



Rizzetta & Company

Harrison Ranch Community Development District

**Board of Supervisors' Meeting
February 10, 2020**

**District Office:
9428 Camden Field Parkway
Riverview, Florida 33578
813-533-2950**

www.HarrisonRanchCDD.org

**HARRISON RANCH
COMMUNITY DEVELOPMENT DISTRICT**

Harrison Ranch Clubhouse, 5755 Harrison Ranch Boulevard, Parrish, FL 34219

Board of Supervisors	Richard Green Charles Parker Julianne Giella Jay Morrison Susan Walterick	Chair Vice Chair Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Justin Croom	Rizzetta & Company, Inc.
District Counsel	Jere Earlywine	Hopping Green & Sams, P.A.
Interim Engineer	Jeb Mulock	ZNS Engineering, LC

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) 533-2950. 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.

HARRISON RANCH COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE • 9428 CAMDEN FIELD PKWY • RIVERVIEW, FLORIDA 33578
www.HarrisonRanchCDD.org

**Board of Supervisors
Harrison Ranch Community
Development District**

February 3, 2020

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Harrison Ranch Community Development District will be held on **Monday, February 10, 2020 at 1:30 PM** at the Harrison Ranch Clubhouse, located at 5755 Harrison Ranch Boulevard, Parrish, FL 34219. The following is the agenda for the meeting:

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS**
- 3. STAFF REPORTS**
 - A.** Pond & Mitigation Maintenance Update
 - i. Presentation of Waterway Inspection Report.....Tab 1
 - B.** Landscape Maintenance Updates
 - i. Presentation of Field Inspection Report.....Tab 2
 - ii. Consideration of Landscape & Irrigation ProposalsTab 3
 - C.** District Counsel
 - i. Discussion of Parking Policies
 - ii. Consideration of Resolution 2020-Adopting Internal Controls Policy.....Tab 4
 - D.** District Engineer
 - E.** Clubhouse Staff
 - i. Presentation of January 2020 Management ReportTab 5
 - ii. Discussion of Handicapped Access to Playground
 - iii. Discussion of Pool Pergolas
 - iv. Consideration of Interior Painting Proposals.....USC
 - F.** District Manager
- 4. BUSINESS ADMINISTRATION**
 - A.** Consideration of Minutes of Board of Supervisors' Regular Meeting held on January 13, 2020Tab 6
 - B.** Consideration of Operations & Maintenance Expenditures for December 2019.....Tab 7
- 5. BUSINESS ITEMS**
 - A.** Consideration of Maintenance Renewal ProposalTab 8
- 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 call us at (813)533-2950.

Sincerely,

Justin Croom

Justin Croom, District Manager

RESOLUTION 2020-05

A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE HARRISON RANCH COMMUNITY DEVELOPMENT DISTRICT ADOPTING AN INTERNAL CONTROLS POLICY CONSISTENT WITH SECTION 218.33, FLORIDA STATUTES; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Harrison Ranch Community Development District (the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Manatee County, Florida; and

WHEREAS, consistent with Section 218.33, *Florida Statutes*, the District is statutorily required to establish and maintain internal controls designed to prevent and detect fraud, waste, and abuse as defined in Section 11.45(1), *Florida Statutes*; promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices; support economical and efficient operations; ensure reliability of financial records and reports; and safeguard assets; and

WHEREAS, to demonstrate compliance with Section 218.33, *Florida Statutes*, the District desires to adopt by resolution the Internal Controls Policy attached hereto as **Exhibit A**.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE HARRISON RANCH COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The attached Internal Controls Policy attached hereto as **Exhibit A** is hereby adopted pursuant to this Resolution.

SECTION 2. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 3. This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED THIS 10TH DAY OF FEBRUARY, 2020.

ATTEST:

**HARRISON RANCH COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairman, Board of Supervisors

EXHIBIT "A"

HARRISON RANCH COMMUNITY DEVELOPMENT DISTRICT INTERNAL CONTROLS POLICY

1. Purpose.

- 1.1. The purpose of this internal controls policy is to establish and maintain internal controls for the Harrison Ranch Community Development District.
- 1.2. Consistent with Section 218.33(3), *Florida Statutes*, the internal controls adopted herein are designed to:
 - 1.2.1. Prevent and detect Fraud, Waste, and Abuse (as hereinafter defined).
 - 1.2.2. Promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices.
 - 1.2.3. Support economical and efficient operations.
 - 1.2.4. Ensure reliability of financial records and reports.
 - 1.2.5. Safeguard Assets (as hereinafter defined).

2. Definitions.

- 2.1. "Abuse" means behavior that is deficient or improper when compared with behavior that a prudent person would consider a reasonable and necessary operational practice given the facts and circumstances. The term includes the misuse of authority or position for personal gain.
- 2.2. "Assets" means District assets such as cash or other financial resources, supplies, inventories, equipment and other fixed assets, real property, intellectual property, or data.
- 2.3. "Auditor" means the independent auditor (and its employees) retained by the District to perform the annual audit required by state law.
- 2.4. "Board" means the Board of Supervisors for the District.
- 2.5. "District Management" means (i) the independent contractor (and its employees) retained by the District to provide professional district management services to the District and (ii) any other independent contractor (and its employees) separately retained by the District to provide amenity management services, provided said services include a responsibility to safeguard and protect Assets.

- 2.6. "Fraud" means obtaining something of value through willful misrepresentation, including, but not limited to, intentional misstatements or intentional omissions of amounts or disclosures in financial statements to deceive users of financial statements, theft of an entity's assets, bribery, or the use of one's position for personal enrichment through the deliberate misuse or misapplication of an organization's resources.
- 2.7. "Internal Controls" means systems and procedures designed to prevent and detect fraud, waste, and abuse; promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices; support economical and efficient operations; ensure reliability of financial records and reports; and safeguard assets.
- 2.8. "Risk" means anything that could negatively impact the District's ability to meet its goals and objectives. The term includes strategic, financial, regulatory, reputational, and operational risks.
- 2.9. "Waste" means the act of using or expending resources unreasonably, carelessly, extravagantly, or for no useful purpose.

3. Control Environment.

3.1. Ethical and Honest Behavior.

- 3.1.1. District Management is responsible for maintaining a work environment that promotes ethical and honest behavior on the part of all employees, contractors, vendors and others.
- 3.1.2. Managers at all levels must behave ethically and communicate to employees and others that they are expected to behave ethically.
- 3.1.3. Managers must demonstrate through words and actions that unethical behavior will not be tolerated.

4. Risk Assessment.

- 4.1. Risk Assessment. District Management is responsible for assessing Risk to the District. District Management's Risk assessments shall include, but not be limited to:
 - 4.1.1. Identifying potential hazards.
 - 4.1.2. Evaluating the likelihood and extent of harm.

- 4.1.3. Identifying cost-justified precautions and implementing those precautions.

5. Control Activities.

5.1. Minimum Internal Controls. The District hereby establishes the following minimum Internal Controls to prevent and detect Fraud, Waste, and Abuse:

5.1.1. Preventive controls designed to forestall errors or irregularities and thereby avoid the cost of corrections. Preventive control activities shall include, but not be limited to, the following:

5.1.1.1. Identifying and segregating incompatible duties and/or implementing mitigating controls.

5.1.1.2. Performing accounting functions in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards.

5.1.1.3. Requiring proper authorizations to access and/or modify accounting software.

5.1.1.4. Implementing computerized accounting techniques (e.g. to help identify coding errors, avoid duplicate invoices, etc.).

5.1.1.5. Maintaining a schedule of the District's material fixed Assets.

5.1.1.6. Maintaining physical control over the District's material and vulnerable Assets (e.g. lock and key, computer passwords, network firewalls, etc.).

5.1.1.7. Retaining and restricting access to sensitive documents.

5.1.1.8. Performing regular electronic data backups.

5.1.2. Detective controls designed to measure the effectiveness of preventive controls and to detect errors or irregularities when they occur. Detective control activities shall include, but not be limited to, the following:

5.1.2.1. Preparing financial reports in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards.

- 5.1.2.2. Reviewing financial statements and investigating any material variances between budgeted expenses and actual expenses.
- 5.1.2.3. Establishing and implementing periodic reconciliations of bank, trust, and petty cash accounts.
- 5.1.2.4. Establishing an internal protocol for reporting and investigating known or suspected acts of Fraud, Waste, or Abuse.
- 5.1.2.5. Engaging in periodic physical inventory counts and comparisons with inventory records.
- 5.1.2.6. Monitoring all ACH (electronic) transactions and the sequencing of checks.

5.2. Implementation. District Management shall implement the minimum Internal Controls described herein. District Management may also implement additional Internal Controls that it deems advisable or appropriate for the District. The specific ways District Management implements these minimum Internal Controls shall be consistent with Generally Accepted Accounting Principles (GAAP) and otherwise conform to Governmental Accounting Standards Board (GASB) and American Institute of Certified Public Accountants (AICPA) standards and norms.

6. Information and Communication.

- 6.1. Information and Communication. District Management shall communicate to its employees (needing to know) information relevant to the Internal Controls, including but not limited to any changes to the Internal Controls and/or changes to laws, rules, contracts, grant agreements, and best practices.
- 6.2. Training. District Management shall regularly train its employees (needing the training) in connection with the Internal Controls described herein and promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices.

7. Monitoring Activities.

- 7.1. Internal Reviews. District Management shall internally review the District's Internal Controls at least once per year. In connection with this internal review, District Management shall:
 - 7.1.1.1. Review its operational processes.

- 7.1.1.2. Consider the potential risk of Fraud, Waste, or Abuse inherent in each process.
 - 7.1.1.3. Identify the controls included in the process, or controls that could be included, that would result in a reduction in the inherent risk.
 - 7.1.1.4. Assess whether there are Internal Controls that need to be improved or added to the process under consideration.
 - 7.1.1.5. Implement new controls or improve existing controls that are determined to be the most efficient and effective for decreasing the risk of Fraud, Waste or Abuse.
 - 7.1.1.6. Train its employees on implemented new controls or improvements to existing controls.
- 7.2. External Audits and Other Reviews. Audits and other reviews may be performed on various components of the District's Internal Controls by the Auditor consistent with Government Auditing Standards (GAS). Audits may identify material deficiencies in the Internal Controls and make recommendations to improve them. District Management shall communicate and cooperate with the Board and the Auditor regarding the potential implementation of Auditor recommendations.

Specific Authority: §§ 190.011(5), 218.33(3), *Florida Statutes*

Effective date: February 10, 2020

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49

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.

**HARRISON RANCH
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Harrison Ranch Community Development District was held on **Monday, January 13, 2020 at 6:30 PM** at the Harrison Ranch Clubhouse, located at 5755 Harrison Ranch Boulevard, Parrish, Florida 34219.

Present and constituting a quorum were:

Richard Green	Board Supervisor, Chair
Charles Parker	Board Supervisor, Vice Chair
Jay Morrison	Board Supervisor, Asst. Secretary
Julianne Giella	Board Supervisor, Asst. Secretary
Sue Walterick	Board Supervisor, Asst. Secretary

Also present were:

Justin Croom	District Manager; Rizzetta & Company
Lauren Gentry	District Counsel; Hopping Green & Sams
Jeb Mulock	District Engineer; ZNS Engineering
Barbara McEvoy	HOA Manager; Rizzetta & Company
John Toborg	Field Services Manager; Rizzetta & Company
Garth Richard	LMP Landscape Services
Liz Rocque	Solitude Lake Management
Jason Jackzack	Solitude Lake Management
Mark Ballenger	Ballenger (via phone)
Audience	

FIRST ORDER OF BUSINESS

Call to Order

Mr. Croom called the meeting to order and read the roll call.

SECOND ORDER OF BUSINESS

Audience Comments

There were no audience comments

THIRD ORDER OF BUSINESS

Staff Reports

A. Aquatics Update

i. Presentation of Waterway Inspection Report

Mr. Croom presented the Waterway Inspection Report to the Board. there was a discussion regarding various pond maintenance items. Representatives from Solitude Lake Management answered various questions from the Board.

ii. Consideration of Water Quality Testing Proposal

The Board reviewed the proposal for water quality testing of ponds throughout the district. District Counsel will draft an agreement with Solitude Lake Management.

On a motion by Mr. Green, seconded by Ms. Giella, with all in favor, the Board of Supervisors approved the proposal from Solitude Lake Management for water quality testing to begin May 2020 subject to District Counsel review for the Harrison Ranch Community Development District.

B. Landscape Maintenance Update

i. Review of Field Inspection Report

Mr. Toborg reviewed the field inspection report, and answered general questions from the Board. There was a discussion regarding Viburnum being cut from 14 ft to 8ft.

ii. Consideration of Irrigation System Zone Mapping Proposals

The Board discussed the proposals presented in the agenda from Ballenger and LMP.

On a motion by Mr. Green, seconded by Mr. Morrison, with all in favor, the Board of Supervisors approved the proposal from LMP for Irrigation system zone mapping subject to District Counsel agreement at a total cost of \$33,502.50 for the Harrison Ranch Community Development District.

iii. Consideration of Landscape & Irrigation Proposals

The Board reviewed 12 irrigation proposals presented under separate cover at the December 9th meeting. Of the 12 proposals presented the Board would like to prioritize turf, plant beds, and tree proposals.

On a motion by Mr. Green, seconded by Mr. Morrison, with all in favor, the Board of Supervisors approved the irrigation proposals from LMP subject to district counsel agreement at a total cost of \$19,651.00 for the Harrison Ranch Community Development District.

88
89

On a motion by Mr. Morrison, seconded by Mr. Green, with all in favor, the Board of Supervisors approved the proposal from LMP for hog damage repair at a total cost of \$7,000.00 for the Harrison Ranch Community Development District.

90

On a motion by Mr. Green, seconded by Ms. Walterick, with all in favor, the Board of Supervisors approved mulch installation proposal from LMP at a total cost of \$1,536.00 for the Harrison Ranch Community Development District.

91

92 **C. District Counsel**

93
94 Ms. Gentry discussed the details of the construction easement with the
95 Board and answered general questions.

96
97 **i. Discussion of Willow Bend Request**

98
99 There was a discussion regarding the Willow bend request and if the
100 developer should build those costs into the price of the lots. There was a
101 direction from the Board to not allocate money for entrance construction.

102
103 **D. District Engineer**

104
105 The Board reviewed a proposal from LMP for grading and re sodding at
106 swale for 380.00. There was no action on this proposal.

107
108 **E. Clubhouse Staff**

109
110 **i. Presentation of December 2019 Management Report**

111
112 Ms. McEvoy reviewed her December 2019 Management report with the
113 Board. Ms. McEvoy presents a proposal from Fit Rev under separate cover
114 for additional fitness equipment

115

On a motion by Mr. Green, seconded by Mr. Morrison, with all in favor, the Board of Supervisors approved the proposal from Fit Rev for additional fitness equipment at a total cost of \$820.00 for the Harrison Ranch Community Development District.

116

117 **ii. Discussion of Normande East Entry Landscaping**

118
119 There was a discussion regarding landscaping of the Normande east entry.
120 The Board would like Ms. McEvoy to get proposals for repairing the
121 pickleball courts for the next meeting.

122 **iii. Consideration of Lighting Proposals**

123
124 Ms. McEvoy presented various lighting proposals needed for the clubhouse,
125 as well as a clubhouse cleaning services proposal presented under separate
126 cover to the Board for review.
127

128
129 On a motion by Mr. Green, seconded by Ms. Giella, with all in favor, the Board of
Supervisors approved the proposals from Owens Electric for rear entrance and Gazebo
lighting at a total cost of \$2,095.00 for the Harrison Ranch Community Development
District.

130
131 On a motion by Mr. Green, seconded by Ms. Walterick, with all in favor, the Board of
Supervisors approved the proposal from Jan's Pro Cleaning for clubhouse cleaning
services at a monthly cost of \$850.00 subject to agreement from District Counsel for the
Harrison Ranch Community Development District.

132
133 On a motion by Mr. Green, seconded by Mr. Morrison, with all in favor, the Board of
Supervisors agreed to allow a home owner to extend their clubhouse rental time to 12
a.m. for a Superbowl party on Sunday February 2, 2020 for the Harrison Ranch
Community Development District.

134
135 There was a discussion about what next steps to take with the sheriff's department
136 regarding trespassing issues in the District.

137 **F. District Manager**

138 Mr. Croom stated that the next regular meeting of the Board of Supervisors
139 is scheduled to be held Monday, February 10, 2020 at 1:30 PM at the
Harrison Ranch Clubhouse.

140 **FOURTH ORDER OF BUSINESS**

141 **Consideration of Minutes of Board of**
142 **Supervisors' Regular Meeting held on**
143 **December 9, 2019**

144
145 On a motion by Mr. Morrison, seconded by Ms. Walterick, with all in favor, the Board of
Supervisors approved the minutes of the Board of Supervisors' meeting, as amended,
held on December 9, 2019 for the Harrison Ranch Community Development District.

146 **FIFTH ORDER OF BUSINESS**

147 **Consideration of Operations &**
148 **Maintenance Expenditures for**
149 **November 2019**

150 Mr. Croom presented the Operations & Maintenance Expenditures Report to the
151 Board for consideration.

On a motion by Ms. Walterick, seconded by Mr. Morrison, with all in favor, the Board of Supervisors approved the November 2019 (\$121,701.34) Operations & Maintenance Expenditures Report for the Harrison Ranch Community Development District.

152
153
154

SIXTH ORDER OF BUSINESS

Consideration of Monument Repair

On a Motion by Mr. Green, seconded by Mr. Parker, with all in favor, the Board of Supervisors approved the proposal from Construction Management Services for Monument repairs at a total cost of \$1,110.00 for the Harrison Ranch Community Development District.

155
156
157

SEVENTH ORDER OF BUSINESS

Consideration of Storm Drain Repairs

On a Motion by Mr. Green, seconded by Mr. Parker, with all in favor, the Board approved the proposal from Finn Outdoor for storm drain repairs at a total cost of \$2,750.00 for the Harrison Ranch Community Development District.

158
159
160
161
162

EIGHTH ORDER OF BUSINESS

Supervisor Requests

Ms. Giella would like to consider changing the clubhouse hours on Sundays.

On a Motion by Mr. Green, seconded by Mr. Morrison, with all in favor, the Board agreed to change the clubhouse hours on Sunday to be open from 10:00 a.m. to 6:00 p.m. for the Harrison Ranch Community Development District.

163
164
165

NINTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Morrison, seconded by Mr. Parker, with all in favor, the Board of Supervisors adjourned the meeting at 8:33 PM for the Harrison Ranch Community Development District.

166
167
168
169
170

Asst. Secretary _____

Chair / Vice Chair _____

HARRISON RANCH COMMUNITY DEVELOPMENT DISTRICT

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

Operation and Maintenance Expenditures December 2019 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from December 1, 2019 through December 31, 2019. This does not include expenditures previously approved by the Board.

The total items being presented: **\$164,940.57**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Harrison Ranch Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2019 Through December 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Aquatic Systems, Inc	003664	0000461393	Quarterly Mitigation Services 11/19	\$ 12,002.00
Bradenton Herald, Inc.	003677	0004473907 11/29/19	Legal Advertising 11/19	\$ 78.39
Bright House Networks	003706	0034030991-01 12/19	Clubhouse TV 12/19	\$ 42.30
Charles L. Parker	003699	CP120919	Board of Supervisors Meeting 12/09/19	\$ 200.00
Commercial Fitness Products, Inc	003688	C912049	Preventive Maintenance of Equipment 12/19	\$ 105.00
Commercial Fitness Products, Inc	003688	C912050	Rower Rear Concole Cover 12/19	\$ 81.95
Construction Management Services LLC	003665	HR1078	Maintenance 11/19	\$ 315.00
Construction Management Services LLC	003689	HR1080	Maintenance 12/19	\$ 15,024.00
Construction Management Services LLC	003689	HR1082	Sidewalk Repair 12/19	\$ 285.00
David Cope	003666	111819 COPE	Trap and Remove Wild Hogs 08/19-11/19	\$ 3,550.00
Down to Earth Landscape LLC	003678	53745	Plant Install & Tree Removal 11/19	\$ 1,104.00
Down to Earth Landscape LLC	003678	53747	Plant Install & Tree Removal 11/19	\$ 2,303.00
Euphoria Pools & Spas Inc.	003696	SCC-9171	Weekly Pool Services 12/19	\$ 1,400.00

Harrison Ranch Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2019 Through December 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Florida Department of Revenue	003690	Sales Tax 11/19	51-8015668220-6 Sales Tax 11/19	\$ 49.40
Florida Power & Light Company	003707	Electric Summary 12/19	FPL Electric Summary Billing 12/19	\$ 5,344.84
Florida Southern Roofing, Inc.	003667	15393	Main Roof Area 11/19	\$ 750.00
FPL	003691	29090-55432 11/19	10402 55th Lane E #Sign 11/19	\$ 24.76
FPL	003691	29678-78196 12/19	10202 57th CT East 12/19	\$ 19.75
FPL	003691	77871-91514-12/19	10609 48th Street East 12/19	\$ 17.25
Frontier Florida LLC dba Frontier Communications of Florida	003692	090719-5 11/19	941-776-3095-090719-5 11/19	\$ 362.79
Frontier Florida LLC dba Frontier Communications of Florida	003692	090719-5 12/19	941-776-3095-090719-5 12/19	\$ 343.24
Gate Pros Inc	003679	3198	Service Call 11/19	\$ 350.00
Gate Pros Inc	003679	3224	Service Call 11/19	\$ 350.00
Guardian Protection Services, Inc.	003695	54038850	Security Services 12/03/19-01/02/20	\$ 44.95
Gulf Business Systems	003668	254387	Monthly Billing Copy Machine 11/29/19-12/28/19	\$ 155.38
Harrison Ranch CDD	CD0292	Debit Card Replenishment	Debit Card Replenishment	\$ 1,088.52

Harrison Ranch Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2019 Through December 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Harrison Ranch CDD	CD0293		Debit Card Replenishment	\$ 437.15
Heather Roembke	003702	121119Roembke	Rental Cancellation 12/19	\$ 75.00
Hopping Green & Sams	003680	111478	General/Monthly Legal Services 10/19	\$ 5,229.97
Jay Morrison	003698	JM120919	Board of Supervisors Meeting 12/09/19	\$ 200.00
Julianne Giella	003693	JG120919	Board of Supervisors Meeting 12/09/19	\$ 200.00
Landscape Maintenance Professionals, Inc.	003669	148312	Prorated Monthly Maintenance 11/19	\$ 13,053.33
Landscape Maintenance Professionals, Inc.	003697	148380	Monthly Maintenance 12/19	\$ 30,123.08
Landscape Maintenance Professionals, Inc.	003682	148729	Pest Control 11/19	\$ 350.00
Landscape Maintenance Professionals, Inc.	003697	148821	Irrigation Repairs 11/19	\$ 371.39
Lawson Courts, Inc.	003681	2291	Pickleball Courts 11/19	\$ 3,700.00
Marlin Business Bank	003708	17602523	Copystar Copier - Account # 1613410 12/19	\$ 184.31
MCUD	003683		Water Summary Bill 11/19 MCUD Water Summary 11/19	\$ 3,955.40
Office Depot, Inc.	003684	404737898001	Desk 11/19	\$ 500.98

Harrison Ranch Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2019 Through December 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Presidential Electrical Services, Inc	003670	1362BAL	Balance for Christmas Deocorations for 2019 Season	\$ 975.00
Presidential Electrical Services, Inc	003670	1364BAL	Balance for Christmas Deocorations for 2019 Season	\$ 2,725.00
RB Owens Electric Inc	003671	20193364	Service Call 11/19	\$ 5,065.00
RB Owens Electric Inc	003671	20193366	Street Light Repairs 11/19	\$ 8,692.50
RB Owens Electric Inc	003685	20193476	Install New Service 12/19	\$ 1,400.00
RB Owens Electric Inc	003685	20193484	Install New Service 12/19	\$ 1,400.00
RB Owens Electric Inc	003685	20193488	Install New Service 12/19	\$ 1,400.00
RB Owens Electric Inc	003700	20193551	Montlhy Inspection 11/19	\$ 390.00
RB Owens Electric Inc	003700	20193552	Monthly Repairs 11/19	\$ 8,254.30
RB Owens Electric Inc	003700	20193553	Service Call 12/19	\$ 1,015.00
Richard Paul Green	003694	RG120919	Board of Supervisors Meeting 12/09/19	\$ 200.00
Rizzetta & Company, Inc.	003672	INV0000045181	District Management Fees 12/19	\$ 6,587.50
Rizzetta & Company, Inc.	003672	INV0000045248	BI-Weekly Payroll 11/22/19	\$ 2,856.49
Rizzetta & Company, Inc.	003686	INV0000045408	BI-Weekly Payroll 12/06/19	\$ 2,779.50

Harrison Ranch Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2019 Through December 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta & Company, Inc.	003701	INV0000045435	Cell Phone 11/19	\$ 100.00
Rizzetta Technology Services, LLC	003673	INV0000004946	Website & Email Hosting 12/19	\$ 175.00
Securiteam	003674	12610	Access Cards - 11/19	\$ 515.00
Solitude Lake Management	003703	PI-A00330689	Monthly Midge Fly Treatment 12/19	\$ 2,214.00
Solitude Lake Management	003703	PI-A00330690	Monthly Lake and Wetland Services 12/19	\$ 3,644.00
Solitude Lake Management	003703	SMOR-288832	Deposit - Submersed Aeration System Install	\$ 5,350.00
Southwest Maintenance Services, Inc.	003675	1136	Pressure Washing 11/19	\$ 2,980.00
Southwest Maintenance Services, Inc.	003675	1157	Supplies 11/19	\$ 35.15
Southwest Maintenance Services, Inc.	003704	12151	Cleaning and Maintenance Services 12/19	\$ 1,200.00
Susan Walterick	003705	SW120919	Board of Supervisors Meeting 12/09/19	\$ 200.00
Symbiont Service Corp	003676	0609097422	Pool Heater PM 11/19	<u>\$ 1,015.00</u>
Report Total				<u>\$ 164,940.57</u>