

**COUNTRY GREENS
COMMUNITY DEVELOPMENT
DISTRICT**

AGENDA PACKAGE

FEBRUARY 22, 2021

Board of Supervisors:

Catherine Catusus, Chairman
Alma Graham, Vice Chairperson
Anna Heintzelman, Assistant Secretary
Crystal Jones, Assistant Secretary
David Warden, Assistant Secretary

Kristen Suit, District Manager
Scott Clark, District Counsel
Peter Armans, District Engineer
Angel Montagna, Field Supervisor

February 15, 2021

Country Greens Community Development District
Board of Supervisors

Dear Board Members:

The regular meeting of the Board of Supervisors of the Country Greens Community Development District will be held on **Monday, February 22, 2021 at 5:30 p.m.** at REACH Church, 24540 State Road 46, Sorrento, Florida 32776. Following is the advance agenda for this meeting.

1. **Roll Call**
2. **Audience Comments**
3. **Organizational Matters**
 - A. Oaths of Office for Ms. Graham and Ms. Heintzelman
4. **Approval of the Minutes**
 - A. December 14, 2020
5. **District Manager's Report**
 - A. Financial Statements and Check Register
 - B. Discussion and Consideration of Memorandum of Understanding - E-Verify
6. **Staff Reports**
 - A. Field Report
 - i. Field Management Report
 - ii. Proposals from Yellowstone for Tree Removal and Replacement
 - iii. Discussion and Consideration of Landscape Proposals
 - a. Blade Runners Commercial Landscaping, Inc.
 - b. Capital Land Management
 - c. Servello Landscape Solutions
 - B. Engineer
 - C. Attorney
7. **Supervisor Requests and Audience Comments**
8. **Adjournment**

I look forward to seeing you at the meeting. In the meantime, if you have any questions, please contact me.

Sincerely,

Kristen Suit
District Manager

Fourth Order of Business

4A.

**MINUTES OF MEETING
COUNTRY GREENS
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Country Greens Community Development District was held at 5:30 p.m. on Monday, December 14, 2020 at the Christ Community Fellowship, 24540 State Road 46, Sorrento, Florida 32776.

Present and constituting a quorum were:

Catherine Catusus	Chairperson
Alma Graham	Vice Chairperson (via phone)
David Warden	Assistant Secretary
Crystal Jones	Assistant Secretary
Anna Heintzelman	Assistant Secretary (via phone)

Also present were:

Kristen Suit	District Manager
Scott Clark	District Counsel (via phone)
Peter Armans	District Engineer (via phone)
Ariel Medina	Field Supervisor
Pete Wittman	Yellowstone Landscaping (via phone)
Jennifer Elmore	Yellowstone Landscaping (via phone)

The following is a summary of the minutes and actions taken at the December 14, 2020 Country Greens Board of Supervisors meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Suit called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

Audience Comments

There being no audience, the next item followed.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Resolution 2021-02 Declaring Vacancies

On MOTION by Ms. Catusus seconded by Ms. Jones with all in favor, Resolution 2021-02 a resolution of the Board of Supervisors of the Country Greens Community Development District declaring vacancies in certain seats [3, 4 & 5] on the Board of Supervisors pursuant to Section 190.006(3)(b), Florida Statutes; and providing an effective date was adopted.

On MOTION by Ms. Catusus seconded by Ms. Jones, with all in favor, Ms. Graham was appointed to Seat 3.

On MOTION by Ms. Catusus seconded by Ms. Jones, with all in favor, Ms. Heintzelman was appointed to Seat 4.

On MOTION by Ms. Catusus seconded by Ms. Jones, with all in favor, Mr. Warden was appointed to Seat 5.

B. Oaths of Office of Newly Appointed Supervisors

Ms. Suit, a Notary Public of the State of Florida administered the oath of office to Mr. Warden.

C. Consideration of Resolution 2021-03 Election of Officers

Ms. Graham nominated Ms. Catusus as Chairperson and Ms. Heintzelman seconded the nomination. There being no further nominations Ms. Catusus was elected Chairperson.

Ms. Catusus nominated Ms. Graham as Vice Chairperson and Ms. Jones seconded the nomination. There being no further nominations Ms. Graham was elected Vice Chairperson.

On MOTION by Ms. Heintzelman seconded by Ms. Graham, with all in favor, Resolution 2021-03 – a resolution designating officers of Country Greens Community Development District as Catherine Catusus - Chairperson, Alma Graham - Vice Chairperson, Kristen Suit - Secretary, Alan Baldwin - Treasurer, Stephen Bloom - Assistant Treasurer, and Anna Heintzelman, Crystal Jones and David Warden - Assistant Secretaries was adopted.

FOURTH ORDER OF BUSINESS

Approval of the Minutes

A. October 26, 2020

- Ms. Suit stated each Board member received a copy of the minutes of the October 26, 2020 meeting and requested corrections, additions or deletions.
- Mr. Armans noted there are numerous comments on pages 4, 5 and 6 attributed to him that should be Mr. Wittman.

On MOTION by Ms. Jones seconded by Ms. Catusus, with all in favor, the minutes of the October 26, 2020 meeting were approved, as amended.

FIFTH ORDER OF BUSINESS **District Manager’s Report**

A. Financial Statements and Check Register

- Ms. Catusus inquired what they paid the Department of Economic Opportunity for.
 - Ms. Suit noted it is the annual filing fee of \$175.
- Mr. Warden noted the Supervisor checks for the October meeting are not included on the check register.

On MOTION by Ms. Catusus seconded by Mr. Warden, with all in favor, the financial statements were accepted, and the check register was approved.

FIFTH ORDER OF BUSINESS **Staff Reports**

A. Field Report

i. Field Management Report

- Mr. Medina reported there were incidents with the lights on 437 caused by mowers. Everything has been submitted to Yellowstone.
- Yellowstone has provided two options for replacement trees.

ii. Proposals from Yellowstone for Tree Removal and Replacement

- Mr. Medina noted Yellowstone has provided two options for replacement trees.
- Mr. Wittman reported he did some research on Lake County tree removal requirements noting it was determined if it is a hazardous tree and requires immediate removal it does not require a permit. They do have to provide pictures of the tree to the County Manager.
 - Ms. Catusus noted the information provided is for the residential tree removal for Lake County. She researched what they need to have done noting they do have to submit photos of the dead, dying or diseased trees to the Planning and Zoning Department and request they grant an exemption. They also need to verify as the subdivision has minimal planting requirements; they have removed trees in the past and if they remove more do they meet the minimum requirement for trees. If they do, they will not need to replant trees; if they do not, they will have to do some replanting. She noted they need to pull the original Master Landscape Plan to verify.

December 14, 2020

Country Greens CDD

- Discussion followed on the proposals with it being noted they need to verify the Lake County requirements before considering the proposals.
- Ms. Catusus inquired what berm within the community they are reporting was mowed. She noted the only thing ever called a berm in the community is owned by the developer, it is across from the golf course and they should not be mowing.
 - Mr. Wittman noted it was not identified as anyone’s property.
 - Ms. Catusus noted if it was done it should not have been done for the CDD.
 - Mr. Wittman noted they will follow-up on it
- Ms. Catusus noted the flowers were to be red and white and are not.
 - Ms. Elmore noted the pansies are considered to be red and white, they have a little yellow on the inside.
 - Discussion continued on the color of the pansies with Ms. Catusus noting for Christmas they specifically wanted red and white. Ms. Elmore noted she can check if there is a brighter red available and they can swap them out.

B. Engineer

There being nothing new to report, the next item followed.

C. Attorney

There being nothing new to report, the next item followed.

SIXTH ORDER OF BUSINESS

Supervisor Requests and Audience Comments

- Ms. Catusus inquired if there were signs posted for tonight’s meeting.
 - Mr. Medina noted there were not and apologized for forgetting.
- Ms. Catusus inquired when the contractor with Yellowstone is due for renewal.
 - Ms. Suit noted she will have to check but believes it was one year with three optional renewals.
- Ms. Suit noted she would mail the Oath of Office to Ms. Graham and Ms. Heintzeman, requesting they scan a copy back to her and mail a copy to the Division of Elections along with the \$10 check for the commission.

SEVENTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Ms. Catusus seconded by Ms. Heintzelman,
with all in favor the meeting was adjourned.

Kristen Suit
Secretary

Catherine Catusus
Chairman

Fifth Order of Business

5A

COUNTRY GREENS
Community Development District

Financial Report

January 31, 2021

(Unaudited)

Prepared by



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COUNTRY GREENS
Community Development District

Financial Statements

(Unaudited)

January 31, 2021

Balance Sheet
January 31, 2021

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2016A DEBT SERVICE FUND	TOTAL
<u>ASSETS</u>			
Cash - Checking Account	\$ 733,668	\$ -	\$ 733,668
Due From Other Funds	-	333,558	333,558
Investments:			
Certificates of Deposit - 12 Months	157,717	-	157,717
Money Market Account	184,493	-	184,493
Prepayment Fund (A-2)	-	13,064	13,064
Reserve Fund (A-1)	-	120,534	120,534
Reserve Fund (A-2)	-	53,250	53,250
Revenue Fund	-	3	3
TOTAL ASSETS	\$ 1,075,878	\$ 520,409	\$ 1,596,287
<u>LIABILITIES</u>			
Accounts Payable	\$ 15,515	\$ -	\$ 15,515
Accrued Expenses	30	-	30
Due To Other Funds	333,558	-	333,558
TOTAL LIABILITIES	349,103	-	349,103
<u>FUND BALANCES</u>			
Restricted for:			
Debt Service	-	520,409	520,409
Assigned to:			
Operating Reserves	87,226	-	87,226
Unassigned:	639,549	-	639,549
TOTAL FUND BALANCES	\$ 726,775	\$ 520,409	\$ 1,247,184
TOTAL LIABILITIES & FUND BALANCES	\$ 1,075,878	\$ 520,409	\$ 1,596,287

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending January 31, 2021

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES				
Interest - Investments	\$ 7,000	\$ 2,333	\$ 586	\$ (1,747)
Special Assmnts- Tax Collector	226,844	217,605	212,298	(5,307)
Special Assmnts- Discounts	(9,074)	(8,704)	(8,626)	78
TOTAL REVENUES	224,770	211,234	204,258	(6,976)
EXPENDITURES				
Administration				
P/R-Board of Supervisors	6,000	2,000	2,000	-
FICA Taxes	459	152	153	(1)
ProfServ-Arbitrage Rebate	600	-	-	-
ProfServ-Dissemination Agent	1,000	1,000	-	1,000
ProfServ-Engineering	5,500	1,832	675	1,157
ProfServ-Legal Services	10,000	3,333	1,195	2,138
ProfServ-Mgmt Consulting Serv	67,362	22,454	22,454	-
ProfServ-Trustee Fees	3,717	1,600	1,549	51
Auditing Services	3,600	3,600	-	3,600
Postage and Freight	400	132	328	(196)
Insurance - General Liability	8,044	8,044	8,409	(365)
Printing and Binding	500	167	129	38
Legal Advertising	450	-	-	-
Miscellaneous Services	1,000	333	50	283
Misc-Assessmnt Collection Cost	4,537	4,352	-	4,352
Misc-Web Hosting	2,500	2,500	1,685	815
Office Supplies	200	67	90	(23)
Annual District Filing Fee	175	175	175	-
Total Administration	116,044	51,741	38,892	12,849

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending January 31, 2021

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
Field				
ProfServ-Field Management	20,300	6,767	6,767	-
Contracts-Landscape	178,380	59,460	59,793	(333)
Contracts-Aquatic Control	3,060	1,020	1,020	-
Utility - General	17,000	5,667	3,430	2,237
R&M-Common Area	10,000	3,333	1,343	1,990
Miscellaneous Services	4,000	1,333	-	1,333
Total Field	232,740	77,580	72,353	5,227
TOTAL EXPENDITURES	348,784	129,321	111,245	18,076
Excess (deficiency) of revenues Over (under) expenditures	(124,014)	81,913	93,013	11,100
OTHER FINANCING SOURCES (USES)				
Contribution to (Use of) Fund Balance	(124,014)	-	-	-
TOTAL FINANCING SOURCES (USES)	(124,014)	-	-	-
Net change in fund balance	\$ (124,014)	\$ 81,913	\$ 93,013	\$ 11,100
FUND BALANCE, BEGINNING (OCT 1, 2020)	633,762	633,762	633,762	
FUND BALANCE, ENDING	\$ 509,748	\$ 715,675	\$ 726,775	

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending January 31, 2021

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>
<u>REVENUES</u>				
Interest - Investments	\$ 4,278	\$ 1,426	\$ 4	\$ (1,422)
Special Assmnts- Tax Collector	369,754	339,120	345,868	6,748
Special Assmnts- Discounts	(14,790)	(13,564)	(14,057)	(493)
TOTAL REVENUES	359,242	326,982	331,815	4,833
<u>EXPENDITURES</u>				
<u>Administration</u>				
Misc-Assessmnt Collection Cost	7,395	6,782	-	6,782
Total Administration	7,395	6,782	-	6,782
<u>Debt Service</u>				
Principal Prepayments	-	-	5,000	(5,000)
Principal Debt Retirement A-1	150,000	-	-	-
Principal Debt Retirement A-2	50,000	-	-	-
Interest Expense Series A-1	90,836	45,418	45,418	-
Interest Expense Series A-2	50,750	25,375	25,375	-
Total Debt Service	341,586	70,793	75,793	(5,000)
TOTAL EXPENDITURES	348,981	77,575	75,793	1,782
Excess (deficiency) of revenues Over (under) expenditures	10,261	249,407	256,022	6,615
<u>OTHER FINANCING SOURCES (USES)</u>				
Contribution to (Use of) Fund Balance	10,261	-	-	-
TOTAL FINANCING SOURCES (USES)	10,261	-	-	-
Net change in fund balance	\$ 10,261	\$ 249,407	\$ 256,022	\$ 6,615
FUND BALANCE, BEGINNING (OCT 1, 2020)	264,387	264,387	264,387	
FUND BALANCE, ENDING	\$ 274,648	\$ 513,794	\$ 520,409	

Notes to the Financial Statements
January 31, 2021

General Fund

▶ **Assets**

- **Cash and Investments-** In order to maximize cash liquidity, the District has several CDs with varying maturities and Money Market Accounts. (See Cash & Investments Report for further details).
- **Due From Other Funds -** Tax Collector Assessments.

▶ **Liabilities**

- **Accrued Expenses -** Accrual for Contracts - Aquatic Control for January.
- **Due To Other Funds -** Tax Collector Assessments due to trustee and transferred in February, 2021.

▶ **Fund Balance**

■ **Assigned to:**

Operating Reserves	\$	87,226
TOTAL	\$	<u>87,226</u>

Debt Service Fund

▶ **Assets**

- **Investments -** Trust Accounts at US Bank for the Debt Service (See Cash & Investments Report for further details).

Notes to the Financial Statements
January 31, 2021

Financial Overview / Highlights

- ▶ The Non-Ad Valorem assessments are about 94% collected.
- ▶ Total expenditures through January are approximately 32% compared to Annual Adopted Budget. Significant variances are explained below.

Variance Analysis

Account Name	Annual Adopted Budget	YTD Actual	% of Budget	Explanation
Expenditures				
<u>Administrative</u>				
Postage and Freight	\$ 400	\$ 328	82%	Mailing of Agenda Packages.
ProfServ - Trustee Fees	\$ 3,717	\$ 1,549	42%	Trustee fees paid through Feb 2021.
Insurance- General Liability	\$ 8,044	\$ 8,409	105%	Insurance is paid in full.
Misc-Web Hosting	\$ 2,500	\$ 1,685	67%	Email and archiving renewal with Go Daddy.
Office Supplies	\$ 200	\$ 90	45%	Agenda Books.
<u>Field</u>				
Contracts - Landscape	\$ 178,380	\$ 59,793	34%	Landscape increased by \$500 after budget was adopted.
Utility - General	\$ 17,000	\$ 3,430	20%	Monthly expenses fluctuate each month.
R&M - Common Area	\$ 10,000	\$ 1,343	13%	Irrigation repairs and holiday decorations.

Notes to the Financial Statements
January 31, 2021

COUNTRY GREENS
Community Development District

Supporting Schedules

January 31, 2021

**Non-Ad Valorem Special Assessments - Lake County Tax Collector
(Monthly Collection Distributions)
For the Fiscal Year Ending September 30, 2021**

Date Received	Net Amount Received	Discounts / (Penalties) Amounts	(1) Collection Costs	Gross Amount Received	ALLOCATION BY FUND	
					General Fund	Series 2016A Debt Service Fund
Assessments Levied FY 2021				\$ 596,600	\$ 226,846	\$ 369,754
Allocation %				100%	38%	62%
10/31/20	\$ 1,825	\$ 90	\$ 37	\$ 1,915	\$ 1,915	
10/31/20	3,162	158	65	3,320		3,320
11/09/20	7,386	314	151	7,700	7,700	
11/09/20	11,139	474	227	11,613		11,613
11/27/20	32,776	1,391	669	34,167	34,167	
11/27/20	52,316	2,220	1,068	54,537		54,537
12/01/20	146,609	6,235	2,992	152,844	152,844	
12/01/20	240,666	10,232	4,912	250,899		250,899
12/21/19	11,853	497	242	12,350	12,350	
12/21/19	19,394	814	396	20,208		20,208
01/01/21	3,222	99	66	3,321	3,321	
01/01/21	5,133	159	105	5,292		5,292
TOTAL	\$ 535,483	\$ 22,683	\$ 10,928	\$ 558,166	\$ 212,298	\$ 345,868
% COLLECTED				94%	94%	94%
TOTAL OUTSTANDING				\$ 38,434	\$ 14,548	\$ 23,886

Note (1) - Collection costs are paid directly to the Lake County Tax Collector twice a year.

Cash and Investment Report
January 31, 2021

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Maturity</u>	<u>Yield</u>	<u>Balance</u>
GENERAL FUND					
Checking account - Operating	Valley National Bank	Checking Account	n/a	0.25%	\$ 733,668
Certificate of Deposits 12M	Valley Bank	CD	3/16/2021	1.20%	\$ 157,717
Money Market Account	Valley National	MMA	n/a	0.25%	\$ 184,493
				Subtotal	\$ 1,075,879
DEBT SERVICE FUNDS					
Series 2016 A-1 & A-2 Prepayment	US Bank	First American Govt.	n/a	0.02%	\$ 13,064
Series 2016 A-1 Reserve	US Bank	First American Govt.	n/a	0.02%	\$ 120,534
Series 2016 A-2 Reserve	US Bank	First American Govt.	n/a	0.02%	\$ 53,250
Series 2016 A-1 & A-2 Rev.	US Bank	First American Govt.	n/a	0.02%	\$ 3
				Subtotal	\$ 186,852
				Total	\$ 1,262,729

Country Greens CDD

Bank Reconciliation

Bank Account No. 9840 Valley National Bank GF Checking New Account
 Statement No. 1/31
 Statement Date 1/31/2021

G/L Balance (LCY)	733,668.20	Statement Balance	741,314.53
G/L Balance	733,668.20	Outstanding Deposits	0.00
Positive Adjustments	0.00		
	<hr/>	Subtotal	741,314.53
Subtotal	733,668.20	Outstanding Checks	7,646.33
Negative Adjustments	0.00	Differences	0.00
	<hr/>		
Ending G/L Balance	733,668.20	Ending Balance	733,668.20
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Checks						
12/22/2020	Payment	3178	YELLOWSTONE LANDSCAPE	30,235.86	30,235.86	0.00
1/7/2021	Payment	3179	CLARK & ALBAUGH, LLP	370.50	370.50	0.00
1/7/2021	Payment	3180	INNERSYNC STUDIO, LTD	388.13	388.13	0.00
1/7/2021	Payment	3181	FEDEX	141.21	141.21	0.00
1/14/2021	Payment	3182	DEWBERRY ENGINEERS INC	225.00	225.00	0.00
1/14/2021	Payment	3183	HOME DEPOT	127.78	127.78	0.00
1/14/2021	Payment	3184	SITEX AQUATICS, LLC	225.00	225.00	0.00
1/28/2021	Payment	DD253	Payment of Invoice 002959	637.24	637.24	0.00
Total Checks				32,350.72	32,350.72	0.00
Outstanding Checks						
12/16/2020	Payment	3175	ANNA L. HEINTZELMAN	184.70	0.00	184.70
1/28/2021	Payment	3185	INFRAMARK, LLC	7,461.63	0.00	7,461.63
Total Outstanding Checks				7,646.33		7,646.33

COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT

**Payment Register by Fund
For the Period from 11/1/2020 to 1/31/2021
(Sorted by Check / ACH No.)**

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
GENERAL FUND - 001								
001	3164	11/05/20	SITEX AQUATICS, LLC	4087B	OCT LAKE MAINT 3 WATERWAYS	Contracts-Aquatic Control	534067-53901	\$255.00
001	3164	11/05/20	SITEX AQUATICS, LLC	4189B	NOV LAKE MAINT 3 WATERWAYS	Contracts-Aquatic Control	534067-53901	\$255.00
001	3165	11/12/20	CLARK & ALBAUGH, LLP	17208	GEN MATTERS THRU OCT 2020	ProfServ-Legal Services	531023-51401	\$541.50
001	3166	11/12/20	FEDEX	7-162-80748	OCT POSTAGE	Postage and Freight	541006-51301	\$138.21
001	3167	12/03/20	DEWBERRY ENGINEERS INC	1895888	ENGG SRVC THRU OCT 2020	ProfServ-Engineering	531013-51501	\$450.00
001	3168	12/03/20	INFRAMARK, LLC	57377	NOV MGMT FEES	ProfServ-Mgmt Consulting Serv	531027-51201	\$5,613.50
001	3168	12/03/20	INFRAMARK, LLC	57377	NOV MGMT FEES	ProfServ-Field Management	531016-53901	\$1,691.67
001	3168	12/03/20	INFRAMARK, LLC	57377	NOV MGMT FEES	Postage and Freight	541006-51301	\$8.00
001	3168	12/03/20	INFRAMARK, LLC	57377	NOV MGMT FEES	Printing and Binding	547001-51301	\$40.75
001	3168	12/03/20	INFRAMARK, LLC	57377	NOV MGMT FEES	R&M-Common Area	546016-53901	\$639.00
001	3169	12/10/20	CLARK & ALBAUGH, LLP	17245	GEN MATTERS THRU NOV 2020	ProfServ-Legal Services	531023-51401	\$283.00
001	3170	12/10/20	FEDEX	7-191-35335	NOV POSTAGE	Postage and Freight	541006-51301	\$14.44
001	3171	12/10/20	GEXPRO	S129254458.001	COMMON AREA	R&M-Common Area	546016-53901	\$217.69
001	3172	12/10/20	HOME DEPOT	1015335	COMMON AREA	R&M-Common Area	546016-53901	\$18.94
001	3173	12/10/20	YELLOWSTONE LANDSCAPE	ON 164792	NOV LANDSCAPE MAINT	Contracts-Landscape	534050-53901	\$14,948.34
001	3176	12/22/20	INFRAMARK, LLC	58411	DEC MGMT FEES	ProfServ-Mgmt Consulting Serv	531027-51201	\$5,613.50
001	3176	12/22/20	INFRAMARK, LLC	58411	DEC MGMT FEES	ProfServ-Field Management	531016-53901	\$1,691.67
001	3176	12/22/20	INFRAMARK, LLC	58411	DEC MGMT FEES	Postage and Freight	541006-51301	\$1.50
001	3176	12/22/20	INFRAMARK, LLC	58411	DEC MGMT FEES	Printing and Binding	547001-51301	\$25.50
001	3177	12/22/20	SITEX AQUATICS, LLC	4286B	DEC LAKE MAINT 3 WATERWAYS	Contracts-Aquatic Control	534067-53901	\$255.00
001	3178	12/22/20	YELLOWSTONE LANDSCAPE	ON 173169	DEC LANDSCAPE MAINT	Contracts-Landscape	534050-53901	\$14,948.34
001	3178	12/22/20	YELLOWSTONE LANDSCAPE	ON 175058	IRR REPAIRS	R&M-Common Area	546016-53901	\$339.18
001	3178	12/22/20	YELLOWSTONE LANDSCAPE	ON 157487	OCT LANDSCAPE MAINTY	Contracts-Landscape	534050-53901	\$14,948.34
001	3179	01/07/21	CLARK & ALBAUGH, LLP	17276	GEN MATTERS THRU DEC 2020	ProfServ-Legal Services	531023-51401	\$370.50
001	3180	01/07/21	INNERSYNC STUDIO, LTD	19148	WEB HOSTING/COMPLIANCE SVCS	Misc-Web Hosting	549915-51301	\$388.13
001	3181	01/07/21	FEDEX	7-213-58813	POSTAGE DEC 2020	Postage and Freight	541006-51301	\$141.21
001	3182	01/14/21	DEWBERRY ENGINEERS INC	1916361	ENGG SVCS THRU DEC 2020	ProfServ-Engineering	531013-51501	\$225.00
001	3183	01/14/21	HOME DEPOT	122120-6336		R&M-Common Area	546016-53901	\$127.78
001	3184	01/14/21	SITEX AQUATICS, LLC	4388B	JAN 2021 LAKE MAINT 3 WATERWAYS	Contracts-Aquatic Control	534067-53901	\$225.00
001	3185	01/28/21	INFRAMARK, LLC	59466	JAN 2021 MGMT FEES	ProfServ-Mgmt Consulting Serv	531027-51201	\$5,613.50
001	3185	01/28/21	INFRAMARK, LLC	59466	JAN 2021 MGMT FEES	ProfServ-Field Management	531016-53901	\$1,691.67
001	3185	01/28/21	INFRAMARK, LLC	59466	JAN 2021 MGMT FEES	Postage and Freight	541006-51301	\$3.50
001	3185	01/28/21	INFRAMARK, LLC	59466	JAN 2021 MGMT FEES	Printing and Binding	547001-51301	\$62.96
001	3185	01/28/21	INFRAMARK, LLC	59466	JAN 2021 MGMT FEES	Office Supplies	551002-51301	\$90.00
001	DD246	11/29/20	SECO	110920 ACH	BILL PRD 10/9-11/9/20	Utility - General	543001-53901	\$448.12
001	DD247	12/02/20	SECO	111620 ACH	BILL PRD 10/14-11/12/20	Utility - General	543001-53901	\$456.02
001	DD251	12/30/20	SECO	121020 ACH	BILL PRD 11/9-12/8/20	Utility - General	543001-53901	\$378.46

COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT

**Payment Register by Fund
For the Period from 11/1/2020 to 1/31/2021
(Sorted by Check / ACH No.)**

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
001	DD252	12/30/20	SECO	121120 ACH	BILL PRD 11/12-12/11/20	Utility - General	543001-53901	\$488.69
001	DD253	01/28/21	SECO	011321 ACH		Utility - General	543001-53901	\$637.24
001	3162	11/02/20	CATHERINE G. CATASUS	PAYROLL	November 02, 2020 Payroll Posting			\$184.70
001	3163	11/02/20	ANNA L. HEINTZELMAN	PAYROLL	November 02, 2020 Payroll Posting			\$184.70
001	DD242	11/02/20	DAVID WARDEN	PAYROLL	November 02, 2020 Payroll Posting			\$184.70
001	DD243	11/02/20	ALMA W. GRAHAM	PAYROLL	November 02, 2020 Payroll Posting			\$184.70
001	DD244	11/02/20	CRYSTAL Y. JONES	PAYROLL	November 02, 2020 Payroll Posting			\$184.70
001	DD248	12/17/20	DAVID WARDEN	PAYROLL	December 17, 2020 Payroll Posting			\$184.70
001	DD249	12/17/20	ALMA W. GRAHAM	PAYROLL	December 17, 2020 Payroll Posting			\$184.70
001	DD250	12/17/20	CRYSTAL Y. JONES	PAYROLL	December 17, 2020 Payroll Posting			\$184.70
001	3174	12/16/20	CATHERINE G. CATASUS	PAYROLL	December 16, 2020 Payroll Posting			\$184.70
001	3175	12/16/20	ANNA L. HEINTZELMAN	PAYROLL	December 16, 2020 Payroll Posting			\$184.70
Fund Total								<u>\$76,132.85</u>

Total Checks Paid \$76,132.85

5B.



Company ID Number: _____

THE E-VERIFY MEMORANDUM OF UNDERSTANDING FOR EMPLOYERS

ARTICLE I PURPOSE AND AUTHORITY

The parties to this agreement are the Department of Homeland Security (DHS) and the _____ (Employer). The purpose of this agreement is to set forth terms and conditions which the Employer will follow while participating in E-Verify.

E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of Form I-9, Employment Eligibility Verification (Form I-9). This Memorandum of Understanding (MOU) explains certain features of the E-Verify program and describes specific responsibilities of the Employer, the Social Security Administration (SSA), and DHS.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). The Federal Acquisition Regulation (FAR) Subpart 22.18, "Employment Eligibility Verification" and Executive Order 12989, as amended, provide authority for Federal contractors and subcontractors (Federal contractor) to use E-Verify to verify the employment eligibility of certain employees working on Federal contracts.

ARTICLE II RESPONSIBILITIES

A. RESPONSIBILITIES OF THE EMPLOYER

1. The Employer agrees to display the following notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system:
 - a. Notice of E-Verify Participation
 - b. Notice of Right to Work
2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted about E-Verify. The Employer also agrees to keep such information current by providing updated information to SSA and DHS whenever the representatives' contact information changes.
3. The Employer agrees to grant E-Verify access only to current employees who need E-Verify access. Employers must promptly terminate an employee's E-Verify access if the

employee is separated from the company or no longer needs access to E-Verify.

4. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual.

5. The Employer agrees that any Employer Representative who will create E-Verify cases will complete the E-Verify Tutorial before that individual creates any cases.

a. The Employer agrees that all Employer representatives will take the refresher tutorials when prompted by E-Verify in order to continue using E-Verify. Failure to complete a refresher tutorial will prevent the Employer Representative from continued use of E-Verify.

6. The Employer agrees to comply with current Form I-9 procedures, with two exceptions:

a. If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. § 274a.2(b)(1)(B)) can be presented during the Form I-9 process to establish identity.) If an employee objects to the photo requirement for religious reasons, the Employer should contact E-Verify at 888-464-4218.

b. If an employee presents a DHS Form I-551 (Permanent Resident Card), Form I-766 (Employment Authorization Document), or U.S. Passport or Passport Card to complete Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The Employer will use the photocopy to verify the photo and to assist DHS with its review of photo mismatches that employees contest. DHS may in the future designate other documents that activate the photo screening tool.

Note: Subject only to the exceptions noted previously in this paragraph, employees still retain the right to present any List A, or List B and List C, document(s) to complete the Form I-9.

7. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.

8. The Employer agrees that, although it participates in E-Verify, the Employer has a responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, including the obligation to comply with the antidiscrimination requirements of section 274B of the INA with respect to Form I-9 procedures.

a. The following modified requirements are the only exceptions to an Employer's obligation to not employ unauthorized workers and comply with the anti-discrimination provision of the INA: (1) List B identity documents must have photos, as described in paragraph 6 above; (2) When an Employer confirms the identity and employment eligibility of newly hired employee using E-Verify procedures, the Employer establishes a rebuttable presumption that it has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of that employee; (3) If the Employer receives a final nonconfirmation for an employee, but continues to employ that person, the Employer must notify DHS and the Employer is subject to a civil money penalty between \$550 and \$1,100 for each failure to notify DHS of continued employment

following a final nonconfirmation; (4) If the Employer continues to employ an employee after receiving a final nonconfirmation, then the Employer is subject to a rebuttable presumption that it has knowingly employed an unauthorized alien in violation of section 274A(a)(1)(A); and (5) no E-Verify participant is civilly or criminally liable under any law for any action taken in good faith based on information provided through the E-Verify.

b. DHS reserves the right to conduct Form I-9 compliance inspections, as well as any other enforcement or compliance activity authorized by law, including site visits, to ensure proper use of E-Verify.

9. The Employer is strictly prohibited from creating an E-Verify case before the employee has been hired, meaning that a firm offer of employment was extended and accepted and Form I-9 was completed. The Employer agrees to create an E-Verify case for new employees within three Employer business days after each employee has been hired (after both Sections 1 and 2 of Form I-9 have been completed), and to complete as many steps of the E-Verify process as are necessary according to the E-Verify User Manual. If E-Verify is temporarily unavailable, the three-day time period will be extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability.

10. The Employer agrees not to use E-Verify for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use that this MOU or the E-Verify User Manual does not authorize.

11. The Employer must use E-Verify for all new employees. The Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. Employers who are Federal contractors may qualify for exceptions to this requirement as described in Article II.B of this MOU.

12. The Employer agrees to follow appropriate procedures (see Article III below) regarding tentative nonconfirmations. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending. Further, when employees contest a tentative nonconfirmation based upon a photo mismatch, the Employer must take additional steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.

13. The Employer agrees not to take any adverse action against an employee based upon the employee's perceived employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1(l)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification system to verify work authorization, a tentative nonconfirmation, a case in continuance (indicating the need for additional time for the government to resolve a case), or the finding of a photo mismatch, does not establish, and should not be interpreted as, evidence that the employee is not work authorized. In any of such cases, the employee must be provided a full and fair opportunity to contest the finding, and if he or she does so, the employee

may not be terminated or suffer any adverse employment consequences based upon the employee's perceived employment eligibility status (including denying, reducing, or extending work hours, delaying or preventing training, requiring an employee to work in poorer conditions, withholding pay, refusing to assign the employee to a Federal contract or other assignment, or otherwise assuming that he or she is unauthorized to work) until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo mismatch or if a secondary verification is completed and a final nonconfirmation is issued, then the Employer can find the employee is not work authorized and terminate the employee's employment. Employers or employees with questions about a final nonconfirmation may call E-Verify at 1-888-464-4218 (customer service) or 1-888-897-7781 (worker hotline).

14. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA as applicable by not discriminating unlawfully against any individual in hiring, firing, employment eligibility verification, or recruitment or referral practices because of his or her national origin or citizenship status, or by committing discriminatory documentary practices. The Employer understands that such illegal practices can include selective verification or use of E-Verify except as provided in part D below, or discharging or refusing to hire employees because they appear or sound "foreign" or have received tentative nonconfirmations. The Employer further understands that any violation of the immigration-related unfair employment practices provisions in section 274B of the INA could subject the Employer to civil penalties, back pay awards, and other sanctions, and violations of Title VII could subject the Employer to back pay awards, compensatory and punitive damages. Violations of either section 274B of the INA or Title VII may also lead to the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact the Immigrant and Employee Rights Section, Civil Rights Division, U.S. Department of Justice at 1-800-255-8155 or 1-800-237-2515 (TTY) or go to <https://www.justice.gov/ier>.

15. The Employer agrees that it will use the information it receives from E-Verify only to confirm the employment eligibility of employees as authorized by this MOU. The Employer agrees that it will safeguard this information, and means of access to it (such as PINS and passwords), to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU, except for such dissemination as may be authorized in advance by SSA or DHS for legitimate purposes.

16. The Employer agrees to notify DHS immediately in the event of a breach of personal information. Breaches are defined as loss of control or unauthorized access to E-Verify personal data. All suspected or confirmed breaches should be reported by calling 1-888-464-4218 or via email at E-Verify@dhs.gov. Please use "Privacy Incident – Password" in the subject line of your email when sending a breach report to E-Verify.

17. The Employer acknowledges that the information it receives from SSA is governed by the Privacy Act (5 U.S.C. § 552a(i)(1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)). Any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.

18. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, which includes permitting DHS, SSA, their contractors and

other agents, upon reasonable notice, to review Forms I-9 and other employment records and to interview it and its employees regarding the Employer's use of E-Verify, and to respond in a prompt and accurate manner to DHS requests for information relating to their participation in E-Verify.

19. The Employer shall not make any false or unauthorized claims or references about its participation in E-Verify on its website, in advertising materials, or other media. The Employer shall not describe its services as federally-approved, federally-certified, or federally-recognized, or use language with a similar intent on its website or other materials provided to the public. Entering into this MOU does not mean that E-Verify endorses or authorizes your E-Verify services and any claim to that effect is false.

20. The Employer shall not state in its website or other public documents that any language used therein has been provided or approved by DHS, USCIS or the Verification Division, without first obtaining the prior written consent of DHS.

21. The Employer agrees that E-Verify trademarks and logos may be used only under license by DHS/USCIS (see [M-795 \(Web\)](#)) and, other than pursuant to the specific terms of such license, may not be used in any manner that might imply that the Employer's services, products, websites, or publications are sponsored by, endorsed by, licensed by, or affiliated with DHS, USCIS, or E-Verify.

22. The Employer understands that if it uses E-Verify procedures for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and termination of its participation in E-Verify according to this MOU.

B. RESPONSIBILITIES OF FEDERAL CONTRACTORS

1. If the Employer is a Federal contractor with the FAR E-Verify clause subject to the employment verification terms in Subpart 22.18 of the FAR, it will become familiar with and comply with the most current version of the E-Verify User Manual for Federal Contractors as well as the E-Verify Supplemental Guide for Federal Contractors.

2. In addition to the responsibilities of every employer outlined in this MOU, the Employer understands that if it is a Federal contractor subject to the employment verification terms in Subpart 22.18 of the FAR it must verify the employment eligibility of any "employee assigned to the contract" (as defined in FAR 22.1801). Once an employee has been verified through E-Verify by the Employer, the Employer may not create a second case for the employee through E-Verify.

a. An Employer that is not enrolled in E-Verify as a Federal contractor at the time of a contract award must enroll as a Federal contractor in the E-Verify program within 30 calendar days of contract award and, within 90 days of enrollment, begin to verify employment eligibility of new hires using E-Verify. The Employer must verify those employees who are working in the United States, whether or not they are assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within three business days after the hire date. Once enrolled in E-Verify as a Federal contractor, the Employer must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

b. Employers enrolled in E-Verify as a Federal contractor for 90 days or more at the time of a contract award must use E-Verify to begin verification of employment

eligibility for new hires of the Employer who are working in the United States, whether or not assigned to the contract, within three business days after the date of hire. If the Employer is enrolled in E-Verify as a Federal contractor for 90 calendar days or less at the time of contract award, the Employer must, within 90 days of enrollment, begin to use E-Verify to initiate verification of new hires of the contractor who are working in the United States, whether or not assigned to the contract. Such verification of new hires must be initiated within three business days after the date of hire. An Employer enrolled as a Federal contractor in E-Verify must begin verification of each employee assigned to the contract within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever is later.

c. Federal contractors that are institutions of higher education (as defined at 20 U.S.C. 1001(a)), state or local governments, governments of Federally recognized Indian tribes, or sureties performing under a takeover agreement entered into with a Federal agency under a performance bond may choose to only verify new and existing employees assigned to the Federal contract. Such Federal contractors may, however, elect to verify all new hires, and/or all existing employees hired after November 6, 1986. Employers in this category must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

d. Upon enrollment, Employers who are Federal contractors may elect to verify employment eligibility of all existing employees working in the United States who were hired after November 6, 1986, instead of verifying only those employees assigned to a covered Federal contract. After enrollment, Employers must elect to verify existing staff following DHS procedures and begin E-Verify verification of all existing employees within 180 days after the election.

e. The Employer may use a previously completed Form I-9 as the basis for creating an E-Verify case for an employee assigned to a contract as long as:

- i. That Form I-9 is complete (including the SSN) and complies with Article II.A.6,
- ii. The employee's work authorization has not expired, and
- iii. The Employer has reviewed the Form I-9 information either in person or in communications with the employee to ensure that the employee's Section 1, Form I-9 attestation has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen).

f. The Employer shall complete a new Form I-9 consistent with Article II.A.6 or update the previous Form I-9 to provide the necessary information if:

- i. The Employer cannot determine that Form I-9 complies with Article II.A.6,
- ii. The employee's basis for work authorization as attested in Section 1 has expired or changed, or
- iii. The Form I-9 contains no SSN or is otherwise incomplete.

Note: If Section 1 of Form I-9 is otherwise valid and up-to-date and the form otherwise complies with Article II.C.5, but reflects documentation (such as a U.S. passport or Form I-551) that expired after completing Form I-9, the Employer shall

not require the production of additional documentation, or use the photo screening tool described in Article II.A.5, subject to any additional or superseding instructions that may be provided on this subject in the E-Verify User Manual.

g. The Employer agrees not to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU or to authorize verification of any existing employee by any Employer that is not a Federal contractor based on this Article.

3. The Employer understands that if it is a Federal contractor, its compliance with this MOU is a performance requirement under the terms of the Federal contract or subcontract, and the Employer consents to the release of information relating to compliance with its verification responsibilities under this MOU to contracting officers or other officials authorized to review the Employer's compliance with Federal contracting requirements.

C. RESPONSIBILITIES OF SSA

1. SSA agrees to allow DHS to compare data provided by the Employer against SSA's database. SSA sends DHS confirmation that the data sent either matches or does not match the information in SSA's database.

2. SSA agrees to safeguard the information the Employer provides through E-Verify procedures. SSA also agrees to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security numbers or responsible for evaluation of E-Verify or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).

3. SSA agrees to provide case results from its database within three Federal Government work days of the initial inquiry. E-Verify provides the information to the Employer.

4. SSA agrees to update SSA records as necessary if the employee who contests the SSA tentative nonconfirmation visits an SSA field office and provides the required evidence. If the employee visits an SSA field office within the eight Federal Government work days from the date of referral to SSA, SSA agrees to update SSA records, if appropriate, within the eight-day period unless SSA determines that more than eight days may be necessary. In such cases, SSA will provide additional instructions to the employee. If the employee does not visit SSA in the time allowed, E-Verify may provide a final nonconfirmation to the employer.

Note: If an Employer experiences technical problems, or has a policy question, the employer should contact E-Verify at 1-888-464-4218.

D. RESPONSIBILITIES OF DHS

1. DHS agrees to provide the Employer with selected data from DHS databases to enable the Employer to conduct, to the extent authorized by this MOU:

- a. Automated verification checks on alien employees by electronic means, and
- b. Photo verification checks (when available) on employees.

2. DHS agrees to assist the Employer with operational problems associated with the Employer's participation in E-Verify. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.
3. DHS agrees to provide to the Employer with access to E-Verify training materials as well as an E-Verify User Manual that contain instructions on E-Verify policies, procedures, and requirements for both SSA and DHS, including restrictions on the use of E-Verify.
4. DHS agrees to train Employers on all important changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify User Manual. Even without changes to E-Verify, DHS reserves the right to require employers to take mandatory refresher tutorials.
5. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in E-Verify. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Immigrant and Employee Rights Section, Civil Rights Division, U.S. Department of Justice.
6. DHS agrees to issue each of the Employer's E-Verify users a unique user identification number and password that permits them to log in to E-Verify.
7. DHS agrees to safeguard the information the Employer provides, and to limit access to such information to individuals responsible for the verification process, for evaluation of E-Verify, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security numbers and employment eligibility, to enforce the INA and Federal criminal laws, and to administer Federal contracting requirements.
8. DHS agrees to provide a means of automated verification that provides (in conjunction with SSA verification procedures) confirmation or tentative nonconfirmation of employees' employment eligibility within three Federal Government work days of the initial inquiry.
9. DHS agrees to provide a means of secondary verification (including updating DHS records) for employees who contest DHS tentative nonconfirmations and photo mismatch tentative nonconfirmations. This provides final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

ARTICLE III REFERRAL OF INDIVIDUALS TO SSA AND DHS

A. REFERRAL TO SSA

1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the notice as directed by E-Verify. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of

the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.

2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.

3. After a tentative nonconfirmation, the Employer will refer employees to SSA field offices only as directed by E-Verify. The Employer must record the case verification number, review the employee information submitted to E-Verify to identify any errors, and find out whether the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security number, or any other corrected employee information that SSA requests, to SSA for verification again if this review indicates a need to do so.

4. The Employer will instruct the employee to visit an SSA office within eight Federal Government work days. SSA will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.

5. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.

6. The Employer agrees not to ask the employee to obtain a printout from the Social Security Administration number database (the Numident) or other written verification of the SSN from the SSA.

B. REFERRAL TO DHS

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.

2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.

3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation.

4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will instruct the employee to contact DHS through its toll-free hotline (as found on the referral letter) within eight Federal Government work days.

5. If the Employer finds a photo mismatch, the Employer must provide the photo mismatch tentative nonconfirmation notice and follow the instructions outlined in paragraph 1 of this section for tentative nonconfirmations, generally.

6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo mismatch, the Employer will send a copy of the employee's Form I-551, Form I-766, U.S. Passport, or passport card to DHS for review by:

- a. Scanning and uploading the document, or
- b. Sending a photocopy of the document by express mail (furnished and paid for by the employer).

7. The Employer understands that if it cannot determine whether there is a photo match/mismatch, the Employer must forward the employee's documentation to DHS as described in the preceding paragraph. The Employer agrees to resolve the case as specified by the DHS representative who will determine the photo match or mismatch.

8. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.

9. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.

ARTICLE IV SERVICE PROVISIONS

A. NO SERVICE FEES

1. SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access E-Verify, an Employer will need a personal computer with Internet access.

ARTICLE V MODIFICATION AND TERMINATION

A. MODIFICATION

1. This MOU is effective upon the signature of all parties and shall continue in effect for as long as the SSA and DHS operates the E-Verify program unless modified in writing by the mutual consent of all parties.

2. Any and all E-Verify system enhancements by DHS or SSA, including but not limited to E-Verify checking against additional data sources and instituting new verification policies or procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes.

B. TERMINATION

1. The Employer may terminate this MOU and its participation in E-Verify at any time upon 30 days prior written notice to the other parties.

2. Notwithstanding Article V, part A of this MOU, DHS may terminate this MOU, and thereby the Employer's participation in E-Verify, with or without notice at any time if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established E-Verify procedures and/or legal requirements. The Employer understands that if it is a Federal contractor, termination of this MOU by any party for any reason may negatively affect the

performance of its contractual responsibilities. Similarly, the Employer understands that if it is in a state where E-Verify is mandatory, termination of this by any party MOU may negatively affect the Employer's business.

3. An Employer that is a Federal contractor may terminate this MOU when the Federal contract that requires its participation in E-Verify is terminated or completed. In such cases, the Federal contractor must provide written notice to DHS. If an Employer that is a Federal contractor fails to provide such notice, then that Employer will remain an E-Verify participant, will remain bound by the terms of this MOU that apply to non-Federal contractor participants, and will be required to use the E-Verify procedures to verify the employment eligibility of all newly hired employees.

4. The Employer agrees that E-Verify is not liable for any losses, financial or otherwise, if the Employer is terminated from E-Verify.

ARTICLE VI PARTIES

A. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.

B. Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.

C. The Employer may not assign, directly or indirectly, whether by operation of law, change of control or merger, all or any part of its rights or obligations under this MOU without the prior written consent of DHS, which consent shall not be unreasonably withheld or delayed. Any attempt to sublicense, assign, or transfer any of the rights, duties, or obligations herein is void.

D. Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.

E. The Employer understands that its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to, Congressional oversight, E-Verify publicity and media inquiries, determinations of compliance with Federal contractual requirements, and responses to inquiries under the Freedom of Information Act (FOIA).

F. The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively. The Employer understands that any inaccurate statement, representation, data or other information provided to DHS may subject the Employer, its subcontractors, its employees, or its representatives to: (1) prosecution for false statements pursuant to 18 U.S.C. 1001 and/or; (2) immediate termination of its MOU and/or; (3) possible debarment or suspension.

G. The foregoing constitutes the full agreement on this subject between DHS and the

Employer.

To be accepted as an E-Verify participant, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 1-888-464-4218.

Approved by:

E-Verify Employer	
Name (Please Type or Print)	Title
Signature	Date
Department of Homeland Security – Verification Division	
Name (Please Type or Print)	Title
Signature	Date

Information Required for E-Verify	
Information relating to your Company:	
Company Name:	
Company Facility Address:	
Company Alternate Address:	
County or Parish:	

Employer Identification Number:							
North American Industry Classification Systems Code:							
Parent Company:							
Number of Employees:							
Number of Sites Verified for:							
<p>Are you verifying for more than one site? If yes, please provide the number of sites verified for in each State:</p> <table border="1"> <thead> <tr> <th>State</th> <th>Number of sites</th> <th>Site(s)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		State	Number of sites	Site(s)			
State	Number of sites	Site(s)					

Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:	
Name:	
Telephone Number:	
Fax Number:	
E-mail Address:	

Name:	
Telephone Number:	
Fax Number:	
E-mail Address:	

SIXTH ORDER OF BUSINESS

6A.

6Ai

Country Greens CDD Field Management Report February 2021

Angel Montagna | Central Regional



313 Campus Street, Celebration, FL 34747
(O) 407-566-4122 | (M) 281-831-0139 |
www.inframarkims.com

FREDDY BLANCO | Assistant
Maintenance Manager



313 Campus Street | Celebration, FL
34747 Office: 1.407.566.1935 | Mobile:
1.407.947.2489 | www.inframarkims.com



Field Management Update

COMPLETED ITEMS:

- Meet with Yellowstone for Landscaping Review and special tasks follow up
- Reviewed and processed invoices on a weekly basis
- Met with Sitex to discuss maintenance of pond
- Installed manhole cover
- Respond to emails and communications as needed
- Repaired fountain at entrance
- Assessed and repaired lights issues at 437 caused by mowers damaging LED lights
- Installed new photocell and outlet at 437 entrance
- Installed Christmas Lights at all entrance

ATTACHMENTS

- Yellowstone Landscaping Report
- Sitex Aquatics Report
- Inframark's Landscaping Review

Yellowstone Landscaping Report



Proposal #93033

Date: 10/22/2020

From: Jenny Elmore

Proposal For

Country Greens Community
Development District

c/o Inframark
210 N. University Dr
Suite 702
Coral Springs, FL 33071

main: 407-566-4122
mobile: 281-831-0139
ariel.medina@inframark.com

Location

24000 Marbella Dr.

Sorrento, , FL 32776

Property Name: Country Greens Community Development District

Dead Tree Removal

Terms: Net 30

DESCRIPTION	QUANTITY	AMOUNT
Arbor Cost	1.00	\$547.96

Client Notes

Dead Tree Removal Remove and flush cut head pine tree behind white fence

	SUBTOTAL	\$547.96
Signature	SALES TAX	\$0.00
x	TOTAL	\$547.96

Signature above authorizes Yellowstone Landscape to perform work as described above and verifies that the prices and specifications are hereby accepted. All overdue balances will be charge a 1.5% a month, 18% annual percentage rate.

Limited Warranty: All plant material is under a limited warranty for one year. Transplanted plant material and/or plant material that dies due to conditions out of Yellowstone Landscape's control (i.e. Acts of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.

Contact

Print Name: _____

Title: _____

Date: _____

Assigned To

Jenny Elmore
Office:
jhernandez@yellowstonelandscape.com



Proposal #93034

Date: 10/22/2020

From: Jenny Elmore

Proposal For

Country Greens Community
Development District

c/o Inframark
210 N. University Dr
Suite 702
Coral Springs, FL 33071

main: 407-566-4122
mobile: 281-831-0139
ariel.medina@inframark.com

Location

24000 Marbella Dr.

Sorrento, , FL 32776

Property Name: Country Greens Community Development District

Subcontract Arbor (FL)

Terms: Net 30

DESCRIPTION	QUANTITY	AMOUNT
Arbor Cost	1.00	\$2,397.33

Client Notes

Dead Tree Removal- Remove and flush cut 5 head pine trees along fence of road 44

	SUBTOTAL	\$2,397.33
Signature	SALES TAX	\$0.00
x	TOTAL	\$2,397.33

Signature above authorizes Yellowstone Landscape to perform work as described above and verifies that the prices and specifications are hereby accepted. All overdue balances will be charge a 1.5% a month, 18% annual percentage rate.

Limited Warranty: All plant material is under a limited warranty for one year. Transplanted plant material and/or plant material that dies due to conditions out of Yellowstone Landscape's control (i.e. Acts of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.

Contact

Print Name: _____

Title: _____

Date: _____

Assigned To

Jenny Elmore
Office:
jhernandez@yellowstonelandscape.com

Sitex Aquatics Report

CONCORDE ESTATES COMMUNITY DEVELOPMENT DISTRICT

OPERATIONS & MAINTENANCE HIGHLIGHT

SITEX AQUATICS MANAGEMENT REPORT



February 2021

All ponds were treated for shoreline vegetation as needed with a custom grass mix targeted for specific species present. All ponds had trash removed as well.

POND1- Algae, Grasses and Hydrilla treated. The Hydrilla is less than 20%

POND2- Algae and shoreline vegetation treated

POND3- Planktonic Algae treated

POND4- Algae and Hydrilla treated. Very little hydrilla at this time.

POND5- Algae and Hydrilla treated. Very little hydrilla at this time.

POND6- Algae treated

POND7- Hydrilla treated

POND8- Algae and Grasses treated

POND9- Algae treated

POND10- Algae treated, there is very little hydrilla at this time

ADDITIONAL NOTES:

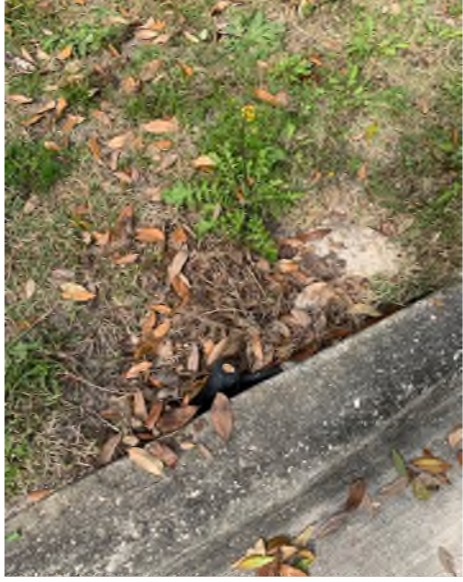

The hydrilla in every pond this past month has been treated. There were 2 treatments performed this month, the initial and the follow ups. We have seen great results and the ponds are looking great. All of the trash on the property has been removed from the ponds as well. Please don't hesitate to reach out to my staff or myself if you need anything at all.

Regards

Inframark's Landscaping Review

Country Greens Landscaping Review

Issue	Location	thru	Status	Field Manager Comments	Photos	Yellowstone Plan of Action
Dead pine tree	At 44	2/5/2021	Pending	Provide proposal to remove dead pines tree near to the PVC fence. And include replacement.		
trimming service	At Marbella Dr.	2/5/2021	Pending	Trimming service pending around the storm drain outlet and at the dry lake.		
Dead Sod	At 44 Entrance	2/5/2021	Pending	At the main entrance all the right section show a lack of irrigation and the sod is completed dead. Provide a irrigation inspection and proposal to sod installation.		
Mulch Installation	Throughout the community	2/5/2021	Pending	Mulch is not installed yet. Provide schedule to the mulch installation.		

<p>Irrigation sprinkle head adjustment</p>	<p>At 44 Entrance</p>	<p>2/5/2021</p>	<p>Pending</p>	<p>As per contract the irrigation system have to be inspected and set. But this area show that the irrigation is running to street. Provide adjustment ASAP.</p>		
<p>Weed control</p>	<p>At 44 Entrance</p>	<p>2/5/2021</p>	<p>Pending</p>	<p>At the main entrance area (There are obvious sections with high level of weed)</p>		

COUNTRY GREEN FEBRUARY LANDSCAPE REVIEW

- Storm drains and manhole cleaning service and grills installations throughout the community.

Before



After



Before



After



Before



After



Before



After



- Fountain pump (30 Amp.) electrical breaker replacement.



- Display name broken fountain pump removed.



THANK YOU.
FREDDY BLANCO | Assistant Maintenance Manager

