



Rizzetta & Company

# **Westridge Community Development District**

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**Board of Supervisors'  
Regular Meeting  
August 26, 2021**

**District Office:  
8529 South Park Circle, Suite 330  
Orlando, Florida 32819  
407.472.2471**

[www.westridgecdd.org](http://www.westridgecdd.org)

# **WESTRIDGE COMMUNITY DEVELOPMENT DISTRICT**

Ramada Inn, located at 43824 Highway 27, Davenport, FL 33837

## **Board of Supervisors**

|                 |                  |
|-----------------|------------------|
| Julie Kline     | Board Supervisor |
| Louis Cioffi    | Board Supervisor |
| Nora Schuster   | Board Supervisor |
| Maria Perez     | Board Supervisor |
| Martha Schiffer | Board Supervisor |

## **District Manager**

|                   |                          |
|-------------------|--------------------------|
| Richard Hernandez | Rizzetta & Company, Inc. |
|-------------------|--------------------------|

## **District Counsel**

|             |                      |
|-------------|----------------------|
| Scott Clark | Clark & Albaugh, LLP |
|-------------|----------------------|

## **District Engineer**

|                      |                          |
|----------------------|--------------------------|
| Mark E. Wilson, P.E. | Kimley-Horn & Associates |
|----------------------|--------------------------|

**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 (407) 472-2471. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 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.

**WESTRIDGE COMMUNITY DEVELOPMENT DISTRICT**

District Office · Orlando, Florida · (407) 472-2471

Mailing Address · 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

www.westridgecdd.org

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August 18, 2021

Board of Supervisors  
**Westridge Community  
Development District**

**AGENDA**

Dear Board Members:

The regular meeting of the Board of Supervisors of the Westridge Community Development District will be held on **Thursday, August 26, 2021 at 2:00 p.m.** at the Ramada Inn, located at 43824 Highway 27, Davenport, FL 33837. The following is the agenda for the meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. PUBLIC COMMENT**
- 3. BUSINESS ADMINISTRATION**
  - A. Consideration of the Minutes of the Board of Supervisors' Meeting held on June 24, 2021 ..... Tab 1
  - B. Ratification of Operation and Maintenance Expenditures for June 2021..... Tab 2
- 4. BUSINESS ITEMS**
  - A. Public Hearing on Fiscal Year 2021/2022 Final Budget
    - i. Consideration of Resolution 2021-06, Adopting Fiscal Year 2021-2022 Final Budget..... Tab 3
    - ii. Consideration of Resolution 2021-07, Imposing Special Assessments and Certifying an Assessment Roll... Tab 4
  - B. Consideration of Resolution 2021-08, Setting the Fiscal Year 2021-2022 Meeting Schedule ..... Tab 5
  - C. Consideration of Third Addendum - Contract for Professional District Services ..... Tab 6
- 5. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. District Manager
- 6. SUPERVISOR REQUESTS AND COMMENTS**
- 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 (407) 472-2471.

Very truly yours,

*Richard Hernandez*

Richard Hernandez  
District Manager

cc: Scott Clark, Clark & Albaugh, LLP

**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.

**WESTRIDGE COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the **Westridge Community Development District** was held on **Thursday, June 24, 2021 at 2:04 p.m.** at the Ramada Inn, located at 43824 Highway 27, Davenport, FL 33837.

Present and constituting a quorum:

|                 |  |
|-----------------|--|
| Julie Kline     | <b>Board Supervisor, Chairperson</b>         |
| Nora Schuster   | <b>Board Supervisor, Assistant Secretary</b> |
| Maria Perez     | <b>Board Supervisor, Assistant Secretary</b> |
| Martha Schiffer | <b>Board Supervisor, Assistant Secretary</b> |

Also present were:

|                   |   |
|-------------------|---|
| Richard Hernandez | <b>District Manager, Rizzetta &amp; Company, Inc.</b> |
| Scott Clark       | <b>District Counsel, Clark &amp; Albaugh</b>          |
| Audience Members  | <b>None</b>   |

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Hernandez called the meeting to order and read the roll.

**SECOND ORDER OF BUSINESS**

**Audience Comments on the Agenda Items**

There were no audience comments on agenda items as no audience members were present.

**THIRD ORDER OF BUSINESS**

**Staff Reports**

A. District Counsel

Mr. Clark informed the Board that Taylor Morrison has informally agreed to compensate half of the total amount requested in the District's demand letter. He will continue to wait until a formal letter is received. Mr. Clark also informed the Board that Meritage Homes has yet to respond to the District's demand letter. Following this statement, Supervisor Schiffer informed the Board that Meritage's attorney had not received any correspondence.

On Motion by Ms. Kline seconded by Ms. Schiffer, with all in favor, the Board of Supervisors' accepted Taylor Morrison's informal agreement to compensate half of the total amount requested in the District's demand letter, as presented for the Westridge Community Development District.

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45 B. District Engineer  
46 Not Present.

47  
48 C. District Manager  
49 Mr. Hernandez provided the Board updates on the various projects happening  
50 throughout the District (i.e. - tree replacements, bushhogging, irrigation repairs).

51  
52 **FOURTH ORDER OF BUSINESS**

**Consideration of the Minutes of the Audit  
Committee Meeting held on May 27, 2021**

53  
54 On Motion by Ms. Kline seconded by Ms. Schiffer, with all in favor, the Board of Supervisors' approved the minutes of the Audit Committee Meeting held on May 27, 2021, as presented for the Westridge Community Development District.

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56 **FIFTH ORDER OF BUSINESS**

**Consideration of the Minutes of the Board of  
the Supervisors' Meeting held on May 27,  
2021**

57  
58 On Motion by Ms. Kline seconded by Ms. Schiffer, with all in favor, the Board of Supervisors' approved the minutes of the Board of Supervisors' Meeting held on May 27, 2021, as  
59 presented for the Westridge Community Development District.

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61 **SIXTH ORDER OF BUSINESS**

**Ratification of the Operation & Maintenance  
Expenditures for May 2021**

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63 Mr. Hernandez presented the operation & maintenance expenditures with the Board.  
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67 On Motion by Ms. Kline seconded by Ms. Schiffer, with all in favor, the Board of Supervisors' ratified the Operation & Maintenance for May 2021 in the amount of \$24,581.99, for the  
68 Westridge Community Development District.  
69  
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71

**SEVENTH ORDER OF BUSINESS**

**Consideration of Landscaping Proposals**

On a motion by Ms. Schuster, seconded by Ms. Schiffer, with all in favor, the Board of Supervisors approved Down to Earth as the Districts landscaping contractor for FY 21/22, for Westridge Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Acceptance of the Fiscal Year 2020 Audit**

Mr. Hernandez stated that there was no record of adverse findings.

On Motion by Ms. Kline, seconded by Ms. Schiffer, with all in favor, the Board accepted the Fiscal Year 2020 Audit, for the Westridge Community Development District.

**NINTH ORDER OF BUSINESS**

**Audience Comments and Supervisor Requests**

Mr. Hernandez announced that the next meeting was scheduled for August 26, 2021 at 11:00 a.m. at the Ramada Inn, located at 43824 Highway 27, Davenport, Florida 33837.

There were no audience comments or supervisor requests at this time.

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116 **TENTH ORDER OF BUSINESS**

**Adjournment**

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On a motion by Ms. Kline seconded by Ms. Schiffer, with all in favor, the Board of Supervisors' adjourned the meeting at 2:29 p.m. for Westridge Community Development District.

118  
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120  
121 \_\_\_\_\_  
122 Assistant Secretary

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

DRAFT



**TAB 2**

# WESTRIDGE COMMUNITY DEVELOPMENT DISTRICT

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District Office · Orlando, Florida

Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

[www.westridgecdd.org](http://www.westridgecdd.org)

## Operation and Maintenance Expenditures June 2021 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from June 1, 2021 through June 30, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$18,419.30**

Approval of Expenditures:

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\_\_\_\_\_ Chairperson

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

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

# Westridge Community Development District

## Paid Operation & Maintenance Expenses

June 1, 2021 Through June 30, 2021

|                                      | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u>                | <u>Invoice Amount</u>      |
|--------------------------------------|---------------------|-----------------------|---|----------------------------|
| Clark, Albaugh & Rentz, LLP          | 2156                | 17532                 | General Legal Services 05/21              | \$ 5,257.50                |
| Duke Energy                          | 6292021             | 31506 49463 05/21     | 000 Highway 27 Lite, Tierra Del Sol 05/21 | \$ 2,792.66                |
| Kimley-Horn and Associates, Inc.     | 2159                | 18950627              | Engineering Services 05/21                | \$ 889.14                  |
| Landform of Central Florida, Inc     | 2157                | 21.348.06.A           | Landscaping Maintenance 06/21             | \$ 1,690.00                |
| Landform of Central Florida, Inc     | 2157                | 21.348.06.B           | Landscaping Maintenance 06/21             | \$ 4,160.00                |
| Ramada Inn                           | 2158                | RI06092021            | Meeting Room Rental 06/24/2021            | \$ 75.00                   |
| Rizzetta & Company, Inc.             | 2154                | INV0000058965         | District Management Services 06/21        | \$ 3,380.00                |
| Rizzetta Technology Services,<br>LLC | 2155                | INV0000007653         | Website & EMail Hosting Services 06/21    | \$ 175.00                  |
| <b><u>Report Total</u></b>           |                     |                       |   | <b><u>\$ 18,419.30</u></b> |

**TAB 3**

## RESOLUTION 2021-06

### THE ANNUAL APPROPRIATION RESOLUTION OF THE WESTRIDGE COMMUNITY DEVELOPMENT DISTRICT (THE "DISTRICT") RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021, AND ENDING SEPTEMBER 30, 2022

**WHEREAS**, the District Manager has, prior to the fifteenth (15<sup>th</sup>) day in June, 2021, submitted to the Board of Supervisors (the "Board") a proposed budget for the next ensuing budget year along with an explanatory and complete financial plan for each fund of the Westridge Community Development 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 annual budget (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 Thursday, August 26, 2021 as the date for 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 or transmitted the Proposed Budget to the manager or administrator of Polk County for posting on its website; and

**WHEREAS**, Section 190.008(2)(a), Florida Statutes, requires that, prior to October 1<sup>st</sup> of each year, the District 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 WESTRIDGE COMMUNITY DEVELOPMENT DISTRICT:**

#### **Section 1. Budget**

- a. That the Board of Supervisors has reviewed the District Manager's Proposed Budget, a copy of which is on file with the office of the District Manager and at the District's Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.

- b. That the District Manager’s 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, 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 for Fiscal Year 2021/2022 and/or revised projections for Fiscal Year 2021/2022.
- c. That the adopted budget, as amended, shall be maintained in the office of the District Manager and at the District’s Records Office and identified as “The Budget for the Westridge Community Development District for the Fiscal Year Ending September 30, 2022,” as adopted by the Board of Supervisors on August 26, 2021.
- d. The final adopted budget shall be posted by the District Manager on the District’s official website within thirty (30) days after adoption or shall be transmitted to the manager or administrator of Polk County for posting on its website.

**Section 2. Appropriations**

There is hereby appropriated out of the revenues of the Westridge Community Development District, for the fiscal year beginning October 1, 2021, and ending September 30, 2022, the sum of \$\_\_\_\_\_ to be raised by the levy of assessments and otherwise, which sum is deemed by the Board of Supervisors 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             | \$_____ (excludes collection costs) |
| DEBT SERVICE FUND, SERIES 2005 | \$_____ (excludes collection costs) |
| TOTAL ALL FUNDS                | \$_____ (excludes collection costs) |

**Section 3. Supplemental Appropriations**

The Board may authorize by resolution, supplemental appropriations or revenue changes for any lawful purpose from funds on hand or estimated to be received within the fiscal year as follows:

- a. The Board may authorize a transfer of the unexpended balance or portion thereof of any appropriation item.
- b. The Board may authorize an appropriation from the unappropriated balance of any fund.

- c. The Board may increase any revenue or income budget amount to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.

The District Manager and Treasurer shall have the power within a given fund to authorize the transfer of any unexpected balance of any appropriation item or any portion thereof, provided such transfers do not exceed Ten Thousand (\$10,000) Dollars or have the effect of causing more than 10% of the total appropriation of a given program or project to be transferred; previously approved transfers included. Such transfer shall not have the effect of causing a more than \$10,000 or 10% increase, previously approved transfers included, to the original budget appropriation for the receiving program. Other transfers within a program or project may be approved by the Board of Supervisors. The District Manager or Treasurer must establish administrative procedures which require information on the request forms proving that such transfer requests comply with this section.

Introduced, considered favorably, and adopted this 26th day of August, 2021.

ATTEST:

**WESTRIDGE COMMUNITY  
DEVELOPMENT DISTRICT**

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

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

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

**EXHIBIT A**





Rizzetta & Company

# Westridge Community Development District

<https://westridgecdd.org>

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**Approved Proposed Budget for  
Fiscal Year 2021/2022**

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

**8529 South Park Circle  
Suite 330  
Orlando, Florida 32819  
Phone: 407-409-1865**

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

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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.

**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.

**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.

**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.

**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.



**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.

## 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.



**Proposed Budget  
Westridge Community Development District  
Reserve Fund  
Fiscal Year 2021/2022**

|    | Chart of Accounts Classification                               | Budget for<br>2021/2022 | Comments  |
|----|--|-------------------------|---|
| 1  |  |                         |   |
| 2  | <b>REVENUES</b>  |                         |   |
| 3  |  |                         |   |
| 4  | Special Assessments  |                         |   |
| 5  | Tax Roll*  | \$ 15,000               | Tax Roll/Off Roll allocations to be determined upon final certification |
| 6  | Off Roll*  | \$ 10,000               | Tax Roll/Off Roll allocations to be determined upon final certification |
| 7  |  |                         | Capital Outlay Reserve  |
| 8  | <b>TOTAL REVENUES</b>  | <b>\$ 25,000</b>        |   |
| 11 |  |                         |   |
| 12 | <b>TOTAL REVENUES AND BALANCE FORWARD</b>                      | <b>\$ 25,000</b>        |   |
| 13 |  |                         |   |
| 14 | <i>*Allocation of assessments between the Tax Roll and Off</i> |                         |   |
| 15 |  |                         |   |
| 16 | <b>EXPENDITURES</b>  |                         |   |
| 17 |  |                         |   |
| 18 | Contingency  |                         |   |
| 19 | Capital Reserves   | \$ 25,000               | Capital Outlay Reserve for Major Infrastructure Projects                |
| 20 |  |                         |   |
| 21 | <b>TOTAL EXPENDITURES</b>                                      | <b>\$ 25,000</b>        |   |
| 22 |  |                         |   |
| 23 | <b>EXCESS OF REVENUES OVER</b>                                 | <b>\$ -</b>             |   |
| 24 |  |                         |   |

**Westridge Community Development District  
Debt Service  
Fiscal Year 2021/2022**

| Chart of Accounts Classification            | Series 2005         | Budget for<br>2021/2022 |
|---|---------------------|-------------------------|
| <b>REVENUES</b>                             |                     |                         |
| Special Assessments                         |                     |                         |
| Net Special Assessments <sup>(1)</sup>      | \$252,672.22        | \$252,672.22            |
| <b>TOTAL REVENUES</b>                       | <b>\$252,672.22</b> | <b>\$252,672.22</b>     |
| <b>EXPENDITURES</b>                         |                     |                         |
| <b>Administrative</b>                       |                     |                         |
| Financial & Administrative                  |                     |                         |
| Debt Service Obligation                     | \$252,672.22        | \$252,672.22            |
| <b>Administrative Subtotal</b>              | <b>\$252,672.22</b> | <b>\$252,672.22</b>     |
| <b>TOTAL EXPENDITURES</b>                   | <b>\$252,672.22</b> | <b>\$252,672.22</b>     |
| <b>EXCESS OF REVENUES OVER EXPENDITURES</b> | <b>\$0.00</b>       | <b>\$0.00</b>           |

Polk Co. Collection Costs (3%) and Early Payment Discounts 7.0%

**Gross Assessments** **\$ 271,690.56**

**Notes:**

Tax Roll Collection Costs and Early Payment Discount is 7.0% of Tax Roll.  
Budgeted net of tax roll assessments. See Assessment Table.

<sup>(1)</sup> Budgeted debt service is low due to foreclosure.

**Westridge Community Development District**

**FISCAL YEAR 2021/2022 O&M & DEBT SERVICE ASSESSMENT SCHEDULE**

|                          |    |                     |
|--------------------------|----|---------------------|
| 2021/2022 O&M Budget     |    | \$395,511.00        |
| Collection Cost @        | 3% | \$12,758.42         |
| Early Payment Discount @ | 4% | \$17,011.23         |
| 2021/2022 Total:         |    | <u>\$425,280.65</u> |

|                      |  |                    |
|----------------------|--|--------------------|
| 2020/2021 O&M Budget |  | \$311,159.00       |
| 2021/2022 O&M Budget |  | \$395,511.00       |
| Total Difference:    |  | <u>\$84,352.00</u> |

|   | PER UNIT ANNUAL ASSESSMENT |                   | Proposed Increase / Decrease |               |
|---|----------------------------|-------------------|------------------------------|---------------|
|   | 2020/2021                  | 2021/2022         | \$                           | %             |
| <b>Debt Service - TOWNHOME (TIERRA DEL SOL LAND TRUST)</b>        | \$2,830.11                 | \$2,830.11        | \$0.00                       | 0.00%         |
| <b>Operations/Maintenance - TOWNHOME (TIERRA DEL SOL LAND TI</b>  | \$313.69                   | \$398.73          | \$85.04                      | 27.11%        |
| <b>Total</b>  | <b>\$3,143.80</b>          | <b>\$3,228.84</b> | <b>\$85.04</b>               | <b>2.71%</b>  |
| <b>Debt Service - APARTMENTS (BC WEST) <sup>(1)</sup></b>         | \$0.00                     | \$0.00            | \$0.00                       | 0.00%         |
| <b>Operations/Maintenance - APARTMENTS (BC WEST)</b>              | \$285.46                   | \$362.85          | \$77.39                      | 27.11%        |
| <b>Total</b>  | <b>\$285.46</b>            | <b>\$362.85</b>   | <b>\$77.39</b>               | <b>27.11%</b> |
| <b>Debt Service - SINGLE FAMILY 40' (TDS WEST) <sup>(1)</sup></b> | \$0.00                     | \$0.00            | \$0.00                       | 0.00%         |
| <b>Operations/Maintenance - SINGLE FAMILY 40' (TDS WEST)</b>      | \$476.81                   | \$606.07          | \$129.26                     | 27.11%        |
| <b>Total</b>  | <b>\$476.81</b>            | <b>\$606.07</b>   | <b>\$129.26</b>              | <b>27.11%</b> |
| <b>Debt Service - SINGLE FAMILY 50' (TDS EAST) <sup>(1)</sup></b> | \$0.00                     | \$0.00            | \$0.00                       | 0.00%         |
| <b>Operations/Maintenance -SINGLE FAMILY 50' (TDS EAST)</b>       | \$596.02                   | \$757.59          | \$161.57                     | 27.11%        |
| <b>Total</b>  | <b>\$596.02</b>            | <b>\$757.59</b>   | <b>\$161.57</b>              | <b>27.11%</b> |

<sup>(1)</sup> No Debt Service due to foreclosure.

**WESTRIDGE COMMUNITY DEVELOPMENT DISTRICT**

**FISCAL YEAR 2021/2022 O&M ASSESSMENT SCHEDULE**

|                                 |    |                            |
|---------------------------------|----|----------------------------|
| TOTAL O&M BUDGET                |    | \$395,511.00               |
| COLLECTION COSTS @              | 3% | \$12,758.42                |
| EARLY PAYMENT DISCOUNT @        | 4% | \$17,011.23                |
| <b>TOTAL O&amp;M ASSESSMENT</b> |    | <b><u>\$425,280.65</u></b> |

| <u>LOT SIZE</u>              | <u>ALLOCATION OF O&amp;M ASSESSMENT</u> |            |                |                |   |                         | <u>PER LOT ANNUAL ASSESSMENT</u> |                                    |                             |
|------------------------------|---|------------|----------------|----------------|---|-------------------------|----------------------------------|------------------------------------|-----------------------------|
|                              | <u>O&amp;M UNITS</u>                    | <u>EAU</u> | <u>EAU's</u>   | <u>% TOTAL</u> | <u>TOTAL O&amp;M BUDGET</u>   | <u>O&amp;M PER UNIT</u> | <u>SERIES 2005</u>               |                                    |                             |
|                              |   |            |                |                |   |                         | <u>O&amp;M</u>                   | <u>DEBT SERVICE</u> <sup>(1)</sup> | <u>TOTAL</u> <sup>(2)</sup> |
| TOWNHOME (TDS LAND TRUST)    | 96                                      | 1.00       | 96.00          | 9.00%          | \$38,278.37   | \$398.73                | \$398.73                         | \$2,830.11                         | \$3,228.84                  |
| APARTMENTS (BC WEST)         | 236                                     | 0.91       | 214.76         | 20.14%         | \$85,631.90   | \$362.85                | \$362.85                         | \$0.00                             | \$362.85                    |
| SINGLE FAMILY 40' (TDS WEST) | 196                                     | 1.52       | 297.92         | 27.93%         | \$118,790.54  | \$606.07                | \$606.07                         | \$0.00                             | \$606.07                    |
| SINGLE FAMILY 50' (TDS EAST) | 241                                     | 1.90       | 457.90         | 42.93%         | \$182,579.84  | \$757.59                | \$757.59                         | \$0.00                             | \$757.59                    |
|                              | <u>769</u>                              |            | <u>1066.58</u> | <u>100.00%</u> | <u>\$425,280.65</u>   |                         |                                  |                                    |                             |
|                              |   |            |                |                | less Polk County Collection Costs (3%) and Early Payment Discount (4) | <u>(\$29,769.65)</u>    |                                  |                                    |                             |
|                              |   |            |                |                | Net Revenue   | <u>\$395,511.00</u>     |                                  |                                    |                             |

(1) Annual debt service assessment per lot adopted in connection with the Series 2005 bond issue. Annual assessment includes principal, interest, Polk County collection costs and early payment discount costs.

(2) Annual assessment that will appear on November 2021 Polk 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.

NOTE: Assessments for unplatted/unconstructed lands will be allocated on an acreage basis.



**TAB 4**

## RESOLUTION 2021-07

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WESTRIDGE COMMUNITY DEVELOPMENT DISTRICT MAKING A DETERMINATION OF BENEFIT AND IMPOSING SPECIAL ASSESSMENTS FOR FISCAL YEAR 2021-2022; PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS, INCLUDING BUT NOT LIMITED TO PENALTIES AND INTEREST THEREON; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Westridge 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 Polk 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, 2021 and ending September 30, 2022 ("**Fiscal Year 2021/2022**"), attached hereto as **Exhibit "A,"** 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 2021/2022; 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 ("**Assessment Roll**") attached to this Resolution as **Exhibit "B,"** and to certify such property to the County Tax Collector pursuant to the Uniform Method all as set forth in **Exhibit "B;"** and

**WHEREAS**, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll adopted herein, including that portion 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 WESTRIDGE COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1. BENEFIT & ALLOCATION FINDINGS.** 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 is shown in **Exhibits "A" and "B,"** and is hereby found to be fair and reasonable.

**SECTION 2. ASSESSMENT IMPOSITION.** Pursuant to Chapter 190, *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 **Exhibits "A" and "B."** 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 AND ENFORCEMENT; PENALTIES; INTEREST.**

**A. Tax Roll Assessments.** The operations and maintenance special assessments and previously levied debt service special assessments imposed on the Tax Roll Property shall be collected at the same time and in the same manner as County taxes in accordance with the Uniform Method, as set forth in **Exhibits "A" and "B."**

**B. Future Collection Methods.** The decision to collect special assessments by any particular method 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, attached to this Resolution as **Exhibit “B,”** is hereby certified for collection 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 26th day of August, 2021

ATTEST:

**WESTRIDGE COMMUNITY  
DEVELOPMENT DISTRICT**

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

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

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

**Exhibit A:** Adopted Budget for Fiscal Year 2021/2022

**Exhibit B:** Assessment Roll

**TAB 5**

**RESOLUTION 2021-08**

**A RESOLUTION OF THE WESTRIDGE COMMUNITY  
DEVELOPMENT DISTRICT ADOPTING THE ANNUAL  
MEETING SCHEDULE FOR FISCAL YEAR 2021/2022**

WHEREAS, the Westridge 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 Polk 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 2021/2022 annual meeting schedule as attached in **Exhibit A**;

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

Section 1. Regular meetings of the Board of Supervisors of the District shall be held as provided on the schedule attached as Exhibit "A".

Section 2. In accordance with Section 189.015(1), Florida Statutes, the District's Secretary is hereby directed to file annually, with Polk County, a schedule of the District's regular meetings.

Section 3. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this 26<sup>th</sup> day of August, 2021.

ATTEST:

**WESTRIDGE COMMUNITY  
DEVELOPMENT DISTRICT**

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

\_\_\_\_\_  
Chairperson, Board of Supervisors

**EXHIBIT "A"**  
**BOARD OF SUPERVISORS' MEETING DATES**  
**WESTRIDGE**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2021/2022**

October 28, 2021  
November 18, 2021\*\*\*  
December 16, 2021\*\*\*  
January 27, 2022  
February 24, 2022  
March 24, 2022  
April 28, 2022  
May 26, 2022  
June 23, 2022  
July 28, 2022  
August 25, 2022  
September 22, 2022

All meetings will convene on the 4<sup>th</sup> Thursday of the month (except for November and December 2021) at 2:00 p.m. at the Ramada Inn, located at 43824 Highway 27, Davenport, Florida 33837.

**TAB 6**



**THIRD ADDENDUM TO THE CONTRACT FOR  
PROFESSIONAL DISTRICT SERVICES**

---

This Third Addendum to the Contract for Professional District Services (this “**Addendum**”), is made and entered into as of the 1<sup>st</sup> day of October, 2021 (the “**Effective Date**”), by and between **Westridge Community Development District**, a local unit of special purpose government established pursuant to Chapter 190, Florida Statutes, located in Polk County, Florida (the “**District**”), and **Rizzetta & Company, Inc.**, a Florida corporation (the “**Consultant**”).

**RECITALS**

**WHEREAS**, the District and the Consultant entered into the Contract for Professional District Services dated October 1, 2018 (the “**Contract**”), incorporated by reference herein; and

**WHEREAS**, the District and the Consultant desire to amend **Exhibit B** - Schedule of Fees of the Fees and Expenses, section of the Contract as further described in this Addendum; and

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

**NOW, THEREFORE**, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which is hereby acknowledged, the District and the Consultant agree to the changes to amend **Exhibit B** - Schedule of Fees attached.

The amended **Exhibit B** - Schedule of Fees are hereby ratified and confirmed. All other terms and conditions of the Contract remain in full force and effect.

**IN WITNESS WHEREOF** the undersigned have executed this Addendum as of the Effective Date.

*(Remainder of this page is left blank intentionally)*

Therefore, the Consultant and the District each intend to enter this Addendum, understand the terms set forth herein, and hereby agree to those terms.

**ACCEPTED BY:**

**RIZZETTA & COMPANY, INC.**

BY: \_\_\_\_\_

PRINTED NAME: William J. Rizzetta

TITLE: President

DATE: \_\_\_\_\_

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

\_\_\_\_\_  
Print Name

**WESTRIDGE COMMUNITY DEVELOPMENT DISTRICT**

BY: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: Chairman/Vice Chairman

DATE: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Vice Chairman/Assistant Secretary  
Board of Supervisors

\_\_\_\_\_  
Print Name

**Exhibit B – Schedule of Fees**

## EXHIBIT B

### Schedule of Fees

| <b>STANDARD ON-GOING SERVICES:</b>   |                |                 |
|--|----------------|-----------------|
| Standard On-Going Services will be billed in advance monthly pursuant to the following schedule: |                |                 |
|  | Monthly        | Annually        |
| Management   | \$1,353        | \$16,230        |
| Administrative   | \$318          | \$3,819         |
| Accounting   | \$1,459        | \$17,503        |
| Financial & Revenue Collections  | \$318          | \$3,819         |
| Assessment Roll <sup>(1)</sup>   | \$5,355        | \$5,355         |
| <b>Total Standard On-Going Services</b>  | <b>\$3,448</b> | <b>\$46,726</b> |

(1) Assessment Roll is paid in one lump-sum payment at the time the roll is completed

### ADDITIONAL SERVICES:

|   |                |              |
|---|----------------|--------------|
| Extended and Continued Meetings             | Hourly         | \$ 175       |
| Special/Additional Meetings                 | Per Occurrence | Upon Request |
| Modifications and Certifications to         |                |              |
| Special Assessment Allocation Report        | Per Occurrence | Upon Request |
| True-Up Analysis/Report                     | Per Occurrence | Upon Request |
| Re-Financing Analysis                       | Per Occurrence | Upon Request |
| Bond Validation Testimony                   | Per Occurrence | Upon Request |
| Special Assessment Allocation Report        | Per Occurrence | Upon Request |
| Bond Issue Certifications/Closing Documents | Per Occurrence | Upon Request |
| Electronic communications/E-blasts          | Per Occurrence | Upon Request |
| Special Information Requests                | Hourly         | Upon Request |
| Amendment to District Boundary              | Hourly         | Upon Request |
| Grant Applications                          | Hourly         | Upon Request |
| Escrow Agent                                | Hourly         | Upon Request |
| Continuing Disclosure/Representative/Agent  | Annually       | Upon Request |
| Community Mailings                          | Per Occurrence | Upon Request |
| Response to Extensive Public                |                |              |
| Records Requests                            | Hourly         | Upon Request |

**PUBLIC RECORDS REQUESTS FEES:**

Public Records Requests will be billed hourly to the District pursuant to the current hourly rates shown below:

| <b>JOB TITLE:</b>            | <b>HOURLY RATE:</b> |
|------------------------------|---------------------|
| Senior Manager               | \$ 52.00            |
| District Manager             | \$ 40.00            |
| Accounting & Finance Staff   | \$ 28.00            |
| Administrative Support Staff | \$ 21.00            |

**LITIGATION SUPPORT SERVICES:**                      Hourly                      Upon Request

**ADDITIONAL THIRD-PARTY SERVICES:**

Pre-Payment Collections/Estoppel/Lien Releases:

|                |                |              |
|----------------|----------------|--------------|
| Lot/ Homeowner | Per Occurrence | Upon Request |
| Bulk Parcel(s) | Per Occurrence | Upon Request |