



Management & Consulting, LLC  
15310 Amberly Drive Suite 175  
Tampa, FL 33647  
813-374-9105

***BALLANTRAE  
COMMUNITY DEVELOPMENT DISTRICT***

***Agenda Package***

***Board of Supervisors  
Regular Meeting***

***Date & Time:***

***Wednesday***

***June 24, 2020***

***6:30 pm***

***Location:***

***Zoom Conference Call***

***Audio Only***

***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.***

## **Ballantrae Community Development District**

### **Board of Supervisors Meeting**

**Wednesday, June 24<sup>th</sup> at 6:30 PM**

**via Zoom – **AUDIO ONLY****

Dear Residents,

We welcome you to join us for the Board of Supervisors Meeting to be held on Wednesday, June 24<sup>th</sup> at 6:30 PM. This meeting will be held via Zoom, an online platform that allows us to hold necessary Board meetings without having to leave the safety of your home. While many may know and have used Zoom as a video conference platform, we will be using it in audio only mode, so there will be no visual on your end to visually see, so as a note, your computer is working fine if you do not see a video stream. With Zoom you have two options for joining the meeting; telephone or computer, and it will all be audio based, meaning no video recording. Please follow the instructions below for either telephone or computer attendance. If you have any questions in regard to the agenda, please email them to [patricia.comings-thibault@dpfg.com](mailto:patricia.comings-thibault@dpfg.com) before the meeting so that they can be answered accordingly. Thank you for your patience in these trying times and we look forward to hearing from you.

#### **Join Zoom Meeting by Computer**

<https://us02web.zoom.us/j/85822017905?pwd=L3E2NjQxdXY3Z2JRWVYxejhDYU9lZz09>

**Meeting ID:** 858 2201 7905

**Password:** 739187

#### **Join Zoom Meeting by Phone**

Dial by your location – Follow the Prompts – Meeting ID – **858 2201 7905** – Hit # when it requests a participant ID

- +1 253 215 8782 US (Tacoma)
- +1 301 715 8592 US (Germantown)
- +1 346 248 7799 US (Houston)
- +1 929 205 6099 US (New York)
- +1 312 626 6799 US (Chicago)
- +1 669 900 6833 US (San Jose)

# Ballantrae

## Community Development District

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### Development Planning and Financing Group

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

[ ] 15310 Amberly Drive, Suite 175  
Tampa, FL 33647  
813-374-9105

Board of Supervisors  
**Ballantrae Community Development District**

Dear Board Members:

A Meeting of the Board of Supervisors of the Ballantrae Community Development District is scheduled for **Wednesday, June 24, 2020 at 6:30 p.m.**

*Due to current issues related to COVID-19, the Florida Governor released Executive Order 20-69 which allows governmental public meetings and required quorums to be completed via telephone conference. In respect of current social distancing recommendations this meeting will be conducted via telephone in order to protect the health and safety of the public. Both members of the board and the public may join this meeting via telephone as follows:*

**Call in phone number: 929-205-6099**  
**Meeting ID: 858 2201 7905**

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

The agenda items are for immediate business purposes and for the health and safety of the community. Staff will present their reports at the meeting. If you have any questions, please contact me.

Sincerely,

*Patricia Comings-Thibault*

Patricia Comings-Thibault  
District Manager

District: **BALLANTRAE COMMUNITY DEVELOPMENT DISTRICT**

Meeting: Wednesday, June 24, 2020

Time: 6:30 PM

Location: Via Electronic Teleconference  
Due to COVID 19

Dial-in Number: 929-205-6099

Meeting ID: 858-2201-7905

### *Agenda*

**I. Roll Call**

**II. Audience Comments** – *(limited to 3 minutes per individual for agenda items)*

**III. Discussion of Resident Safety and Amenities Reopening**

**IV. Professional Reports**

A. District Counsel

B. Yellowstone Landscape Maintenance Report – June 15, 2020

**Exhibit 1**

➤ Consideration of Yellowstone Proposals

**Exhibit 2**

– Summer Annuals Installation Proposal - \$3,757.38

– Main Line Repair Proposal - \$145.98

C. DPFPG Operations Report

➤ June Field Report

**Exhibit 3**

➤ June Pond Report

**Exhibit 4**

D. Engineer's Report

E. American Ecosystems Pond Reports

➤ Treatment Report for May 29, 2020

**Exhibit 5**

➤ Treatment Report for June 12, 2020

**Exhibit 6**

**V. Administrative Matters**

A. Consideration of the Regular Meeting Minutes – March 27, 2020

**Exhibit 7**

B. Acceptance of the Unaudited May Financial Statements

**Exhibit 8**

**VI. Business Matters**

A. New Business

- Consideration of LED Pool Lights Proposals **Exhibit 9**
  - GPS Pools Inc. - \$1,225.23
  - GPS Pools Inc. - \$4,702.75
  - The Pool Doctor - \$6,350.00
  - The Pool Doctor - \$7,400.00
  
- Consideration of The Pool Doctor Splash Pad Repair Proposal - **Exhibit 10**  
\$9,360.00

B. Old Business

- Ratification of Himes Electrical Service, Inc. Braemar Landscape Light Repair Proposal – \$194.00 **Exhibit 11**

**VII. Staff Reports**

A. District Manager

- DPFPG District Management Agreement First Addendum **Exhibit 12**

B. Maintenance Supervisor

**VIII. Supervisors Requests**

**IX. Audience Comments on Other Items**

**X. Adjournment**

**EXHIBIT 1**



**YELLOWSTONE**  
LANDSCAPE

The background image shows a stone sign with the word "BALLANTRAE" in gold lettering. The sign is set in a landscaped area with green grass, trees, and a road. The sign is flanked by stone pillars and has a decorative top. The overall scene is a well-maintained residential or commercial entrance.

# Ballantrae Landscape Report

Monday, June 15, 2020

Prepared For Ballantrae CDD & DPGF

6

### Observation 1

Assigned To Entrance

The overall appearance of the community entrance is good. The crew detailed as needed while onsite during services and pulled and sprayed bed weeds.

### Observation 2

Assigned To Ballentrae Blvd

The community turf is performing well and will continue to get better as we get more rain.

### Observation 3

Assigned To Clubhouse

The clubhouse was trimmed and detailed, the crew pulled and sprayed weeds throughout the area.

### Observation 4

Assigned To Ballantrae Blvd

Throughout the community we trimmed and detailed all the entrance ways.

### Observation 5

Assigned To Community

The community summer annuals were installed throughout. They are performing well so far.

Landscape Report -

Assigned To Community District Board

Landscape Maintenance -

- During service this month the crew addressed routine mowing and detail services.
- We trimmed the plant material in need around the community.
- We pulled and sprayed weeds throughout the community, the common juniper beds were treated with a herbicide to help control encroaching weeds.

Fertilization and Pesticide Maintenance -

- The next community fertilizer treatment will be in late June.
- The community shrub fertilizer will take place in July.

Irrigation Maintenance-

- The irrigation team went out and completed the monthly irrigation audit, they made some repairs they found and made seasonal adjustments due to the amount rain fall we've been receiving.



Brian Mahar  
Yellowstone Landscape

**EXHIBIT 2**



Proposal #66347

Date: 05/26/2020

From: Brian Mahar

Proposal For

Ballantrae CDD  
 c/o DPGF  
 250 International Pkwy  
 Suite 280  
 Lake Mary, FL 32746

main:  
 mobile:

Location

17611 Mentmore Blvd  
 Land O' Lakes, FL 34638

Property Name: Ballantrae CDD

2020 Summer Annual Rotation

Terms: Net 30

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Ballantrae Annuals	2304.00	\$1.50	\$3,456.00
Annual Bed Soil Replenishment	20.00	\$15.07	\$301.38

Client Notes

Please see the price to remove the old declining annuals and install new summer flowers. New soil and irrigation adjustments will completed as well.

	SUBTOTAL	\$3,757.38
Signature	SALES TAX	\$0.00
x	<b>TOTAL</b>	<b>\$3,757.38</b>

*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: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Assigned To

Brian Mahar  
 Office:  
 bmahar@yellowstonelandscape.com



Proposal #69267  
 Date: 06/11/2020  
 From: Richard Whitcomb

Proposal For

Location

DPFG  
 250 International Pkwy  
 Suite 280  
 Lake Mary, FL 32746

main:  
 mobile:

17611 Mentmore Blvd  
 Land O' Lakes, FL 34638

Property Name: Ballantrae CDD

Main Line Repair

Terms: Net 30

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Irrigation Labor	2.00	\$59.15	\$118.30
2" Expansion Coupling	1.00	\$18.70	\$18.70
2" Male Adapter	2.00	\$2.58	\$5.15
2" Coupling	1.00	\$2.35	\$2.35
2" PVC Schedule 40 Pipe	1.00	\$1.48	\$1.48

Client Notes

Repaired break in main line 2' From pine tree roots moved pipe Located on Ballentrae Blvd. across from Ayreshire Entrance.

Signature

x

SUBTOTAL	\$145.98
SALES TAX	\$0.00
<b>TOTAL</b>	<b>\$145.98</b>

*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.*

**EXHIBIT 3**

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**BALLANTRAE  
COMMUNITY DEVELOPMENT  
DISTRICT  
JUNE 2020  
FIELD INSPECTION REPORT**

# TABLE CONTENT

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- ✘ Summary
- ✘ Landscape
  - + Irrigation
  - + Planting material
  - + Areas of Improvement
- ✘ Hardscape
  - + Amenity
- ✘ Repairs, Restoration
- ✘ Maintenance Map
- ✘ Scorecard

# SUMMARY

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- The turf mow looks good. Very little to no browning spots.
- Previous maintenance items have been addressed.
- The annuals look good and all plant beds are being well maintained.

# LANDSCAPE

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Review of landscape services

## TURF MOW

- This image shows the turf mow.



## FRONT ENTRANCE

- Front Entrance island with good annuals.



## ROUND ABOUT AT CLUBHOUSE

This photo shows  
the round about at  
the clubhouse.

There are tier one  
and tier two  
hedges.



## CUNNINGHAM ENTRANCE

This photo shows the bed is weed free and the annuals look good.



## SHRUBS

This picture shows an image with the shrubs. The shrubs look good throughout the community.



# YELLOWSTONE WALK THROUGH

- The main entrance and secondary entrances look great.

**EXHIBIT 4**

# BALLANTRAE CDD



**Pond Report June 2020**

# SUMMARY

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- Ponds 17-36 were observed this month.
- Most ponds were free of algae.

# PONDS 17 & 18



- No Algae.

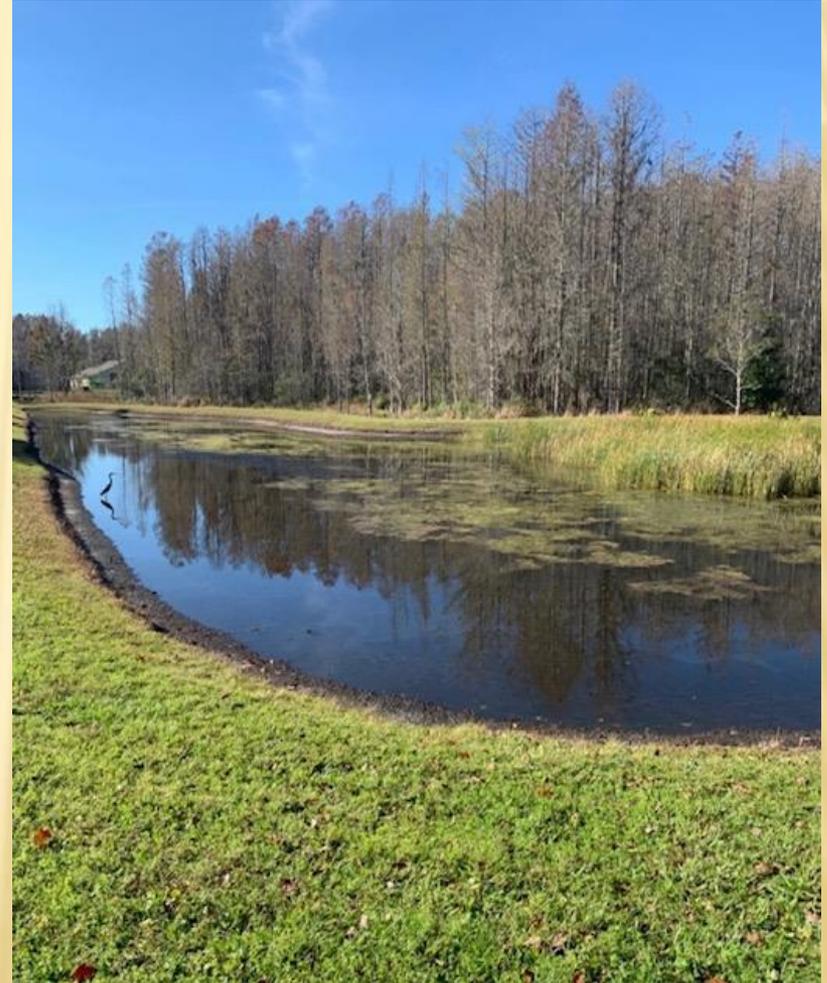


No Algae

# PONDS 19 & 20



- No algae.



- Algae has been sprayed.

# PONDS 21 & 22



- Pond has some extra growth



- no algae.

# PONDS 23 & 24



- No algae

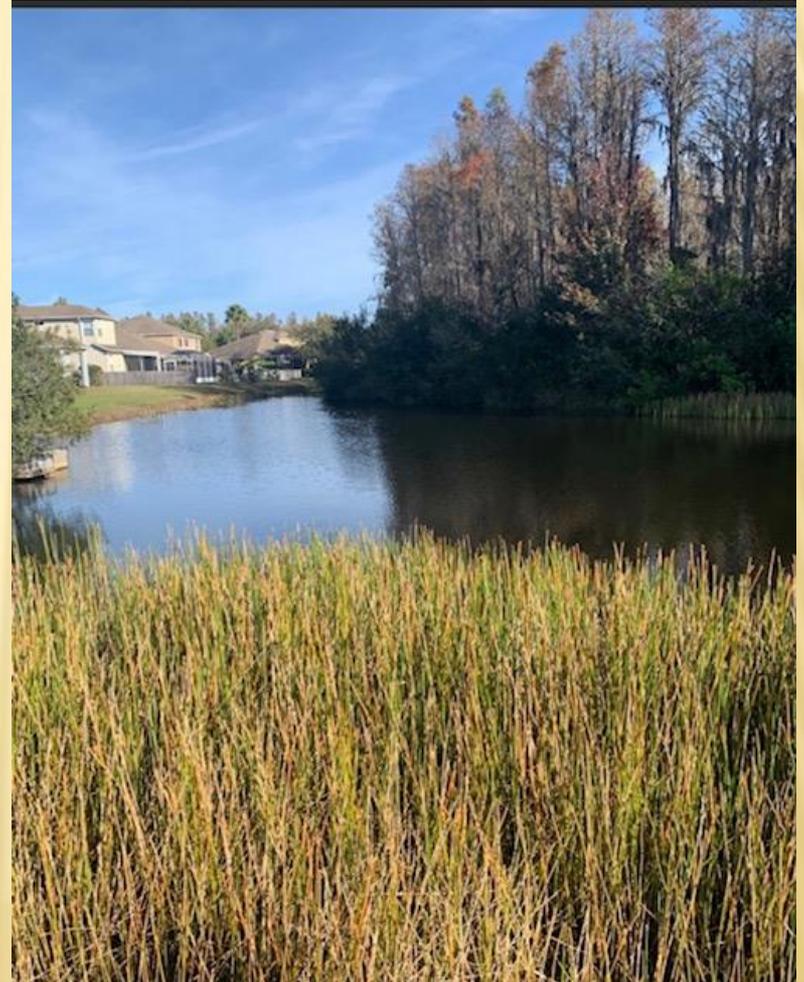


- No algae

# PONDS 25 & 26



- No algae. Some minor growth



Some algae observed in the back

# PONDS 27 & 28



- No algae



- No algae

# POND 29 & 30



- No algae. Some growth observed.



Algae but not as bad as usual

# POND 31 & 32



No algae



No algae

# POND 33 & 35

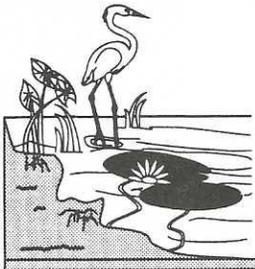


No Algae



No algae

**EXHIBIT 5**



Serving Florida Statewide



# American Ecosystems, Inc.®

AQUATIC MANAGEMENT SERVICES

P.O. Box 40517  
St. Petersburg, FL 33743-0517  
Phone (727) 545-4404

## TREATMENT REPORT

CUSTOMER: Balleentrac ACCOUNT # \_\_\_\_\_

BIOLOGIST: Fitzhenry DATE: 5/29/20 TIME: \_\_\_\_\_

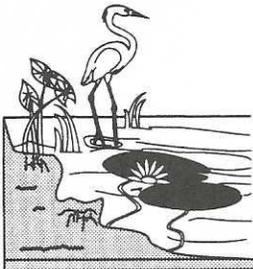
SITE	WEEDS TREATED					DAYS RESTRICTED
	ALGAE	GRASSES	UNDERWATER	FLOATING	TERRESTRIAL	
<u>Cutbacks</u>		✓			2 ✓	<u>2</u>

OTHER SERVICES PROVIDED	SITE	BACTERIAL TEST (FECAL COLIFORM)	FISH STOCKING	MECHANICAL WEED REMOVAL	AQUATIC PLANT INSTALLATION	CLARIFICATION	POND DYE	AERATION SYSTEM SERVICING

COMMENTS: Cut backs treated for invasive growth as needed

Customers Signature \_\_\_\_\_ Date 5/29/20

**EXHIBIT 6**



Serving Florida Statewide



# American Ecosystems, Inc.®

AQUATIC MANAGEMENT SERVICES

P.O. Box 40517  
St. Petersburg, FL 33743-0517  
Phone (727) 545-4404

## TREATMENT REPORT

CUSTOMER: Ballentrac ACCOUNT # \_\_\_\_\_

BIOLOGIST: Fitzhenry DATE: 6/12/20 TIME: \_\_\_\_\_

SITE	WEEDS TREATED					DAYS RESTRICTED
	ALGAE	GRASSES	UNDERWATER	FLOATING	TERRESTRIAL	
<u>All</u> <u>4, 6, 9, 15, 21, 20, 26, 25</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<u>8</u>
<u>15</u>			<input checked="" type="checkbox"/>			<u>21</u>

OTHER SERVICES PROVIDED	BACTERIAL TEST (FECAL COLIFORM)	FISH STOCKING	MECHANICAL WEED REMOVAL	AQUATIC PLANT INSTALLATION	CLARIFICATION	POND DYE	AERATION SYSTEM SERVICING
SITE							

COMMENTS: All sites treated for invasive growth as needed, sites 4, 6, 9, 15, 21, 20, 26, 25 treated for algae and site 15 treated with sonar for hydrilla

Customers Signature \_\_\_\_\_ Date 6/12/20

**EXHIBIT 7**

1 **MINUTES OF MEETING**

2 **BALLANTRAE**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Ballantrae Community Development  
5 District was held on Wednesday, May 27, 2020 at 6:30 p.m. via electronic teleconference due to COVID-  
6 19, per Governor’s Executive Order 20-69.

7 **FIRST ORDER OF BUSINESS – Roll Call**

8 Mr. Fleteau called the meeting to order and conducted roll call.

9 Present and constituting a quorum were:

10 James Fleteau	Board Supervisor, Chairman
11 Richard Levy	Board Supervisor, Vice Chairman
12 Steve Bobick	Board Supervisor, Assistant Secretary
13 Tony Thomas	Board Supervisor, Assistant Secretary
14 Chris Milano	Board Supervisor, Assistant Secretary

15 Also present were:

16 Patricia Thibault	District Manager, DPFM Management & Consulting
17 Teeanna Kamalu	Associate Manager, DPFM Management & Consulting
18 Garry Kubler	Maintenance Supervisor
19 Brian Mahar	Yellowstone Landscape

20 *The following is a summary of the discussions and actions taken at the May 27, 2020 Ballantrae CDD*  
21 *Board of Supervisors Emergency Meeting.*

22 **SECOND ORDER OF BUSINESS – Audience Comments**

23 There being none, the next item followed.

24 **THIRD ORDER OF BUSINESS – Emergency Discussion of Resident Safety and Amenities**  
25 **Reopening**

26 The Board discussed the reservation page on the District website. Mr. Fleteau indicated that,  
27 when reviewing COVID-19 statistics to one decimal place, he felt that, in May, the County had  
28 satisfied the CDC/White House guidance for 14 days of downward case trajectory for reopening,  
29 also noting cases in the specific zip codes around the District. The Board voiced agreement for  
30 opening the pool amenities, discussing appropriate measures and precautions.

31 On a MOTION by Mr. Bobick, SECONDED by Mr. Levy, WITH ALL IN FAVOR, the Board approved  
32 the pool reopening plan as discussed, pending final approval from the Chair as to a specific reopening  
33 date, for the Ballantrae Community Development District.

34 **FOURTH ORDER OF BUSINESS – Professional Reports**

35 A. District Counsel

36 B. Exhibit 1: Yellowstone Landscape Maintenance Report – April 8, 2020

37 ➤ Exhibit 2: Yellowstone Landscape Management Agreement Amendment No. 1

38 Mr. Mahar noted that the addendum was a way to update costs for regularly scheduled  
39 secondary work, such as annuals and mulch, within the budget, for an increase from  
40 \$31,212 to around \$34,000 annually in line item 108. The Board requested that quarterly

41 rotations be paid for immediately as needed, no longer needing to come before the Board  
42 for approval.

43 On a MOTION by Mr. Levy, SECONDED by Mr. Thomas, WITH ALL IN FAVOR, the Board approved  
44 the Yellowstone Landscape Management Agreement Amendment No. 1, for the Ballantrae Community  
45 Development District.

46 ➤ Exhibit 3: Yellowstone Landscape Proposal No. 63243 – Dead and Declining Pond Tree  
47 Removal – Total Cost: \$24,219.00

48 Mr. Fleteau noted that this bill was for all dead and declining pond trees in the District,  
49 and suggested performing half of the work this fiscal year and half for the next. The  
50 Board requested for stump grinding to be omitted to reduce total costs. This item was  
51 tabled to the next meeting, pending a modified proposal.

52 C. DPFPG Operations Report

53 ➤ May Field Report

54 ➤ May Pond Report

55 D. Engineer's Report

56 E. American Ecosystems Pond Reports

57 ➤ Exhibit 4: Treatment Report for February 10, 2020

58 ➤ Exhibit 5: Treatment Report for February 18, 2020

59 ➤ Exhibit 6: Treatment Report for March 4, 2020

60 ➤ Exhibit 7: Treatment Report for March 10, 2020

61 ➤ Exhibit 8: Treatment Report for April 6, 2020

62 ➤ Exhibit 9: Treatment Report for April 13, 2020

63 ➤ Exhibit 10: Treatment Report for April 28, 2020

64 **FIFTH ORDER OF BUSINESS – Administrative Matters**

65 A. Exhibit 11: Consideration of the Regular Meeting Minutes – February 26, 2020

66 The Board noted a revision requested by District Counsel to lines 49 and 50.

67 On a MOTION by Mr. Bobick, SECONDED by Mr. Levy, WITH ALL IN FAVOR, the Board approved  
68 the February 26, 2020 regular meeting minutes, as amended, for the Ballantrae Community Development  
69 District.

70 B. Exhibit 12: Consideration of the Emergency Meeting Minutes – May 11, 2020

71 On a MOTION by Mr. Bobick, SECONDED by Mr. Milano, WITH ALL IN FAVOR, the Board  
72 approved the May 11, 2020 emergency meeting minutes for the Ballantrae Community Development  
73 District.

74 C. Exhibit 13: Acceptance of the Unaudited April Financial Statements

75 On a MOTION by Mr. Levy, SECONDED by Mr. Thomas, WITH ALL IN FAVOR, the Board approved  
76 the February 26, 2020 regular meeting minutes, as amended, for the Ballantrae Community Development  
77 District.

78 D. Exhibit 14: Presentation & Acceptance of the Pasco County Supervisor of Elections  
79 Registered Voter Count – 1,702

80 **SIXTH ORDER OF BUSINESS – Business Matters**

81 A. New Business

82 ➤ Exhibit 15: Consideration for Acceptance – The Ballantrae Community Development  
83 District \$7,970,00 Capital Improvement Revenue Refunding Bonds, Series 2015  
84 Installment Date Computation – Arbitrage Report

85 Ms. Thibault noted that the report advises that the District was not receiving more interest  
86 than what was being paid on capital improvement bonds.

87 On a MOTION by Mr. Levy, SECONDED by Mr. Bobick, WITH ALL IN FAVOR, the Board accepted  
88 the Arbitrage Report for the Ballantrae Community Development District.

89 ➤ Exhibit 16: LLS Tax Solutions – Ballantrae CDD 2015 Engagement Letter

90 Ms. Thibault stated that LLS Tax Solutions had prepared the arbitrage report, and the  
91 District could pay \$650 annually for services to continue. Mr. Flateau indicated a  
92 discrepancy with the years listed in the letter.

93 ➤ Exhibit 17: Ballantrae CDD Steadfast Environmental, LLC Aquatic Maintenance  
94 Proposal – Annual Cost: \$34,621.80

95 Mr. Flateau indicated that he was satisfied with the maintenance work currently being  
96 done by American Ecosystems, which the Board agreed with.

97 ➤ Exhibit 18: Consideration for Approval – **Resolution 2020-03** Approving a Proposed and  
98 Maintenance Budget for Fiscal Year 2020-2021 and Setting a Public Hearing

99 Ms. Thibault explained the purpose of the disclosure report line item. Mr. Flateau  
100 indicated that while the budget could still be adjusted, approved assessments could not be  
101 increased.

102 On a MOTION by Mr. Levy, SECONDED by Mr. Milano, WITH ALL IN FAVOR, the Board adopted  
103 **Resolution 2020-03**, Approving a Proposed and Maintenance Budget for Fiscal Year 2020-2021 and  
104 Setting a Public Hearing for July 22, for the Ballantrae Community Development District.

105 B. Old Business

106 **SEVENTH ORDER OF BUSINESS – Staff Reports**

107 A. District Manager

108 ➤ Exhibit 19: DPFPG District Management Agreement First Addendum

109 Mr. Flateau requested a full District Management Agreement contract rather than an  
110 addendum for Board consideration. Ms. Thibault stated that this would be brought to the  
111 next meeting.

112           ➤ Exhibit 20: Form 1 – Statement of Financial Interests

113           Ms. Thibault stated that the form was due by July 1, and that fines could be incurred for  
114           late submissions.

115           B. Maintenance Supervisor

116   **EIGHTH ORDER OF BUSINESS – Supervisors Requests**

117           Mr. Bobick asked when his term ended, and Mr. Flateau advised that the term ended in  
118           November.

119           Mr. Levy noted that bushes on the non-resident side of Pond 12 had overgrown to be inaccessible,  
120           indicating growth along the fence line. Discussion ensued.

121   **NINTH ORDER OF BUSINESS – Audience Comments on Other Items**

122           There being none, the next item followed.

123   **TENTH ORDER OF BUSINESS – Adjournment**

124           Mr. Flateau asked for final questions, comments, or corrections before requesting a motion to  
125           adjourn the meeting. There being none, Mr. Bobick made a motion to adjourn the meeting.

126   On a MOTION by Mr. Bobick, SECONDED by Mr. Levy, WITH ALL IN FAVOR, the Board adjourned  
127   the meeting for the Ballantrae Community Development District.

128   **BALLANTRAE EXPENDITURE APPROVALS FOR THE MONTH OF MAY 2020**

Line Item No.	Line Title	Description	Vendor	Amount
Line 108	O&M Contingency	Additional funding for costs outside of general scope of work	Yellowstone Landscape	Increase of \$3,123

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

132   **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed  
133   meeting held on \_\_\_\_\_.**

134

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

135

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

136

137   **Title:**    Secretary    Assistant Secretary

**Title:**    Chairman    Vice Chairman

**EXHIBIT 8**

# Ballantrae Community Development District

Financial Statements  
(Unaudited)

Period Ending  
May 31, 2020

**BALLANTRAE CDD**  
**Financial Report Summary - General Fund**  
**As of May 31, 2020**

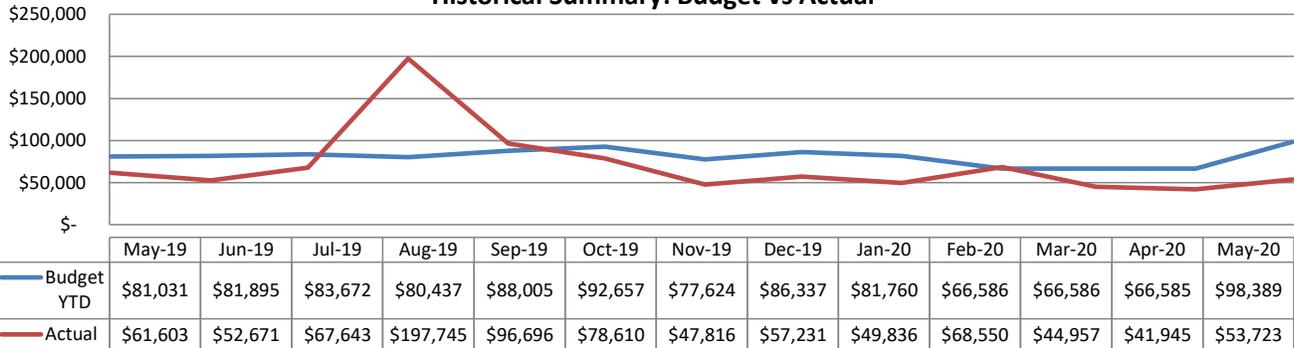
**a. FUND BALANCE:**

For The Period Ending	5/31/2019 Actual	5/31/2020 Actual	Variance
CASH OPER. ACCT	\$ 655,672	\$ 638,580	(a) \$ (17,092)
CASH DEBIT CARD	173	529	356
INVESTMENTS	-	-	-
LESS: ACCOUNTS PAYABLE	3,945	9,903	5,958
DUE TO OTHER FUNDS	-	3,114	3,114
<b>NET CASH BALANCE</b>	<b>\$ 651,900</b>	<b>\$ 626,092</b>	<b>\$ (23,050)</b>
UNRESERVED GF BALANCE (UN-ASSIGNED)	\$ 650,809	\$ 661,047	\$ 10,238
NONSPENDABLE PREPAID ITEM	158	1,150	992
RESERVE GF BALANCE (ASSIGNED) - OPERATIONS	-	-	-
<b>TOTAL GENERAL FUND BALANCE</b>	<b>\$ 650,967</b>	<b>\$ 662,197</b>	<b>\$ 11,230</b>

**b. REVENUE AND EXPENDITURES (FY 2020 YTD):**

% TAX ASSESSMENTS COLLECTED	99.2%		FAVORABLE (UNFAVORABLE)
	ACTUAL	BUDGET	
	YEAR-TO-DATE	YEAR-TO-DATE	VARIANCE
TOTAL REVENUE (YTD) COLLECTED	\$ 1,015,449	\$ 1,015,950	\$ (501)
EXPEND. (YTD) BEFORE OTHER SOURCES & USES	(442,668)	(636,524)	193,856
<b>NET OPERATING CHANGE</b>	<b>\$ 572,781</b>	<b>\$ 379,427</b>	<b>\$ 193,354</b>

**Historical Summary: Budget vs Actual**



Emergency Reserve Transfer of \$20K occurred in Mar' 2020

Asset Reserve Transfer of \$47.5K occurred in Apr' 2020

Park Development Reserve Transfer of \$37.5K occurred in Apr' 2020

**Ballantrae CDD**  
**Balance Sheet**  
**May 31, 2020**

	<u>GENERAL FUND</u>	<u>RESERVE FUND</u>	<u>DS-2015 FUND</u>	<u>TOTAL</u>
1 <b><u>ASSETS:</u></b>				
2 CASH - OPERATING ACCTS	\$ 638,580	-	-	\$ 638,580
4 CASH - DEBIT CARD BU	529	-	-	529
6 INVESTMENTS:				
8 ASSET RESERVE	-	415,416	-	415,416
9 EMERGENCY RESERVE	-	106,569	-	106,569
10 PARK DEVELOPMENT	-	1,014,465	-	1,014,465
11 BILL PAYMENT RESERVE	-	153,662	-	153,662
13 REVENUE-SERIES 2015	-	-	158,700	158,700
14 RESERVE-SERIES 2015	-	-	222,968	222,968
15 PREPAYMENT-SERIES 2015	-	-	7,348	7,348
16 ACCOUNTS RECEIVABLE	93	-	-	93
17 ASSESSMENTS RECEIVABLE -ON ROLL	9,196	-	3,040	12,236
18 DUE FROM OTHER FUNDS	36,012	-	3,114	39,126
19 DEPOSITS	1,150	-	-	1,150
20 PREPAID ITEMS	-	-	-	-
21 <b>TOTAL ASSETS</b>	<b>\$ 685,560</b>	<b>\$ 1,690,112</b>	<b>\$ 395,170</b>	<b>\$ 2,770,842</b>
22				
23 <b><u>LIABILITIES:</u></b>				
24 ACCOUNTS PAYABLE	\$ 9,903	\$ -	\$ -	\$ 9,903
27 DUE TO OTHER FUNDS	3,114	36,012	-	39,126
28 DEFERRED REVENUE ON-ROLL	9,196	-	3,040	12,236
29				
30 <b><u>FUND BALANCE:</u></b>				
31 NON SPENDABLE (Deposits & Prepaid)	1,150	-	-	1,150
32				
33 ASSIGNED	-	1,654,100	392,130	2,046,230
34 UNASSIGNED	662,197	-	-	662,197
36 <b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 685,560</b>	<b>\$ 1,690,112</b>	<b>\$ 395,170</b>	<b>\$ 2,770,842</b>

**Ballantrae CDD**  
**General Fund**  
**Statement of Revenue, Expenses and Changes in Fund Balance**  
**For The Period Beginning October 1, 2019 Ending May 31, 2020**

	FY 2020 AMENDED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE Amended vs Actual YTD (Left to Spend)	VARIANCE YTD vs Actual YTD FAV (UNFAV)
<b>1 O&amp;M REVENUES:</b>					
2 LANDOWNER ASSESSMENTS (NET)	\$ 1,024,660	1,015,950	\$ 1,015,449	\$ 9,211	\$ (501)
3 EXCESS FEES CARRYFORWARD PREVIOUS YEARS	2,812	-	-	(2,812)	-
4 CARRYOVER FROM PREVIOUS YEARS (FUND BALANCE FORWARD)	-	-	-	-	-
5 OTHER INCOME (Access Cards & Misc )	-	-	7,445	7,445	7,445
6 TRANSFER IN FROM RESERVE FUNDS	-	-	-	-	-
<b>7 TOTAL REVENUE</b>	<b>1,027,472</b>	<b>1,015,950</b>	<b>1,022,894</b>	<b>13,844</b>	<b>6,944</b>
<b>9 O&amp;M ADMINISTRATIVE EXPENDITURES:</b>					
<b>10 BOARD OF SUPERVISORS</b>					
11 SUPERVISOR STIPENDS	14,000	9,333	4,600	9,400	4,733
12 NEWSLETTER - BIMONTHLY PRINT & MAILING	10,000	6,667	4,681	5,319	1,986
13 WEBSITE SERVER & NAME	880	880	1,761	(881)	(881)
14 PUBLIC OFFICIALS LIABILITY INSURANCE	2,625	2,625	2,563	62	62
<b>15 MANAGEMENT SERVICES</b>					
16 ADMINISTRATIVE SERVICES	-	-	-	-	-
17 DISTRICT MANAGEMENT	53,200	35,467	35,464	17,736	3
18 FINANCIAL CONSULTING SERVICES	-	-	-	-	-
19 ACCOUNTING SERVICES	-	-	-	-	-
<b>20 ENGINEERING &amp; LEGAL SERVICES</b>					
21 DISTRICT ENGINEER	18,000	15,641	15,641	2,359	-
22 DISTRICT COUNSEL	17,300	11,533	10,588	6,712	945
<b>23 ADMINISTRATIVE: OTHER</b>					
24 ANNUAL FINANCIAL AUDIT	3,700	2,467	-	3,700	2,467
25 DISCLOSURE REPORT	1,000	667	-	1,000	667
26 TRUSTEES FEES	3,772	2,515	-	3,772	2,515
27 PROPERTY APPRAISER FEE	150	150	150	-	-
28 LEGAL ADVERTISING	750	750	801	(51)	(51)
29 ARBITRAGE REBATE CALCULATION	650	500	500	150	-
30 DUES: LICENSES AND FEES	1,200	800	175	1,025	625
31 COMPLIANCE WITH ADA	2,480	1,653	-	2,480	1,653
32 ADMINISTRATIVE CONTINGENCY	5,000	3,333	722	4,278	2,611
<b>33 O&amp;M ADMINISTRATIVE SUBTOTAL:</b>	<b>134,707</b>	<b>94,981</b>	<b>77,646</b>	<b>57,061</b>	<b>17,335</b>
<b>35 INSURANCE</b>					
36 GENERAL LIABILITY	3,032	3,032	2,960	(72)	72
37 PROPERTY CASUALTY	14,188	14,188	13,905	(283)	283
<b>38 TOTAL INSURANCE</b>	<b>17,220</b>	<b>17,220</b>	<b>16,865</b>	<b>(355)</b>	<b>355</b>
<b>40 UTILITY SERVICES</b>					
41 ELECTRIC UTILITY SERVICES	23,000	15,333	13,857	9,143	1,476
42 ELECTRIC UTILITY - RECREATION FACILITIES	15,500	10,333	7,195	8,305	3,138
43 ELECTRIC STREET LIGHTING	103,500	69,000	67,369	36,131	1,631
44 UTILITY - WATER - CLUBHOUSE & POOLS	14,000	9,333	3,657	10,343	5,676
45 STORMWATER ASSESSMENT	2,200	1,467	-	2,200	1,467
<b>46 TOTAL UTILITY SERVICES</b>	<b>158,200</b>	<b>105,467</b>	<b>92,078</b>	<b>66,122</b>	<b>13,389</b>
<b>48 LAKES/PONDS &amp; LANDSCAPE</b>					
<b>49 LAKES/PONDS: CONTRACTS</b>					
50 AQUATIC CONTRACT	22,800	15,200	15,200	7,600	-
51 WETLAND BUFFER SPRAY CONTRACT	14,400	13,504	13,504	896	-
<b>52 LAKES/PONDS: OTHER</b>					
53 FOUNTAIN REPAIRS & MAINTENANCE	3,000	2,000	485	2,515	1,515
54 MITIGATION AREAS: MONITOR & MAINTAIN	1,500	1,000	-	1,500	1,000
55 LAKE/POND REPAIRS	10,000	6,667	-	10,000	6,667
56 INSTALL/REPLACE AQUATIC PLANTS	5,000	3,333	-	5,000	3,333
<b>57 LANDSCAPING: CONTRACTS</b>					
58 LANDSCAPE MAINTENANCE CONTRACT	144,240	96,160	96,154	48,086	6
59 LANDSCAPE SECONDARY CONTRACT	31,212	20,808	-	31,212	20,808
60 LANDSCAPE OVERSIGHT/MGMT	-	-	-	-	-
<b>61 LANDSCAPING: OTHER</b>					
62 IRRIGATION REPAIRS AND MAINTENANCE	14,000	9,333	4,100	9,900	5,233
63 REPLACE PLANTS, MULCH & TREES	36,500	24,333	8,393	28,107	15,940
64 SOD & SEED REPLACEMENT	10,000	6,667	-	10,000	6,667
65 LANDSCAPE ENHANCEMENT	-	-	-	-	-
66 EXTRA MOWINGS DURING RAINY SEASON	5,000	3,333	-	5,000	3,333
67 RUST PREVENTION FOR IRRIGATION SYSTEM	10,380	6,920	6,920	3,460	-
68 FIELD MISCELLANEOUS (INCLUSIVE OF TRAPPER)	13,000	8,667	252	12,748	8,415
<b>69 LAKES/PONDS &amp; LANDSCAPE TOTAL</b>	<b>321,032</b>	<b>217,925</b>	<b>145,008</b>	<b>176,024</b>	<b>72,917</b>
<b>71 STREETS, SIDEWALKS, MAINTENANCE &amp; OPERATIONS</b>					
<b>72 STREETS &amp; SIDEWALKS</b>					
73 ENTRY & WALLS MAINTENANCE	2,000	1,333	-	2,000	1,333
74 STREET/DECORATIVE LIGHT MAINTENANCE	1,000	667	-	1,000	667
75 SIDEWALK REPAIR & MAINTENANCE	1,500	1,000	-	1,500	1,000
<b>76 MAINTENANCE STAFF</b>					
77 EMPLOYEE - SALARIES	81,373	54,249	43,256	38,117	10,993
78 EMPLOYEE - P/R TAXES	6,978	4,652	4,349	2,629	303
79 EMPLOYEE - WORKERS COMP	3,325	3,322	3,322	3	-
80 PAYROLL FEES	1,900	1,267	1,132	768	135
81 EMPLOYEE- HEALTH & PHONE STIPENDS	9,600	6,400	5,710	3,890	690
82 MILEAGE	1,100	733	67	1,033	666
<b>83 STREETS, SIDEWALKS, MAINTENANCE &amp; OPERATIONS SUBTOTAL</b>	<b>108,776</b>	<b>73,623</b>	<b>57,836</b>	<b>50,940</b>	<b>15,787</b>
<b>85 CLUBHOUSE &amp; SAFETY &amp; SECURITY</b>					

**Ballantrae CDD**  
**General Fund**  
**Statement of Revenue, Expenses and Changes in Fund Balance**  
**For The Period Beginning October 1, 2019 Ending May 31, 2020**

	FY 2020 AMENDED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE Amended vs Actual YTD (Left to Spend)	VARIANCE YTD vs Actual YTD FAV (UNFAV)
86 CLUBHOUSE & MISCELLANEOUS					
87 PARK/FIELD REPAIRS	7,200	4,800	532	6,668	4,268
88 CLUBHOUSE FACILITY MAINTENANCE	9,000	6,000	1,589	7,411	4,411
89 CLUBHOUSE TELEPHONE/INTERNET/FAX	4,200	2,936	2,936	1,264	-
90 MISCELLANEOUS SUPPLIES (Inclusive of Debit Card)	3,500	2,333	-	3,500	2,333
91 POOL/FOUNTAIN/SPLASH PAD MAINTENANCE	10,000	6,667	6,107	3,893	560
92 POOL PERMITS	750	705	705	45	-
93 SEASONAL LIGHTING	20,000	18,352	18,352	1,648	-
94 PEST CONTROL	520	280	280	240	-
95 CLUBHOUSE EXTERIOR FURNISHINGS	-	-	-	-	-
96 CLUBHOUSE CLEANING	-	-	-	-	-
97 CLUBHOUSE MISCELLANEOUS	7,500	5,000	1,115	6,385	3,885
98 SAFETY & SECURITY					
99 PART-TIME LAW ENFORCEMENT DETAILS	50,000	33,333	18,390	31,610	14,943
100 SALARY FOR SUMMER MONITOR AT BOTH POOLS	23,500	15,667	1,752	21,748	13,915
101 EMPLOYEE PAYROLL TAXES	2,000	1,333	-	2,000	1,333
102 EMPLOYEE WORKER'S COMP	1,300	867	-	1,300	867
103 VIDEO SURVEILLANCE	-	-	-	-	-
104 SECURITY - OTHER (GATE SERVICE)	1,000	1,000	1,477	(477)	(477)
105 CLUBHOUSE & SAFETY & SECURITY	140,470	99,273	53,235	87,235	46,038
106					
107 O&M CONTINGENCY & CAPITAL PROJECTS					
108 O&M CONTINGENCY	42,053	28,035	-	42,053	28,035
109 ENTRANCES & OTHER PLANT REPLACEMENT	-	-	-	-	-
110 WALL & STRUCTURE PAINTING	-	-	-	-	-
111 INVASIVE & UNDESIRABLE PLANT REMOVAL	-	-	-	-	-
112 TOTAL O&M CONTINGENCY & CAPITAL PROJECTS	42,053	28,035	-	42,053	28,035
113					
114 TOTAL EXPENDITURES BEFORE OTHER FINANCING SOURCES	922,458	636,524	442,668	479,080	193,856
115					
116 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	105,014	379,427	580,226	492,924	200,799
117					
118 OTHER FINANCING SOURCES AND (USES)					
119 RESERVES TRANSFERS OUT-OTHER FINANCING USES					
120 EMERGENCY RESERVE	20,000	-	20,000	-	(20,000)
121 ASSET RESERVE	47,500	-	47,500	-	(47,500)
122 BILL PAYMENT RESERVE	-	-	-	-	-
123 PARK DEVELOPMENT RESERVE	37,514	-	37,514	-	(37,514)
124 TOTAL OTHER FINANCING SOURCES & USES	105,014	-	105,014	-	(105,014)
125					
126 O&M TOTAL EXPENDITURES	1,027,472	636,524	547,682	479,080	88,842
127					
128 NET CHANGE IN FUND BALANCE	-	379,427	475,212	492,924	95,785
129 BEGINNING FUND BALANCE GENERAL FUND (adjusted for FY19)	933	250,256	188,119	250,256	188,119
130 LESS FUND BALANCE FORWARD	-	-	-	-	-
131 ENDING FUND BALANCE GENERAL FUND	933	629,683	663,331	743,180	283,904
132 ENDING FUND BALANCE - RESERVE FUND (Stmt 2)	1,710,380	-	-	-	-
133 TOTAL FUND BALANCE - GENERAL & RESERVE FUNDS					
134 ADJUSTED FUND BALANCE	\$ 1,711,313	\$ 629,683	\$ 663,330	\$ 743,180	\$ 283,904

**Ballantrae CDD**  
**Reserve Fund**  
**Statement of Revenue, Expenses and Changes in Fund Balance**  
**For The Period Beginning October 1, 2019 Ending May 31, 2020**

	FY 2020 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUE</b>				
<b>INTEREST REVENUE</b>				
MMK - PARK DEVELOPMENT (interest)	\$ -	-	\$ 3,379	\$ 3,379
MMK - ASSET RESERVE (interest)	-	-	1,193	1,193
MMK - EMERGENCY RESERVE (interest)	-	-	270	270
MMK - BILL PAYMENT RESERVE (interest)	-	-	530	530
INTEREST EARNINGS	-	-	-	-
<b>TOTAL REVENUE</b>	<b>-</b>	<b>-</b>	<b>5,372</b>	<b>5,372</b>
<b>RESERVES EXPENDITURES</b>				
EMERGENCY RESERVE	-	-	12,023	12,023
ASSET RESERVE	-	-	23,989	23,989
PARK DEVELOPMENT RESERVE	-	-	-	-
PROJECTS (Contingency)	-	-	-	-
<b>TOTAL RESERVES EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>36,012</b>	<b>-</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>(30,640)</b>	<b>5,372</b>
<b>OTHER FINANCING SOURCES</b>				
TRANSFER IN - PARK DEVELOPMENT	37,514	-	37,514	37,514
TRANSFER IN - BILL PAYMENT	-	-	-	-
TRANSFER IN (OUT) - ASSET RESERVE	47,500	-	47,500	47,500
TRANSFER IN (OUT) - EMERGENCY RESERVE	20,000	-	20,000	20,000
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>105,014</b>	<b>-</b>	<b>105,014</b>	<b>105,014</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>105,014</b>	<b>-</b>	<b>74,374</b>	<b>110,386</b>
<b>FUND BALANCE - BEGINNING</b>	<b>-</b>	<b>-</b>	<b>1,579,726</b>	<b>1,579,726</b>
<b>FUND BALANCE - ENDING</b>	<b>\$ 105,014</b>	<b>\$ -</b>	<b>\$ 1,654,100</b>	<b>\$ 1,690,112</b>

	FY 2017	FY 2018 Adopted	Total FY 2018 (includes interest)	FY 2019 ADOPTED	FY 2019 PROPOSED AMENDED	FY 2019 ADOPTED AMENDED	FY 2020 ADOPTED
<b>RESERVE BALANCE SUMMARY</b>							
PARK DEVELOPMENT	610,035	175,000	787,486	175,000	-	962,486	1,000,000
ASSET RESERVE	354,676	41,878	397,872	46,600	(55,204)	389,268	436,768
EMERGENCY RESERVE	226,864	-	227,660	20,000	(145,254)	102,406	122,406
BILL PAYMENT RESERVE	150,678	-	151,206	-	-	151,206	151,206
	<b>1,342,253</b>	<b>216,878</b>	<b>1,564,224</b>	<b>241,600</b>	<b>(200,458)</b>	<b>1,605,366</b>	<b>1,710,380</b>

**Ballantrae CDD**  
**Debt Service Fund -Series 2015**  
**Statement of Revenue, Expenses and Changes in Fund Balance**  
**For The Period Beginning October 1, 2019 Ending May 31, 2020**

	FY 2020 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUE</b>				
ASSESSMENT - ON-ROLL	\$ 557,421	557,421	\$ 559,680	\$ 2,259
ASSESSMENT DISCOUNTS	-	-	-	-
INTEREST EARNINGS	-	-	4,465	4,465
<b>TOTAL REVENUE</b>	<b>557,421</b>	<b>557,421</b>	<b>564,145</b>	<b>6,724</b>
<b>EXPENDITURES</b>				
INTEREST NOV 2019			120,524	
INTEREST MAY 2019	119,214	119,214	119,214	-
INTEREST NOV 2020	114,836	-	-	-
PRINCIPAL RETIREMENT MAY 2020	320,000	-	320,000	(320,000)
PRINCIPAL PREPAYMENT	-	-	-	-
<b>TOTAL CONTINGENCY</b>	<b>554,050</b>	<b>119,214</b>	<b>559,738</b>	<b>(320,000)</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>3,371.00</b>	<b>438,207</b>	<b>4,407</b>	<b>(313,276)</b>
<b>OTHER FINANCING SOURCES</b>				
TRANSFER-IN		-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
NET CHANGE IN FUND BALANCE	3,371	438,207	4,407	(313,276)
FUND BALANCE - BEGINNING	-	-	387,739	387,739
<b>FUND BALANCE - ENDING</b>	<b>\$ 3,371</b>	<b>\$ 438,207</b>	<b>\$ 392,146</b>	<b>\$ 74,463</b>

**Ballantrae CDD**  
**Bank Reconciliation**  
**May 31, 2020**

	<u>BU Acct</u>	<u>HB Acct</u>	<u>Consolidated Oper accts</u>
Balance Per Bank Statement	\$ 782.53	\$ 655,396.40	\$ 656,178.93
Less: Outstanding Checks	-	(17,598.65)	(17,598.65)
<b><i>Adjusted Bank Balance</i></b>	<b><u><u>\$ 782.53</u></u></b>	<b><u><u>\$ 637,797.75</u></u></b>	<b><u><u>\$ 638,580.28</u></u></b>
Beginning Cash Balance Per Books	\$ 854.53	\$ 786,665.58	\$ 787,520.11
Deposits / Transfer	-	8,838.31	8,838.31
Transfer From to Debit Card	-	-	-
Cash Disbursements	(72.00)	(157,706.14)	(157,778.14)
<b><i>Balance Per Books</i></b>	<b><u><u>\$ 782.53</u></u></b>	<b><u><u>\$ 637,797.75</u></u></b>	<b><u><u>\$ 638,580.28</u></u></b>

**BALLANTRAE CDD**  
**Check Register**  
**FY2020**

Date	Ref #	Vendor Name	Memo	Deposits	Disbursements	HB Acct Balance
<b>09/30/2019</b>		<b>EOM Balance Hancock Bank</b>				<b>245,681.95</b>
10/01/2019	1969	DPFG MANAGEMENT & CONSULTING, LLC	CDD Mgmt - October		4,433.00	241,248.95
10/01/2019	1970	Allegra Design Print Mail	Ballantrae Newsletter		1,822.84	239,426.11
10/01/2019	1971	Ballantrae CDD.	Transfer to BU Debit Card Account		500.00	238,926.11
10/01/2019	1972	DCSI, Inc	Color Ribbons		159.98	238,766.13
10/01/2019	1973	Florida Fire Service, Inc.	Annual Fire Extinguisher Maintenance		146.50	238,619.63
10/01/2019	1974	Straley Robin Vericker	Legal Services 9/15/19		300.00	238,319.63
10/01/2019	1975	Tropicare Termite and Pest Control	Pest Control - Sept		40.00	238,279.63
10/02/2019	1978	Yellowstone Landscape Professionals	New Well price		12,401.20	225,878.43
10/02/2019	1977	Ballantrae CDD	Hancock OP to BU refund P/R		3,754.88	222,123.55
10/07/2019	1979	Illuminations Holiday Lighting	Holiday Lighting (50% Dep)		9,025.00	213,098.55
10/07/2019	1980	Suncoast Rust Control, Inc	Rust Prevention - Sept		865.00	212,233.55
10/07/2019	1981	Yellowstone Landscape Professionals	2019 Irrigation project / Landscape Maint.		51,187.05	161,046.50
10/07/2019	1982	Egis Insurance Risk Advisors	Insurance Renewal - 2020		22,750.00	138,296.50
10/08/2019		Ballantrae	Rentals	1,168.00		139,464.50
10/11/2019	690101DD	Anthony Vadalabene	9/23-10/6 - Pool Monitor		384.40	139,080.10
10/11/2019	690096DD	David M. Hill	9/23-10/6 - Pool Monitor		349.02	138,731.08
10/11/2019	690100DD	Dustin J Smith	9/23-10/6 - P/R		1,232.23	137,498.85
10/11/2019	690098DD	Gary L. Kubler	9/23-10/6 - P/R		1,539.23	135,959.62
10/11/2019	ACH101119	Innovative Employer Solutions	Payroll - 9/9-9/22		972.32	134,987.30
10/11/2019	690095DD	James Plateau	BOS Mtg. - 9/26		200.00	134,787.30
10/11/2019	690097DD	Kristy R. Kirk	9/23-10/6 - Pool Monitor		116.59	134,670.71
10/11/2019	690099DD	Noelle Leite	9/23-10/6 - Pool Monitor		15.00	134,655.71
10/11/2019	690094DD	Stephen Bobick	BOS Mtg. - 9/26		200.00	134,455.71
10/11/2019	21	Christopher Milano	BOS Mtg. - 9/26		200.00	134,255.71
10/11/2019		Ballantrae	Due from Reserves	43,427.76		177,683.47
10/15/2019	1983	American Ecosystems, Inc.	Lake & Pond Maint.		3,588.00	174,095.47
10/15/2019	1984	DLTD Solutions Inc.	Admin Fee - 9/1,3,5,7,10,12,14,15,16,20,21,22,26,28,29		600.00	173,495.47
10/15/2019	1985	Douglas Guy	Security - September 3,5,12,29		800.00	172,695.47
10/15/2019	1986	DPFG MANAGEMENT & CONSULTING, LLC	ADA Compliance		500.00	172,195.47
10/15/2019	1987	Jesus D. Lopez	1,7,10,14,15,16,20,21,22,26,28 - Patrol		2,800.00	169,395.47
10/15/2019	1988	Poolsure	Pool Maint - October		505.58	168,889.89
10/15/2019	1989	Stantec Consulting Services, Inc.	Engineering Svcs thru 9/20/19		537.50	168,352.39
10/17/2019		Yellow Landscaping Professionals	Refund	47,934.34		216,286.73
10/21/2019	1991	Florida Dept of Revenue	3rd Qtr. 2019 Sales Tax		147.81	216,138.92
10/21/2019	ACH102119.1	Duke Energy	8/28-9/27 - 17600 Stinchar Dr Entry Tower		78.42	216,060.50
10/21/2019	ACH102119.2	Duke Energy	8/28-9/27 - 3351 Downan Blvd Dr Well		71.35	215,989.15
10/21/2019	ACH102119.3	Duke Energy	8/28-9/27 - 17650 Ayshire Blvd Entry Tower		20.42	215,968.73
10/21/2019	ACH102119.4	Duke Energy	8/28 - 9/27 - 2131 Ballantrae Blvd Irr		14.37	215,954.36
10/21/2019	ACH102119.5	Duke Energy	8/28 - 9/29 - 2131 Ballantrae Blvd Irr - 17626 Glenapp Dr Irr		142.22	215,812.14
10/21/2019	ACH102119.6	Duke Energy	8/28 - 9/27 - 2500 Ballantrae Blvd Lite Entrance		194.04	215,618.10
10/21/2019	ACH102119.7	Duke Energy	8/28 - 9/27 - 3643 Duke Firth St Irr		13.73	215,604.37
10/21/2019	ACH102119.8	Duke Energy	8/28 - 9/27 - 17524 Hugh Ln		239.93	215,364.44
10/21/2019	ACH102119.9	Duke Energy	8/28 - 9/27 - 17611 Mentmore Blvd Rec Bldg		1,052.23	214,312.21
10/21/2019	ACH10211910	Duke Energy	8/28 - 9/27 - 2131 Ballantrae Blvd Irr - 3633 Duke Firth St Entry Lite		23.92	214,288.29
10/21/2019	ACH10211912	Duke Energy	8/28 - 9/27 - 17700 Glenapp Dr. Entry Tower		18.91	214,269.38
10/21/2019	ACH10211913	Duke Energy	8/28 - 9/27 - 2800 Ballantrae Blvd Pump Pond		887.12	213,382.26
10/22/2019	1990	Ballantrae CDD.	Transfer to BU Debit Card Account		2,500.00	210,882.26
10/22/2019	ACH102219.1	Duke Energy	8/29-9/30 - 3542 Ballantrae Blvd Well Pump		109.31	210,772.95
10/24/2019	ACH102419	Duke Energy	Streelights - September		8,510.41	202,262.54
10/24/2019	1992	Straley Robin Vericker	Legal Services 7/15/19		735.00	201,527.54
10/25/2019	693999DD	Dustin J Smith	10/7-10/20 - P/R		879.62	200,647.92
10/25/2019	693998DD	Gary L. Kubler	10/7-10/20 - P/R		1,169.28	199,478.64
10/25/2019	ACH102519	Innovative Employer Solutions	Payroll - 10/7-10/20		600.23	198,878.41
10/28/2019	ACH102819	Pasco County Utilities Services Branch	8/21-9/20 - Ballantrae & Mentore		497.38	198,381.03
10/28/2019	ACH102819.2	Pasco County Utilities Services Branch	8/21-9/20 - Ayrshire Boulevard		27.45	198,353.58
10/28/2019	1993	DLTD Solutions Inc.	Admin Fee - 10/5,7,12,15,18,19		320.00	198,033.58
10/28/2019	1994	Douglas Guy	Security - October 18		200.00	197,833.58
10/28/2019	1995	FLORIDA DEPT OF ECONOMIC OPPORTUNIT	Annual Filing Fee FY 2020		175.00	197,658.58
10/28/2019	1996	Jesus D. Lopez	10/5,7,12,15,19 - Patrol		1,120.00	196,538.58
10/28/2019	1997	Straley Robin Vericker	Legal Services 10/15/19		1,110.00	195,428.58
10/28/2019	1998	Tropicare Termite and Pest Control	Pest Control - Oct		40.00	195,388.58
10/28/2019	1999	William McLaughlin	Security - 8/1,6 (Rcvd 10/20/19)		560.00	194,828.58
10/29/2019	ACH102919	Bright House Networks	10/12-11/11 - Internet/Phone		349.94	194,478.64
<b>10/31/2019</b>		<b>EOM Balance Hancock Bank</b>		<b>92,530.10</b>	<b>143,733.41</b>	<b>194,478.64</b>
11/01/2019	2000	DPFG MANAGEMENT & CONSULTING, LLC	CDD Mgmt - November		4,433.00	190,045.64
11/04/2019	2001	American Ecosystems, Inc.	Lake & Pond Maint.		3,588.00	186,457.64
11/04/2019	2002	DLTD Solutions Inc.	Admin Fee - 10/20,21,23,26,27,29		240.00	186,217.64
11/04/2019	2003	Douglas Guy	Security - October 20		240.00	185,977.64
11/04/2019	2005	Jesus D. Lopez	10/21,26,29		640.00	185,337.64
11/04/2019	2006	Poolsure	Pool Maint - November		505.58	184,832.06
11/04/2019	2007	Stephen Glen Dachs	10/23,27		440.00	184,392.06
11/04/2019	2004	Yellowstone Landscape Professionals	Landscape Maint.		22,046.08	162,345.98
11/08/2019	698021DD	Cecilio A. Thomas Jr.	BOS Mtg. - 10/23		200.00	162,145.98
11/08/2019	23	Christopher Milano	BOS Mtg. - 10/23		200.00	161,945.98
11/08/2019	698020DD	Dustin J Smith	10/21-11/3 - P/R		1,313.88	160,632.10
11/08/2019	698019DD	Gary L. Kubler	10/21-11/3 - P/R		1,660.55	158,971.55
11/08/2019	ACH110819	Innovative Employer Solutions	BOS Mtg 10/23 & Payroll - 10/21-11/3		915.52	158,056.03
11/08/2019	698018DD	James Plateau	BOS Mtg. - 10/23		200.00	157,856.03
11/08/2019	22	Richard Levy	BOS Mtg. - 10/23		200.00	157,656.03
11/08/2019	698017DD	Stephen Bobick	BOS Mtg. - 10/23		200.00	157,456.03
11/11/2019		Pasco County Tax Collector	Deposit	3,081.99		160,538.02
11/11/2019	2008	Suncoast Rust Control, Inc	Rust Prevention - Oct		865.00	159,673.02
11/11/2019		Internal Revenue Service	Deposit	4,666.36		164,339.38
11/11/2019		Ballantrae	Rental Income		275.00	164,614.38
11/13/2019		Pasco County Tax Collector	Deposit	2,720.00		167,334.38
11/18/2019		Pasco County Tax Collector	Deposit	57,541.75		224,876.13
11/18/2019	2009	Stantec Consulting Services, Inc.	Engineering Svcs thru 10/18/19		1,332.30	223,543.83

**BALLANTRAE CDD**  
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Date	Ref #	Vendor Name	Memo	Deposits	Disbursements	HB Acct Balance
11/18/2019	2010	Tampa Bay Times	Legal Ad		124.00	223,419.83
11/19/2019	ACH111919.1	Duke Energy	10/1-10/28 - 17524 Hugh Ln		249.06	223,170.77
11/19/2019	ACH111919.2	Duke Energy	10/1-10/28 - 17611 Mentmore Blvd Rec Bldg	1,049.34		222,121.43
11/19/2019	ACH111919.3	Duke Energy	10/1-10/28 - 2800 Ballantrae Blvd Pump Pond		931.49	221,189.94
11/20/2019	ACH112019.1	Duke Energy	10/1-10/29 - 2131 Ballantrae Blvd Irr - 17626 Glenapp Dr Irr		150.79	221,039.15
11/20/2019	ACH112019.2	Duke Energy	10/1-10/29 - 2500 Ballantrae Blvd Lite Entrance		184.71	220,854.44
11/20/2019	ACH112019.3	Duke Energy	9/27-10/29 - 3643 Duke Firth St Irr		13.86	220,840.58
11/20/2019	ACH112019.4	Duke Energy	10/1-10/29 - 17600 Stinchar Dr Entry Tower		187.98	220,652.60
11/20/2019	ACH112019.5	Duke Energy	9/27-10/29 - 3351 Downan Point Dr Well		68.08	220,584.52
11/20/2019	ACH112019.6	Duke Energy	9/27-10/29 - 2131 Ballantrae Blvd Irr - 3633 Duke Firth St Entry Lite		28.08	220,556.44
11/20/2019	ACH112019.7	Duke Energy	9/27-10/29 - 17700 Glenapp Dr. Entry Tower		25.47	220,530.97
11/20/2019	ACH112019.8	Duke Energy	9/27-10/29 - 17650 Ayshire Blvd Entry Tower		21.17	220,509.80
11/20/2019	ACH112019.9	Duke Energy	9/30-10/29 - 3542 Ballantrae Blvd Well Pump		100.98	220,408.82
11/20/2019	ACH112019.10	Duke Energy	9/27-10/29 - 2131 Ballantrae Blvd Irr		13.86	220,394.96
11/20/2019	ACH112019.11	Duke Energy	Streetslights - October		8,510.41	211,884.55
11/22/2019	702184DD	Dustin J Smith	11/4-11/17 - P/R		903.91	210,980.64
11/22/2019	702183DD	Gary L. Kubler	11/4-11/17 - P/R		1,203.02	209,777.62
11/22/2019	ACH112219	Innovative Employer Solutions	Payroll - 11/4-11/17		619.98	209,157.64
11/25/2019	ACH112519.1	Pasco County Utilities Services Branch	10/1-10/21 - Ayshire Boulevard		24.80	209,132.84
11/25/2019	ACH112519.2	Pasco County Utilities Services Branch	10/1-10/21 - Ballantrae & Mentore		1,047.98	208,084.86
11/25/2019		Pasco County Tax Collector	Deposit	214,844.49		422,929.35
11/27/2019		Pasco County Tax Collector	Deposit	80,620.88		503,550.23
11/29/2019	ACH112919	Bright House Networks	11/12-12/11 - Internet/Phone		349.94	503,200.29
11/29/2019	25	Christopher Milano	BOS Mtg. - 11/20		200.00	503,000.29
11/29/2019	703765DD	Dustin J Smith	11/18-12/1 - P/R - healthcare & Phone		373.23	502,627.06
11/29/2019	703764DD	Gary L. Kubler	11/18-12/1 - P/R - healthcare & Phone		369.00	502,258.06
11/29/2019	ACH112919	Innovative Employer Solutions	BOS Mtg 11/20 & Payroll - 11/18-12/1 (Stipends)		360.31	501,897.75
11/29/2019	703763DD	James Plateau	BOS Mtg. - 11/20		200.00	501,697.75
11/29/2019	24	Richard Levy	BOS Mtg. - 11/20		200.00	501,497.75
11/29/2019	703762DD	Stephen Bobick	BOS Mtg. - 11/20		200.00	501,297.75
<b>11/30/2019</b>		<b>EOM Balance Hancock Bank</b>		<b>363,750.47</b>	<b>56,931.36</b>	<b>501,297.75</b>
12/01/2019	2011	DPFG MANAGEMENT & CONSULTING, LLC	CDD Mgmt - December		4,433.00	496,864.75
12/06/2019	705595	Dustin J Smith	11/18-12/1 - P/R		987.92	495,876.83
12/06/2019	705594	Gary L. Kubler	11/18-12/1 - P/R		1,236.48	494,640.35
12/06/2019	ACH120619	Innovative Employer Solutions	Payroll - 11/18-12/1		658.51	493,981.84
12/06/2019		Pasco County Tax Collector	Deposit	1,041,844.76		1,535,826.60
12/09/2019	2012	American Ecosystems, Inc.	Lake & Pond Maint.		3,588.00	1,532,238.60
12/09/2019	2013	DCSI, Inc	Swipe cards & Overlays		523.00	1,531,715.60
12/09/2019	2014	Illuminations Holiday Lighting	Holiday Lighting Final		9,025.00	1,522,690.60
12/09/2019	2015	Poolsure	Pool Maint - December		520.74	1,522,169.86
12/09/2019	2016	Stantec Consulting Services, Inc.	Engineering Svcs thru 11/15/19		408.00	1,521,761.86
12/09/2019	2017	Straley Robin Vericker	Legal Services 11/15/19		2,335.00	1,519,426.86
12/09/2019	2018	Suncoast Rust Control, Inc	Rust Prevention - Nov		865.00	1,518,561.86
12/09/2019	2019	Tropicare Termite and Pest Control	Pest Control - Nov		40.00	1,518,521.86
12/09/2019	2020	Yellowstone Landscape Professionals	Landscape Maint.		12,343.45	1,506,178.41
12/10/2019			Rental Income	275.00		1,506,453.41
12/12/2019	2021	Ballantrae CDD C/O US Bank	Tax Collection Distribution c/o US Bank		493,450.37	1,013,003.04
12/13/2019		Pasco County Tax Collector	Deposit	88,049.36		1,101,052.40
12/16/2019	2022	Allegra Design Print Mail	Ballantrae Newsletter		1,822.84	1,099,229.56
12/17/2019	2023	DCSI, Inc	Monument Camera Installation - Down payment		11,994.50	1,087,235.06
12/17/2019	ACH121719.1	Duke Energy	10/28-11/25 - 17524 Hugh Ln		220.77	1,087,014.29
12/17/2019	ACH121719.2	Duke Energy	10/28-11/25 - 17611 Mentmore Blvd Rec Bldg		929.63	1,086,084.66
12/17/2019	ACH121719.3	Duke Energy	10/28-11/25 - 2800 Ballantrae Blvd Pump Pond		946.75	1,085,137.91
12/17/2019	ACH121719.4	Duke Energy	10/29-11/25 - 3542 Ballantrae Blvd Well Pump		96.32	1,085,041.59
12/18/2019	2024	Innersync	Web Hosting & ADA compliance		1,260.64	1,083,780.95
12/18/2019	2025	Tampa Bay Times	Legal Ad		245.50	1,083,535.45
12/18/2019	2026	Yellowstone Landscape Professionals	Irrigation Inspection Repair December		77.80	1,083,457.65
12/18/2019		Pasco County Tax Collector	Deposit	2,735.22		1,086,192.87
12/20/2019	709820DD	Dustin J Smith	12/2-12/15 - P/R		903.92	1,085,288.95
12/20/2019	709819DD	Gary L. Kubler	12/2-12/15 - P/R		1,203.02	1,084,085.93
12/20/2019	ACH122019	Innovative Employer Solutions	Payroll - 12/2-12/15		619.96	1,083,465.97
12/23/2019	ACH122319.1	Pasco County Utilities Services Branch	10/21-11/20 - Ayshire Boulevard		24.80	1,083,441.17
12/23/2019	ACH122319.2	Pasco County Utilities Services Branch	10/21-11/20 - Ballantrae & Mentore		406.25	1,083,034.92
12/23/2019	ACH122319.3	Duke Energy	10/29-11/27 - 2500 Ballantrae Blvd Lite Entrance		160.37	1,082,874.55
12/23/2019	ACH122319.4	Duke Energy	10/29-11/27 - 3643 Duke Firth St Irr		13.86	1,082,860.69
12/23/2019	ACH122319.5	Duke Energy	10/29-11/27 - 17600 Stinchar Dr Entry Tower		140.33	1,082,720.36
12/23/2019	ACH122319.6	Duke Energy	10/29-11/27 - 3351 Downan Point Dr Well		52.06	1,082,668.30
12/23/2019	ACH122319.7	Duke Energy	10/29-11/27 - 2131 Ballantrae Blvd Irr - 3633 Duke Firth St Entry Lite		26.18	1,082,642.12
12/23/2019	ACH122319.8	Duke Energy	10/29-11/27 - 17700 Glenapp Dr. Entry Tower		24.08	1,082,618.04
12/23/2019	ACH122319.9	Duke Energy	10/29-11/27 - 17650 Ayshire Blvd Entry Tower		20.16	1,082,597.88
12/23/2019	ACH122319.10	Duke Energy	10/29-11/27 - 2131 Ballantrae Blvd Irr		13.61	1,082,584.27
12/23/2019	ACH122319.11	Duke Energy	10/29-11/27 - 2131 Ballantrae Blvd Irr - 17626 Glenapp Dr Irr		95.07	1,082,489.20
12/26/2019	ACH122619	Duke Energy	10/31-12/02 - 3351 Downan Point Dr Well		8,510.41	1,073,978.79
12/29/2019	ACH122919	Bright House Networks	12/12-1/11 - Internet/Phone		349.94	1,073,628.85
12/30/2019	2028	Ballantrae CDD.	Emergency Reserve Transfer		20,000.00	1,053,628.85
12/30/2019	2029	Ballantrae CDD.	Asset Reserve Transfer		46,600.00	1,007,028.85
12/31/2019	2031	Straley Robin Vericker	Legal Services 12/15/19		1,050.00	1,005,978.85
12/31/2019	2032	Tropicare Termite and Pest Control	Pest Control - Dec		40.00	1,005,938.85
12/31/2019	2033	Yellowstone Landscape Professionals	Winter Annuals		3,614.59	1,002,324.26
12/31/2019	2034	Angela Clifton Photography	Photography		1,000.00	1,001,324.26
<b>12/31/2019</b>		<b>EOM Balance Hancock Bank</b>		<b>1,132,904.34</b>	<b>632,877.83</b>	<b>1,001,324.26</b>
01/01/2020	2027	DPFG MANAGEMENT & CONSULTING, LLC	CDD Mgmt - January		4,433.00	996,891.26
01/01/2020	2030	American Ecosystems, Inc.	Lake & Pond Maint		3,588.00	993,303.26
01/03/2020	713981DD	Dustin J Smith	12/16-12/29 - P/R		1,320.21	991,983.05
01/03/2020	713980DD	Gary L. Kubler	12/16-12/29 - P/R		1,568.50	990,414.55
01/03/2020	ACH010320	Innovative Employer Solutions	Payroll - 12/16-12/29		870.97	989,543.58
01/06/2020	2035	DCSI, Inc	Basketball court reader cover		71.49	989,472.09

**BALLANTRAE CDD**  
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Date	Ref #	Vendor Name	Memo	Deposits	Disbursements	HB Acct Balance
01/06/2020	2036	DLTD Solutions Inc.	Admin Fee - 11/2,3, 12/28,29		160.00	989,312.09
01/06/2020	2037	Suncoast Rust Control, Inc	Rust Prevention - Dec		865.00	988,447.09
01/06/2020	2038	TCASS	Security - 11/2,3, 12/28,29		800.00	987,647.09
01/10/2020		Pasco County Tax Collector	Deposit	15,169.17		1,002,816.26
01/17/2020	717805DD	Dustin J Smith	12/30-1/12 - P/R		988.98	1,001,827.28
01/17/2020	717804DD	Gary L. Kubler	12/30-1/12 - P/R		1,203.62	1,000,623.66
01/17/2020	ACH011720	Innovative Employer Solutions	Payroll - 12/30-1/12		665.01	999,958.65
01/17/2020	717611DD	Cecilio A. Thomas Jr.	BOS Mtg. - 12/18		200.00	999,758.65
01/17/2020	27	Christopher Milano	BOS Mtg. - 12/18		200.00	999,558.65
01/17/2020	ACH011720	Innovative Employer Solutions	12/18/19 - BOS Mtg		49.00	999,509.65
01/17/2020	717610DD	James Plateau	BOS Mtg. - 12/18		200.00	999,309.65
01/17/2020	26	Richard Levy	BOS Mtg. - 12/18		200.00	999,109.65
01/17/2020	717609DD	Stephen Bobick	BOS Mtg. - 12/18		200.00	998,909.65
01/21/2020	2039	Poolsure	Pool Maint - January		520.74	998,388.91
01/21/2020	ACH12120	Duke Energy	Electricity		11,294.28	987,094.63
01/23/2020	2040	Florida Dept of Revenue	4th Qtr 2019 Sales Tax		120.26	986,974.37
01/27/2020	ACH012720	Pasco County Utilities Services Branch	11/20-12/19 - Ballentrae & Mentore		309.78	986,664.59
01/27/2020	ACH012720.2	Pasco County Utilities Services Branch	11/20-12/19 - Ayrshire Boulevard		27.83	986,636.76
01/31/2020	ACH1312020	Innovative Employer Solutions	Payroll as of 1/27/2020		3,193.34	983,443.42
<b>01/31/2020</b>		<b>EOM Balance Hancock Bank</b>		<b>15,169.17</b>	<b>33,050.01</b>	<b>983,443.42</b>
02/03/2020	ACH20320	Bright House Networks	01/12/20-02/11/20 - Internet/Phone - 17611 Mentmore Blvd		349.94	983,393.48
02/04/2020	2042	American Ecosystems, Inc.	Lake & Pond Maint.		3,588.00	979,805.48
02/04/2020	2043	DLTD Solutions Inc.	Security/Traffic Control		1,830.00	977,975.48
02/04/2020	2045	Poolsure	Pool Maint - February		520.74	977,454.74
02/04/2020	2046	Stantec Consulting Services, Inc.	Engineering Svcs thru 12/27/19		1,290.00	976,164.74
02/04/2020	2047	Suncoast Rust Control, Inc	Rust Prevention - Jan		865.00	975,299.74
02/04/2020	2048	Tropicare Termite and Pest Control	Pest Control - Jan		40.00	975,259.74
02/04/2020	2049	Yellowstone Landscape Professionals	Landscape Maint - Feb		12,019.25	963,240.49
02/10/2020		Pasco County Tax Collector	Deposit	11,184.40		974,424.89
02/11/2020		Pasco County Tax Collector	Deposit	22,563.96		996,988.85
02/14/2020	726598DD	Dustin J Smith	1/27- 2/9 - P/R		1,236.19	995,752.66
02/14/2020	726597DD	Gary L. Kubler	1/27- 2/9 - P/R		1,595.79	994,156.87
02/14/2020	021420ACH	Innovative Employer Solutions	1/27- 2/9 - P/R		841.73	993,315.14
02/19/2020	021920ACH	Duke Energy	12/27-1/28 - 3351 Downan Point Dr Well		31.91	993,283.23
02/19/2020	021920ACH	Duke Energy	12/27-1/28 - 17650 Ayrshire Blvd Entry Tower		22.36	993,260.87
02/19/2020	021920ACH	Duke Energy	12/27-1/28 - 17600 Stinchar Dr Entry Tower		95.55	993,165.32
02/19/2020	021920ACH	Duke Energy	12/27-1/28 - 3643 Duke Firth St Irr		14.88	993,150.44
02/19/2020	021920ACH	Duke Energy	12/27-1/28 - 2800 Ballentrae Blvd Pump Pond		1,037.59	992,112.85
02/19/2020	021920ACH	Duke Energy	12/27-1/28 - 17700 Glenapp Dr. Entry Tower		21.64	992,091.21
02/19/2020	021920ACH	Duke Energy	12/27-1/28 - 2131 Ballantreae Blvd Irr - 3633 Duke Firth St Entry Lite		26.30	992,064.91
02/19/2020	021920ACH	Duke Energy	12/27-1/28 - 17611 Mentmore Blvd Rec Bldg		949.85	991,115.06
02/19/2020	021920ACH	Duke Energy	12/27-1/28 - 17524 Hugh Ln		226.15	990,888.91
02/19/2020	021920ACH	Duke Energy	12/27-1/28 - 2500 Ballantreae Blvd Lite Entrance		172.59	990,716.32
02/19/2020	021920ACH	Duke Energy	12/27-1/28 - 17626 Glenapp Dr Irr		85.90	990,630.42
02/19/2020	021920ACH	Duke Energy	12/27-1/28 - 3542 Ballantreae Blvd Well Pump		90.24	990,540.18
02/19/2020	021920ACH	Duke Energy	1/2-02/03 17835 State Rd 54		8,415.64	982,124.54
02/19/2020	021920ACH	Duke Energy	12/27-1/28 - 2131 Ballantreae Blvd Irr		172.35	981,952.19
02/24/2020	2052	Ballantreae CDD.	DC Trsr Feb 2020		2,000.00	979,952.19
02/24/2020	2058	Pasco County Utilities Services Branch	12/19 - 01/17 - Ballentrae & Mentore paid twice		457.36	979,494.83
02/26/2020	2054	DPFG MANAGEMENT & CONSULTING, LLC	CDD Mgmt - February		4,433.00	975,061.83
02/26/2020	ACH022620	Pasco County Utilities Services Branch	Water		457.36	974,604.47
02/28/2020	733069DD	Dustin J Smith	1/27- 2/9 - P/R		865.27	973,739.20
02/28/2020	730268DD	Gary L. Kubler	1/27- 2/9 - P/R		1,203.63	972,535.57
02/28/2020	022820ACH	Innovative Employer Solutions	2/10 - 2/23 P/R		669.04	971,866.53
<b>02/29/2020</b>		<b>EOM Balance Hancock Bank</b>		<b>33,748.36</b>	<b>45,625.25</b>	<b>971,866.53</b>
03/01/2020	2053	American Ecosystems, Inc.	Lake & Pond Maint. - March		3,588.00	968,278.53
03/01/2020	2051	Poolsure	Pool Maint -March		520.74	967,757.79
03/01/2020	ACH 3/1	Bright House Networks	2/12 - 3/11 - Internet/Phone - 17611 Mentmore Blvd		351.94	967,405.85
03/03/2020	2062	Straley Robin Vericker	Legal Services through 2/15/20		105.00	967,300.85
03/03/2020	2063	Tropicare Termite and Pest Control	Pest Control - Feb		40.00	967,260.85
03/04/2020	2064	DPFG MANAGEMENT & CONSULTING, LLC	CDD Mgmt - March		4,433.00	962,827.85
03/04/2020	032520ACH	Pasco County Utilities Services Branch	1/17 - 2/18 - Ayrshire Boulevard		3.58	962,824.27
03/06/2020	732490DD	Cecilio A. Thomas Jr.	BOS Mtg. - 2/26		200.00	962,624.27
03/06/2020	030620ACH	Innovative Employer Solutions	BOS Mtg. - 2/26		59.00	962,565.27
03/06/2020	732489DD	James Plateau	BOS Mtg. - 2/26		200.00	962,365.27
03/06/2020	732488DD	Stephen Bobick	BOS Mtg. - 2/26		200.00	962,165.27
03/06/2020	30	Christopher Milano	BOS Mtg. - 2/26		200.00	961,965.27
03/06/2020	29	Richard Levy	BOS Mtg. - 2/26		200.00	961,765.27
03/10/2020	2065	Ballantreae CDD C/O US Bank	Tax Dist. Dec-Jan 20		37,327.51	924,437.76
03/11/2020	2066	DCSI, Inc	Repaired cable and flex to mag lodd		210.00	924,227.76
03/11/2020	2067	Pasco County Utilities Services Branch	1/17 - 2/18 Ballentrae & Mentore		26.38	924,201.38
03/11/2020	2068	Stantec Consulting Services, Inc.	Engineering Svcs thru 2/21/20		2,462.00	921,739.38
03/11/2020	2069	Yellowstone Landscape Professionals	Landscape Maint - March		12,019.25	909,720.13
03/13/2020		Deposit	Rental Income	680.00		910,400.13
03/13/2020	735804DD	Dustin J Smith	2/24/-3/8 P/R		904.96	909,495.17
03/13/2020	03132020ACH	Innovative Employer Solutions	2/24/-3/8 P/R		273.22	909,221.95
03/13/2020	734441DD	Dustin J Smith	2/24 - 3/8 - healthcare & Phone		373.23	908,848.72
03/13/2020	734440DD	Gary L. Kubler	2/24/-3/8 P/R		1,534.86	907,313.86
03/13/2020	03132020ACH	Innovative Employer Solutions	2/24 - 3/8 -P/R		549.21	906,764.65
03/19/2020	2070	DLTD Solutions Inc.	Admin Fee - 1,2,8,9,15,16,22,23,29, 2020		400.00	906,364.65
03/19/2020	2071	Yellowstone Landscape Professionals	Repairs		5,938.01	900,426.64
03/20/2020	032020ACH	Duke Energy	1/28 - 2/27 - 17611 Mentmore Blvd Rec Bldg		881.06	899,545.58
03/20/2020	032020ACH	Duke Energy	1/28 - 2/27 - 17524 Hugh Ln		211.81	899,333.77
03/20/2020	032020ACH	Duke Energy	1/28 - 2/18 2800 Ballentreae Blvd Pump Pond		1,008.58	898,325.19
03/20/2020	032020ACH	Duke Energy	1/28 - 2/27 - 3542 Ballantreae Blvd Well Pump		80.46	898,244.73
03/23/2020	032320ACH	Duke Energy	1/28 - 2/28- 17600 Stinchar Dr Entry Tower		72.95	898,171.78
03/23/2020	032320ACH	Duke Energy	1/28 - 2/28 - 3351 Downan Point Dr Well		34.55	898,137.23
03/23/2020	032320ACH	Duke Energy	1/28 - 2/28- 17650 Ayrshire Blvd Entry Tower		26.16	898,111.07

**BALLANTRAE CDD**  
**Check Register**  
**FY2020**

Date	Ref #	Vendor Name	Memo	Deposits	Disbursements	HB Acct Balance
03/23/2020	032320ACH	Duke Energy	1/28 - 2/28- 2131 Ballantrae Blvd Irr - 3633 Duke Firth St Entry Lite		21.93	898,089.14
03/23/2020	032320ACH	Duke Energy	1/28 - 2/28 - 2500 Ballantrae Blvd Lite Entrance		130.01	897,959.13
03/23/2020	032320ACH	Duke Energy	12/27-1/28 - 17600 Stinchar Dr Entry Tower		14.90	897,944.23
03/23/2020	032320ACH	Duke Energy	1/28 - 2/28- 17650 Ayshire Blvd Entry Tower		22.66	897,921.57
03/23/2020	032320ACH	Duke Energy	1/28 - 2/28 - 2131 Ballantrae Blvd Irr		184.32	867,737.25
03/23/2020	032320ACH	Duke Energy	1/28 - 2/28 - 17626 Glenapp Dr Irr		114.11	897,623.14
03/23/2020	2072	Ballantrae CDD.	Emergency Reserve Transfer		20,000.00	877,623.14
03/25/2020	032520ACH	Duke Energy	1/31 - 2/21 17835 State Rd 54		8,474.22	869,148.92
03/27/2020	738662DD	Anthony Vadalabene	3/9 - 3/22 - Pool Monitor		443.28	868,705.64
03/27/2020	738661DD	Dustin J Smith	3/9 - 3/22 P/R		904.95	867,800.69
03/27/2020	03272020ACH	Innovative Employer Solutions	3/9 - 3/22 - P/R		500.19	867,300.50
03/27/2020	738659DD	Kristy R. Kirk	3/9 - 3/22 - Pool Monitor		443.28	866,857.22
03/27/2020	738660DD	Michael Obanion	3/9 - 3/22 P/R		442.45	866,414.77
03/27/2020	03272020DD	Gary L. Kubler	3/9 - 3/22 - P/R		1,203.63	865,211.14
03/27/2020	03272020ACH	Innovative Employer Solutions	3/9 - 3/22 - P/R		397.69	864,813.45
03/30/2020	2075	Bright House Networks	3/12 - 4/11 - Internet/Phone - 17611 Mentmore Blvd		351.94	864,461.51
03/30/2020	2076	DCSI, Inc	card printer not printing		105.00	864,356.51
03/30/2020	2077	Express Press	News Letter		1,822.84	862,533.67
03/30/2020	2078	Poolsure	Pool Maint - April		867.90	861,665.77
03/30/2020	2079	Suncoast Rust Control, Inc	Rust Prevention - March		865.00	860,800.77
03/30/2020	2080	Tropicare Termite and Pest Control	Pest Control - March		40.00	860,760.77
03/30/2020	2081	Yellowstone Landscape Professionals	2020 Spring Annual Rotation		3,561.48	857,199.29
03/31/2020	2082	Jesus D. Lopez	Jan 26, Feb 1,2,8,9,15,16,22,23,29, 2020		2,000.00	855,199.29
<b>03/31/2020</b>	<b>EOM Balance Hancock Bank</b>			<b>680.00</b>	<b>117,347.24</b>	<b>855,199.29</b>
04/01/2020	2073	DPFG MANAGEMENT & CONSULTING, LLC	CDD Mgmt - April		4,433.00	850,766.29
04/01/2020	2074	American Ecosystems, Inc.	Lake & Pond Maint. - Apr		3,588.00	847,178.29
04/01/2020	ACH040120	Bright House Networks	3/12 - 4/11 - Internet/Phone - 17611 Mentmore Blvd		351.94	846,826.35
04/03/2020	04032020ACH	Michael Obanion	3/9 - 3/22 P/R		74.47	846,751.88
04/06/2020		Pasco County Tax Collector	Deposit	24,397.26		871,149.14
04/06/2020		Pasco County Tax Collector	Deposit	9.89		871,159.03
04/07/2020			Rental Income	501.30		871,660.33
04/07/2020	2083	DLTD Solutions Inc.	Admin Fee - 1,7,8,14,15,21,22,29, 2020		320.00	871,340.33
04/07/2020	2084	Gary L. Kubler	3/2, 3/10, 3/13 mileage reimbursement		33.87	871,306.46
04/07/2020	2085	Jesus D. Lopez	March 1,7,8,14,15 2020		1,200.00	870,106.46
04/07/2020	2086	Stantec Consulting Services, Inc.	Engineering Svcs thru 2321/20		8,803.90	861,302.56
04/07/2020	2087	Stephen Glen Dachs	March 21,22,29 2020		720.00	860,582.56
04/07/2020	2088	Straley Robin Vericker	Legal Services through 3/15/20		2,290.72	858,291.84
04/07/2020	2089	Tropicare Termite and Pest Control	Pest Control		475.00	857,816.84
04/07/2020	2090	Yellowstone Landscape Professionals	Ayshire - new well		12,737.76	845,079.08
04/10/2020	722493DD	Gary L. Kubler	3/23 - 4/5 - P/R		1,534.86	843,544.22
04/10/2020	742494DD	Dustin J Smith	3/23 - 4/5 - P/R		1,236.20	842,308.02
04/10/2020	04202020ACH	Innovative Employer Solutions	3/23 - 4/5 - P/R		809.37	841,498.65
04/13/2020	04132020ACH	Innovative Employer Solutions	3/9 - 3/22 - P/R		22.90	841,475.75
04/15/2020	2091	DCSI, Inc	Monument Camera Installation - Remaining balance		11,994.50	829,481.25
04/15/2020	2092	Suncoast Rust Control, Inc	Rust Prevention - April		865.00	828,616.25
04/15/2020	2093	Yellowstone Landscape Professionals	Landscape Maint. - Jan		12,525.13	816,091.12
04/16/2020	2094	Ballantrae CDD C/O US Bank	Tax Collection Distribution c/o US Bank		11,889.54	804,201.58
04/20/2020	04202020ACH	Pasco County Utilities Services Branch	2/18 - 3/18 Ballentrae & Mentore		432.12	803,769.46
04/20/2020	042020ACH	Pasco County Utilities Services Branch	2/16 - 3/16 - Ayshire Boulevard		25.29	803,744.17
04/21/2020	04212020ACH	Duke Energy	2/28 - 3/30- 17650 Ayshire Blvd Entry Tower		27.66	803,716.51
04/21/2020	04212020ACH	Duke Energy	2/27- 3/30- 17524 Hugh Ln		215.58	803,500.93
04/21/2020	04212020ACH	Duke Energy	2/28 - 3/30 - 2131 Ballantrae Blvd Irr - 3633 Duke Firth St Entry Lite		21.44	803,479.49
04/21/2020	04212020ACH	Duke Energy	2/27- 3/30 - 17611 Mentmore Blvd Rec Bldg		979.20	802,500.29
04/21/2020	04212020ACH	Duke Energy	2/28 - 3/30 2500 Ballantrae Blvd Lite Entrance		105.22	802,395.07
04/21/2020	04212020ACH	Duke Energy	2/28 - 3/30 17600 Stinchar Dr Entry Tower		62.31	802,332.76
04/21/2020	04212020ACH	Duke Energy	2/28 - 3/30 3351 Downan Point Dr Well		27.41	802,305.35
04/21/2020	04212020ACH	Duke Energy	2/27 - 3/30 2800 Ballentrae Blvd Pump Pond		1,072.39	801,232.96
04/21/2020	04212020ACH	Duke Energy	2/27 - 3/30 - 3542 Ballantrae Blvd Well Pump		77.61	801,155.35
04/21/2020	04212020ACH	Duke Energy	2/28 - 3/30 - 2131 Ballantrae Blvd Irr		146.77	801,008.58
04/21/2020	04212020ACH	Duke Energy	2/28 - 3/30 17650 Ayshire Blvd Entry Tower		22.65	800,985.93
04/21/2020	04212020ACH	Duke Energy	2/28 - 3/30 - 17626 Glenapp Dr Irr		131.96	800,853.97
04/21/2020	04212020ACH	Duke Energy	2/28 - 3/30- 17600 Stinchar Dr Entry Tower		14.98	800,838.99
04/21/2020	2095	Bright House Networks	4/12 - 5/11 - Internet/Phone - 17611 Mentmore Blvd		351.94	800,487.05
04/21/2020	2096	DCSI, Inc	Access/Gate		448.99	800,038.06
04/21/2020	2097	Yellowstone Landscape Professionals	Ground wire Replacement		681.50	799,356.56
04/24/2020	042420ACH	Duke Energy	3/3 - 4/2 17835 State Rd 54		8,476.57	790,879.99
04/24/2020	042420DD	Gary L. Kubler	4/6 - 4/19 - P/R		1,203.62	789,676.37
04/24/2020	042420DD	Dustin J Smith	4/6 - 4/19 - P/R		904.96	788,771.41
04/24/2020	042420ACH	Innovative Employer Solutions	4/6 - 4/19 - P/R		618.33	788,153.08
04/28/2020	2098	Straley Robin Vericker	Legal Services through 4/15/20		1,487.50	786,665.58
<b>04/30/2020</b>	<b>EOM Balance Hancock Bank</b>			<b>24,908.45</b>	<b>93,442.16</b>	<b>786,665.58</b>
05/01/2020	2099	DPFG MANAGEMENT & CONSULTING, LLC	CDD Mgmt - May		4,433.00	782,232.58
05/07/2020	2101	DLTD Solutions Inc.	Admin Fee - April		760.00	781,472.58
05/07/2020	2102	Douglas Guy	Security - April 1,2,6,21,27		1,200.00	780,272.58
05/07/2020	2103	Gary L. Kubler	4/2 mileage reimbursement		8.63	780,263.95
05/07/2020	2104	Poolsure	Pool Maint - May		867.90	779,396.05
05/07/2020	2105	Stephen Glen Dachs	Security April 8,10,14,16,24,29		1,440.00	777,956.05
05/07/2020	2106	Suncoast Rust Control, Inc	Rust Prevention - April		865.00	777,091.05
05/07/2020	2107	TCASS	Security - April		1,920.00	775,171.05
05/07/2020	2108	Yellowstone Landscape Professionals	Landscape Maint. Apr/May		24,462.83	750,708.22
05/07/2020	2109	Ballantrae CDD.	Asset Reserve Transfer		47,500.00	703,208.22
05/07/2020	2110	Ballantrae CDD.	Park Dev. Reserve Transfer		37,514.00	665,694.22
05/08/2020	050820DD	Gary L. Kubler	2/24/-3/8 P/R		1,534.85	664,159.37
05/08/2020	050820DD	Dustin J Smith	4/20 - 5/3 - P/R		1,236.18	662,923.19
05/08/2020	050820ACH	Innovative Employer Solutions	4/6 - 4/19 - P/R		819.43	662,103.76
05/08/2020	2111	Pasco County Property Appraiser	Tax Assessment Collections		150.00	661,953.76
05/11/2020		Pasco County Tax Collector	Deposit	8,838.31		670,792.07
05/12/2020	2112	American Ecosystems, Inc.	Lake & Pond Maint - May Additional		1,688.00	669,104.07

**BALLANTRAE CDD**  
**Check Register**  
**FY2020**

Date	Ref #	Vendor Name	Memo	Deposits	Disbursements	HB Acct Balance
05/12/2020	2113	Duke Energy	4/2 - 5/4 17835 State Rd 54		8,089.42	661,014.65
05/12/2020	2114	Florida Dept of Health in Pasco County	Pool permits		705.00	660,309.65
05/12/2020	2115	Stantec Consulting Services, Inc.	Engineering services		1,344.50	658,965.15
05/19/2020	2116	Tampa Bay Times	Legal Ad		217.50	658,747.65
05/19/2020	2117	GNP Services, CPA, PA	Arbitrage		500.00	658,247.65
05/21/2020	052120ACH	Duke Energy	3/30 - 4/29 17524 Hugh Ln		154.96	658,092.69
05/21/2020	052120ACH	Pasco County Utilities Services Branch	3/18 - 4/17 Ballentrae & Mentore		369.54	657,723.15
05/21/2020	052120ACH	Pasco County Utilities Services Branch	3/16 - 4/17 - Ayrshire Boulevard		28.38	657,694.77
05/21/2020	052120ACH	Duke Energy	3/30 - 4/29 - 17611 Mentmore Blvd Rec Bldg		584.50	657,110.27
05/21/2020	052120ACH	Duke Energy	3/30 - 4/29 - 3633 Duke Firth St Entry Lite		26.32	657,083.95
05/21/2020	052120ACH	Duke Energy	4/30 - 4/29 - 17650 Ayrshire Blvd Entry Tower		24.82	657,059.13
05/21/2020	052120ACH	Duke Energy	3/30 - 4/29 2800 Ballentrae Blvd Pump Pond		798.17	656,260.96
05/21/2020	052120ACH	Duke Energy	3/30 - 4/29 17650 Ayrshire Blvd Entry Tower		21.95	656,239.01
05/21/2020	052120ACH	Duke Energy	3/30 - 4/29- 3542 Ballantrae Blvd Well Pump		60.83	656,178.18
05/21/2020	052120ACH	Duke Energy	3/30 - 4/29 - 2131 Ballantrae Blvd Irr		134.43	656,043.75
05/21/2020	052120ACH	Duke Energy	3/30 - 4/29 - 17626 Glenapp Dr Irr		119.84	655,923.91
05/21/2020	052120ACH	Duke Energy	3/30 - 4/29 2500 Ballantrae Blvd Lite Entrance		96.85	655,827.06
05/21/2020	052120ACH	Duke Energy	3/30 - 4/29 17600 Stinchar Dr Entry Tower		14.85	655,812.21
05/21/2020	052120ACH	Duke Energy	3/30 - 4/29 17600 Stinchar Dr Entry Tower		71.59	655,740.62
05/21/2020	052120ACH	Duke Energy	3/30 - 4/29 3351 Downan Point Dr Well		22.84	655,717.78
05/22/2020	052220DD	Dustin J Smith	5/4 - 5/17 - P/R		904.96	654,812.82
05/22/2020	052020DD	Gary L. Kubler	5/4 - 5/17 - P/R		1,203.64	653,609.18
05/22/2020	052020ACH	Innovative Employer Solutions	5/4-5/17 - P/R		618.28	652,990.90
05/29/2020	2119	Ballantrae CDD C/O US Bank	Tax Collection Distribution c/o US Bank		8,598.63	644,392.27
05/29/2020	2120	DCSI, Inc	carholders in database		105.00	644,287.27
05/29/2020	2121	DLTD Solutions Inc.	Admin Fee - May		360.00	643,927.27
05/29/2020	2122	Douglas Guy	Security - May 5,15,20 2020		720.00	643,207.27
05/29/2020	2123	Stephen Glen Dachs	Security May 7,11 2020		480.00	642,727.27
05/29/2020	2124	Straley Robin Vericker	Legal services		3,320.00	639,407.27
05/29/2020	2125	Tampa Bay Times	Legal Ad 5/17		214.00	639,193.27
05/29/2020	2126	TCASS	Security - May 2,3,9,10 2020		960.00	638,233.27
05/29/2020	2128	The Pool Doctor	Splash pad repalced valve actuator		435.52	637,797.75
05/31/2020		<b>EOM Balance Hancock Bank</b>		<b>8,838.31</b>	<b>157,706.14</b>	<b>637,797.75</b>

**EXHIBIT 9**

GPS POOLS INC.

23022 State Rd 54  
 Lutz, FL 33549  
 813-948-9091

# Estimate

Date	Estimate #
6/5/2020	DM

Name / Address
Ballantrae CDD Attention: DPF 1060 MAITLAND CENTER COMMONS SUITE 340 MAITLAND FL 32751 813-345-8565

Project

Description	Qty	Rate	Total
POOL Light bulb 300W 12V R40	7	73.60429	515.23T
American Lens Gaske tFor 8-3/8 ALDO-0-170 /// (WALL2)(ROW)(B) Amerlite gasket -----Bring 7 hayward Gaskets as well	7	30.00	210.00T
INSTALL/LABOR-----Normally \$125 per light but will do it for \$500	7	71.42857	500.00
DM			

<b>Subtotal</b>	\$1,225.23
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$1,225.23

GPS POOLS INC.

23022 State Rd 54

Lutz, FL 33549

813-948-9091

# Estimate

Date	Estimate #
6/4/2020	DM

Name / Address
Ballantrae CDD Attention: DPF 1060 MAITLAND CENTER COMMONS SUITE 340 MAITLAND FL 32751 813-345-8565

Project

Description	Qty	Rate	Total
21W 12V PUREWHITE PRO WHITE LED BULB	7	570.39286	3,992.75T
American Lens Gaske tFor 8-3/8 ALDO-0-170 /// (WALL2)(ROW)(B) Amerlite gasket ----Bring 7 hayward Gaskets as well	7	30.00	210.00T
INSTALL/LABOR-- Normally labor is \$125 per light but we will do it for \$500	7	71.42857	500.00
DM			

<b>Subtotal</b>	\$4,702.75
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$4,702.75

# THE POOL DOCTOR



6995 90th Ave. North, Unit B  
 Pinellas Park, FL 33782  
 (727) 546-2400  
 Lic. # CPC1458389  
 WWW.POOLDOCTORFLA.COM

## Service Invoice

Invoice #: 144516

**Bill to:**

BALLANTRAE CDD

DPFG

250 INTERNATIONAL PARKWAY SUITE 17611 MENTMORE BLVD  
 LAKE MARY, FL 32746

**Service Address:**

17611 MENTMORE BLVD  
 LAND O LAKES, FL 34638

**Completed:** 6/4/2020

**Terms:** Due upon receipt

QTY	Detail	Rate/Price	Amount
	<b>INSTALL 7 WHITE INCANDESCENT LIGHTS, 3-12X12 GRATES</b>		
	7-WHITE LED LIGHTS @ \$ 800.00 EA	\$5,600.00	<b>\$5,600.00</b>
	3-12X12 GRATES @ \$ 250.00	\$750.00	<b>\$750.00</b>

Thank You for calling The Pool Doctor

<b>Parts Subtotal:</b>	<b>\$0.00</b>
<b>Labor Subtotal:</b>	<b>\$0.00</b>
<b>Misc. Subtotal:</b>	<b>\$6,350.00</b>
<b>Tax:</b>	<b>\$0.00</b>
<b>Total:</b>	<b>\$6,350.00</b>

*Specializing in Pool & Spa Service, Repair, Remodeling*

# Service Invoice

## THE POOL DOCTOR



6995 90th Ave. North, Unit B  
Pinellas Park, FL 33782  
(727) 546-2400  
Lic. # CPC1458389  
WWW.POOLDOCTORFLA.COM

Invoice #: 144516

**Bill to:**  
BALLANTRAE CDD

DPFG

250 INTERNATIONAL PARKWAY SUITE 17611 MENTMORE BLVD  
LAKE MARY, FL 32746 LAND O LAKES, FL 34638

**Service Address:**

**Completed:** 6/4/2020

**Terms:** Due upon receipt

QTY	Detail	Rate/Price	Amount
	<b>INSTALL 7 WHITE LED LIGHTS, 3-12X12 GRATES</b>		
	7-WHITE LED LIGHTS @ \$ 950.00 EA	\$6,650.00	\$6,650.00
	3-12X12 GRATES @ \$ 250.00	\$750.00	\$750.00

Thank You for calling The Pool Doctor

<b>Parts Subtotal:</b>	\$0.00
<b>Labor Subtotal:</b>	\$0.00
<b>Misc. Subtotal:</b>	\$7,400.00
<b>Tax:</b>	\$0.00
<b>Total:</b>	\$7,400.00

*Specializing in Pool & Spa Service, Repair, Remodeling*

**EXHIBIT 10**



# THE POOL DOCTOR

6995 90th Ave. North, Unit B  
Pinellas Park, FL 33782  
(727) 546-2400  
Lic. # CPC1458389  
WWW.POOLDOCTORFLA.COM



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## PROPOSAL

BALLANTRAE PARK  
ATTN: GARY  
17611 MENTMORE BLVD  
LAND O LAKES, FL 34638.  
(813) 526-4714

**HYDRO BLAST POOL TO REMOVE ALL LOOSE MATERIAL LEAVING SUB STRAIGHT SOUND FOR NEW SURFACE. ( HIGHLY RECOMMENDED BUT NOT A CODE REQUIREMENT )**

- A. HYDRO BLAST POOL REMOVING ALL LOOSE MATERIAL
- B. HAUL AWAY ALL DEBRIS
- C. FILL IN DEEP AREAS WITH CEMENT MAKING SURFACE MORE UNIFORM FOR FINAL SURFACE
- D. BOND COAT POOL MAKING POOL READY FOR FINAL SURFACE

**INSTALL SUNSTONE PEARL OR CRYSTAL STONES BY CLI TO POOL SURFACE AND GUTTER**

- A. INSTALL EXPANSION JOINT BETWEEN DECK AND PAD AND INSTALL COMPARRIBLE MATERIAL
- B. SAW CUT UNDER EXISTING TILE LINE
- C. CHISEL AROUND RETURNS
- D. KNOCK OUT ALL HOLLOW SPOTS IN OLD MARCITE (UP TO 5% OF POOL SURFACE AREA)
- E. CHLORINE WASH POOL
- F. ACID WASH POOL
- G. APPLY BONDING AGENT TO ENTIRE POOL SURFACE (TO INSURE AHESION)**
- I. APPLY NEW SURFACE TO ENTIRE POOL
- J. HAND TROWEL TO A SMOOTH FINISH
- K. RINSE OFF EXCESS CEMENT TO EXPOSE STONES
- L. REFILL AND ADJUST CHEMICALS (**14 DAY POOL SERVICE**)
- M. GO OVER PROPER CHEMICAL LEVELS WITH OWNER
- N. GIVE OWNER A SWIMMING POOL MANUAL
- O. GIVE OWNER FREE LIFETIME CONSULTATION

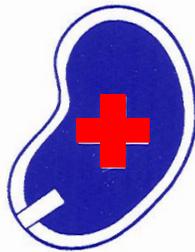
**TOTAL \$ 9,360.00**

**(SOME OF THE COLOR CHOICES ON BROCHURE ARE SPECIAL ORDER UPGRADES)**

*Specializing in Pool & Spa Service, Repair, Remodeling*

# THE POOL DOCTOR

6995 90th Ave. North, Unit B  
Pinellas Park, FL 33782  
(727) 546-2400  
Lic. # CPC1458389  
WWW.POOLDOCTORFLA.COM



*All materials are guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices; That if any substantial defect occurs in workmanship, it will be remedied without cost to the owner if written notice is given the Contractor within 2 years after the performance of such work, provided pool and equipment have been maintained in accordance with the recommendations of the service contractor. Warrantee does not cover discoloration, leaks, etching, expansions or settling cracks in tile, patio decks, coping or retaining walls. **Any alteration or deviation from above specifications involving extra cost, will be executed only upon written orders, and will become an extra charge over and above the estimate.** Warranty is non-transferrable. This proposal subject to acceptance within 15 days and is void thereafter at the option of the owner of THE POOL DOCTOR.*

*In any dispute arising out of this contract including breach enforcement or interpretation, the prevailing party of such dispute shall be entitled to recover from the non-prevailing party, reasonable attorney's fees, cost and expenses whether or not suit is filed. If suit is filed it is agreed that Pinellas County shall be the venue for such proceedings. Accounts past due will be subject to a 12% per month interest charge (18% A.P.R.).*

*THE POOL DOCTOR OF CENTRAL FLORIDA INC. hereby proposes to furnish labor and materials - complete in accordance with the above specifications, with payment to be made as follows. **One-third down with acceptance of proposal. Two-thirds paid as pool is filling.***

### ACCEPTANCE OF PROPOSAL

*The above prices, specifications and conditions are hereby accepted. The Pool Doctor of Central Florida Inc. are authorized to do the work as specified. Payment will be made as outlined above.*

Authorization Mike Higgins

Date \_\_\_\_\_

Client

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

BALLANTRAE PARK

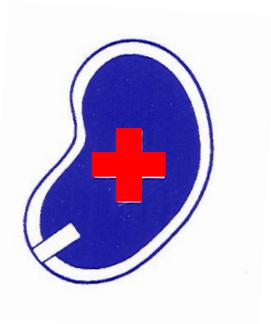
Client

Signature: \_\_\_\_\_

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WWW.POOLDOCTORFLA.COM



## REFERENCES LIC #CPC01458389

**Better Business Bureau**  
**5830 142nd Ave North**  
**Clearwater**  
**727-535-5522**

Bay Isle Condo (9/18)  
7500 Sun Island Drive  
South Pasadena

Chateau Tower (11/17)  
7050 Sunset Drive South  
South Pasadena

Lakeshore Ranch (5/18)  
19730 Sundance Lake Blvd  
Land O Lakes

One Laurel Place (7/19)  
201 West Laurel Street  
Tampa

Seaview Townhomes (9/17)  
2661 St. Joseph Drive East  
Dunedin

Tarpon Landings HOA (3/19)  
2124 Tarpon Landings Drive  
Tarpon Springs

**Pinellas County**  
**Construction**  
**Licensing Board**  
**727-536-4720**

Bell Channelside Apartment (10/17)  
1120 E. Twiggs Street  
Tampa

Harbour Isles (1/19)  
121 Spindle Shell Way  
Apollo Beach

Lexington Oaks CDD (10/16)  
26304 Lexington Oaks Blvd  
Wesley Chapel

Park Crest (3/19)  
700 S. Harbour Island Blvd  
Tampa

Seven Oaks Clubhouse (12/19)  
2910 Sports Core Circle  
Wesley Chapel

Ultimar 1 HOA (3/19)  
1520 Gulf Blvd  
Clearwater

**Consumer Affairs**  
**Consumer Protection**  
**727-464-6200**

Belleair Towers (7/16)  
1100 Ponce De Leon Blvd  
Clearwater

Innisbrook (11/17)  
36750 US Hwy 19 N  
Palm Harbor

Madeira Beach (11/17)  
210 Medallion Blvd  
Madeira Beach

Sandbar Townhomes (2/20)  
751 Pinellas Bayway South  
Tierra Verde

South Beach #4 (1/19)  
1480 Gulf Blvd  
Clearwater

White Hall Apartment (10/19)  
3301 58th Ave s  
St. Petersburg

*Specializing in Pool & Spa Service, Repair, Remodeling*

**EXHIBIT 11**

**H**IMES  
**E**LECTRICAL  
**S**ERVICE, INC.

June 5, 2020

Ballentrae CDD  
Attn: Gary  
29154 Chapel Park  
Wesley Chapel, FL 33543

Phone: 813-526-4714  
Email: Ballantrae2@tampabay.rr.com

**RE: Braemar Landscape Light**

Dear Gary,

We are pleased to submit this proposal to provide the labor and material to repair (1) landscape light at the entrance to the above referenced location.

Total for the above proposal is **\$194.00**. This quote is good for 30 days.

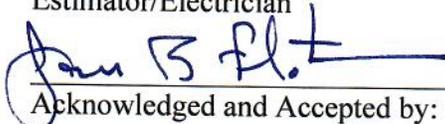
NOTE: Work that is not listed on the proposal will be considered additional. All additional work will be billed on a time and material basis and will be added to the proposal and due upon completion.

Please feel free to call if you have any questions or if I can be of further assistance.

Respectfully Submitted,

*Gavin Furnas*

Gavin Furnas  
Estimator/Electrician

  
\_\_\_\_\_  
Acknowledged and Accepted by:

Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name and Title:

**EXHIBIT 12**

## DISTRICT MANAGEMENT AGREEMENT

Based upon mutual consideration, the **Ballantrae Community Development District (“District”)** and **DPFG Management & Consulting LLC (“DPFG”)** agree effective April 4, 2020 as follows:

**1. Core District Management Services:**

(a) DPFPG will provide Core District Management Services (“**CDMS**”) to the District at a fee of \$4,875.00 per month (\$58,500 per year). The CDMS shall include the services included in the Scope of Services attached hereto as **Exhibit “A”**.

(b) Commencing as of the end of the first year of this agreement and on each April 3rd thereafter, the then effective fee for CDMS services shall be adjusted for the following year in an amount equal to the percentage increase of previous twelve-months period of such year of the Consumer Price Index as published by the United States Department of Labor, Bureau of Labor Statistics (CPI) as reported in March of each year. Similarly, at the end of the second, the fee for the CDMS services shall be adjusted for the third year in an amount equal to the percentage increase of previous twelve-months period of such second year by the CPI. A decline in the CPI shall not result in the reduction of the CDMS fee. DPFPG shall provide written notice to the District of any CPI percentage increase and the corresponding new fee for CDMS for the next contractual year within 5 business days of the release of such information.

**2. Purchasing & Construction Accounting Services (“PCAS”):** In an effort to achieve sales tax savings and favorable government pricing on material purchases related to the District’s construction projects, DPFPG offers accounting and purchasing coordinator services. PCAS in this capacity should be compensated based upon mutual agreement and the execution of special authorization agreements.

**3. Dissemination Agent Services:** To assist the District to comply with Rule 15c2-12(b)(5) adopted by the Securities and Exchange Commission (“**SEC**”) under the Securities

Exchange Act of 1934 and any Bond Indenture related to a bond issuance, DPFPG will file and prepare Annual Reports, Interim Reports and Quarterly Reports as further described in the Continuing Disclosure Agreement(s). We will provide such services at a fee of \$1,000 per year per bond issue, if requested by the District.

4. **Prior Year Activity / Prior to Management Transition:** Special work to complete audits, or any other work to examine, reconcile and recreate prior year activity (Fiscal Year 2014-15 or earlier), if needed, will be billed under separate invoice based upon mutual agreement and the execution of special authorization agreements with a defined scope and budget.
5. **Out of Pocket Expenses:** The District shall reimburse DPFPG for all out-of-pocket expenses in excess of \$50.00, for example mass mailings, mass duplication and mass printing, etc., reasonably incurred by DPFPG for services related to this agreement.
6. **Fee Review:** Upon agreement of the parties in writing the compensation may be adjusted after the 12th month after the effective date.
7. **Term:** This Agreement shall commence and be effective as of April 4, 2020 and shall remain in effect until such time as the agreement has been terminated in accordance with Section 8 hereof.
8. **Termination:** Both the District and DPFPG will have the right to terminate with or without cause any portion of or the entire agreement upon 60 days written notice. Any notice required or permitted to be given under this agreement shall be in writing and sent by first class mail or sent by expedited courier service to the addresses set forth below. Any notice shall be deemed given upon receipt. Upon the termination of this agreement, DPFPG agrees to take all reasonable and necessary actions to transfer to the District, or to such other party as directed by the District, all the books and records (including electronic books and records) of the District in DPFPG's possession in an orderly fashion.

To DPFPG:  
Managing Principal  
DPFG, Inc.  
250 International Parkway, Suite 280  
Lake Mary, FL 32746

To District:  
District Manager  
Ballantrae Community Development  
District c/o DPFPG  
250 International Parkway, Suite 280  
Lake Mary, FL 32746

With a copy to:  
District Counsel  
Straley Robin Vericker  
1510 West Cleveland Street  
Tampa Florida, 33606

- 9. Insurance.** DPFG shall provide and maintain the following insurance at all times subsequent to the execution of this agreement:
- (a) Workers compensation insurance as required by applicable law
  - (b) General liability with an aggregate limit of two million dollars (\$2,000,000.00)
  - (c) Professional liability with an aggregate limit of one million dollars (\$1,000,000.00).
- 10. Indemnification.** DPFG shall indemnify the District for any and all losses, liabilities, damages, costs, court costs and expenses, including attorney's fees, alleged or that the District may hereafter incur, become responsible for, or be caused to pay out arising out of or caused by any negligent acts or willful misconduct of DPFG or any of its employees or agents. The indemnification provided for herein shall not be deemed exclusive of any other rights to which DPFG or the District may be entitled and shall continue after DPFG has ceased to be engaged under this agreement.
- 11. Governing Law and Venue.** This agreement shall be governed by the laws of the State of Florida. Any and all legal action necessary to enforce this agreement will be held in the county where the District is located. The failure of either party to insist at any time upon the strict observance or performance of any of the provisions of this agreement shall not be construed as a waiver or relinquishment of the right to insist on the strict observance or performance of any or all of the other provisions of this agreement. The failure of either party to exercise any right of remedy as provided in this agreement, shall not impair any such right or remedy or be construed as a waiver or relinquishment of such right of remedy with respect to subsequent defaults. The provisions of this Section shall survive the termination of this agreement.
- 12. Enforcement.** In the event either party is required to take any action to enforce this agreement, the prevailing party shall be entitled to attorney's fees and costs.

**13. Severability.** In the event that any provision of this contract shall be determined to be unenforceable or invalid by a Court of Law, such unenforceability or invalidity shall not affect the remaining provisions of the Contract which shall remain in full force and effect.

**14. Entire Agreement:** This agreement contains the entire agreement and neither party is to rely upon any oral representations made by the other party. This agreement shall supersede and subsume any prior agreements.

**DPFG Management & Consulting LLC**

By: \_\_\_\_\_

Maik Aagaard

Managing Principal

Approved and Accepted by **Ballantrae Community Development District:**

By: \_\_\_\_\_

Jim Flateau

Chair of the Board of Supervisors

# Exhibit “A”

## Ballantrae Community Development District

### Scope of Services for District Management Services

#### I. ADMINISTRATIVE AND MANAGEMENT SERVICES

- A. Attend all regularly scheduled and special Board of Supervisors meetings, continued meetings, hearings and workshops. Arrange for the time and location and all other necessary logistics for such meetings, hearings, etc.
- B. Prepare agenda packages for transmittal to the Board of Supervisors and staff seven days prior to the Board of Supervisors’ meeting. Prepare meeting materials for other meetings, hearings, etc., as needed.
- C. Provide accurate minutes for all meetings and hearings.
- D. Ensure compliance with all statutes affecting the district which include but are not limited to:
  1. Certify the Special District Update Form, submitted to the Special District Information Program, Department of Economic Opportunity annually.
  2. Assign and provide Records Management Liaison Officer for reporting to the Department of Library and Archives
  3. Provide contact person for the State Commission of Ethics for Financial Disclosure coordination
  4. Provide Form 1 Financial Disclosure documents for Board Members
  5. Provide Form 1F Financial Disclosure documents for Resigning Board Members.
  6. Monitor and supply Form 3A, Interest in Competitive Bid for Public Business as needed.
  7. Monitor and provide Form 8B, Memorandum of Voting Conflict for the Board.
  8. Maintain and file Disclosure of Public Financing with Department of Economic Opportunity.
  9. Provide for a proposed budget for Board approval on or by June 15 of each fiscal year.
  10. Provide copy of the approved proposed budget to the County a minimum of 60 days prior to the public hearing on the budget.
    - a. Provide written notice to owners of the public hearing on the budget and its related assessments.
  11. Provide for an annual update on the Public Facilities report to the County.

## Exhibit “A”

12. Provide for the five year Public Facilities report, based on the reporting period assigned to the County.
  13. File name and location of the Registered Agent and office location annually with Department of Economic Opportunity and the County.
  14. Provide for submitting the regular meeting schedule of the Board to the County.
  15. Provide district map and update as needed to the Department of Economic Opportunity and the County.
  16. Provide legal description and boundary map to the Supervisor of Elections.
  17. File request letter to the Supervisor of Election of the County for the registered voters as of April 15, each year.
  18. Provide for public records announcement and file document of registers data each June.
  19. Update Board Member names, positions and contact information to the State Commission on Ethics annually.
  20. Certify and file the Form D 421, Truth in Millage Document with the Department of Revenue each tax year.
  21. Properly notice all public meetings, in accordance with the appropriate Florida Statutes, including but not limited to, public hearings on assessments, the budget, establishment of rates, fees, or charges, rulemaking, uniform method of collection, and all other required notices of meetings, hearings and workshops.
    - a. Provide for the appropriate advertisement templates and language for each of the above.
  22. Respond to Bond Holders Requests for Information
  23. Provide the information and documents for web-based public access and submit the district’s official internet website address to the Department of Economic Opportunity.
- E. Implement and maintain a document management system to create and save documents, and provide for the archiving of district documents.
1. Certify and file the annual report to the Department of State, Library and Archive Division, for storage and disposal of public records.
- F. Protect the integrity of all public records in accordance with the requirements of State law. Respond to public records requests as required by law. All requestors are to be advised when requested documents are available on the website. If the documents are not available on the website, then the requestor will be advised of any charges in writing prior to production of the documents. The District Manager shall report quarterly to the Board on information requests.
- G. Maintain “Record of Proceedings” for the district within the County which includes meeting minutes, agreements, resolutions and other records required by law.

## **Exhibit “A”**

- H. Assist in the negotiation of contracts, as directed by the Board.
- I. Advise the Board on the status of negotiations as well as contract provisions and their impacts on the district.
- J. Make recommendations on contract approval, rejection, amendment, renewal, and cancellation. In advance of expiration of contracts, advise the Board as to the need for renewal or additional procurement activities and implementation.
  - 1. Monitor certificates of insurance as needed per contracts.
  - 2. Address project status inquiries from contractors bonding companies.
- K. Provide an office location to handle and respond to written, phone or e-mail inquiries from the public.

## **II. FINANCIAL AND ACCOUNTING SERVICES**

### **Accounting:**

- A. Maintain Fund Accounting System in accordance with federal and state law, as well as GASB and the Rules of the Auditor General. This includes the following:
  - 1. Chart of Accounts
  - 2. Vendor and Customer Master File
  - 3. Report creation and set-up.
- B. Prepare monthly balance sheet, income statement(s) with budget to actual variances, including the following:
  - 1. Cash Investment Account Reconciliations per fund
  - 2. Balance Sheet Reconciliations per fund
  - 3. Expense Variance Analysis
- C. Prepare and file Annual Public Depositor’s Report and distribute to State Department of Insurance and Treasury.
- D. Prepare and file Public Depositor’s and Indemnification Form on new accounts as needed.
- E. Provide Cash Management services to the district through investment of surplus funds in accordance with statutory guidelines.
  - 1. Includes additional reporting for audit.
- F. Facilitate Banking relations with the district’s Depository and Trustee.

## Exhibit “A”

- G. Prepare all other financial reports as required by applicable law and accounting standards, and bond trust indenture requirements.
- H. Account for assets constructed by or donated to the district for maintenance.
- I. On or before October 1<sup>st</sup> of every year prepare an annual inventory of all district owned tangible personal property and equipment in accordance with all applicable rules and standards.
- J. Provide Audit support to auditors for the required Annual Audit, as follows:
  - 1. Review statutory and bond indenture requirements.
  - 2. Prepare audit confirmation letters for independent verification of activities.
  - 3. Prepare all supporting accounting reports and documents as requested by the auditors
  - 4. Respond to auditor questions.
  - 5. Review and edit draft report.
  - 6. Prepare year-end adjusting journal entries as required.
- K. Provide for transmission of the audit to the County, the Auditor General’s Office of the State, the Department of Financial Services, the Trustee and the dissemination agent.
- L. Provide and file Annual Financial Statements (FS. 218 report) by April 30<sup>th</sup>.
- M. Prepare year-end adjusting journal entries in preparation for annual audit by Independent Certified Public Accounting Firm. Prepare all budget amendments on an ongoing basis. Assist in process to retain an auditor and cooperate and assist in the performance of the audit by the independent auditor.

### **Budgeting:**

- A. Prepare budget and backup material and present the budget at all budget meetings, hearings and workshops. The budget is to be prepared in accordance with state law and consistent with applicable GFOA and GASB standards. Budget preparation shall include calculation of operation and maintenance assessments, which may include development of benefit methodology for those assessments.
- B. File all required documentation to the Department of Revenue, Auditor General, the County, and other governmental agencies with jurisdiction.
- C. Prepare and cause to be published notices of all budget hearings and workshops.
- D. Track the line item budget spending for each fiscal year, including expenditures not paid until after the fiscal year is completed.
- E. Prepare a written report at the end of each fiscal year for the line item budget. The report should include at least two columns: the first showing the line items, the second showing total

## **Exhibit “A”**

spending, regardless of whether payment occurred prior to the end of the fiscal year to enable the Board to see planned versus actual expenditures for all items. This report is due by April 1 each year.

- F. Provide a quarterly status written report (each report should be due by January 1, April 1, July 1, and November 1 of each year) on all financial accounts showing financial changes and balances and identifying the purpose of each account.
- G. Review the asset reserve fund and advise the Board during the budget process for each fiscal year the amount of money that is necessary for anticipated future needs and the amount of money that is allocated for the coming fiscal year.
- H. Provide annual data as part of the budget process on funds going in and coming out of the park development, emergency reserve, and bill payment funds.

### **Revenue Collection:**

#### **A. Administer Prepayment Collection:**

- 1. Provide payoff information and pre-payment amounts as provided for in the Trust Indenture.
- 2. Monitor and collect prepayment of assessments.
- 3. Issue lien releases for properties which prepay.
- 4. Coordinate with Trustee to confirm semi-annual interest payments and bond call amounts.
- 5. Prepare periodic continuing disclosure reports to investment bankers, bondholder and reporting agencies.

#### **B. Administer Assessment Roll Process:**

- 1. Prepare annual assessment roll for collection of debt service and operations and maintenance assessments.
- 2. Update roll to reflect per unit and per parcel assessments based on adopted fiscal year budgets.
- 3. Verify assessments on platted lots, commercial properties or other assessable lands.
- 4. Convert final assessment roll to County Property Appraiser or Tax Collector format and remit to County.
- 5. Execute and issue Certificate of Non-Ad Valorem Assessments to County.

## Exhibit “A”

- C. Issue estoppel letters as needed for property transfers.

### **Accounts payable/receivable:**

- A. Administer the processing, review and approval, and payment of all payrolls, invoices, and purchase orders. Ensure timely payment of vendor invoices and purchase orders.
  - 1. Manage vendor information per W-9 reports
- B. Prepare monthly vendor expense report and invoicing support for presentation to the Board for approval or ratification.
- C. Maintain checking accounts with qualified public depository including:
  - 1. Reconciliation to bank statements for all accounts and funds on a monthly basis.
- D. Prepare year-end 1099 Forms for vendor payments as applicable.
  - 1. File reports with IRS.

### **Capital Program Administration:**

- A. Maintain proper capital project fund accounting procedures and records.
- B. Process Construction requisitions including:
  - 1. Vendor contract completion status
  - 2. Verify change orders for materials
  - 3. Check for duplicate submittals
  - 4. Verify allowable expenses per bond indenture agreements such as:
    - a. Contract assignment
    - b. Acquisition agreement
    - c. Project construction and completion agreement
- C. Oversee and implement bond issue related compliance, i.e., coordination of annual arbitrage report, transmittal of annual audit and budget to the trustee, transmittal of annual audit and other information to dissemination agent or directly to bondholders as required by the Continuing Disclosure Agreements, annual/quarterly disclosure reporting, update etc.
- D. Provide asset tracking for improvements to be transferred and their value for removal from district’s schedule of property ownership that are being conveyed to another local government.
- E. Provide for appropriate bid and or proposal/qualification processes for capital project construction.

## **Exhibit “A”**

### **Purchasing:**

- A. Assist in selection of vendors as needed for services, goods, supplies, materials. Obtain pricing proposals as needed and in accordance with district rules and state law.
- B. Prepare RFPs for services as needed.
- C. Prepare and process requisitions for capital expenditures, in coordination with District Engineer and the Board Chairman.

### **Risk Management:**

- A. Prepare and follow risk management policies and procedures.
- B. Recommend and advise the Board, in consultation with the District Engineer of the appropriate amount and type of insurance and be responsible for procuring all necessary insurance.
- C. Process and assist in the investigation of insurance claims, in coordination with Counsel of the district.
- D. Review insurance policies and coverage amounts of district vendors.
- E. Provide for an update to the schedule of values of assets owned by the district for purposes of procuring adequate coverage.
- F. Maintain and monitor Certificates of Insurance for all service and contract vendors.

### **III. OPERATIONS MANAGEMENT**

- A. Manage and coordinate the operational and systems infrastructure of the district.
  - 1. Oversee daily field operations of the district; assist with the development and implementation of policies and procedures consistent with those of the organization to ensure efficient and safe operation of the community.
  - 2. Assure protection of assets of the district.
  - 3. Plan, implement, and evaluate modifications to existing field operations, systems, and procedures.
- B. Develop and implement community policies and procedures. Prepare and develop maintenance bid proposals and oversee bidding process.
  - 1. Develop bid specs, advertise maintenance/construction projects, conduct pre-bid meetings, host bid openings, and advise Board on bid selection.
  - 2. Standardize maintenance contracts.

## **Exhibit “A”**

- C. Manage day-to-day operations of all district owned property, including common areas and amenities.
1. Overseeing the supervision of district employed personnel; this includes hiring, work allocation, training, and problem resolution; evaluate performance and make recommendations for personnel action; motivate employees to achieve peak performance.
  2. Provide coordination on maintenance expenditures; coordinate and develop periodic financial and/or operating analysis to enhance accuracy of budget projections.
  3. Conduct semiannual survey of stormwater management system with district Engineer and designated member of the Board.
  5. Conduct periodic inspections of other district infrastructure as required.