



Rizzetta & Company

# **Covington Park Community Development District**

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**Board of Supervisors' Meeting  
August 24, 2020**

**District Office:  
12750 Citrus Park Lane, Suite 115  
Tampa, FL 33625**

**[www.covingtonparkcdd.org](http://www.covingtonparkcdd.org)**

## COVINGTON PARK COMMUNITY DEVELOPMENT DISTRICT

Covington Park Clubhouse, 6806 Covington Garden Drive, Apollo Beach, FL 33572

<b>Board of Supervisors</b>	Stephen Brown Scott Harrison Tarlese Allen Jennifer Van Haren Dr. Ronald Blue	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Justin Croom	Rizzetta & Company, Inc.
<b>District Counsel</b>	Biff Craine	Brooks, Sheppard & Rocha
<b>District Engineer</b>	Richard Ellis	Dewberry Engineers

**All cellular phones must be placed on mute while in the meeting room.**

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (813) 933-5571. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY), or 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

August 14, 2020

**Board of Supervisors**  
**Covington Park Community**  
**Development District**

Dear Board Members:

The regular meeting of the Board of Supervisors of the Covington Park Community Development District will be held on **Monday August 24, 2020 at 6:00 p.m.** to be held via conference call pursuant to Governor DeSantis' Executive Order 20-150 (as extended by Executive Order 20-179). The following is the advanced agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE**
- 2. AUDIENCE COMMENTS**
- 3. STAFF REPORTS**
  - A.** Field Manager Report and Landscaper's Responses..... Tab 1
    - i. Consideration of LMP's Proposals ..... Tab 2
  - B.** Presentation of Aquatics Report..... Tab 3
    - i. Consideration of Proposals for Aquatic Maintenance ..... Tab 4
    - ii. Consideration of Proposal to Dredge Ponds #3, 4 and 27 Tab 5
    - III. Consideration of Proposal to Clean Weir #31..... Tab 6
  - C.** District Counsel
  - D.** District Engineer
  - E.** Community Coordinator Report and Proposals ..... Tab 7
  - F.** District Manager
- 4. BUSINESS ADMINISTRATION**
  - A.** Consideration of Minutes of Board of Supervisors' Continued Meeting held on June 11, 2020 ..... Tab 8
  - B.** Consideration of Minutes of Board of Supervisors' Regular Meeting held on July 27, 2020.. ..... Tab 9
  - C.** Consideration of Operation & Maintenance Expenditures for June 2020..... Tab 10
- 5. BUSINESS ITEMS**
  - A.** Consideration of Proposals for Well Maintenance.....Tab 11
  - B.** Consideration of Proposals for Sidewalk and Bridge Repairs....Tab 12
  - C.** Public Hearing on Fiscal Year 2020/2021 Final Budget.....Tab 13
    - i. Consideration of Resolution 2020- 06, Adopting Fiscal Year 2020/2021 Final Budget.....Tab 14
  - D.** Public Hearing on Fiscal Year 2020/2021 Special Assessments
    - i. Consideration of Resolution 2020-07, Imposing Special Assessments and Certifying an Assessment Roll.....Tab 15
  - E.** Consideration of Resolution 2020-08, Setting the Meeting Schedule for Fiscal Year 2020/2021.....Tab 16
  - F.** Presentation of Egis Insurance Site Visit Notes.....Tab 17
- 6. SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions please do not hesitate to contact us at (813) 933-5571.

Respectfully,

*Justin Croom*

District Manager

Tab 1

**MINUTES OF MEETING**

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

**COVINGTON PARK  
COMMUNITY DEVELOPMENT DISTRICT**

The **continued** meeting of the Board of Supervisors of the Covington Park Community Development District was held on **Thursday, June 11, 2020 at 6:02 p.m.** via conference call pursuant to Governor DeSantis' Executive Order 20-69 as extended by Executive Order 20-112.

Present via teleconference and constituting a quorum were:

Stephen Brown	<b>Board Supervisor, Vice Chair</b>
Scott Harrison	<b>Board Supervisor, Vice Chairman</b>
Tarlese Allen	<b>Board Supervisor, Assistant Secretary</b>
Jennifer Van Haren	<b>Board Supervisor, Assistant Secretary</b>
Dr. Ronald Blue	<b>Board Supervisor, Assistant Secretary</b>

Also present via teleconference were:

Angel Montagna	<b>Regional District Manager, Rizzetta &amp; Co., Inc.</b>
Cathy Sobrito	<b>Community Coordinator</b>

Audience

**FIRST ORDER OF BUSINESS**

**Call to Order and Pledge of Allegiance**

Ms. Montagna called the meeting to order and conducted roll call. All present then stood and recited the Pledge of Allegiance.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

Audience Comments were entertained.

**THIRD ORDER OF BUSINESS**

**Presentation of Fiscal Year 2020/2021 Proposed Budget**

Ms. Montagna presented the fiscal year 2020/2021 proposed budget. She reviewed the line items of the budget.

49 **FOURTH ORDER OF BUSINESS**

**Consideration of Resolution  
2020-04, Approving Fiscal Year  
2020/2021 Proposed Budget  
and Setting the Public Hearing  
on the Final Budget**

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Ms. Montagna presented Resolution 2020-04, Approving Fiscal Year 2020/2021 Proposed Budget and Setting the Public Hearing on the Final Budget.

On a Motion by Mr. Harrison, seconded by Dr. Blue, with all in favor, the Board of Supervisors approved Resolution 2020-04, Approving Fiscal Year 2020/2021 Proposed Budget (\$898,727) and Setting the Public Hearing on the Final Budget (August 24, 2020 at 6:00 p.m.) for the Covington Park Community Development District.

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59 **FIFTH ORDER OF BUSINESS**

**Supervisor Requests**

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Ms. Montagna asked if there were any Supervisor requests. Dr. Blue spoke about contract spreadsheets. Ms. Van Haren stated that the front entrance looks great. Mr. Brown gave an update on the construction project.

65 **SIXTH ORDER OF BUSINESS**

**Adjournment**

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Ms. Montagna stated that if there was no further business to come before the Board than a motion to adjourn would be in order.

On a Motion by Ms. Allen, seconded by Ms. Van Haren, with all in favor, the Board of Supervisors adjourned the meeting at 6:55 p.m. for the Covington Park Community Development District.

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\_\_\_\_\_  
Assistant Secretary

\_\_\_\_\_  
Chair / Vice Chair

Tab 2



MINUTES OF MEETING

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

COVINGTON PARK  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Covington Park Community Development District was held on **Monday, July 27, 2020 at 6:07 p.m.** via conference call pursuant to Governor DeSantis' Executive Order 20-69 as extended by Executive Order 20-112.

Present via teleconference and constituting a quorum were:

Stephen Brown	<b>Board Supervisor, Chairman</b>
Scott Harrison	<b>Board Supervisor, Vice Chairman</b>
Tarlese Allen	<b>Board Supervisor, Assistant Secretary</b> <i>(joined the meeting in progress)</i>
Dr. Ronald Blue	<b>Board Supervisor, Assistant Secretary</b>
Jennifer Van Haren	<b>Board Supervisor, Assistant Secretary</b>

Also present via teleconference were:

Justin Croom	<b>District Manager, Rizzetta &amp; Co., Inc.</b>
Taylor Nielson	<b>District Manager, Rizzetta &amp; Co., Inc.</b>
Biff Craine	<b>District Counsel, Brooks, Sheppard &amp; Rocha</b>
Richard Ellis	<b>District Engineer, Dewberry Engineers</b>
Cathy Sobrito	<b>Community Coordinator</b>
Paula Means	<b>Representative, LMP</b>
Patrick Bell	<b>Field Services Manager, Rizzetta &amp; Co., Inc.</b>
Keith Remson	<b>Representative, Remson Aquatics</b>
Audience	

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Croom called the meeting to order and conducted roll call confirming a quorum for the meeting.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

Audience Comments were entertained regarding fountain repair, ponds, and easement access.

**THIRD ORDER OF BUSINESS**

**Staff Reports**

49 **A. Field Manager Report**

50 Mr. Bell presented and reviewed the Field Inspection Report dated July 8,  
51 2020.

52 A discussion ensued. The Board approved the following proposals:  
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54

55 On a Motion by Mr. Brown, seconded by Dr. Blue, with all in favor, the Board of  
56 Supervisors approved LMP's proposal for sample testing Palm trees at a not-to-exceed  
cost of \$300.00 for the Covington Park Community Development District.

57 On a Motion by Dr. Blue, seconded by Mr. Brown, with all in favor, the Board of  
58 Supervisors approved LMP's proposal for Annuals at the Front entrance and Covington  
59 Stone – 3 beds for the Covington Park Community Development District.  
60  
61

57 A discussion ensued regarding irrigation and pumps and wells. The Board  
58 would like proposals for preventative maintenance for the seven pumps and  
59 wells. Mr. Bell was asked to put together an annual performance review.  
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61

62 On a Motion by Dr. Blue, seconded by Mr. Brown, with all in favor, the Board of  
63 Supervisors approved LMP's proposal to remove Roulaellini not to exceed \$200.00 for  
64 the Covington Park Community Development District.

62 **B. Aquatics Report**

63 Mr. Remson presented the Aquatics Report dated July 11, 2020.  
64  
65

66 A discussion ensued regarding a fence in pond #14, the weirs needing to  
67 be cleaned in ponds #3, 4, and 27. Mr. Remson will prepare a proposal a  
68 proposal for this work. The Board also requested a proposal to dredge  
69 certain ponds on a quarterly basis. The Board also discussed Lily Pads and  
70 the overgrowth on Pond #5.  
71

72 The Board approved the following proposals from Remson Aquatics:  
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74

75 On a Motion by Dr. Blue, seconded by Ms. Allen, with all in favor, the Board of  
Supervisors approved Remson Aquatics' proposal for the Removal of Brazilian Pepper  
Removal (\$2,850.00) for the Covington Park Community Development District.

76 On a Motion by Dr. Blue, seconded by Ms. Allen, with all in favor, the Board of  
Supervisors approved Remson Aquatics' proposal for Removal of Overgrown brush on  
weir structure (\$3,700.00) for the Covington Park Community Development District.

77

On a Motion by Dr. Blue, seconded by Mr. Brown, with all in favor, the Board of Supervisors approved Remson Aquatics' proposal for erosion control (\$1,150.00) for the Covington Park Community Development District.

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The Board tabled Remson Aquatic's proposal for Weir #31 until their next meeting.

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82

Mr. Remson gave a report on the Brazilian Peppers. LMP will follow up with the weir on Pond #22.

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**C. District Counsel**

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Mr. Craine gave the Board an update on contracts. He stated that RFP's were not needed for Remson Aquatics, Zebra Pool, LMP and Bates Security. Access's contract needs the Chairman's signature.

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On a Motion by Dr. Blue, seconded by Ms. Allen, with all in favor, the Board of Supervisors approved Project Management as Mike Ambrariati for the Covington Park Community Development District.

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**D. District Engineer**

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Mr. Ellis reviewed his report with the Board. He stated that the basketball courts are not reflected on the plans. Mr. Brown thanked Mr. Ellis for getting the District's projects back on track.

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**E. Community Coordinator Report**

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Ms. Sobrito presented her report. She answered the Board's general questions. Ms. Sobrito had no proposals to present at this time. She will bring a camera proposal for the next meeting. Ms. Sobrito stated that the pressure washing had been completed and she would be obtaining another proposal to pressure wash another part of the community.

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A discussion ensued regarding raises for the pool monitors.

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On a Motion by Dr. Blue, seconded by Mr. Allen, with all in favor, the Board of Supervisors approved Project Management as Mike Ambrariati for the Covington Park Community Development District.

108

On a Motion by Ms. Allen, seconded by Dr. Blue, with all in favor, the Board of Supervisors approved Ms. Sobrito purchasing \$600.00 worth of gift cards for District staff for the Covington Park Community Development District.

109 **F. District Manager**

110  
111 Mr. Croom noted that the next Board of Supervisors' regular meeting will be  
112 held on August 24, 2020 at 6:00 p.m. and the Board will be adopting their Final  
113 Budget at this meeting.  
114

115 **FOURTH ORDER OF BUSINESS**

**Consideration of Revised  
Minutes of Board of  
Supervisors' Meeting held on  
May 27, 2020**

119  
120 Mr. Croom presented the revised May 27, 2020 meeting minutes to the Board. Mr.  
121 Brown had made a few changes to the meeting minutes. There was a change requested  
122 to line #72.  
123

On a Motion by Dr. Blue, seconded by Ms. Allen, with all in favor, the Board of Supervisors approved the revised minutes from the Board of Supervisors' meeting held May 27, 2020 as amended for the Covington Park Community Development District.

124 **FIFTH ORDER OF BUSINESS**

**Consideration of Minutes of  
Board of Supervisors' Meeting  
held on June 22, 2020**

125  
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127  
128 Mr. Croom presented the June 22, 2020 meeting minutes to the Board. There  
129 were no changes made to the minutes.  
130  
131

On a Motion by Dr. Blue, seconded by Ms. Allen, with all in favor, the Board of Supervisors approved the minutes from the Board of Supervisors' meeting held June 22, 2020 as presented for the Covington Park Community Development District.

132 **SIXTH ORDER OF BUSINESS**

**Consideration of Operations &  
Maintenance Expenditures for  
May 2020**

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135  
136 Mr. Croom presented the May 2020 Operation and Maintenance Expenditures.  
137  
138

On a Motion by Dr. Blue, seconded by Ms. Allen, with all in favor, the Board of Supervisors ratified the Operations & Maintenance Expenditures for May 2020 (\$50,930.32) for the Covington Park Community Development District.

139 **SEVENTH ORDER OF BUSINESS**

**Ratification of Series 2015  
Requisition #CR 32**

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143 Mr. Croom presented Series 2015 Requisition #CD 32.  
144

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On a Motion by Ms. Allen, seconded by Dr. Blue, with all in favor, the Board of Supervisors ratified Series 2015 Requisition #CR 32 (Fieldstone - \$15,359.70) for the Covington Park Community Development District.

146

**EIGHTH ORDER OF BUSINESS**

**Review of List of Outdated Contracts**

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This item was discussed earlier in the meeting under District Counsel's report.

151

**NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-05, Re-Designating an Assistant Secretary**

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Mr. Croom presented Resolution 2020-05, Re-Designating an Assistant Secretary. He stated that this would him as an Assistant Secretary for signature purposes.

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On a Motion by Mr. Brown, seconded by Ms. Allen, with all in favor, the Board of Supervisors approved Resolution 2020-05, Re-Designating an Assistant Secretary (Justin Croom) for the Covington Park Community Development District.

159

**TENTH ORDER OF BUSINESS**

**Ratification of Proposal to Repair Access Card Entry for Multi-Court Amenity**

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Mr. Croom presented the proposal to repair the Access Card Entry for the multi-court amenity.

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On a Motion by Dr. Blue, seconded by Mr. Brown, with all in favor, the Board of Supervisors ratified the approval of the proposal to repair the Access Card Entry for the Multi-Court Amenity for the Covington Park Community Development District.

167

**ELEVENTH ORDER OF BUSINESS**

**Discussion Regarding Pool Incident**

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This item was not discussed.

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**TWELFTH ORDER OF BUSINESS**

**Discussion Regarding Back to School Splash at Clubhouse Parking Lot**

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Mr. Croom presented Community Administrator's request for use the parking lot and pool until 1:00 p.m. on August 8<sup>th</sup> for a Back to School Splash.

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On a Motion by Dr. Blue, seconded by Mr. Brown, with all in favor, the Board of Supervisors approved Community Administrator's request to use the clubhouse parking lot and pool until 1:00 p.m. on August 8<sup>th</sup> for a Back to School Splash for the Covington Park Community Development District.

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**THIRTEENTH ORDER OF BUSINESS**

**Discussion Regarding Pond Weir Access**

This item was discussed earlier in the meeting under the Aquatics Report.

**FOURTEENTH ORDER OF BUSINESS**

**Supervisor Requests**

Mr. Croom asked if there were any Supervisor requests. There were none put forth at this time.

**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

Mr. Croom stated that if there was no further business to come before the Board than a motion to adjourn would be in order.

On a Motion by Ms. Allen, seconded by Dr. Blue, with all in favor, the Board of Supervisors adjourned the meeting at 8:41 p.m. for the Covington Park Community Development District.

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\_\_\_\_\_  
Assistant Secretary

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Chair / Vice Chair

Tab 3

# COVINGTON PARK COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 9428 CAMDEN FIELD PARKWAY · RIVERVIEW, FLORIDA 33578

## Operation and Maintenance Expenditures June 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from June 1, 2020 through June 30, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$55,994.80**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary



# Covington Park Community Development District

## Paid Operation & Maintenance Expenditures

June 1, 2020 through June 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
A Bales Security Agency, Inc.	002395	37391	Security Patrol 05/25/20-06/05/20	\$ 693.00
ABM Building Services, LLC	002386	15154716	Maintenance Agreement 05/20	\$ 367.00
Access Residential Management LLC	002396	CPCDD-2020-06	Management Fee 06/20	\$ 1,400.00
Access Residential Management LLC	002396	CPCDD-2020-06 PR	Payroll 06/20	\$ 12,314.04
BOCC	002380	3434800000 05/20	7036 Monarch Park Drive 05/20	\$ 46.19
BOCC	002380	8825800000 05/20	7734 Covington Stone Avenue 05/20	\$ 13.96
BOCC	002392	Water Summary 05/20	BOCC Water Bill Summary - 05/20	\$ 687.82
Brooks, Sheppard & Rocha, PLLC	002405	1541	Professional Services Through 001/31/20	\$ 297.50
Brooks, Sheppard & Rocha, PLLC	002405	1548	Professional Services Through 02/29/20	\$ 696.40
Covington Park CDD - Debit Card	CD0903	Debit Card Replenishment	Debit Card Replenishment	\$ 477.26
Dog Waste Depot	002397	345068	Dog Waste Roll Bags	\$ 610.86
FireMaster	002398	0000751097	Annual Fire Extinguisher Maintenance 05/	\$ 192.60
Frontier Florida LLC	002407	121515-5 - 07/20	Fios Internet 07/20	\$ 161.82
Hillsborough County Health Department	002384	29-BID-4698210	Annual Pool Operating Permit 2020	\$ 275.00
Hillsborough County Health Department	002384	29-BID-4699256	Annual Pool Operating Permit 2020	\$ 150.00

# Covington Park Community Development District

## Paid Operation & Maintenance Expenditures

June 1, 2020 through June 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Hillsborough County Tax Collector	002385	HQNM57 06/20	Gem Car Annual Registration	\$ 28.85
Jennifer Van Haren	002412	JH061120	Board of Supervisors 06/11/20	\$ 200.00
Landscape Maintenance Professionals, Inc.	002409	152539	Landscape Maintenance 06/20	\$ 12,389.50
Landscape Maintenance Professionals, Inc.	002393	152921	Fertilizer 05/20	\$ 2,013.00
Landscape Maintenance Professionals, Inc.	002393	152922	Pest Control 05/20	\$ 390.00
Landscape Maintenance Professionals, Inc.	002399	152977	Mulch - 06/20	\$ 1,560.00
Landscape Maintenance Professionals, Inc.	002409	152994	Remove Two Dead Pine Trees 06/20	\$ 325.00
Lenox Millennial Cleaning, LLC	002394	10063	Clubhouse Cleaning 06/20	\$ 425.00
Office Depot Credit Plan	002400	568510096415 05/20	Clubhouse Office/Janitor Supplies 05/20	\$ 40.23
Remson Aquatics, LLC	002410	112651	Lake Maintenance 06/20	\$ 2,915.00
Remson Aquatics, LLC	002410	112665	Removed Trash From Structures 06/20	\$ 300.00
Remson Aquatics, LLC	002410	112666	Installed Aeration 06/20	\$ 486.00
Republic Services # 696	002388	0696-000877300	6806 Covington Garden Dr 06/20	\$ 347.23
Rizzetta & Company, Inc.	002387	INV0000050162	District Management Fees 06/20	\$ 6,812.50
Rizzetta Technology Services, LLC.	002389	INV0000005911	Email/Website Hosting Services 06/20	\$ 190.00

# Covington Park Community Development District

## Paid Operation & Maintenance Expenditures

June 1, 2020 through June 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Ronald W Blue	002381	RB052720	Board of Supervisors 05/27/20	\$ 200.00
Ronald W Blue	002404	RB061120	Board of Supervisors 06/11/20	\$ 200.00
Scott Harrison	002383	SH052720	Board of Supervisors 05/27/20	\$ 200.00
Scott Harrison	002408	SH061120	Board of Supervisors 06/11/20	\$ 200.00
Sprint	002411	536265800-124	Board Member and Staff Cell Phones 05/20	\$ 169.80
Stephen J Brown	002382	SB052720	Board of Supervisors 05/27/20	\$ 200.00
Stephen J Brown	002406	SB061120	Board of Supervisors 06/11/20	\$ 200.00
Tarlese Allen	002379	TA052720	Board of Supervisors 05/27/20	\$ 200.00
Tarlese Allen	002403	TA061120	Board of Supervisors 06/11/20	\$ 200.00
TECO	002401	211015064275 - 05/20	7411 Surrey Pines Dr 05/20	\$ 191.28
TECO	002401	211015064382 - 05/20	7574 Oxford Garden 05/20	\$ 44.26
TECO	002401	311000010158 05/20	Summary Bill 05/20	\$ 4,339.12
Terminix	002402	397120074	Pest Control Services 05/20	\$ 184.00
Times Publishing Company	002390	0000082148	Legal Advertising 05/20/20	\$ 214.50
Times Publishing Company	002390	0000083928	Legal Advertising 05/20/20	\$ 478.00

# Covington Park Community Development District

## Paid Operation & Maintenance Expenditures

June 1, 2020 through June 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Zebra Cleaning Team, Inc.	002391	4021	Pool Maintenance 05/20	\$ 1,134.08
Zebra Cleaning Team, Inc.	002413	4035	Pool Cleaning 06/20	<u>\$ 834.00</u>
<b>Report Total</b>				<b><u>\$ 55,994.80</u></b>

Tab 4



Rizzetta & Company

# Covington Park Community Development District

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[covingtonparkcdd.org](http://covingtonparkcdd.org)

**Approved Proposed Budget for Fiscal Year 2020-2021**

**Presented by: Rizzetta & Company, Inc.**

**5844 Old Pasco Road  
Suite 100  
Wesley Chapel, Florida 33544  
Phone: 813-994-1001**

[rizzetta.com](http://rizzetta.com)

## TABLE OF CONTENTS

	<u>Page</u>
<b>General Fund Budget Account Category Descriptions</b>	<b>1</b>
<b>Reserve Fund Budget Account Category Descriptions</b>	<b>8</b>
<b>Debt Service Fund Budget Account Category Descriptions</b>	<b>9</b>
<b>General Fund Budget for Fiscal Year 2020-2021</b>	<b>10</b>
<b>Reserve Fund Budget for Fiscal Year 2020-2021</b>	<b>12</b>
<b>Debt Service Fund Budget for Fiscal Year 2020-2021</b>	<b>13</b>
<b>Assessments Charts for Fiscal Year 2020-2021</b>	<b>14</b>



Rizzetta & Company

## GENERAL FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The General Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all General Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

### REVENUES:

**Interest Earnings:** The District may earn interest on its monies in the various operating accounts.

**Tax Roll:** The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

**Off Roll:** For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

**Developer Contributions:** The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

**Event Rental:** The District may receive monies for event rentals for such things as weddings, birthday parties, etc.

**Miscellaneous Revenues:** The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

**Facilities Rentals:** The District may receive monies for the rental of certain facilities by outside sources, for such items as office space, snack bar/restaurants etc.

### EXPENDITURES – ADMINISTRATIVE:

**Supervisor Fees:** The District may compensate its supervisors within the appropriate statutory limits of \$200.00 maximum per meeting within an annual cap of \$4,800.00 per supervisor.



Rizzetta & Company



**Administrative Services:** The District will incur expenditures for the day to today operation of District matters. These services include support for the District Management function, recording and preparation of meeting minutes, records retention and maintenance in accordance with Chapter 119, Florida Statutes, and the District's adopted Rules of Procedure, preparation and delivery of agenda, overnight deliveries, facsimiles and phone calls.

**District Management:** The District as required by statute, will contract with a firm to provide for management and administration of the District's day to day needs. These services include the conducting of board meetings, workshops, overall administration of District functions, all required state and local filings, preparation of annual budget, purchasing, risk management, preparing various resolutions and all other secretarial duties requested by the District throughout the year is also reflected in this amount.

**District Engineer:** The District's engineer provides general engineering services to the District. Among these services are attendance at and preparation for monthly board meetings, review of construction invoices and all other engineering services requested by the district throughout the year.

**Disclosure Report:** The District is required to file quarterly and annual disclosure reports, as required in the District's Trust Indenture, with the specified repositories. This is contracted out to a third party in compliance with the Trust Indenture.

**Trustee's Fees:** The District will incur annual trustee's fees upon the issuance of bonds for the oversight of the various accounts relating to the bond issues.

**Assessment Roll:** The District will contract with a firm to maintain the assessment roll and annually levy a Non-Ad Valorem assessment for operating and debt service expenses.

**Financial & Revenue Collections:** Services include all functions necessary for the timely billing and collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. These services include, but are not limited to, assessment roll preparation and certification, direct billings and funding request processing as well as responding to property owner questions regarding District assessments. This line item also includes the fees incurred for a Collection Agent to collect the funds for the principal and interest payment for its short-term bond issues and any other bond related collection needs. These funds are collected as prescribed in the Trust Indenture. The Collection Agent also provides for the release of liens on property after the full collection of bond debt levied on particular properties.

**Accounting Services:** Services include the preparation and delivery of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity.



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**Auditing Services:** The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting firm, once it reaches certain revenue and expenditure levels, or has issued bonds and incurred debt.

**Arbitrage Rebate Calculation:** The District is required to calculate the interest earned from bond proceeds each year pursuant to the Internal Revenue Code of 1986. The Rebate Analyst is required to verify that the District has not received earnings higher than the yield of the bonds.

**Travel:** Each Board Supervisor and the District Staff are entitled to reimbursement for travel expenses per Florida Statutes 190.006(8).

**Public Officials Liability Insurance:** The District will incur expenditures for public officials' liability insurance for the Board and Staff.

**Legal Advertising:** The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to meeting schedules, special meeting notices, and public hearings, bidding etc. for the District based on statutory guidelines

**Bank Fees:** The District will incur bank service charges during the year.

**Dues, Licenses & Fees:** The District is required to pay an annual fee to the Department of Economic Opportunity, along with other items which may require licenses or permits, etc.

**Miscellaneous Fees:** The District could incur miscellaneous throughout the year, which may not fit into any standard categories.

**Website Hosting, Maintenance and Email:** The District may incur fees as they relate to the development and ongoing maintenance of its own website along with possible email services if requested.

**District Counsel:** The District's legal counsel provides general legal services to the District. Among these services are attendance at and preparation for monthly board meetings, review of operating and maintenance contracts and all other legal services requested by the district throughout the year.

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## EXPENDITURES - FIELD OPERATIONS:

**Deputy Services:** The District may wish to contract with the local police agency to provide security for the District.



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**Security Services and Patrols:** The District may wish to contract with a private company to provide security for the District.

**Electric Utility Services:** The District will incur electric utility expenditures for general purposes such as irrigation timers, lift station pumps, fountains, etc.

**Streetlights:** The District may have expenditures relating to streetlights throughout the community. These may be restricted to main arterial roads or in some cases to all streetlights within the District's boundaries.

**Utility - Recreation Facility:** The District may budget separately for its recreation and or amenity electric separately.

**Gas Utility Services:** The District may incur gas utility expenditures related to district operations at its facilities such as pool heat etc.

**Garbage - Recreation Facility:** The District will incur expenditures related to the removal of garbage and solid waste.

**Solid Waste Assessment Fee:** The District may have an assessment levied by another local government for solid waste, etc.

**Water-Sewer Utility Services:** The District will incur water/sewer utility expenditures related to district operations.

**Utility - Reclaimed:** The District may incur expenses related to the use of reclaimed water for irrigation.

**Aquatic Maintenance:** Expenses related to the care and maintenance of the lakes and ponds for the control of nuisance plant and algae species.

**Fountain Service Repairs & Maintenance:** The District may incur expenses related to maintaining the fountains within throughout the Parks & Recreational areas

**Lake/Pond Bank Maintenance:** The District may incur expenditures to maintain lake banks, etc. for the ponds and lakes within the District's boundaries, along with planting of beneficial aquatic plants, stocking of fish, mowing and landscaping of the banks as the District determines necessary.

**Wetland Monitoring & Maintenance:** The District may be required to provide for certain types of monitoring and maintenance activities for various wetlands and waterways by other governmental entities.

**Mitigation Area Monitoring & Maintenance:** The District may be required to provide for certain types of monitoring and maintenance activities for various mitigation areas by other governmental entities.



**Aquatic Plant Replacement:** The expenses related to replacing beneficial aquatic plants, which may or may not have been required by other governmental entities.

**General Liability Insurance:** The District will incur fees to insure items owned by the District for its general liability needs

**Property Insurance:** The District will incur fees to insure items owned by the District for its property needs

**Entry and Walls Maintenance:** The District will incur expenditures to maintain the entry monuments and the fencing.

**Landscape Maintenance:** The District will incur expenditures to maintain the rights-of-way, median strips, recreational facilities including pond banks, entryways, and similar planting areas within the District. These services include but are not limited to monthly landscape maintenance, fertilizer, pesticides, annuals, mulch, and irrigation repairs.

**Irrigation Maintenance:** The District will incur expenditures related to the maintenance of the irrigation systems.

**Irrigation Repairs:** The District will incur expenditures related to repairs of the irrigation systems.

**Landscape Replacement:** Expenditures related to replacement of turf, trees, shrubs etc.

**Field Services:** The District may contract for field management services to provide landscape maintenance oversight.

**Miscellaneous Fees:** The District may incur miscellaneous expenses that do not readily fit into defined categories in field operations.

**Gate Phone:** The District will incur telephone expenses if the District has gates that are to be opened and closed.

**Street/Parking Lot Sweeping:** The District may incur expenses related to street sweeping for roadways it owns or are owned by another governmental entity, for which it elects to maintain.

**Gate Facility Maintenance:** Expenses related to the ongoing repairs and maintenance of gates owned by the District if any.

**Sidewalk Repair & Maintenance:** Expenses related to sidewalks located in the right of way of streets the District may own if any.

**Roadway Repair & Maintenance:** Expenses related to the repair and maintenance of roadways owned by the District if any.



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**Employees - Salaries:** The District may incur expenses for employees/staff members needed for the recreational facilities such as Clubhouse Staff.

**Employees - P/R Taxes:** This is the employer's portion of employment taxes such as FICA etc.

**Employee - Workers' Comp:** Fees related to obtaining workers compensation insurance.

**Management Contract:** The District may contract with a firm to provide for the oversight of its recreation facilities.

**Maintenance & Repair:** The District may incur expenses to maintain its recreation facilities.

**Facility Supplies:** The District may have facilities that required various supplies to operate.

**Gate Maintenance & Repairs:** Any ongoing gate repairs and maintenance would be included in this line item.

**Telephone, Fax, Internet:** The District may incur telephone, fax and internet expenses related to the recreational facilities.

**Office Supplies:** The District may have an office in its facilities which require various office related supplies.

**Clubhouse - Facility Janitorial Service:** Expenses related to the cleaning of the facility and related supplies.

**Pool Service Contract:** Expenses related to the maintenance of swimming pools and other water features.

**Pool Repairs:** Expenses related to the repair of swimming pools and other water features.

**Security System Monitoring & Maintenance:** The District may wish to install a security system for the clubhouse

**Clubhouse Miscellaneous Expense:** Expenses which may not fit into a defined category in this section of the budget

**Athletic/Park Court/Field Repairs:** Expense related to any facilities such as tennis, basketball etc.

**Trail/Bike Path Maintenance:** Expenses related to various types of trail or pathway systems the District may own, from hard surface to natural surfaces.



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**Special Events:** Expenses related to functions such as holiday events for the public enjoyment

**Miscellaneous Fees:** Monies collected and allocated for fees that the District could incur throughout the year, which may not fit into any standard categories.

**Miscellaneous Contingency:** Monies collected and allocated for expenses that the District could incur throughout the year, which may not fit into any standard categories.

**Capital Outlay:** Monies collected and allocated for various projects as they relate to public improvements.



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## RESERVE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The Reserve Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Reserve Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

### REVENUES:

**Tax Roll:** The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

**Off Roll:** For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

**Developer Contributions:** The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

**Miscellaneous Revenues:** The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

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### EXPENDITURES:

**Capital Reserve:** Monies collected and allocated for the future repair and replacement of various capital improvements such as club facilities, swimming pools, athletic courts, roads, etc.

**Capital Outlay:** Monies collected and allocated for various projects as they relate to public improvements.



## DEBT SERVICE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The Debt Service Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Debt Service Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

### REVENUES:

**Special Assessments:** The District may levy special assessments to repay the debt incurred by the sale of bonds to raise working capital for certain public improvements. The assessments may be collected in the same fashion as described in the Operations and Maintenance Assessments.

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### EXPENDITURES – ADMINISTRATIVE:

**Bank Fees:** The District may incur bank service charges during the year.

**Debt Service Obligation:** This would a combination of the principal and interest payment to satisfy the annual repayment of the bond issue debt.



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**Proposed Budget**  
**Covington Park Community Development District**  
**General Fund**  
**Fiscal Year 2020/2021**

	Chart of Accounts Classification	Actual YTD through 06/30/20	Projected Annual Totals 2019/2020	Annual Budget for 2019/2020	Projected Budget variance for 2019/2020	Budget for 2020/2021	Budget Increase (Decrease) vs 2019/2020	Comments
1								
2	<b>REVENUES</b>							
3								
12	Interest Earnings							
13	Interest Earnings	\$ 2,272	\$ 3,029	\$ 250	\$ 2,779	\$ -	\$ (250)	
14	Special Assessments							
15	Tax Roll*	\$ 847,540	\$ 847,540	\$ 836,727	\$ 10,813	\$ 836,727	\$ -	
21	Other Miscellaneous Revenues							
22	Pool Access Revenue	\$ 258	\$ 344	\$ 500	\$ (156)	\$ -	\$ (500)	
24	Miscellaneous Revenues	\$ 116	\$ 155	\$ -	\$ 155	\$ -	\$ -	
28	Facilities Rentals	\$ 2,879	\$ 3,839	\$ 3,200	\$ 639	\$ -	\$ (3,200)	
31								
32	<b>TOTAL REVENUES</b>	<b>\$ 853,065</b>	<b>\$ 854,907</b>	<b>\$ 840,677</b>	<b>\$ 14,230</b>	<b>\$ 836,727</b>	<b>\$ (3,950)</b>	
33								
34	Balance Forward from Prior Year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
35								
36	<b>TOTAL REVENUES AND BALANCE FORWARD</b>	<b>\$ 853,065</b>	<b>\$ 854,907</b>	<b>\$ 840,677</b>	<b>\$ 14,230</b>	<b>\$ 836,727</b>	<b>\$ (3,950)</b>	
37								
38	<b>*Allocation of assessments between the Tax Roll and Off Roll are estimates only and subject to change prior to certification.</b>							
39								
40	<b>EXPENDITURES - ADMINISTRATIVE</b>							
41								
42	Legislative							
43	Supervisor Fees	\$ 8,200	\$ 10,933	\$ 18,000	\$ 7,067	\$ 18,000	\$ -	additional meetings/project
44	Financial & Administrative							
45	Administrative Services	\$ 4,725	\$ 6,300	\$ 6,300	\$ -	\$ 6,489	\$ 189	3% increase
46	District Management	\$ 29,700	\$ 39,600	\$ 39,600	\$ -	\$ 40,788	\$ 1,188	3% increase
47	District Engineer	\$ 17,386	\$ 23,181	\$ 10,000	\$ (13,181)	\$ 25,000	\$ 15,000	construction project
48	Disclosure Report	\$ 5,000	\$ 5,000	\$ 100	\$ (4,900)	\$ 5,000	\$ 4,900	contract
49	Trustees Fees	\$ 6,510	\$ 6,510	\$ 5,000	\$ (1,510)	\$ 6,510	\$ 1,510	contract
50	Assessment Roll	\$ 5,250	\$ 5,250	\$ 5,250	\$ -	\$ 5,250	\$ -	
51	Financial & Revenue Collections	\$ 3,938	\$ 5,250	\$ 5,250	\$ -	\$ 5,250	\$ -	
52	Accounting Services	\$ 17,100	\$ 22,800	\$ 22,800	\$ -	\$ 23,484	\$ 684	3% increase
53	Auditing Services	\$ 4,946	\$ 4,946	\$ 3,600	\$ (1,346)	\$ 5,000	\$ 1,400	contract
54	Arbitrage Rebate Calculation	\$ 500	\$ 500	\$ 500	\$ -	\$ 500	\$ -	
59	Public Officials Liability Insurance	\$ 2,819	\$ 2,819	\$ 2,750	\$ (69)	\$ 3,101	\$ 351	EGIS
60	Legal Advertising	\$ 765	\$ 1,020	\$ 2,500	\$ 1,480	\$ 1,500	\$ (1,000)	project ads
61	Bank Fees	\$ 159	\$ 212	\$ 500	\$ 288	\$ 500	\$ -	
62	Dues, Licenses & Fees	\$ 2,441	\$ 3,255	\$ 175	\$ (3,080)	\$ 2,500	\$ 2,325	actual
66	Website Hosting, Maintenance, Backup (and	\$ 5,573	\$ 7,431	\$ 5,000	\$ (2,431)	\$ 3,000	\$ (2,000)	contract+pages
67	Legal Counsel							
68	District Counsel	\$ 3,400	\$ 4,533	\$ 7,000	\$ 2,467	\$ 5,000	\$ (2,000)	
73								
74	<b>Administrative Subtotal</b>	<b>\$ 118,412</b>	<b>\$ 149,540</b>	<b>\$ 134,325</b>	<b>\$ (15,215)</b>	<b>\$ 156,872</b>	<b>\$ 22,547</b>	
75								
76	<b>EXPENDITURES - FIELD OPERATIONS</b>							
77								
81	Security Operations							
82	Security Services and Patrols	\$ 11,979	\$ 15,972	\$ 45,000	\$ 29,028	\$ 20,000	\$ (25,000)	I think that is enough??
90	Electric Utility Services							
91	Utility Services	\$ 35,641	\$ 47,521	\$ 52,000	\$ 4,479	\$ 50,000	\$ (2,000)	
92	Street Lights	\$ 4,726	\$ 6,301	\$ 6,000	\$ (301)	\$ 6,500	\$ 500	
93	Utility - Recreation Facilities	\$ 4,291	\$ 5,721	\$ 10,000	\$ 4,279	\$ 10,000	\$ -	
99	Garbage/Solid Waste Control Services							
100	Garbage - Recreation Facility	\$ 2,644	\$ 3,525	\$ 2,500	\$ (1,025)	\$ 2,500	\$ -	
103	Water-Sewer Combination Services							
104	Utility Services	\$ 4,315	\$ 5,753	\$ 6,500	\$ 747	\$ 6,500	\$ -	
111	Stormwater Control							
112	Stormwater Assessment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
113	Aquatic Maintenance	\$ 25,038	\$ 33,384	\$ 26,900	\$ (6,484)	\$ 21,900	\$ (5,000)	contract
114	Fountain Service Repairs & Maintenance	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	???





**Budget Template**  
**Covington Park Community Development District**  
**Debt Service**  
**Fiscal Year 2020/2021**

Chart of Accounts Classification	Series 2015A-1	Series 2015A-2	Series 2018	Budget for 2020/2021
<b>REVENUES</b>				
Special Assessments				
Net Special Assessments <sup>(1)</sup>	\$ 160,413.35	\$ 343,111.85	\$ 144,921.08	\$ 648,446.28
<b>TOTAL REVENUES</b>	<b>\$ 160,413.35</b>	<b>\$ 343,111.85</b>	<b>\$ 144,921.08</b>	<b>\$ 648,446.28</b>
<b>EXPENDITURES</b>				
<b>Administrative</b>				
Financial & Administrative				
Debt Service Obligation	\$ 160,413.35	\$ 343,111.85	\$ 144,921.08	\$ 648,446.28
<b>Administrative Subtotal</b>	<b>\$ 160,413.35</b>	<b>\$ 343,111.85</b>	<b>\$ 144,921.08</b>	<b>\$ 648,446.28</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 160,413.35</b>	<b>\$ 343,111.85</b>	<b>\$ 144,921.08</b>	<b>\$ 648,446.28</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Hillsborough County Collection Costs (2%) and Early Payment Discounts (4%):

6.0%

**Gross assessments**

\$

**689,249.87**

**Notes:**

<sup>(1)</sup> Tax Roll Collection Costs and Early Payment Discount are 6.0% of Tax Roll. Budgeted net of tax roll assessments. See Assessment Table.

## Covington Park Community Development District

## FISCAL YEAR 2020/2021 O&amp;M &amp; DEBT SERVICE ASSESSMENT SCHEDULE

2020/2021 O&M Budget		\$898,727.00
Collection Cost	2%	\$19,121.85
Early Payment Discount	4%	\$38,243.70
2020/2021 Total:		<u>\$956,092.55</u>

2019/2020 O&M Budget	\$898,727.00
2020/2021 O&M Budget	\$898,727.00
Total Difference:	<u>\$0.00</u>

	PER UNIT ANNUAL ASSESSMENT		Proposed Increase / Decrease	
	2019/2020	2020/2021	\$	%
Series 2015A-1 Debt Service - SF 35' (2004)	\$362.16	\$362.16	\$0.00	0.00%
Series 2018 Debt Service - SF 35' <sup>(4)</sup>	\$103.96	\$103.96	\$0.00	0.00%
Operations/Maintenance - SF 35'	\$645.24	\$645.24	\$0.00	0.00%
<b>Total</b>	<b>\$1,111.36</b>	<b>\$1,111.36</b>	<b>\$0.00</b>	<b>0.00%</b>
Series 2015A-1 Debt Service - SF 35' (2004 prepaid) <sup>(1)</sup>	\$66.83	\$66.83	\$0.00	0.00%
Series 2018 Debt Service - SF 35' <sup>(4)</sup>	\$103.96	\$103.96	\$0.00	0.00%
Operations/Maintenance - SF 35'	\$645.24	\$645.24	\$0.00	0.00%
<b>Total</b>	<b>\$816.03</b>	<b>\$816.03</b>	<b>\$0.00</b>	<b>0.00%</b>
Series 2015A-1 Debt Service - SF 55' (2004)	\$485.30	\$485.30	\$0.00	0.00%
Series 2018 Debt Service - SF 55' <sup>(4)</sup>	\$139.30	\$139.30	\$0.00	0.00%
Operations/Maintenance - SF 55'	\$864.62	\$864.62	\$0.00	0.00%
<b>Total</b>	<b>\$1,489.22</b>	<b>\$1,489.22</b>	<b>\$0.00</b>	<b>0.00%</b>
Series 2015A-1 Debt Service - SF 60' (2004)	\$521.51	\$521.51	\$0.00	0.00%
Series 2018 Debt Service - SF 60' <sup>(4)</sup>	\$149.70	\$149.70	\$0.00	0.00%
Operations/Maintenance - SF 60'	\$929.15	\$929.15	\$0.00	0.00%
<b>Total</b>	<b>\$1,600.36</b>	<b>\$1,600.36</b>	<b>\$0.00</b>	<b>0.00%</b>
Series 2015A-1 Debt Service - SF 70' (2004)	\$601.19	\$601.19	\$0.00	0.00%
Series 2018 Debt Service - SF 70' <sup>(4)</sup>	\$172.57	\$172.57	\$0.00	0.00%
Operations/Maintenance - SF 70'	\$1,071.10	\$1,071.10	\$0.00	0.00%
<b>Total</b>	<b>\$1,844.86</b>	<b>\$1,844.86</b>	<b>\$0.00</b>	<b>0.00%</b>
Series 2015A-2 Debt Service - SF 40' (2005)	\$362.46	\$362.46	\$0.00	0.00%
Series 2018 Debt Service - SF 40' <sup>(4)</sup>	\$103.96	\$103.96	\$0.00	0.00%
Operations/Maintenance - SF 40'	\$645.24	\$645.24	\$0.00	0.00%
<b>Total</b>	<b>\$1,111.66</b>	<b>\$1,111.66</b>	<b>\$0.00</b>	<b>0.00%</b>
Series 2015A-2 Debt Service - SF 40' (2005 prepaid) <sup>(2)</sup>	\$30.69	\$30.69	\$0.00	0.00%
Series 2018 Debt Service - SF 40' <sup>(4)</sup>	\$103.96	\$103.96	\$0.00	0.00%
Operations/Maintenance - SF 40'	\$645.24	\$645.24	\$0.00	0.00%
<b>Total</b>	<b>\$779.89</b>	<b>\$779.89</b>	<b>\$0.00</b>	<b>0.00%</b>
Debt Service - SF 50' (2005)	\$486.86	\$486.86	\$0.00	0.00%
Series 2018 Debt Service - SF 50' <sup>(4)</sup>	\$139.30	\$139.30	\$0.00	0.00%
Operations/Maintenance - SF 50'	\$864.62	\$864.62	\$0.00	0.00%
<b>Total</b>	<b>\$1,490.78</b>	<b>\$1,490.78</b>	<b>\$0.00</b>	<b>0.00%</b>

## Covington Park Community Development District

## FISCAL YEAR 2020/2021 O&amp;M &amp; DEBT SERVICE ASSESSMENT SCHEDULE

2020/2021 O&M Budget		\$898,727.00
Collection Cost	2%	\$19,121.85
Early Payment Discount	4%	\$38,243.70
2020/2021 Total:		<u>\$956,092.55</u>

2019/2020 O&M Budget	\$898,727.00
2020/2021 O&M Budget	\$898,727.00
Total Difference:	<u>\$0.00</u>

	PER UNIT ANNUAL ASSESSMENT		Proposed Increase / Decrease	
	2019/2020	2020/2021	\$	%
Series 2015A-2 Debt Service - SF 50' (2005 prepaid) <sup>(2)</sup>	\$39.56	\$39.56	\$0.00	0.00%
Series 2018 Debt Service - SF 50' <sup>(4)</sup>	\$139.30	\$139.30	\$0.00	0.00%
Operations/Maintenance - SF 50'	\$864.62	\$864.62	\$0.00	0.00%
<b>Total</b>	<b>\$1,043.48</b>	<b>\$1,043.48</b>	<b>\$0.00</b>	<b>0.00%</b>
Series 2015A-2 Debt Service - SF 50'((2005 (1999 prepaid)) <sup>(3)</sup>	\$105.76	\$105.76	\$0.00	0.00%
Series 2018 Debt Service - SF 50' <sup>(4)</sup>	\$139.30	\$139.30	\$0.00	0.00%
Operations/Maintenance - SF 50'	\$864.62	\$864.62	\$0.00	0.00%
<b>Total</b>	<b>\$1,109.68</b>	<b>\$1,109.68</b>	<b>\$0.00</b>	<b>0.00%</b>
Series 2015A-2 Debt Service - SF 60' (2005)	\$523.11	\$523.11	\$0.00	0.00%
Series 2018 Debt Service - SF 60' <sup>(4)</sup>	\$149.70	\$149.70	\$0.00	0.00%
Operations/Maintenance - SF 60'	\$929.15	\$929.15	\$0.00	0.00%
<b>Total</b>	<b>\$1,601.96</b>	<b>\$1,601.96</b>	<b>\$0.00</b>	<b>0.00%</b>
Series 2015A-2 Debt Service - SF 70' (2005)	\$600.51	\$600.51	\$0.00	0.00%
Series 2018 Debt Service - SF 70' <sup>(4)</sup>	\$172.57	\$172.57	\$0.00	0.00%
Operations/Maintenance - SF 70'	\$1,071.10	\$1,071.10	\$0.00	0.00%
<b>Total</b>	<b>\$1,844.18</b>	<b>\$1,844.18</b>	<b>\$0.00</b>	<b>0.00%</b>

<sup>(1)</sup> Previous Series 2004 principal prepaid.

<sup>(2)</sup> Previous Series 2005 principal prepaid.

<sup>(3)</sup> Series 1999 principal prepaid prior to issuance of previous Series 2005.

<sup>(4)</sup> Series 2018 Bonds

**COVINGTON PARK COMMUNITY DEVELOPMENT DISTRICT**

**FISCAL YEAR 2020 / 2021 O&M & DEBT SERVICE ASSESSMENT SCHEDULE**

TOTAL O&M BUDGET		\$898,727.00
COLLECTION COST	2.0%	\$19,121.85
EARLY PAYMENT DISCOUNT	4.0%	\$38,243.70
<b>TOTAL O&amp;M ASSESSMENT</b>		<b>\$956,092.55</b>

LOT SIZE	UNITS ASSESSED			ALLOCATION OF O&M ASSESSMENT				SERIES 2018	PER LOT ANNUAL ASSESSMENT					
	O&M	2015A-1 <sup>(1)(3)</sup>	2015A-2 <sup>(2)(3)</sup>	2018 <sup>(2)(3)</sup>	EAU FACTOR	TOTAL EAU's	% TOTAL EAU's	TOTAL O&M BUDGET	DEBT SERVICE ASSESSMENT	O&M	2015A-1	2015A-2 DEBT	2018 DEBT	TOTAL <sup>(5)</sup>
		DEBT SERVICE	DEBT SERVICE	DEBT SERVICE						SERVICE <sup>(4)</sup>	SERVICE <sup>(4)</sup>	SERVICE <sup>(4)</sup>		
SF 35' (2004)	169	169		169	1.00	169.00	11.41%	\$109,045.76	\$17,569.24	\$645.24	\$362.16		\$103.96	\$1,111.36
SF 35' (2004 Prepaid)	1	1		1	1.00	1.00	0.07%	\$645.24	\$103.96	\$645.24	\$66.83		\$103.96	\$816.03
SF 55' (2004)	101	101		101	1.34	135.34	9.13%	\$87,326.94	\$14,069.30	\$864.62	\$485.30		\$139.30	\$1,489.22
SF 60' (2004)	44	44		44	1.44	63.36	4.28%	\$40,882.48	\$6,586.80	\$929.15	\$521.51		\$149.70	\$1,600.36
SF 70' (2004)	62	62		62	1.66	102.92	6.95%	\$66,408.22	\$10,699.34	\$1,071.10	\$601.19		\$172.57	\$1,844.86
SF 40' (2005)	326		326	326	1.00	326.00	22.00%	\$210,348.62	\$33,890.96	\$645.24		\$362.46	\$103.96	\$1,111.66
SF 40' (2005 Prepaid)	3		3	3	1.00	3.00	0.20%	\$1,935.72	\$311.88	\$645.24		\$30.69	\$103.96	\$779.89
SF 50' (2005)	319		319	319	1.34	427.46	28.85%	\$275,814.79	\$44,436.70	\$864.62		\$486.86	\$139.30	\$1,490.78
SF 50' (2005 Prepaid)	1		1	1	1.34	1.34	0.09%	\$864.62	\$139.30	\$864.62		\$39.56	\$139.30	\$1,043.48
SF 50' (2005 - 1999 Prepaid)	1		1	1	1.34	1.34	0.09%	\$864.62	\$139.30	\$864.62		\$105.76	\$139.30	\$1,109.68
SF 60' (2005)	89		89	89	1.44	128.16	8.65%	\$82,694.11	\$13,323.30	\$929.15		\$523.11	\$149.70	\$1,601.96
SF 70' (2005)	74		74	74	1.66	122.84	8.29%	\$79,261.43	\$12,770.18	\$1,071.10		\$600.51	\$172.57	\$1,844.18
	<u>1190</u>	<u>377</u>	<u>813</u>	<u>1190</u>		<u>1481.76</u>	<u>100.00%</u>	<u>\$956,092.55</u>	<u>\$154,040.26</u>					
LESS: Hillsborough County Collection Costs (2%) and Early Payment Discounts (4%)								<u>(\$57,365.55)</u>	<u>(\$9,119.18)</u>					
<b>Net Revenue to be Collected</b>								<u><b>\$898,727.00</b></u>	<u><b>\$144,921.08</b></u>					

(1) Reflects one (1) Series 2004A prepayment.

(2) Reflects one (1) partial Series 2005 prepayment, and four (4) Series 2005 prepayments.

(3) Reflects the number of total lots with Series 2015A-1, 2015A-2 & 2018 debt outstanding.

(4) Annual debt service assessment per lot adopted in connection with the Series 2015A-1, Series 2015A-2 and Series 2018 bond issue. Annual assessment includes principal, interest, Hillsborough County collection costs and early payment discounts.

(5) Annual assessment that will appear on November 2020 Hillsborough County property tax bill. Amount shown includes all applicable collection costs. Property owner is eligible for a discount of up to 4% if paid early.

Tab 5



**RESOLUTION 2020-06**

**THE ANNUAL APPROPRIATION RESOLUTION OF THE COVINGTON PARK COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGETS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020, AND ENDING SEPTEMBER 30, 2021; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has, prior to the fifteenth (15<sup>th</sup>) day in June, 2020, submitted to the Board of Supervisors (“**Board**”) of the Covington Park Community Development District (“**District**”) proposed budgets (“**Proposed Budget**”) for the fiscal year beginning October 1, 2020 and ending September 30, 2021 (“**Fiscal Year 2019/2020**”) along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

**WHEREAS**, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

**WHEREAS**, the Board set a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

**WHEREAS**, the District Manager posted the Proposed Budget on the District’s website at least two days before the public hearing; and

**WHEREAS**, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1<sup>st</sup> of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

**WHEREAS**, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

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

**SECTION 1. BUDGET**

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.
- b. The Proposed Budget, attached hereto as **Exhibit “A,”** as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* (“**Adopted Budget**”), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District’s Local Records Office and identified as “The Budget for the Covington Park Community Development District for the Fiscal Year Ending September 30, 2021.”
- d. The Adopted Budget shall be posted by the District Manager on the District’s official website within thirty (30) days after adoption, and shall remain on the website for at least 2 years.

**SECTION 2. APPROPRIATIONS**

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2020/2021, the sum of \$\_\_\_\_\_ to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$ _____
TOTAL RESERVE FUND	\$ _____
DEBT SERVICE – SERIES 2019	\$ _____
TOTAL ALL FUNDS	\$ _____

**SECTION 3. BUDGET AMENDMENTS**

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2020/2021 or within 60 days following the end of the Fiscal Year 2020/2021 may amend its Adopted Budget for that fiscal year as follows:

- a. The Board may authorize an increase or decrease in line item appropriations within a fund by motion recorded in the minutes if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may authorize an increase or decrease in line item appropriations within a fund if the total appropriations of the fund do not increase and if the aggregate change in the original appropriation item does not exceed \$10,000 or 10% of the original appropriation.
- c. By resolution, the Board may increase any appropriation item and/or fund to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.
- d. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must establish administrative procedures to ensure that any budget amendments are in compliance with this Section 3 and Section 189.016, *Florida Statutes*, among other applicable laws. Among other procedures, the District Manager or Treasurer must ensure that any amendments to budget under subparagraphs c. and d. above are posted on the District’s website within 5 days after adoption and remain on the website for at least 2 years.

**SECTION 4. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020.**

ATTEST:

**COVINGTON PARK COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairman, Board of Supervisors

**Exhibit A:** Fiscal Year 2020/2021 Budget

**EXHIBIT A**

Tab 6

## RESOLUTION 2020-07

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COVINGTON PARK COMMUNITY DEVELOPMENT DISTRICT MAKING A DETERMINATION OF BENEFIT AND IMPOSING SPECIAL ASSESSMENTS FOR FISCAL YEAR 2020/2021; PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Covington Park Community Development District (“**District**”) is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

**WHEREAS**, the District is located in Hillsborough County, Florida (“**County**”); and

**WHEREAS**, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District’s adopted capital improvement plan and Chapter 190, *Florida Statutes*; and

**WHEREAS**, the Board of Supervisors (“**Board**”) of the District hereby determines to undertake various operations and maintenance and other activities described in the District’s budget (“**Adopted Budget**”) for the fiscal year beginning October 1, 2020 and ending September 30, 2021 (“**Fiscal Year 2020/2021**”), attached hereto as **Exhibit “A”** and incorporated by reference herein; and

**WHEREAS**, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the Adopted Budget; and

**WHEREAS**, the provision of such services, facilities, and operations is a benefit to lands within the District; and

**WHEREAS**, Chapter 190, *Florida Statutes*, provides that the District may impose special assessments on benefitted lands within the District; and

**WHEREAS**, it is in the best interests of the District to proceed with the imposition of the special assessments for operations and maintenance in the amount set forth in the Adopted Budget; and

**WHEREAS**, the District has previously levied an assessment for debt service, which the District desires to collect for Fiscal Year 2020/2021; and

**WHEREAS**, Chapter 197, *Florida Statutes*, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector (“**Uniform Method**”), and the District has previously authorized the use of the Uniform Method by, among other things, entering into agreements with the Property Appraiser and Tax Collector of the County for that purpose; and

**WHEREAS**, it is in the best interests of the District to adopt the Assessment Roll of the Covington Park Community Development District (“**Assessment Roll**”) and to certify the Assessment Roll to the County Tax Collector pursuant to the Uniform Method; and

**WHEREAS**, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll, certified to the County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for the County, for such time as authorized by Florida law.

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

**SECTION 1. BENEFIT & ALLOCATION FINDINGS.** The Board hereby finds and determines that the provision of the services, facilities, and operations as described in **Exhibit “A”** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the cost of the assessments. The allocation of the assessments to the specially benefitted lands, as shown in **Exhibit “A” and the Assessment Roll**, is hereby found to be fair and reasonable.

**SECTION 2. ASSESSMENT IMPOSITION.** Pursuant to Chapters 190 and 197, *Florida Statutes*, and using the procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operation and maintenance is hereby imposed and levied on benefitted lands within the District, and in accordance with **Exhibit “A” and the Assessment Roll**. The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution. Moreover, pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the “maximum rate” authorized by law for operation and maintenance assessments.

**SECTION 3. COLLECTION.** The collection of the operation and maintenance special assessments and previously levied debt service assessments shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method, as indicated. The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in

its sole discretion to select collection methods in any given year, regardless of past practices.

**SECTION 4. ASSESSMENT ROLL.** The Assessment Roll, is hereby certified to the County Tax Collector and shall be collected by the County Tax Collector in the same manner and time as County taxes. The proceeds therefrom shall be paid to the District.

**SECTION 5. ASSESSMENT ROLL AMENDMENT.** The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution, and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates in the District records.

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

**SECTION 7. EFFECTIVE DATE.** This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

ATTEST:

**COVINGTON PARK COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary / Assistant Secretary

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

Its: \_\_\_\_\_

**Exhibit A:** Fiscal Year 2020/2021 Budget



**EXHIBIT A**

Tab 7

**RESOLUTION 2020-08**

**A RESOLUTION OF THE COVINGTON PARK  
COMMUNITY DEVELOPMENT DISTRICT ADOPTING THE  
ANNUAL MEETING SCHEDULE FOR FISCAL YEAR  
2020/2021**

WHEREAS, the Covington Park Community Development District (the "District") is a local unit of special-purpose government organized and existing in accordance with Chapter 190, Florida Statutes, and situated entirely within Hillsborough County, Florida; and

WHEREAS, the District is required by Florida law to prepare an annual schedule of its regular public meetings which designates the date, time and location of the District's meetings; and

WHEREAS, the Board has proposed the Fiscal Year 2020/2021 annual meeting schedule as attached in Exhibit A;

**NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF  
SUPERVISORS OF THE COVINGTON PARK COMMUNITY  
DEVELOPMENT DISTRICT**

1. The Fiscal Year 2020/2021 annual public meeting schedule attached hereto and incorporated by reference herein as Exhibit A is hereby approved and will be published and filed in accordance with the requirements of Florida law.

This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020.**

**ATTEST:**

**COVINGTON PARK COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Asst. Secretary

\_\_\_\_\_  
Chairman/Vice Chairman

**EXHIBIT “A”**

**BOARD OF SUPERVISORS MEETING DATES  
COVINGTON PARK COMMUNITY DEVELOPMENT DISTRICT  
FISCAL YEAR 2020/2021**

October 28, 2020

November 25, 2020

December 23, 2020

January 27, 2021

February 24, 2021

March 24, 2021

April 28, 2021

May 4, 2021 (Budget Workshop)

May 24, 2021

June 23, 2021

July 28, 2021

August 25, 2021

September 22, 2021

All meetings will convene at 6:00 p.m. at the Covington Park Clubhouse, located at 6806 Covington Garden Drive, Apollo Beach, FL 33572.

*<sup>1</sup>Please note that because of the COVID-19 public health emergency and to protect the public and follow the CDC guidance regarding social distancing, such meetings may be held telephonically, virtually, or at another location in the event the above location is not available. Please check the District’s website for the latest information: <https://www.covingtonparkcdd.org/>.*