value of the real estate as of a current date, based upon the Avalon Groves development plan (existing and proposed plats).

The assignment shall be prepared for Avalon Groves CDD and is for the sole and exclusive use of same. We request that you seek our written authorization before releasing the report to any other party.

Pinel & Carpenter, Inc. proposes to complete the investigations, inspections, and analyses necessary to perform this appraisal and deliver three copies of our appraisal report within approximately four weeks from written authorization to proceed and receipt of all information requested. Our report will be presented in a summary format, containing the necessary descriptive data of the property, along with pertinent factual data and analysis necessary to convey our opinion of value.

The appraisal will be prepared in accordance with the Uniform Standards of Professional Appraisal Practice. Attached to this letter you will find a copy of our Statement of Limiting Conditions and Appraiser's Certification which are attached to all appraisals, prepared by this office. Please review and initial each attached page and return the executed copy to us indicating your acceptance and approval of our Limiting Conditions and Appraiser's Certification.

The appraisal will provide an allocated value of the property between uplands, wetlands, and existing ponds.

The estimated completion date of the appraisal is March 22, 2019. We can only complete the appraisal by this date if we receive from you in a timely manner any relevant information needed for the preparation of the report. In order to complete this appraisal the following information will be needed.

- 1) Legal description and sketches of parcels.

Avalon Groves CDD
c/o Mr. Maik Aagaard
February 18, 2019
Page Two

- 2) Site survey detailing size and site boundaries of parcels.
- 3) Title policy, if available.
- 4) Development agreement, if applicable.
- 5) Copies of existing easements and/or agreements which encumber parcels.
- 6) Name and telephone number of local contact person to arrange an inspection.

We will furnish you with three copies of the appraisal report. Our fee for this appraisal will not exceed **\$4,650** payable upon receipt of the "WORK IN PROGRESS" report. This fee includes the cost of certain expenses that may be incurred in the preparation of the report.

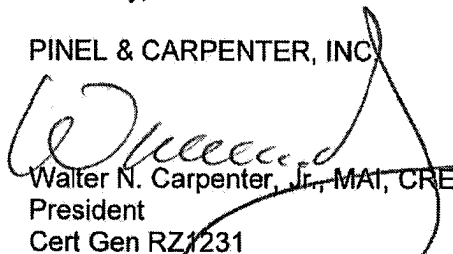
My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.

We will proceed with the preparation of this appraisal upon receipt of a signed copy of this letter and an initialed copy of the Statement of Limiting Conditions and Appraiser Certification.

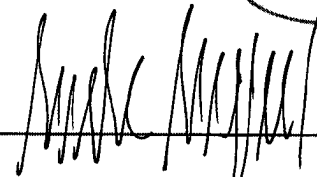
We appreciate the opportunity to be of service to you. If you have any further questions, please do not hesitate to contact us.

Sincerely,

PINEL & CARPENTER, INC.


Walter N. Carpenter, Jr., MAI, CRE
President
Cert Gen RZ1231

WNC/jmb
Attachments

Engagement Letter Accepted: 

3-7-19
Date

Asst. Treasurer

EXHIBIT 6



Proposal #5082
Date: 02/07/2019
From: Michael Smith

Proposal For

DPFG

250 International Pkwy
Suite 280
Lake Mary, FL 32746

main: 321-263-0132
mobile:

Location

100 Sawgrass Bay Blvd
Clermont, FL 34714

Avalon Groves CDD: Avalon Groves CDD irrigation January 2019

Terms: Net 30

ITEM DESCRIPTION	AMOUNT
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Irrigation Repairs

Client Notes

Replace (3) broken heads with Rainbird 1806.

Replace

SUBTOTAL	\$226.90
SALES TAX	\$0.00
TOTAL	\$226.90

Signature

x

Signature above authorizes Yellowstone Landscape to perform work as described above and verifies that the prices and specifications are hereby accepted. All overdue balances will be charge a 1.5% a month, 18% annual percentage rate.
Limited Warranty: All plant material is under a limited warranty for one year. Transplanted plant material and/or plant material that dies due to conditions out of Yellowstone Landscape's control (i.e. Acts of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.

Contact

Print Name:

Patricia C. Thibault

Assigned To

Michael Smith

mdsmith@yellowstonelandscape.com

Title:

District Manager

Date: