

**COUNTRY GREENS  
COMMUNITY DEVELOPMENT DISTRICT**

**AGENDA PACKAGE  
AUGUST 6, 2022**

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313 CAMPUS STREET  
CELEBRATION, FLORIDA 34747

## **Country Greens Community Development District**

Catherine Catasus, Chairperson  
Vacant, Vice Chairperson  
Crystal Jones, Assistant Secretary  
Anna Heintzelman, Assistant Secretary  
David Warden, Assistant Secretary

Gabriel Mena, District Manager  
Scott Clark, District Counsel  
David Hamstra, District Engineer  
Freddy Blanco, Field Manager

### **Meeting Agenda Monday, June 6, 2022 - 5:30 p.m.**

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- 1. Call to Order and Roll Call**
- 2. Audience Comments**
- 3. Approval of the Minutes of April 18, 2022**
- 4. Business Items**
  - A. Consideration of Resolution 2022-04, Designating Officers of District
  - B. Presentation of the Fiscal Year 2023 Proposed Budget
    - i. Consideration of Resolution 2022-05, Approving Fiscal Year 2023 Proposed Budget, and Setting the Public Hearing
- 5. District Manager's Report**
  - A. Financial Statements and Check Register
- 6. Staff Reports**
  - A. Field Manager
    - i. Field Report
    - ii. Irrigation Reports
    - iii. Proposals
  - B. District Counsel
  - C. District Engineer
- 7. Supervisor Requests and Audience Comments**
- 8. Adjournment**

**Next meeting scheduled for August 8, 2022 at 6:30 p.m.**

**District Office:**  
313 Campus Street  
Celebration, FL 34747  
407-566-1935  
[www.countrygreenscdd.org](http://www.countrygreenscdd.org)

**Meeting Location:**  
REACH Church  
31431 Payne Road  
Sorrento, Florida 32757  
Or call in (audio only): +1 646-838-1601, 370769952#

## **Third Order of Business**

**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, April 18, 2022, at the Christ Community Fellowship, 31431 Payne Road, Sorrento, Florida 32757.

Present and constituting a quorum were the following:

Catherine Catasus	Chairperson
Anna Heintzelman	Assistant Secretary
Crystal Jones	Assistant Secretary
David Warden	Assistant Secretary

Also present, either in person or via communication media technology, were:

Gabriel Mena	District Manager
Scott Clark	District Counsel
David Hamstra	District Engineer
Freddy Blanco	Field Manager
Kevin	Servello

*The following is a summary of the minutes and actions taken.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Mena called the meeting to order at 5:30 p.m. and established a quorum.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There being no audience, the next order of business followed.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of  
February 21, 2022.**

Mr. Mena presented the minutes of the February 21, 2022.

On MOTION by Ms. Catasus, seconded by Ms. Heintzelman, with all in favor, unanimous approval was given to the February 21, 2022 meeting minutes, as presented.

**FOURTH ORDER OF BUSINESS**

**New Business**

**A. Consideration of Resolution 2022-02, Appoint An Assistant Treasurer**

On MOTION by Ms. Catasus, seconded by Ms. Jones, with all in favor, unanimous approval was given to adopt resolution 2022-02, appointing Mr. Mena as assistant treasurer.

April 18, 2022

Country Greens CDD

**B. Consideration of Resolution 2022-03, General Election Qualifying Period**

Mr. Mena reviewed the purpose of the general election qualifying period.

On MOTION by Heintzelman, seconded by Ms. Jones, with all in favor, unanimous approval was given to adopt resolution 2022-03, general election qualifying period.

**C. Presentation of the Proposed Fiscal Year 2023 Budget**

Mr. Mena explained the proposed fiscal year 2023 budget is presented with no increase.

Mr. Mena went through the budget and stressed there needs to be an increase, the fund balance cannot float costs for more than one more year. Mr. Mena stated the District's fund balance is dwindling and costs are increasing so the District will need to raise assessments in 2024 at absolute latest. The recommendation is to raise assessments some in fiscal year 2023, and again in fiscal year 2024.

Mr. Mena requested Mr. Clark explain the assessment process.

The June 20, 2022 meeting has been moved to June 6, 2022.. The August 15, 2022, meeting has been moved to August 1, 2022 at 6:30, in the interest of resident benefit around the assessment increase.

Mr. Hamstra added comments regarding additional costs for expected work around upcoming Tuscany pond work and House Bill 53 costs, at a predicted cost of approximately \$20,000 to \$50,000.

A discussion ensued over line items and the percentages of increases needed.

Road maintenance was discussed. Mr. Hamstra advised it is a large cost item and an examination of the quality of the roads can be done to establish a maintenance plan. The ownership of the roads needs to be confirmed, as they have changed hands several times since their creation.

A new line item was requested on the budget for minor capital improvements, moving \$15,000 from fund balance.

**i. Consideration of Resolution 2022-04, Approving the Fiscal Year 2023 Proposed Budget and Setting the Public Hearing**

This item was tabled until June 6, 2022 meeting.

**FIFTH ORDER OF BUSINESS****District Manager's Report****A. Financial Statements and Check Register – March 2022**

April 18, 2022

Country Greens CDD

On MOTION by Ms. Catusus, seconded by Ms. Heintzelman, with all in favor, unanimous approval was given to accept the financial statements and approve the check register for March 2022.

**B. Dewberry Resignation Letter**

Th letter was presented to the Board. It was received in response to an inquiry for records.

**C. Motion to add Ms. Graham's Resignation Letter to the Agenda**

On MOTION by Ms. Catusus, seconded by Ms. Jones, with all in favor, unanimous approval was given to add Ms. Graham's resignation letter to the agenda.

**D. Consideration of Ms. Graham's Resignation Letter from the Board**

On MOTION by Ms. Catusus, seconded by Ms. Jones, with all in favor, unanimous approval was given to accept Ms. Graham's resignation from the Board.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Field Manager**

**i. Field Report**

Mr. Blanco reviewed some of the items from the field report.

Irrigation and fountain clock issues were either due to vandalism or ignorance.

Servello advised the irrigation clock is shared with the HOA.

Items #2 and #3, the fountain stopped running after the current field report was complete.

Item #4, Mr. Clark gave a brief update on the outstanding Yellowstone repayment. Yellowstone is not willing to pay the amount the District is asking for. Mr. Clark and Ms. Catusus will seek non-cash compensation as a remedy to the outstanding dollar amount.

On MOTION by Ms. Jones, seconded by Ms. Heintzelman, with all in favor, unanimous approval was given to authorize Mr. Clark and Ms. Catusus to request Yellowstone waive the May 2021 invoice and negotiate other in-kind contributions from Yellowstone at the Board's discretion.

April 18, 2022

Country Greens CDD

Items #6, #9, #18, these dead trees pose a threat to damage the vinyl fence if they fall.

A discussion was had on more field report items and the need for all repairs.

Item #19, Sod was installed by the developer, however, irrigation is non-functional. Inframark will find out if the developer is done and let Servello know, as the District may need to remedy.

Per Servello, there is a need to replace ball valves in the irrigation system, versus completely removing them and installing straight pipes.

On MOTION by Ms. Heintzelman, seconded by Ms. Catasus, with all in favor, unanimous approval was given to authorize Servello to replace ball valves with straight pipe, with a not to exceed amount of \$500.00.

## ii. Servello Irrigation Reports

## iii. Proposals

### a. Item #17, Inframark Proposal to Remove Fallen Limbs

On MOTION by Ms. Heintzelman, seconded by Ms. Catasus, with all in favor, unanimous approval was given to Inframark proposal to remove fallen limbs for \$1200.00 and a not to exceed amount of \$500.00 for repairs.

### b. Item #13, Proposal to Replace Sod

This proposal was tabled. Servello will provide pricing to Mr. Blanco for Ms. Catasus to approve.

### c. Item #18, Removal of Tree at \$375.00.

On MOTION by Ms. Heintzelman, seconded by Ms. Jones, with all in favor, unanimous approval was given to the Servello proposal to remove tree for \$375.00.

## B. Attorney

All of Mr. Clark's items were discussed in previous items.

## C. Engineer

This was Mr. Hamstra's first meeting with Country Greens CDD, he advised the Board they can expect similar reports to the one in the agenda.

Possible removal of ponds at the entrance. Mr. Hamstra looked over removing everything except the main pond that feeds the waterfall, as it would be a logistic issue rerouting the water.

April 18, 2022

Country Greens CDD

Pond #3 can possibly be removed and filled in. A landscape feature could be a replacement.

Pond #2, rather than removing this pond, it can be made deeper with a concrete lining and raise the pump off the ground. A concrete liner would allow vacuuming out the bottom without damage.

# **SEVENTH ORDER OF BUSINESS**

## **Supervisor Requests and Audience Comments**

There being none, the next item followed.

# **EIGHTH ORDR OF BUSINESS**

## **Adjournment**

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

\_\_\_\_\_  
Gabriel Mena, Secretary

\_\_\_\_\_  
Catherine Catasus, Chairperson



# **Fourth Order of Business**

**4A.**

**RESOLUTION 2022-04**

**A RESOLUTION DESIGNATING OFFICERS OF THE  
COUNTRY GREENS COMMUNITY DEVELOPMENT  
DISTRICT**

WHEREAS, the Board of Supervisors of the Country Greens Community Development District, at a regular business meeting, desires to appoint the below recited persons to the offices specified.

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

1. The following persons were appointed to the offices shown, to wit:

_____	Chairman
_____	Vice Chairman
<u>Gabriel Mena</u>	Secretary
<u>Stephen Bloom</u>	Treasurer
<u>Gabriel Mena</u>	Assistant Treasurer
_____	Assistant Secretary(s)
_____	
_____	

PASSED AND ADOPTED THIS, 6th<sup>h</sup> DAY OF JUNE 2022.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

**4B**

COUNTRY GREENS  
Community Development District

***Annual Operating and Debt Service Budget***  
**Fiscal Year 2023**

Proposed Budget Version 2  
(Printed 5/27/22, 10AM)

Prepared by:



COUNTRY GREENS  
Community Development District

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## Table of Contents

	<u>Page #</u>
 <b><u>OPERATING BUDGET</u></b>	
General Fund	
Summary of Revenues, Expenditures and Changes in Fund Balances .....	1
Exhibit A - Allocation of Fund Balances .....	2
Budget Narrative .....	3 - 5
 <b><u>DEBT SERVICE BUDGETS</u></b>	
Series 2016A	
Summary of Revenues, Expenditures and Changes in Fund Balances .....	6
Amortization Schedule .....	7 - 8
Budget Narrative .....	9
 <b><u>SUPPORTING BUDGET SCHEDULES</u></b>	
2023-2022 Non-Ad Valorem Assessment Summary .....	10

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COUNTRY GREENS  
Community Development District

**Operating Budget**  
Fiscal Year 2023

COUNTRY GREENS  
Community Development District

General Fund

Summary of Revenues, Expenditures and Changes in Fund Balances  
Fiscal Year 2023 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2020	ACTUAL FY 2021	ADOPTED BUDGET FY 2022	ACTUAL THRU APR-2022	PROJECTED MAY- SEP-2022	TOTAL PROJECTED FY 2022	ANNUAL BUDGET FY 2023
<b>REVENUES</b>							
Interest - Investments	9,243	2,664	\$ 2,000	\$ 1,163	831	\$ 1,994	\$ 2,609
Special Assmnts- Tax Collector	226,846	226,850	226,844	224,427	2,417	226,844	260,871
Special Assmnts- Discounts	(8,429)	(8,645)	(9,074)	(8,779)	-	(8,779)	(10,435)
<b>TOTAL REVENUES</b>	<b>260,241</b>	<b>220,869</b>	<b>219,770</b>	<b>216,811</b>	<b>3,247</b>	<b>220,058</b>	<b>253,044</b>
<b>EXPENDITURES</b>							
<i>Administrative</i>							
P/R-Board of Supervisors	5,800	5,400	6,000	3,000	3,000	6,000	6,000
FICA Taxes	444	413	459	230	230	460	459
ProfServ-Arbitrage Rebate	-	1,200	600	-	600	600	600
ProfServ-Dissemination Agent	1,000	1,000	1,000	-	1,000	1,000	1,000
ProfServ-Engineering	18,890	1,380	5,500	1,105	4,395	5,500	5,500
ProfServ-Legal Services	20,919	7,150	10,000	6,700	3,300	10,000	10,000
ProfServ-Mgmt Consulting Serv	67,362	67,362	67,362	39,295	28,067	67,362	67,362
ProfServ-Trustee Fees	3,717	3,717	3,717	3,408	309	3,717	3,717
Auditing Services	3,400	3,500	3,600	3,700	-	3,700	3,700
Postage and Freight	472	947	1,100	354	746	1,100	1,100
Insurance - General Liability	7,312	8,409	9,250	6,975	-	6,975	8,370
Printing and Binding	392	588	500	441	59	500	500
Legal Advertising	1,265	-	450	-	450	450	450
Miscellaneous Services	60	50	1,000	-	1,000	1,000	1,000
Misc-Assessmnt Collection Cost	3,347	1,626	4,537	4,262	48	4,310	5,217
Misc-Web Hosting	2,702	2,465	2,613	2,074	539	2,613	2,613
Office Supplies	213	435	200	-	200	200	200
Annual District Filing Fee	175	175	175	175	-	175	175
<b>Total Administrative</b>	<b>137,470</b>	<b>105,817</b>	<b>118,063</b>	<b>71,719</b>	<b>43,943</b>	<b>115,662</b>	<b>117,963</b>
<i>Field</i>							
ProfServ-Field Management	20,300	20,300	20,300	11,842	8,458	20,300	20,300
Contracts-Aquatic Control	3,040	3,315	3,060	1,785	1,275	3,060	3,060
Contracts-Landscape	173,868	163,151	175,538	102,397	73,141	175,538	175,538
Utility - General	16,477	11,755	17,000	4,766	12,234	17,000	17,000
R&M-Common Area	36,643	24,959	10,000	18,019	12,782	30,801	30,000
Capital Outlay	-	-	-	-	-	-	15,000
Miscellaneous Service	-	-	4,000	1,400	2,600	4,000	4,000
<b>Total Field</b>	<b>250,328</b>	<b>223,480</b>	<b>229,898</b>	<b>140,209</b>	<b>110,490</b>	<b>246,699</b>	<b>264,898</b>
<b>TOTAL EXPENDITURES</b>	<b>387,798</b>	<b>329,297</b>	<b>347,961</b>	<b>211,928</b>	<b>154,433</b>	<b>362,361</b>	<b>382,861</b>
Excess (deficiency) of revenues							
Over (under) expenditures	(127,557)	(108,428)	(128,191)	4,883	(151,186)	(142,303)	(129,817)
Net change in fund balance	(127,557)	(108,428)	(128,191)	4,883	(151,186)	(142,303)	(129,817)
<b>FUND BALANCE, BEGINNING</b>	761,318	633,761	525,333	525,333	-	525,333	383,030
<b>FUND BALANCE, ENDING</b>	<b>\$ 633,761</b>	<b>\$ 525,333</b>	<b>\$ 397,142</b>	<b>\$ 530,216</b>	<b>\$ (151,186)</b>	<b>\$ 383,030</b>	<b>\$ 253,213</b>



COUNTRY GREENS  
Community Development District

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**Exhibit "A"**  
Allocation of Fund Balances

**AVAILABLE FUNDS**

	<b><u>Amount</u></b>
Beginning Fund Balance - Fiscal Year 2023	\$ 383,030
Net Change in Fund Balance - Fiscal Year 2023	(129,817)
Reserves - Fiscal Year 2023	-
<b>Total Funds Available (Estimated) - 9/30/2023</b>	<b>253,213</b>

**ALLOCATION OF AVAILABLE FUNDS**

***Assigned Fund Balance***

Operating Reserve - Operating Capital	95,715 <sup>(1)</sup>
Subtotal	<u>95,715</u>
<b>Total Allocation of Available Funds</b>	<b><u>95,715</u></b>

<b>Total Unassigned (undesignated) Cash</b>	<b><u>\$ 157,498</u></b>
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**Notes**

(1) Represents approximately 3 months of operating expenditures

**Budget Narrative**  
Fiscal Year 2023

**REVENUES**

**Interest - Investments**

The District earns interest on their operating account and other investments.

**Special Assessment - Tax collector**

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District in order to pay for the operating expenditures during the Fiscal Year.

**Special Assessment - Discounts**

Per Section 197.3632 and Section 197.162 of the Florida Statutes, discounts are allowed for early payment of assessments collected by the Tax Collector and only when the Tax Collector is using the uniform methodology. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

**Expenditures - Administrative**

**P/R Board of Supervisors**

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting in which they attend. The budgeted amount for the fiscal year is based on all supervisors attending 6 meetings.

**FICA Taxes**

Payroll taxes on Board of Supervisor's compensation. The budgeted amount for the fiscal year is calculated at 7.65% of the total Board of Supervisor's payroll expenditures.

**Professional Services - Arbitrage Rebate**

The District will contract with an independent certified public accountant to annually calculate the District's Arbitrage Rebate Liability on the Series 2016 Special Assessment Bonds. The budgeted amount for the fiscal year is based on standard fees charged for this service.

**Professional Services - Dissemination Agent**

The District is required by the Securities and Exchange Commission to comply with rule 15c2-12(b)-(5), which relates to additional reporting requirements for unrelated bond issues. The budgeted amount for the fiscal year is based on standard fees charged for this service.

**Prof Service - Engineering**

The District's engineer will be providing general engineering services to the District, i.e., attendance and preparation for monthly board meetings, review invoices, etc.

**Professional Services - Legal Services**

The District's legal counsel will be providing general legal services to the District, i.e., attendance and preparation for meetings, review operating and maintenance contracts.

**Budget Narrative**  
Fiscal Year 2023

**Expenditures - Administrative (continued)**

**Professional Services – Management Consulting Services**

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Inframark Infrastructure Management Services.

**Professional Services Trustee Fees**

The District pays US Bank an annual fee for trustee services on the Series 2016A Special Assessment Bond. The budgeted amount for the fiscal year is based on standard fees charged plus any out-of-pocket expenses.

**Auditing Services**

The District is required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm. The budgeted amount for the fiscal year is based on last year's actuals plus contingency.

**Postage and Freight**

Actual postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

**Insurance - General Liability**

The District's General Liability & Public Officials Liability Insurance policy is with Public Risk Insurance. Public Risk Insurance specializes in providing insurance coverage to governmental agencies.

**Printing & Binding**

Copies used in the preparation of agenda packages, required mailings, and other special projects

**Legal Advertising**

The District is required to advertise various notices for Board meetings, public hearings, etc. in a newspaper of general circulation.

**Miscellaneous Services**

Bank charges and any other miscellaneous expenditures that are incurred during the year.

**Misc. - Assessment Collection Costs**

The District reimburses the Lake County Tax Collector for applicable necessary administrative costs. Per Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection **or** 2% on the amount of special assessments collected and remitted, whichever is greater. The budget for collection costs is based on a maximum of 2% of the anticipated assessment collections.

**Budget Narrative**  
**Fiscal Year 2023**

Expenditures - Administrative (continued)

Misc – Web Hosting

Annual contract with Campus Suite and GoDaddy, as well as a quarterly contract with Innersync Studio Ltd. to **maintain the District's website and fees for email hosting and archiving.**

Office Supplies

Miscellaneous office supplies.

Annual District Filing Fee

The District is required to pay an annual fee to the Department of Community Affairs of \$175.

Expenditures - Field

Field Management

The District has a contract with Inframark Infrastructure Management Services. for services in the administration and operation of the Property and its contractors.

Contracts – Aquatic Management

The District has a contract with Sitex Aquatics for cleaning, inspection as well as, weed and algae treatment of three (3) ponds.

Contracts - Landscape

The District has a contract with Yellowstone Landscape to provide landscape maintenance through Valley Crest. These services include mowing, edging, blowing, applying pest and disease control chemicals to sod, mulching once per year, applying fertilizer, and transplanting annuals three times per year. The budgeted amount includes unscheduled maintenance as well as repair and replacement.

Utility - General

The District maintains wells, pumps, and has electrical and water accounts for the common areas.

R&M - Common Areas

The cost of any maintenance expenditures that are incurred during the year such as painting, pressure-washing, fountain repairs, ponds, storm water ponds, storm water system, and the street lighting equipment.

Capital Outlay

This expense line is for the aquatic control system project.

Miscellaneous Services

Work orders for field operations.

COUNTRY GREENS  
Community Development District

**Debt Service Budgets**  
Fiscal Year 2023

## COUNTRY GREENS

Community Development District

Series 2016A Debt Service Fund

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2023 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2020	ACTUAL FY 2021	ADOPTED BUDGET FY 2022	ACTUAL THRU APR-2022	PROJECTED MAY- SEP-2022	TOTAL PROJECTED FY 2022	ANNUAL BUDGET FY 2023
<b>REVENUES</b>							
Interest - Investments	2,393	16	\$ 1,425	\$ 9	\$ 6	\$ 15	\$ 25
Special Assmnts- Tax Collector	369,789	369,760	369,754	366,077	3,677	369,754	369,754
Special Assmnts- Discounts	(13,642)	(14,084)	(14,790)	(14,301)	-	(14,301)	(14,790)
<b>TOTAL REVENUES</b>	<b>358,540</b>	<b>355,692</b>	<b>356,389</b>	<b>351,785</b>	<b>3,683</b>	<b>355,468</b>	<b>354,989</b>
<b>EXPENDITURES</b>							
<i>Administrative</i>							
Misc-Assessmnt Collection Cost	5,376	7,114	7,395	6,941	74	7,395	7,395
<b>Total Administrative</b>	<b>5,376</b>	<b>7,114</b>	<b>7,395</b>	<b>6,941</b>	<b>74</b>	<b>7,395</b>	<b>7,395</b>
<i>Debt Service</i>							
Principal Prepayments	5,000	20,000	-	-	-	-	-
Principal Debt Retirement A-1	145,000	150,000	155,000	-	155,000	155,000	155,000
Principal Debt Retirement A-2	50,000	50,000	55,000	-	55,000	55,000	55,000
Interest Expense Series A-1	93,736	90,836	87,461	43,731	43,731	87,462	83,586
Interest Expense Series A-2	53,500	50,625	48,500	23,625	23,625	47,250	44,500
<b>Total Debt Service</b>	<b>347,236</b>	<b>361,461</b>	<b>345,961</b>	<b>67,356</b>	<b>277,356</b>	<b>344,712</b>	<b>338,086</b>
<b>TOTAL EXPENDITURES</b>	<b>352,612</b>	<b>368,575</b>	<b>353,356</b>	<b>74,297</b>	<b>277,429</b>	<b>352,107</b>	<b>345,481</b>
Excess (deficiency) of revenues							
Over (under) expenditures	5,928	(12,883)	3,033	277,488	-	3,362	-
<b>OTHER FINANCING SOURCES (USES)</b>							
Contribution to (Use of) Fund Balance	-	-	3,033	-	-	-	-
<b>TOTAL OTHER SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>3,033</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	5,928	(12,883)	3,033	277,488	-	3,362	-
<b>FUND BALANCE, BEGINNING</b>	<b>258,460</b>	<b>264,388</b>	<b>251,505</b>	<b>251,505</b>	<b>-</b>	<b>251,505</b>	<b>254,867</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 264,388</b>	<b>\$ 251,505</b>	<b>\$ 254,538</b>	<b>\$ 528,993</b>	<b>-</b>	<b>\$ 254,867</b>	<b>\$ 254,867</b>

## COUNTRY GREENS

Community Development District

Series 2016A-1 Debt Service Fund

**Series 2016A-1 Special Assessment Revenue Bonds Amortization  
Schedule**

Period Ending		Principal	Coupon	Interest	Annual Debt Service
11/1/2022	2,290,000			41,793	
5/1/2023	2,290,000	155,000	2.75%	41,793	238,586
11/1/2023	2,135,000			39,662	
5/1/2024	2,135,000	160,000	3.00%	39,662	239,324
11/1/2024	1,975,000			37,262	
5/1/2025	1,975,000	165,000	3.20%	37,262	239,524
11/1/2025	1,810,000			34,622	
5/1/2026	1,810,000	170,000	3.25%	34,622	239,244
11/1/2026	1,640,000			31,859	
5/1/2027	1,640,000	180,000	3.50%	31,859	243,719
11/1/2027	1,460,000			28,709	
5/1/2028	1,460,000	185,000	3.88%	28,709	242,419
11/1/2028	1,275,000			25,125	
5/1/2029	1,275,000	190,000	3.88%	25,125	240,250
11/1/2029	1,085,000			21,444	
5/1/2030	1,085,000	200,000	3.88%	21,444	242,888
11/1/2030	885,000			17,569	
5/1/2031	885,000	210,000	3.88%	17,569	245,138
11/1/2031	675,000			13,500	
5/1/2032	675,000	215,000	4.00%	13,500	242,000
11/1/2032	460,000			9,200	
5/1/2033	460,000	225,000	4.00%	9,200	243,400
11/1/2033	235,000			4,700	
5/1/2034	235,000	235,000	4.00%	4,700	244,400
		2,290,000		610,890	2,900,890

## COUNTRY GREENS

Community Development District

Series 2016A-2 Debt Service Fund

**Series 2016A-2 Special Assessment Revenue Bonds Amortization  
Schedule**

<b>Period Ending</b>	<b>Outstanding Balance</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Debt Service</b>	<b>Annual Debt Service</b>
11/1/2022	890,000			22,250	23,500	
5/1/2023	890,000	55,000	5.00%	22,250	83,500	99,500
11/1/2023	835,000			20,875	22,000	
5/1/2024	835,000	60,000	5.00%	20,875	82,000	101,750
11/1/2024	775,000			19,375	20,500	
5/1/2025	775,000	60,000	5.00%	19,375	85,500	98,750
11/1/2025	715,000			17,875	18,875	
5/1/2026	715,000	65,000	5.00%	17,875	88,875	100,750
11/1/2026	650,000			16,250	17,125	
5/1/2027	650,000	70,000	5.00%	16,250	87,125	102,500
11/1/2027	580,000			14,500	15,375	
5/1/2028	580,000	70,000	5.00%	14,500	90,375	99,000
11/1/2028	510,000			12,750	13,500	
5/1/2029	510,000	75,000	5.00%	12,750	93,500	100,500
11/1/2029	435,000			10,875	11,500	
5/1/2030	435,000	80,000	5.00%	10,875	96,500	101,750
11/1/2030	355,000			8,875	9,375	
5/1/2031	355,000	85,000	5.00%	8,875	99,375	102,750
11/1/2031	270,000			6,750	7,125	
5/1/2032	270,000	85,000	5.00%	6,750	97,125	98,500
11/1/2032	185,000			4,625	4,875	
5/1/2033	185,000	90,000	5.00%	4,625	99,875	99,250
11/1/2033	95,000			2,375	2,500	
5/1/2034	95,000	95,000	5.00%	2,375	102,500	99,750
		890,000		314,750	1,272,500	1,204,750



**Budget Narrative**  
Fiscal Year 2023

**REVENUES**

**Interest - Investments**

The District earns interest income on their trust accounts with US Bank.

**Special Assessment - Tax Collector**

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District in order to pay for the debt service expenditures. The District will assess the maximum annual debt service amount.

**Special Assessment - Discounts**

Per Section 197.3632 and Section 197.162 of the Florida Statutes, discounts are allowed for early payment of assessments collected by the Tax Collector and only when the Tax Collector is using the uniform methodology. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

**Expenditures - Administrative**

**Misc. - Assessment Collection Costs**

The District reimburses the Lake County Tax Collector for applicable necessary administrative costs. Per Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 2% on the amount of special assessments collected and remitted, whichever is greater. The budget for collection costs is based on a maximum of 2% of the anticipated assessment collections.

**Expenditures - Debt Service**

**Principal Debt Retirement**

The District pays regular principal payments annually in order to pay down/retire the debt service.

**Interest Expense**

The District pays interest expense on the debt service twice a year.

COUNTRY GREENS  
Community Development District

**Supporting Budget Schedules**  
Fiscal Year 2023

COUNTRY GREENS  
Community Development District

*All Funds*

**Assessment Summary**  
**Fiscal Year 2023 vs. Fiscal Year 2022**

Product	General Fund			Debt Service Series 2016A			Total Assessments per Unit			Units
	FY 2023	FY 2022	Percent Change	FY 2023	FY 2022	Percent Change	FY 2023	FY 2022	Percent Change	
TH 34'	\$256.91	\$223.40	15%	\$289.25	\$289.25	0%	\$546.16	\$512.65	6%	104
SF 55'	\$367.02	\$319.15	15%	\$424.23	\$424.23	0%	\$791.25	\$743.37	6%	319
SF 65'	\$367.02	\$319.15	15%	\$501.36	\$501.36	0%	\$868.38	\$820.51	5%	97
SF 100'	\$367.02	\$319.15	15%	\$752.04	\$752.04	0%	\$1,119.06	\$1,071.19	4%	158
Golf Course	\$3,669.27	\$3,190.66	15%	\$5,013.61	\$5,013.61	0%	\$8,682.88	\$8,204.28	5%	10
Commercial	\$19,813.77	\$17,229.33	15%	\$34,709.63	\$34,709.63	0%	\$54,523.39	\$51,938.95	4%	54
New Area	\$0.00	\$0.00	n/a	\$0.00	\$0.00	n/a	\$0.00	\$0.00	n/a	
										<b>742</b>

**4Bi.**

**RESOLUTION 2022-05**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2022/2023 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors of the Country Greens Community Development District (the “Board”) prior to June 15, 2022, a proposed budget for Fiscal Year 2022/2023; and

WHEREAS, the Board has considered the proposed budget and desires to set the required public hearing thereon.

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

1. The budget proposed by the District Manager for Fiscal Year 2022/2023 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said budget.
2. A public hearing on said approved budget is hereby declared and set for the following date, hour and location:

DATE: August 8,

TIME: 2022 6:30 p.m.

LOCATION: REACH Church  
31431 Payne Road  
Sorrento, Florida 32757

3. The District Manager is hereby directed to submit a copy of the proposed budget to Lake County at least 60 days prior to the hearing set above.
4. In accordance with Section 189.016 Florida Statutes, the District Secretary is further directed to post this proposed budget on the District’s website at least two days before the budget hearing date, as set forth in Section 2.
5. Notice of this public hearing shall be published in the manner prescribed in Florida law.
6. This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 6<sup>TH</sup> DATE OF JUNE 2022.**

ATTEST:

**BOARD OF SUPERVISORS OF THE  
COUNTRY GREENS COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary

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

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

# **Fifth Order of Business**

**5A**



COUNTRY GREENS  
Community Development District

***Financial Report***

***April 30, 2022***

***(Unaudited)***

Prepared by



COUNTRY GREENS  
Community Development District

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## Table of Contents

<b><u>FINANCIAL STATEMENTS</u></b>	Page #
Balance Sheet - All Funds .....	1
Statement of Revenues, Expenditures and Changes in Fund Balance	
General Fund .....	2 - 3
Debt Service Fund .....	4
Notes to the Financial Statements .....	5 - 6
<b><u>SUPPORTING SCHEDULES</u></b>	
Non-Ad Valorem Special Assessments - Collection Schedule .....	7
Cash and Investment Report .....	8
Bank Reconciliation .....	9
Check Register .....	10 - 11

COUNTRY GREENS  
Community Development District

**Financial Statements**

**(Unaudited)**

**April 30, 2022**

COUNTRY GREENS  
Community Development District

**Governmental Funds**

**Balance Sheet**  
April 30, 2022

ACCOUNT DESCRIPTION	SERIES 2016A		
	GENERAL FUND	DEBT SERVICE FUND	TOTAL
<b><u>ASSETS</u></b>			
Cash - Checking Account	\$ 158,358	\$ -	\$ 158,358
Due From Other Funds	-	12,498	12,498
Investments:			
Money Market Account	394,707	-	394,707
Interest Fund (A-1)	-	67,356	67,356
Prepayment Fund (A-2)	-	10,367	10,367
Reserve Fund (A-1)	-	120,534	120,534
Reserve Fund (A-2)	-	53,250	53,250
Revenue Fund	-	54,988	54,988
Sinking Fund (A-1)	-	155,000	155,000
Sinking Fund (A-2)	-	55,000	55,000
Prepaid Items	1,859	-	1,859
<b>TOTAL ASSETS</b>	<b>\$ 554,924</b>	<b>\$ 528,993</b>	<b>\$ 1,083,917</b>
<b><u>LIABILITIES</u></b>			
Accounts Payable	\$ 12,210	\$ -	\$ 12,210
Due To Other Funds	12,498	-	12,498
<b>TOTAL LIABILITIES</b>	<b>24,708</b>	<b>-</b>	<b>24,708</b>
<b><u>FUND BALANCES</u></b>			
<b>Nonspendable:</b>			
Prepaid Items	1,859	-	1,859
<b>Restricted for:</b>			
Debt Service	-	528,993	528,993
<b>Assigned to:</b>			
Operating Reserves	86,990	-	86,990
<b>Unassigned:</b>	441,367	-	441,367
<b>TOTAL FUND BALANCES</b>	<b>\$ 530,216</b>	<b>\$ 528,993</b>	<b>\$ 1,059,209</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 554,924</b>	<b>\$ 528,993</b>	<b>\$ 1,083,917</b>

COUNTRY GREENS  
Community Development District

**General Fund**

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending April 30, 2022

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>REVENUES</u></b>				
Interest - Investments	\$ 2,000	\$ 1,167	\$ 1,163	\$ (4)
Special Assmnts- Tax Collector	226,844	226,844	224,427	(2,417)
Special Assmnts- Discounts	(9,074)	(9,074)	(8,779)	295
<b>TOTAL REVENUES</b>	<b>219,770</b>	<b>218,937</b>	<b>216,811</b>	<b>(2,126)</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Administration</u></b>				
P/R-Board of Supervisors	6,000	4,000	3,000	1,000
FICA Taxes	459	305	230	75
ProfServ-Arbitrage Rebate	600	-	-	-
ProfServ-Dissemination Agent	1,000	1,000	-	1,000
ProfServ-Engineering	5,500	3,206	1,105	2,101
ProfServ-Legal Services	10,000	5,833	6,700	(867)
ProfServ-Mgmt Consulting	67,362	39,295	39,295	-
ProfServ-Trustee Fees	3,717	3,717	3,408	309
Auditing Services	3,600	3,600	3,700	(100)
Postage and Freight	1,100	642	354	288
Insurance - General Liability	9,250	9,250	6,975	2,275
Printing and Binding	500	292	441	(149)
Legal Advertising	450	450	-	450
Miscellaneous Services	1,000	583	-	583
Misc-Assessment Collection Cost	4,537	4,537	4,262	275
Misc-Web Hosting	2,613	1,524	2,074	(550)
Office Supplies	200	117	-	117
Annual District Filing Fee	175	175	175	-
<b>Total Administration</b>	<b>118,063</b>	<b>78,526</b>	<b>71,719</b>	<b>6,807</b>

COUNTRY GREENS  
Community Development District

**General Fund**

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending April 30, 2022

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>Field</u></b>				
ProfServ-Field Management	20,300	11,842	11,842	-
Contracts-Landscape	175,538	102,397	102,397	-
Contracts-Aquatic Control	3,060	1,785	1,785	-
Utility - General	17,000	9,917	4,766	5,151
R&M-Common Area	10,000	5,833	18,019	(12,186)
Miscellaneous Services	4,000	2,333	1,400	933
<b>Total Field</b>	<b>229,898</b>	<b>134,107</b>	<b>140,209</b>	<b>(6,102)</b>
<b>TOTAL EXPENDITURES</b>	<b>347,961</b>	<b>212,633</b>	<b>211,928</b>	<b>705</b>
Excess (deficiency) of revenues				
Over (under) expenditures	(128,191)	6,304	4,883	(1,421)
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Contribution to (Use of) Fund Balance	(128,191)	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(128,191)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ (128,191)	\$ 6,304	\$ 4,883	\$ (1,421)
<b>FUND BALANCE, BEGINNING (OCT 1, 2021)</b>	<b>525,333</b>	<b>525,333</b>	<b>525,333</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 397,142</b>	<b>\$ 531,637</b>	<b>\$ 530,216</b>	

COUNTRY GREENS  
Community Development District

**Series 2016A Debt Service Fund**

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending April 30, 2022

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>REVENUES</u></b>				
Interest - Investments	\$ 1,425	\$ 831	\$ 9	\$ (822)
Special Assmnts- Tax Collector	369,754	369,754	366,077	(3,677)
Special Assmnts- Discounts	(14,790)	(14,790)	(14,301)	489
<b>TOTAL REVENUES</b>	<b>356,389</b>	<b>355,795</b>	<b>351,785</b>	<b>(4,010)</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Administration</u></b>				
Misc-Assessment Collection Cost	7,395	7,395	6,941	454
<b>Total Administration</b>	<b>7,395</b>	<b>7,395</b>	<b>6,941</b>	<b>454</b>
<b><u>Debt Service</u></b>				
Principal Debt Retirement A-1	155,000	-	-	-
Principal Debt Retirement A-2	55,000	-	-	-
Interest Expense Series A-1	87,461	43,731	43,731	-
Interest Expense Series A-2	48,500	24,250	23,625	625
<b>Total Debt Service</b>	<b>345,961</b>	<b>67,981</b>	<b>67,356</b>	<b>625</b>
<b>TOTAL EXPENDITURES</b>	<b>353,356</b>	<b>75,376</b>	<b>74,297</b>	<b>1,079</b>
Excess (deficiency) of revenues				
Over (under) expenditures	3,033	280,419	277,488	(2,931)
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Contribution to (Use of) Fund Balance	3,033	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>3,033</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ 3,033	\$ 280,419	\$ 277,488	\$ (2,931)
<b>FUND BALANCE, BEGINNING (OCT 1, 2021)</b>	<b>251,505</b>	<b>251,505</b>	<b>251,505</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 254,538</b>	<b>\$ 531,924</b>	<b>\$ 528,993</b>	

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**Notes to the Financial Statements**

*April 30, 2022*

***Balance Sheet***

<b>General Fund</b>
---------------------

► **Assets**

- **Cash and Investments-** In order to maximize cash liquidity, the District has a Money Market Account. (See Cash & Investments Report for further details).
- **Due From Other Funds** - Assessments will be transferred in June, 2022.
- **Prepaid Items** - Trustee fees 10/1/22 - 2/28/23

► **Liabilities**

- **Due To Other Funds** - Assessments will be sent to the trustee in June, 2022.

► **Fund Balance**

■ **Assigned to:**

Operating Reserves	\$	86,990
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<b>Debt Service Fund</b>
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► **Assets**

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



## Notes to the Financial Statements

*April 30, 2022*

### Financial Overview / Highlights

- Total expenditures through April are approximately 61% compared to Annual Adopted Budget. Significant variances are explained below.

### Variance Analysis

Account Name	Annual Adopted Budget	YTD Actual	% of Budget	Explanation
<b>Expenditures</b>				
<b><u>Administrative</u></b>				
Prof-Serv Legal Services	\$ 10,000	\$ 6,700	67%	Followup correspondence regarding road entry damages.
ProfServ - Trustee Fees	\$ 3,717	\$ 3,408	92%	Paid through the end of April.
Insurance- General Liability	\$ 9,250	\$ 6,975	75%	Insurance is paid in full for FY 2022.
Auditing Services	\$ 3,600	\$ 3,700	103%	Auditing fees have been paid in full.
Printng and Binding	\$ 500	\$ 441	88%	Fees for copies.
Misc-Web Hosting	\$ 2,613	\$ 2,074	79%	Quarterly contract with Innersync and annual contract with Campus Suite
<b><u>Field</u></b>				
Utility - General	\$ 17,000	\$ 4,766	28%	Monthly charges fluctuate each month.
R&M - Common Area	\$ 10,000	\$ 18,019	180%	Removal of trees and irrigation repairs

COUNTRY GREENS  
Community Development District

**Supporting Schedules**

**April 30, 2022**

**COUNTRY GREENS**

Community Development District

All Funds

**Non-Ad Valorem Special Assessments - Lake County Tax Collector  
(Monthly Collection Distributions)  
For the Fiscal Year Ending September 30, 2022**

					ALLOCATION BY FUND	
Date Received	Net Amount Received	Discounts / (Penalties) Amounts	(1) Collection Costs	Gross Amount Received	General Fund	Series 2016A Debt Service Fund
Assessments Levied FY 2022				\$ 596,598	\$ 226,844	\$ 369,754
Allocation %				100%	38%	62%
11/16/21	\$ 3,075	\$ 144	\$ 63	\$ 3,281	\$ 3,281	\$ -
11/16/21	5,446	253	111	5,811	-	5,811
11/18/21	3,333	142	68	3,543	3,543	-
11/18/21	5,170	220	106	5,496	-	5,496
12/03/21	124,425	5,291	2,539	132,256	132,256	-
12/03/21	198,796	8,452	4,057	211,305	-	211,305
12/11/21	64,037	2,719	1,307	68,063	68,063	-
12/11/21	109,055	4,627	2,226	115,908	-	115,908
12/23/21	6,342	247	129	6,718	6,718	-
12/23/21	9,382	357	191	9,931	-	9,931
01/13/22	2,695	83	55	2,833	2,833	-
01/13/22	4,487	136	92	4,714	-	4,714
02/28/22	3,806	88	78	3,971	3,971	-
02/28/22	6,052	139	124	6,315	-	6,315
03/01/22	1,143	14	23	1,181	1,181	-
03/01/22	1,737	21	35	1,793	-	1,793
04/15/22	2,529	-	52	2,581	2,581	-
04/15/22	4,709	-	96	4,805	-	4,805
<b>TOTAL</b>	<b>\$ 556,220</b>	<b>\$ 22,932</b>	<b>\$ 11,351</b>	<b>\$ 590,503</b>	<b>\$ 224,427</b>	<b>\$ 366,077</b>
% COLLECTED				99%	99%	99%
<b>TOTAL OUTSTANDING</b>				<b>\$ 6,094</b>	<b>\$ 2,417</b>	<b>\$ 3,677</b>

COUNTRY GREENS  
Community Development District

Balance Sheet - All Funds

Cash and Investment Report

April 30, 2022

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Maturity</u>	<u>Yield</u>	<u>Balance</u>
<b>GENERAL FUND</b>					
Checking account - Operating	Valley National Bank	Checking Account	n/a	0.25%	\$ 158,358
Money Market Account	Valley National	MMA	n/a	0.25%	\$ 394,707
<b>Subtotal</b>					<b>\$ 553,065</b>
<b>DEBT SERVICE FUNDS</b>					
Series 2016 A-1 Interest A1& A2	US Bank	First American Govt.	n/a	0.02%	\$ 67,356
Series 2016 A-1 & A-2 Prepayment	US Bank	First American Govt.	n/a	0.02%	\$ 10,367
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%	\$ 54,988
Series 2016 A-1 Sinking A1	US Bank	First American Govt.	n/a	0.02%	\$ 155,000
Series 2016 A-2 Sinking A2	US Bank	First American Govt.	n/a	0.02%	\$ 55,000
<b>Subtotal</b>					<b>\$ 516,495</b>
<b>Total</b>					<b>\$ 1,069,560</b>

**Country Greens CDD**

## Bank Reconciliation

**Bank Account No.** 9840 Valley National Bank GF Checking New Account  
**Statement No.** 4/22  
**Statement Date** 4/30/2022

<b>G/L Balance (LCY)</b>	158,358.18	<b>Statement Balance</b>	174,174.34
<b>G/L Balance</b>	158,358.18	<b>Outstanding Deposits</b>	0.00
<b>Positive Adjustments</b>	0.00		
		<b>Subtotal</b>	174,174.34
<b>Subtotal</b>	158,358.18	<b>Outstanding Checks</b>	15,816.16
<b>Negative Adjustments</b>	0.00	<b>Differences</b>	0.00
<b>Ending G/L Balance</b>	158,358.18	<b>Ending Balance</b>	158,358.18
<b>Difference</b>	0.00		

<b>Posting Date</b>	<b>Document Type</b>	<b>Document No.</b>	<b>Description</b>	<b>Amount</b>	<b>Cleared Amount</b>	<b>Difference</b>
<b>Outstanding Checks</b>						
4/21/2022	Payment	3312	CATHERINE G. CATASUS	184.70	0.00	184.70
4/26/2022	Payment	3316	GEXPRO	35.91	0.00	35.91
4/26/2022	Payment	3317	HOME DEPOT	116.01	0.00	116.01
4/26/2022	Payment	3318	SERVELLO & SONS, INC.	14,853.15	0.00	14,853.15
4/26/2022	Payment	3319	SITEX AQUATICS, LLC	255.00	0.00	255.00
4/30/2022	Payment	DD303	Payment of Invoice 003267	371.39	0.00	371.39
<b>Total Outstanding Checks.....</b>				<b>15,816.16</b>		<b>15,816.16</b>

## COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT

## Payment Register by Bank Account

For the Period from 4/1/22 to 4/30/22

(Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
------	------------	-------	-------------	---------------------	--------------------------	---------------	-------------

**VALLEY NATIONAL BANK GF CHECKING NEW ACCOUNT - (ACCT#XXXXX9840)****CHECK # 3310**

04/01/22	Vendor	SERVELLO & SONS, INC.	21346	MARCH 2022 LANDSCAPE MAINT	Contracts-Landscape	001-534050-53901	\$14,628.17
<b>Check Total</b>							<b>\$14,628.17</b>

**CHECK # 3311**

04/13/22	Vendor	INNERSYNC STUDIO, LTD	20304	WEBSITE HOSTING/COMPLIANCE SVCS	Misc-Web Hosting	001-549915-51301	\$388.13
<b>Check Total</b>							<b>\$388.13</b>

**CHECK # 3312**

04/21/22	Employee	CATHERINE G. CATASUS	PAYROLL	April 21, 2022 Payroll Posting			\$184.70
<b>Check Total</b>							<b>\$184.70</b>

**CHECK # 3313**

04/21/22	Employee	ANNA L. HEINTZELMAN	PAYROLL	April 21, 2022 Payroll Posting			\$184.70
<b>Check Total</b>							<b>\$184.70</b>

**CHECK # 3314**

04/26/22	Vendor	DICK JOYCE WELL DRILLING INC	22-03077	SORRENTO SPRINGS - WELL DRILLING	R&M-Common Area	001-546016-53901	\$110.00
<b>Check Total</b>							<b>\$110.00</b>

**CHECK # 3315**

04/26/22	Vendor	US BANK	6468423	TRUSTEE FEES/INCIDENTAL EXP 3/1/22 - 2/28/23	Trustee fees 3/1/22 - 9/30/22	001-531045-51301	\$1,858.69
04/26/22	Vendor	US BANK	6468423	TRUSTEE FEES/INCIDENTAL EXP 3/1/22 - 2/28/23	Trustee Fees 10/1/22 - 2/28/23	155000	\$1,858.69
<b>Check Total</b>							<b>\$3,717.38</b>

**CHECK # 3316**

04/26/22	Vendor	GEXPRO	S133259408.002	CREDIT FOR INVOICE S133259408.002	R&M-Common Area	001-546016-53901	(\$1,545.72)
04/26/22	Vendor	GEXPRO	S133259408.001	MIGHTY POST 19 IN/3 IN DIAMETER BLACK / PVC	R&M-Common Area	001-546016-53901	\$1,581.63
<b>Check Total</b>							<b>\$35.91</b>

**CHECK # 3317**

04/26/22	Vendor	HOME DEPOT	032122-6336	MAR PURCHASES	VARIOUS SUPPLIES FOR REPAIR/MAINT	001-546016-53901	\$116.01
<b>Check Total</b>							<b>\$116.01</b>

**CHECK # 3318**

04/26/22	Vendor	SERVELLO & SONS, INC.	21549	APRIL 2022 LANDSCAPE MAINT	Contracts-Landscape	001-534050-53901	\$14,628.17
04/26/22	Vendor	SERVELLO & SONS, INC.	21626	APRIL IRR MAINT	R&M-Irrigation	001-546041-53901	\$224.98
<b>Check Total</b>							<b>\$14,853.15</b>

**CHECK # 3319**

04/26/22	Vendor	SITEX AQUATICS, LLC	5975B	APRIL LAKE MAINT - 3 WATERWAYS	R&M-Lake	001-546042-53901	\$255.00
<b>Check Total</b>							<b>\$255.00</b>

## COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT

## Payment Register by Bank Account

For the Period from 4/1/22 to 4/30/22

(Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
<b>ACH #DD299</b>							
04/01/22	Vendor	SECO	031522 ACH	2/11 - 3/15/22	Utility - General	001-543001-53901	\$295.91
<b>ACH Total</b>							<u>\$295.91</u>
<b>ACH #DD301</b>							
04/21/22	Employee	DAVID WARDEN	PAYROLL	April 21, 2022 Payroll Posting			\$184.70
<b>ACH Total</b>							<u>\$184.70</u>
<b>ACH #DD302</b>							
04/21/22	Employee	CRYSTAL Y. JONES	PAYROLL	April 21, 2022 Payroll Posting			\$184.70
<b>ACH Total</b>							<u>\$184.70</u>
<b>ACH #DD303</b>							
04/30/22	Vendor	SECO	041522ACH		Utility - General	001-543001-53901	\$371.39
<b>ACH Total</b>							<u>\$371.39</u>
<b>ACH #DD304</b>							
04/27/22	Vendor	SECO	041222 ACH	BILL PRD 3/10-4/8/22	Utility - General	001-543001-53901	\$464.87
<b>ACH Total</b>							<u>\$464.87</u>
<b>Account Total</b>							<u><b>\$35,974.72</b></u>

# **Sixth Order of Business**



**6A**

**6Ai**

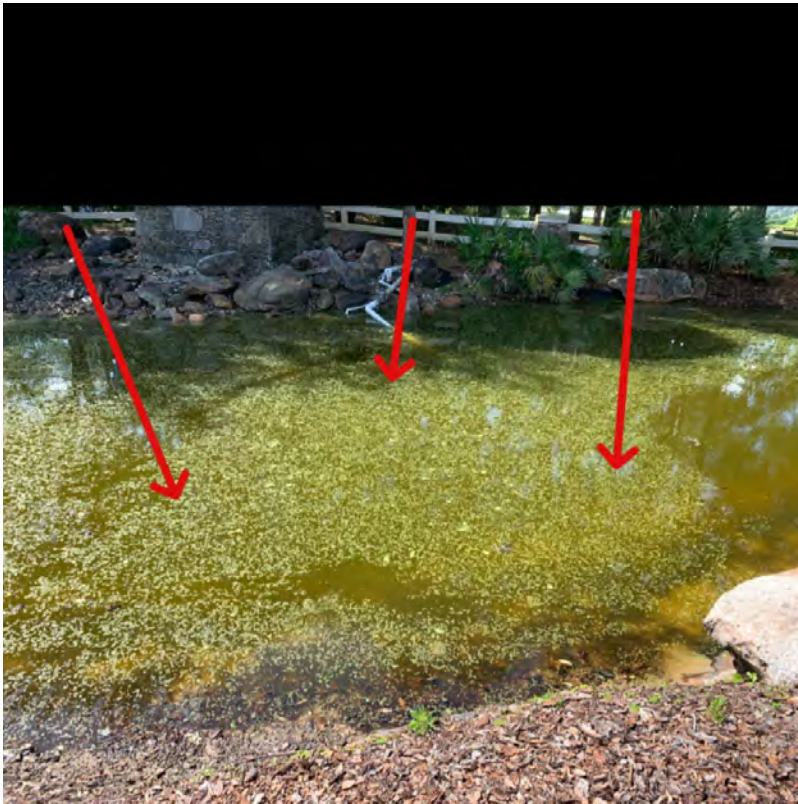


# **Country Greens Field Report 4/25/22**

**Monday, April 25, 2022**

**18 Item Identified**





Item 1

Assigned To Sitex

Excessive Algae Growth In The Pond 1



Item 2

Assigned To Inframark

Tower fountain is out service because is motor cooling blade is broken. The part is already ordered and on schedule for installation service.





Item 3

Assigned To Inframark  
LED light installation service is  
completed at the 44.



Item 4

Assigned To Inframark  
LED light installation service is  
completed at the 44.





Item 5

Assigned To Servello Landscaping  
PVC ball valve of the well pump  
need replacement service.



Item 6

Assigned To Servello Landscaping  
Next annual flowers installation  
service will be in the Behind of  
June.





Item 7

Assigned To Servello Landscaping  
Trimming and weeds control  
service is pending along all the  
bushes at the 44 and 437.



Item 8

Assigned To Servello Landscaping  
Mowing service around the storm  
drain at Tuscany Ave. is complete.



Item 9

Assigned To Servello Landscaping  
Mowing service at Marbella Dr is ongoing.



Item 10

Assigned To Servello Landscaping  
Mowing service at Terragona Dr. Is ongoing.





Item 11

Assigned To Servello Landscaping

The trimming service around the storm drain located next 33901 Terragona Dr. Is still pending.



Item 12

Assigned To Servello Landscaping

Provide Proposal for sod installation at the exit at Companero Dr.



Item 13

Assigned To Servello Landscaping  
Mowing service at the dry ponds  
at Companero Dr. Is completed.



Item 14

Assigned To Servello Landscaping  
Proposal for remove broken  
branches at 44 was approved by  
the Board members. Provide  
schedule for this service ASAP.





Item 15

Assigned To Inframark

LED lights installation service at the 437 is complete.



Item 16

Assigned To Servello Landscaping

Provide Proposal for installation of Yellow bulbine to fill up the the left side of the island same plants material at



### Item 17

Assigned To Inframark

Contact the developer company next to the community regarding the asphalt repair pending at the exit of the community at the 437.

### March Field Report Follow Up

Assigned To Board Members

Item 1 and 11 annual flowers installation is complete.

Item 5 trimming service not complete at all.

Item 7,8,10 and 14 mowing service is complete.

Item 13 fill hole and sod installation pending for proposal.

Item 16 trimming tree service along the PVC fence at Cardinal Ln. is ongoing.

Item 17 Remove dead tree branches service is pending for schedule.

Item 19 sods installation at the 437 is complete.

F. BLANCO

Freddy Blanco Field Manager

Inframark



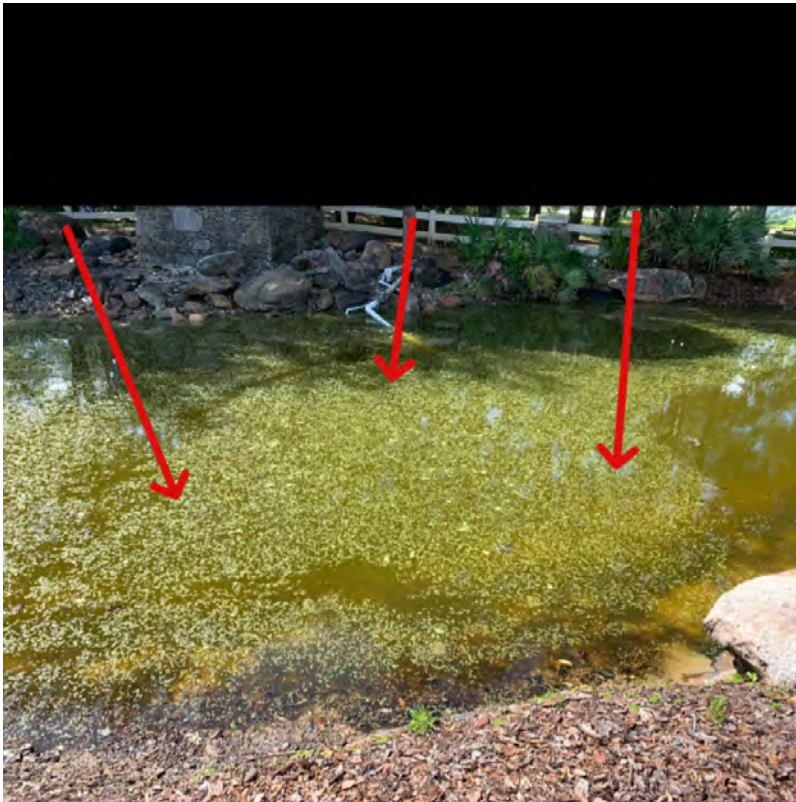


# **Country Greens Field Report 4/25/22**

**Monday, April 25, 2022**

**18 Item Identified**





Item 1

Assigned To Sitex

Excessive Algae Growth In The Pond 1



Item 2

Assigned To Inframark

Tower fountain is out service because is motor cooling blade is broken. The part is already ordered and on schedule for installation service.





Item 3

Assigned To Inframark  
LED light installation service is  
completed at the 44.



Item 4

Assigned To Inframark  
LED light installation service is  
completed at the 44.





Item 5

Assigned To Servello Landscaping  
PVC ball valve of the well pump  
need replacement service.



Item 6

Assigned To Servello Landscaping  
Next annual flowers installation  
service will be in the Behind of  
June.





Item 7

Assigned To Servello Landscaping  
Trimming and weeds control  
service is pending along all the  
bushes at the 44 and 437.



Item 8

Assigned To Servello Landscaping  
Mowing service around the storm  
drain at Tuscany Ave. is complete.



Item 9

Assigned To Servello Landscaping  
Mowing service at Marbella Dr is ongoing.



Item 10

Assigned To Servello Landscaping  
Mowing service at Terragona Dr. Is ongoing.





Item 11

Assigned To Servello Landscaping

The trimming service around the storm drain located next 33901 Terragona Dr. Is still pending.



Item 12

Assigned To Servello Landscaping

Provide Proposal for sod installation at the exit at Companero Dr.



Item 13

Assigned To Servello Landscaping  
Mowing service at the dry ponds  
at Companero Dr. Is completed.



Item 14

Assigned To Servello Landscaping  
Proposal for remove broken  
branches at 44 was approved by  
the Board members. Provide  
schedule for this service ASAP.





Item 15

Assigned To Inframark

LED lights installation service at the 437 is complete.



Item 16

Assigned To Servello Landscaping  
Provide Proposal for installation of Yellow bulbine to fill up the the left side of the island same plants material at



### Item 17

Assigned To Inframark

Contact the developer company next to the community regarding the asphalt repair pending at the exit of the community at the 437.

### March Field Report Follow Up

Assigned To Board Members

Item 1 and 11 annual flowers installation is complete.

Item 5 trimming service not complete at all.

Item 7,8,10 and 14 mowing service is complete.

Item 13 fill hole and sod installation pending for proposal.

Item 16 trimming tree service along the PVC fence at Cardinal Ln. is ongoing.

Item 17 Remove dead tree branches service is pending for schedule.

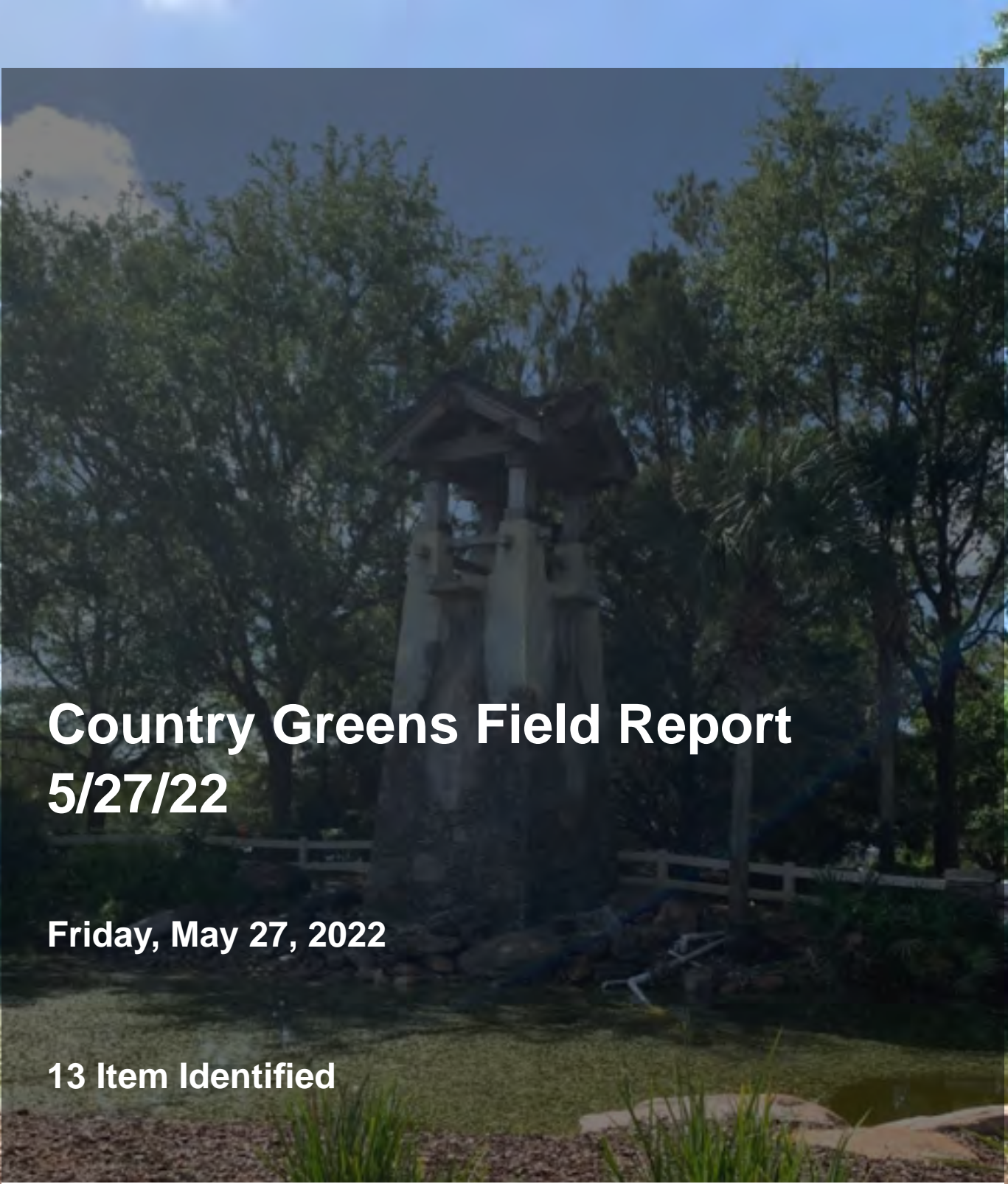
Item 19 sods installation at the 437 is complete.

F. BLANCO

Freddy Blanco Field Manager

Inframark





# **Country Greens Field Report 5/27/22**

**Friday, May 27, 2022**

**13 Item Identified**





Item 1

Assigned To Servello Landscaping  
Annual flowers installation service  
is scheduled for second week of  
June.



Item 2

Assigned To Sitex  
Excessive algae in the pond 1 is  
still present.





Item 3

Assigned To Servello Landscaping

The beds Weed control is ongoing.



Item 4

Assigned To Servello Landscaping

The trimming service along the 44 is complete according to the schedule.



Item 5

Assigned To Board Of Supervisors  
Dead pine tree at Tuscany Ave.



Item 6

Assigned To Servello Landscaping  
Mowing service is not completed  
at all around the storm drain at  
Tuscany Ave.





Item 7

Assigned To Servello Landscaping  
Provide schedule for bush  
hogging service between  
Marbella Dr. And Fortunado St.



Item 8

Assigned To Servello Landscaping  
The mowing service at Marbella Dr  
is not completed at all.



Item 9

Assigned To Servello Landscaping  
Trimming service around the  
storm drain at Marbella Dr. Is no  
complete.



Item 10

Assigned To Servello Landscaping  
The trimming service around the  
storm drain located next 33901  
Terragona Dr. Is still pending after  
several weeks.





Item 11

Assigned To Servello Landscaping

The bush hogging service at Companero Dr is complete according to a schedule.



Item 12

Assigned To Servello Landscaping

The removal service of broken tree branches is completed at the 44.

## May Field Report Follow Up

### Assigned To Board Members

Item 1 algae is still present at pond 1.

Item 3,4 and 15 LED light installation service is completed.

Item 5 Proposal for installation of new pvc ball valve is on the agenda.

Item 6 annual flowers installation is in schedule for the beginning of June.

Item 7 trimming and weeds control service along the 44 is ongoing.

Item 11 trimming service next to 33901 Terragona Dr. Is pending for schedule.

Item 17 asphalt repair is still pending at the exit of the community at the 437.



Freddy Blanco Field Manager

Inframark

**6Aiii.**



261 Springview Commerce Drive  
 DeBary, FL 32713  
 Telephone 386-753-1100  
 Fax 386-753-1106

# Proposal

Date	Proposal #
04/15/2022	6596

## Submitted To

### Country Greens CDD

Freddy Blanco  
 210 North University Drive Suite 702  
 Coral Springs, FL 33071

## Project

Country Greens CDD  
 Tuscany Avenue  
 Sorrento, FL 32776

## Scope

*We propose to furnish the following scope of work to complete Country Greens CDD.*

## Sod

Provide landscape enhancement to Cardinal Lane Entrance

Description	Quantity	Unit	Price
Soil to fill in wash out area near sidewalk	1.00	yds	74.00
Zoysia Strip & Lay	400.00	1sF	804.00
Dump fee	1.00	Ea	75.00
Irrigation NTE	1.00	ea	105.00

<b>Subtotal Sod</b>	1,058.00
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<b>Project Total</b>	\$1,058.00
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## Country Greens CDD

**Proposal # 6596****Project Total**

\$1,058.00

**Terms & Conditions**

Plant material is guaranteed for controlable insects and disease only when a horticulture program is in place through Servello & Son, Inc. Plant damage due to drought is only covered when an irrigation agreement is in place through Servello & Son, Inc. and the Client signs off on needed repairs as they are brought to the Clients attention. Servello & Son, Inc. will not be responsible for plant damage due to catastrophic events such as: Hurricanes, Floods, Fire, Lightning, Freeze, and severe drought (no recorded rainfall for 30 days). Irrigation parts will be guaranteed against defect and improper installation for a period of (1) one year.

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from the above specifications will be executed only upon written authorization and billed accordingly. Servello & Son, Inc. is a drug free workplace and carries workers compensation insurance.

By: <u>Kevin Hulsman</u>	<u>4/15/2022</u>	Accepted: _____	_____
Servello & Son, Inc.	Date	Country Greens CDD	Date

The above prices, specifications and conditions are accepted. Not valid after 30 days. Full payment is due upon completion.

**All jobs equal to or totaling a price of \$10,000.00 and above: A minimum 40% draw is required to schedule and start the job.**



261 Springview Commerce Drive  
 DeBary, FL 32713  
 Telephone 386-753-1100  
 Fax 386-753-1106

# Proposal

Date	Proposal #
04/18/2022	6598

## Submitted To

### Country Greens CDD

Angel Montagna  
 210 North University Drive Suite 702  
 Coral Springs, FL 33071

## Project

Country Greens CDD  
 Tuscany Avenue  
 Sorrento, FL 32776

## Scope

*We propose to furnish the following scope of work to complete Country Greens CDD.*

## Irrigation Maintenance

Description	Quantity	Unit	Price
Left Pump Station			0.00
Replace worn out 2" Ball Valve			0.00
Irrigation NTE	1.00	ea	400.00
Right Pump Station			0.00
Replace worn out 1 1/2" Ball Valve			0.00
Irrigation NTE	1.00	ea	400.00

## Subtotal Irrigation Maintenance

800.00

## Project Total

\$800.00

## Country Greens CDD

**Proposal # 6598****Project Total**

\$800.00

**Terms & Conditions**

Plant material is guaranteed for controllable insects and disease only when a horticulture program is in place through Servello & Son, Inc. Plant damage due to drought is only covered when an irrigation agreement is in place through Servello & Son, Inc. and the Client signs off on needed repairs as they are brought to the Clients attention. Servello & Son, Inc. will not be responsible for plant damage due to catastrophic events such as: Hurricanes, Floods, Fire, Lightning, Freeze, and severe drought (no recorded rainfall for 30 days). Irrigation parts will be guaranteed against defect and improper installation for a period of (1) one year.

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from the above specifications will be executed only upon written authorization and billed accordingly. Servello & Son, Inc. is a drug free workplace and carries workers compensation insurance.

By: <u>Kirk Allen</u>	<u>4/18/2022</u>	Accepted: _____	_____
Servello & Son, Inc.	Date	Country Greens CDD	Date

The above prices, specifications and conditions are accepted. Not valid after 30 days. Full payment is due upon completion.

**All jobs equal to or totaling a price of \$10,000.00 and above: A minimum 40% draw is required to schedule and start the job.**

**6C**



## PROJECT MEMORANDUM

**To:** Country Greens Community Development District Board of Supervisors

**From:** David Hamstra, P.E., CFM *DH*  
District Engineer

**Date:** June 1, 2022

**Re:** Country Greens Community Development District

**Subject:** District Engineer Report #2

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The purpose of this project memorandum is to briefly describe current and upcoming assignments.

### **Tuscany Avenue Bubble-Up Drainage Structure**

On Wednesday, May 18, 2022, Pegasus Engineering (David Hamstra) prepared and issued a notice-to-proceed letter and subconsultant agreement to Southeastern Surveying and Mapping Corp. (SSMC) (Ryan Johnson). The preliminary survey deliverables are due Friday, June 24, 2022.

Upon receipt of the survey drawings and notes, Pegasus Engineering shall confirm the hydraulic characteristics and determine if the upstream development has contributed to the current conditions. Depending on our findings, Pegasus Engineering shall prepare a scope of work and improvement plan to modify the existing drainage structure.

### **Entrance Ponds**

On Wednesday, May 18, 2022, Pegasus Engineering (David Hamstra) prepared and issued a notice-to-proceed letter and subconsultant agreement to Southeastern Surveying and Mapping Corp. (SSMC) (Ryan Johnson). The preliminary survey deliverables are due Friday, June 24, 2022.

Upon receipt of the survey drawings, Pegasus Engineering shall prepare a site plan in order to solicit quotes from qualified contractors to implement the following improvements:

- Deepen and concrete line the middle pond (Pond #2);
- Relocate the intake line for Pond #2 to the middle of the deeper pond;

- Extend the water supply line to Pond #2 and add a float to activate the water line to fill-up Pond #2 as needed;
- Regarding Pond 3, remove the existing intake line and pump; and
- Remove all the construction debris and trash for all three ponds.

#### **House Bill No. 53 (Public Works Bill)**

Refer to **Attachment “A”** for a copy of the Pegasus Engineering proposal to prepare and submit the 20-year Stormwater Needs Analysis Report to the Office of Economic and Demographic Research (EDR). Upon completion of the 20-year Stormwater Need Analysis Report, Pegasus Engineering shall submit to Lake County by June 30, 2022. After the County reviews all the submitted reports, they shall compile and submit to EDR by July 31, 2022.

#### **CDD Maintenance Exhibit**

Pegasus Engineering (Donny Greenough) shall begin adding the stormwater infrastructure system based on permitted construction plans and/or as-built drawings since the engineer-of-record will not make available the AutoCAD files to the Community Development District.

In closing, we respectfully request the Board’s input and direction regarding any additional assignments or tasks that need to be addressed prior to future Community Development District meetings.

END OF MEMO

cc: Gabe Mena, Inframark Services  
Scott Clark, District Counsel  
Pegasus Project File MSC-22072

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# Attachment “A”

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Pegasus Engineering  
House Bill 53 Proposal

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May 20, 2022

MSC-22072

Mr. Gabe Mena  
District Manager  
Country Greens Community Development District  
313 Campus Street  
Celebration, Florida 34747

**Re: Florida House Bill 53  
First Round of Stormwater 20-Year Needs Analysis**

**Subj: Country Greens CDD 2022-2042 Stormwater Needs Analysis Report**

Dear Gabe:

Please find herein a proposal for your review and approval associated with the preparation of the 2022-2042 Stormwater Needs Analysis Report.

As part of the 2021 regular session, the Legislature recognized the need for a long-term planning process for stormwater and wastewater by passing House Bill 53. Section 403.9302, F.S., of the House Bill directs municipalities and special districts that provide a stormwater management system or program, to develop a 20-year stormwater needs analysis, every five years.

To fulfill the statutory requirements for the first cycle of reports, the Country Greens Community Development District (CDD) is required to submit the Stormwater 20-Year Needs Analysis to Lake County by June 30, 2022. In turn, Lake County will compile the reports for the various municipalities', special districts, and CDD's, including their own, and submit them to the Florida Legislature Office of Economic and Demographic Research (EDR) and to the Department of Environmental Protection (FDEP) by July 31, 2022. EDR will then publish an analysis of the stormwater submissions in the 2023 edition of the Annual Assessments of Florida's Water Resources and Conservation Lands.

The preparation of the Stormwater 20-Year Needs Analysis will involve the following tasks to be performed by Pegasus Engineering:

1. Conduct a kick-off meeting with Inframark staff to discuss the requirements of the analysis report.
2. Perform continuing coordination efforts, including conference calls, e-mail correspondence, and discussions with Inframark, Lake County, EDR, and FDEP, as necessary, to coordinate, plan and manage the project.



Mr. Gabe Mena  
 May 20, 2022  
 Page 2

3. Prepare a data request to Inframark that may include:
  - Stormwater Maintenance Records for the preceding five years
  - Stormwater Financial Reports for operation and capital improvement for the preceding five years
  - Service Area Extents
  
4. Prepare the Stormwater Needs Analysis Report, covering the period from October 1, 2021, to September 30, 2042, based on the following eight (8) parts:
  - Part 1: Detailed description of the Stormwater Management Program (Section 403.9302(3)(a), F.S.), including: narrative description, current stormwater program activities, and current stormwater program operation and maintenance activities.
  - Part 2: Detailed description of the Stormwater Management System and its facilities and projects (Section 403.9302(3)(a), F.S.).
  - Part 3: The number of current and projected residents served calculated in 5-year increments (Section 403.9302(3)(b), F.S.) – task to be coordinated directly with EDR.
  - Part 4: The current and projected service area for the Stormwater Management Program/ Stormwater Management System (Section 403.9302(3)(c) F.S.).
  - Part 5: The current and projected cost of providing services calculated in 5-year increments (Section 403.9302(3)(d), F.S.), including Routine Operation and Maintenance, Future Expansion (Committed Funding Source), and Future Expansion with No Identified Funding Source.
  - Part 6: The estimated remaining useful life of each facility or its major components (Section 403.9302(3)(e), F.S.).
  - Part 7: The most recent 5-year history of annual contributions to, expenditures from, and balances of any capital account for maintenance or expansion of any facility or its major components. (Section 403.9302(3)(f), F.S.), classified under the following four categories of expenditures: routing and operation and maintenance, expansion, and replacement of aging infrastructure.
  - Part 8: The CDD's plan to fund the maintenance or expansion of any facility or its major components. The plan must include historical and estimated future revenues and expenditures with an evaluation of how the local government expects to close any projected funding gap (Section 403.9302(3)(g), F.S.).

Mr. Gabe Mena  
May 20, 2022  
Page 3

5. Submit a Draft Stormwater Needs Analysis Report to the CDD for review and approval.
6. Address review comments by the CDD on the Draft Stormwater Needs Analysis Report and prepare a final version of the document.
7. Submit the Final Stormwater Needs Analysis Report to Lake County on or before June 30, 2022, for inclusion in the County's submittal to EDR and FDEP.
8. Address any review comments by Lake County, EDR or FDEP related to the submitted Stormwater Needs Analysis Report, if any, and provide an updated version of the report.

The above-described services will be performed for an hourly not-to-exceed fee amount of **\$6,500** in accordance with Pegasus' current fee schedule:

Staff Member	Anticipated Manhours (hours)	Current Hourly Rate (\$/hour)	Total
Project Manager, Hamstra, P.E.	4	\$195.00	\$780.00
Sr. Project Engineer, Saavedra, P.E.	20	\$180.00	\$3,600.00
Project Engineer, Whikehart, P.E.	4	\$150.00	\$600.00
CADD Technician, Greenough	12	\$100.00	\$1,200.00
Clerical, Villanueva	4	\$80.00	\$320.00
<b>Total Fee</b>			<b>\$6,500.00</b>

We look forward to the opportunity to serve the CDD on this important assignment to allow for the CDD's compliance with this important requirement established by the Florida Legislature. If you have any questions, please contact me directly at 407-992-9160, extension 309, or by email at david@pegasusengineering.net.

Very truly yours,

PEGASUS ENGINEERING, LLC



David W. Hamstra, P.E., CFM  
Principal / Stormwater Department Manager

cc: Leylah Saavedra, Pegasus Engineering

Mr. Gabe Mena  
May 20, 2022  
Page 4

**Florida House Bill 53**  
**First Round of Stormwater 20-Year Needs Analysis**  
**Country Greens CDD**  
**2022-2042 Stormwater Needs Analysis Report**

Approved for Pegasus Engineering, LLC

  
Fursan Munjed, P.E.

Principal  
Officer's Title

March 20, 2022  
Date

This proposal is hereby accepted and authorization to proceed is hereby given  
(Please return one executed copy of this proposal for our Pegasus Engineering records).

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Officer's Title

\_\_\_\_\_  
Date