

**COUNTRY GREENS  
COMMUNITY DEVELOPMENT DISTRICT**

**AGENDA PACKAGE**

**September 9, 2025**

**Call in (audio only)+1 646-838-1601, 91966486#**



313 CAMPUS STREET  
CELEBRATION, FLORIDA 34747

## Country Greens Community Development District

### Board of Supervisors

Catherine Catusus, Chairman  
 Crystal Jones, Vice Chairman  
 Joe Grall, Assistant Secretary  
 David Warden, Assistant Secretary  
 Anna Heintzelman, Assistant Secretary

### Staff:

Samantha Harvey, District Manager  
 Scott Clark, District Counsel  
 David Hamstra, District Engineer  
 Howard Neal, Field Services Director  
 Scottie Feliciano, Field Landscape Tech

### Meeting Agenda Tuesday, September 9, 2025 – 6:00 p.m.

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- 1. Call to Order and Roll Call**
  - 2. Adoption of the Agenda**
  - 3. Audience Comments – Three (3) Minute Limit**
  - 4. Staff Reports**
    - A. Field Inspection Report..... P. 3
    - B. District Counsel
    - C. District Engineer
    - D. District Manager
  - 5. Business Items**
    - A. Consideration of Resolution 2025-09, Appointing the District Manager..... P. 11
    - B. Consideration of Resolution 2025-10, Removal and Appointment of Officers .. P. 64
    - C. Consideration of Resolution 2025-11, Appointing Bank Signatories ..... P. 65
    - D. Consideration of Grau & Associates Engagement Letter ..... P. 66
  - 6. Business Administration Items**
    - A. Consideration of Minutes from the Meeting held on August 12, 2025 ..... P. 71
    - B. Financial Statements ..... P. 76
    - C. Check Register ..... P. 88
  - 7. Supervisor Requests and Audience Comments**
  - 8. Adjournment**

*The next meeting is scheduled for Tuesday, October 14, 2025, at 6:00 pm*

### 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,, 91966486#



Kyle Goldberg  
Inframark

## COUNTRY GREENS CDD AUGUST FIELD INSPECTION

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Wednesday, August 20, 2025

19 Items Identified

19 Items Incomplete

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## ITEM 1 - TRIM FRONDS

Assigned To: Mavericks

The palms around the perimeter should be cutback.



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## ITEM 2 - WEEDS

Assigned To: Mavericks

Weeds around the perimeter should be treated and removed during routine maintenance.



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## ITEM 3 - IRRIGATION REPAIR

Assigned To: Mavericks

There appears to be irrigation that needs to be repaired at the Marbella entrance.





#### ITEM 4 - RAISE CANOPY

Assigned To: Mavericks

This tree should have its canopy raised. Location: Along SR-44



#### ITEM 5 - HIGH GRASS

Assigned To: Mavericks

There is some high grass in this area. Location: Behind 23633 Valderama Ln

#### ITEM 6 - REMOVE VEGETATION

Assigned To: Mavericks

Remove vegetation in front of storm water drainage systems to ensure proper water flow. Location: In front of 23721 Sorrento Springs Dr



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## ITEM 7 - SHRUB INSTALLATION

Assigned To: Mavericks

A proposal should be provided to install plants to hide the irrigation systems in the first picture to look like the second.



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## ITEM 8 - RAKE DEAD GRASS

Assigned To: Mavericks

The area surrounding the storm water drain has been cut, the dead grass should be raked to avoid clogging the system.

Location: 33701 Terragona Dr



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## ITEM 9 - DEAD PINE TREES

Assigned To: Mavericks/Tree Vendor

There are a few dead or dying pine trees near 33902 Terragona Dr that show signs of a pine beetle infestation.



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## ITEM 10 - FELLED TREE

Assigned To: Mavericks

This tree has fallen by 23501 Sorrento Springs Dr and should be cut up and removed.



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## ITEM 11 - TIRE TRACKS

Assigned To: Mavericks/Board Update

Tire tracks were located by 34000–34198 Fortunado St.



## ITEM 12 - GREEN WASTE

Assigned To: Board Update

Green waste was found on top of a storm water drain.

Location: 34055 Fortunado St

## ITEM 13 - TRASH

Assigned To: Mavericks

Trash should be picked up during routine maintenance.



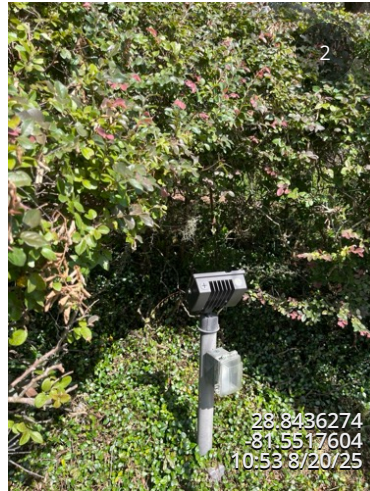


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**ITEM 14 - TRIM HEDGES**

Assigned To: Mavericks

Hedges should be trimmed back to not block the accent lights.



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**ITEM 15 - DEAD PLANTS**

Assigned To: Mavericks

Dead plants were located on CR-437.



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**ITEM 16 - TREE ON CR-437**

Assigned To: District Manager/Duke Energy

Has duke energy been out to trim back this tree? Telephone pole number: 178534



### ITEM 17 - ANNUAL INSTALLATION

Assigned To: Mavericks

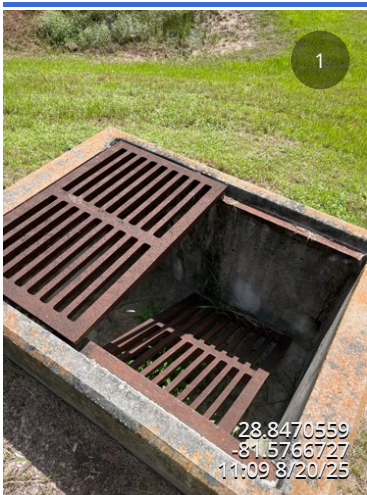
Will new annuals be installed at the Cardinal Ln entrance?



### ITEM 18 - EXPOSED PIPE

Assigned To: Mavericks

There's an exposed pipe at the Cardinal Ln entrance.



### ITEM 19 - REATTACH GRATE

Assigned To: District Engineer

There's a grate that should be reattached at the Cardinal Ln entrance.



## RESOLUTION 2025-09

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT APPOINTING AND FIXING THE COMPENSATION OF THE DISTRICT MANAGER; APPOINTING A FINANCIAL DISCLOSURE COORDINATOR; APPOINTING A REGISTERED ASSESSMENT CONSULTANT IN CONTEMPLATION OF THE ISSUANCE OF SPECIAL ASSESSMENT BONDS; APPOINTING A DESIGNATED INVESTMENT REPRESENTATIVE TO ADMINISTER INVESTMENT DIRECTION WITH REGARD TO DISTRICT FUNDS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Country Greens Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Lake County, Florida; and

**WHEREAS**, pursuant to Section 190.007(1), *Florida Statutes*, the Board of Supervisors of the District (the “Board”) desires to employ and fix compensation of a District Manager; and

**WHEREAS**, the Board desires to appoint a Financial Disclosure Coordinator to create, maintain and update a list of the names, e-mail addresses, physical addresses, and names of the agency of, and the office or position held by, the Board of Supervisors and other persons required by Florida law to file a statement of financial interest due to his or her affiliation with the District; and

**WHEREAS**, the Board desires to appoint an Assessment Consultant to advise regarding the proposed issuance of special assessment bonds and other financing methods for District improvements; and

**WHEREAS**, the Board desires to appoint an Investment Representative to direct and advise on the investment of District funds including, but not limited to, directing the assigned Trustee; to invest District funds consistent with any and all Indentures and to maximize return; and

**WHEREAS**, the Board has determined that the appointment of a Financial Disclosure Coordinator, Assessment Consultant and Investment Representative is necessary; and

**WHEREAS**, the Board desires to appoint a District Manager, Financial Disclosure Coordinator, Assessment Consultant, and Investment Representative, and to provide compensation for their services.

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

**SECTION 1.** Governmental Management Services – Central Florida LLC, is appointed as District Manager, Financial Disclosure Coordinator, Assessment Consultant, and Designated Investment Representative and shall be compensated for their services in such capacity in the manner prescribed in the agreement incorporated herein by reference as **Exhibit A**.

**SECTION 2.** This authorization shall be continuing in nature until revoked by the District.

**SECTION 3.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this 9th day of September, 2025.

ATTEST:

**COUNTRY GREENS COMMUNITY  
DEVELOPMENT DISTRICT**

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

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

**Exhibit A:** District Manager Fee Agreement

**Exhibit A**  
District Manager Fee Agreement

## AGREEMENT FOR DISTRICT MANAGEMENT SERVICES

This Agreement for District Management Services (“**Agreement**”) is effective as of October 1<sup>st</sup>, 2025 (“**Effective Date**”), by and between:

**COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT**, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, being situated in Lake County, Florida whose mailing address is 219 E. Livingston Street, Orlando, Florida 32801 (“**District**”); and

**GOVERNMENTAL MANAGEMENT SERVICES-CENTRAL FLORIDA LLC**, a Florida limited liability company, with a mailing address of 219 E. Livingston Street, Orlando, Florida 32801 (“**Manager**” or “**GMS-CF**,” together with District, “**Parties**”).

### RECITALS

**WHEREAS**, the District is a local unit of special-purpose government established pursuant to the Uniform Community Development District Act of 1980, as codified in Chapter 190, *Florida Statutes*, by ordinance adopted in Lake County, Florida, for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure; and

**WHEREAS**, the District desires to enter into an agreement with Manager to provide district management services all as further set forth in **Exhibit A** attached hereto (“**Services**” or “**District Management Services**”) and Manager has agreed to provide such Services; and

**WHEREAS**, the District and Manager warrant and agree that they have all right, power and authority to enter into and be bound by this Agreement.

**NOW, THEREFORE**, in consideration of the recitals, agreements, and mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties, the Parties agree as follows:

**SECTION 1. INCORPORATION OF RECITALS.** The recitals so stated are true and correct and by this reference are incorporated into and form a material part of this Agreement.

**SECTION 2. SCOPE OF SERVICES.** Manager agrees to provide the Services as set forth in **Exhibit A**, attached hereto and incorporated by reference herein.

**SECTION 3. FEES AND TERMS OF SERVICES; TERM.**

**A.** All Services will be completed on a timely basis in accordance with the District needs and statutory requirements.

**B.** The District agrees to compensate the Manager in accordance with the Schedule of Fees set forth in **Exhibit B**, attached hereto and incorporated by reference herein. Payment shall be made in equal monthly installments at the beginning of each month and may be amended annually as evidenced by the annual budget (“**Annual Budget**”) approved by the Board of Supervisors of the District (“**Board**”). All invoices are due and payable when received.

**C.** The initial term of this Agreement commences on the Effective Date, and continues until September 30, 2026, unless terminated earlier by either Party in accordance with the provisions of this Agreement. Thereafter this Agreement shall automatically renew each Fiscal Year (i.e., October 1 to September 30<sup>th</sup> of the following year) of the District, unless otherwise terminated by either Party. The District will consider price adjustments each twelve (12) month period to compensate for market conditions and the planned workload of the District to be performed during the next twelve (12) month period. Evidence of price or fee adjustments will be approved by the Board in its adopted or amended Annual Budget.

#### **SECTION 4. INDEMNIFICATION.**

**A.** To the extent allowable under applicable law (and only to the extent of the limitations of liability set forth in Section 768.28, *Florida Statutes*), except to the extent caused by the negligence, reckless, and/or willful misconduct of the Manager or Manager’s breach of this Agreement, the District agrees to indemnify, defend, and hold harmless the Manager and its officers, supervisors, staff, and employees from and against any and all liability, claims, actions, suits, demands, assessments or judgments asserted and any and all losses, liabilities, damages, costs, court costs, and expenses, including attorney’s fees, that Manager may hereafter incur, become responsible for, or be caused to pay out arising out of or relating to the grossly negligent or intentionally wrongful acts or omissions of the District. The indemnification provided for herein shall not be deemed exclusive of any other rights to which the Manager may be entitled and shall continue after the Manager has ceased to be engaged under this Agreement.

**B.** The Manager agrees to indemnify, defend, and hold harmless the District and its officers, supervisors, staff, and employees from and against any and all liability, claims, actions, suits, demands, assessments or judgments asserted and any and all losses, liabilities, damages, costs, court costs, and expenses, including attorney’s fees, that the District may hereafter incur, become responsible for, or be caused to pay out arising out of or relating to the Manager’s failure to perform under this Agreement or at law, or the negligent, reckless, or intentionally wrongful acts or omissions of the Manager. The indemnification provided for herein shall not be deemed exclusive of any other rights to which the District may be entitled and shall continue after the Manager has ceased to be engaged under this Agreement.

**SECTION 5. LIMITATIONS ON GOVERNMENTAL LIABILITY.** Nothing herein shall be construed to waive or limit the District’s sovereign immunity limitations of liability as provided in Section 768.28, *Florida Statutes*, or other applicable law. Nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the Doctrine of Sovereign Immunity or by operation of law.

#### **SECTION 6. TERMINATION.**

**A.** This Agreement may be terminated as follows: (1) By the District for “good cause,” which shall include misfeasance, malfeasance, nonfeasance or dereliction of duties by the Manager which termination may be immediate; or (2) By the Manager or District, for any reason, upon 60 days written notice.

**B.** Upon any termination of this Agreement: (1) the Manager shall be entitled to payment for all Services rendered up until the effective termination of this Agreement, subject to whatever claims or off-sets the District may have against the Manager; and (2) the Manager will make all reasonable effort to provide for an orderly transfer of the books and records of the District to the District or its designee.

**SECTION 7. SUCCESSORS; ASSIGNMENT.** The rights and obligations of the District as defined by this Agreement shall inure to the benefit of and shall be binding upon the successors and assigns of the District. Neither the District nor the Manager may assign this Agreement without the prior written approval of the other. Any purported assignment without such approval shall be void.

**SECTION 8. NOTICES.** All notices required in this Agreement shall be sent by certified mail, return receipt requested, or express mail with proof of receipt to the Parties as follows:

- |                           |   |
|---------------------------|---|
| <b>A. If to District:</b> | Country Greens Community Development District<br>219 E. Livingston Street<br>Orlando, Florida 32801<br>Attn: District Manager, Jason Showe<br><a href="mailto:JShowe@gmscfl.com">JShowe@gmscfl.com</a>        |
| <b>With a copy to:</b>    | Clark & Albaugh PLLC.<br>1800 Town Plaza Court<br>Winter Springs, Florida 32708<br>Attn: District Counsel, Scott Clark<br><a href="mailto:sclark@winterparklawyers.com">sclark@winterparklawyers.com</a>      |
| <b>B. If to Manager:</b>  | Governmental Management Services-Central Florida LLC<br>219 E. Livingston Street<br>Orlando, Florida 32801<br>Attn: District Manager, Jason Showe<br><a href="mailto:JShowe@gmscfl.com">JShowe@gmscfl.com</a> |
| <b>With copies to:</b>    | Governmental Management Services-Central Florida LLC<br>219 E. Livingston Street<br>Orlando, Florida 32801<br>Attn: President, Darrin Mossing<br><a href="mailto:DMossing@gmstnn.com">DMossing@gmstnn.com</a> |



Governmental Management Services-Central Florida LLC  
 219 E. Livingston Street  
 Orlando, Florida 32801  
 Attn: Chief Operating Officer, Keith Nelson  
[KNelson@gmscfl.com](mailto:KNelson@gmscfl.com)

Governmental Management Services-Central Florida LLC  
 699 North Federal Highway, Suite 300  
 Fort Lauderdale, FL 33304  
 Attn: Kurt Zimmerman, Registered Agent  
[kurt@zimmermanlaw.com](mailto:kurt@zimmermanlaw.com)

**SECTION 9. CONTROLLING LAW AND VENUE WAIVER OF JURY TRIAL.** This Agreement and the provisions contained in this Agreement shall be construed, interpreted, and controlled according to the laws of the State of Florida. All actions and disputes shall be brought in the proper court and venue, which shall be Lake County, Florida. **DISTRICT AND MANAGER HEREBY KNOWINGLY AND VOLUNTARILY WAIVE ANY RIGHT TO A JURY TRIAL OF ANY DISPUTE ARISING IN CONNECTION WITH THIS AGREEMENT. MANAGER ACKNOWLEDGES THAT THIS WAIVER WAS EXPRESSLY NEGOTIATED AND IS A MATERIAL INDUCEMENT FOR THE EXECUTION OF THIS AGREEMENT BY DISTRICT.**

**SECTION 10. E-VERIFY REQUIREMENTS.** The Manager, on behalf of itself and its subcontractors, hereby warrants compliance with all federal immigration laws and regulations applicable to their employees. The Manager further agrees that the District is a public employer subject to the E-Verify requirements provided in Section 448.095, *Florida Statutes*, and such provisions of said statute are applicable to this Agreement, including, but not limited to registration with and use of the E-Verify system. The Manager agrees to utilize the E-Verify system to verify work authorization status of all newly hired employees. The Manager shall provide sufficient evidence that it is registered with the E-Verify system before commencement of performance under this Agreement. If the District has a good faith belief that the Manager is in violation of Section 448.09(1), *Florida Statutes*, or has knowingly hired, recruited, or referred an alien that is not duly authorized to work by the federal immigration laws or the Attorney General of the United States for employment under this Agreement, the District shall terminate this Agreement. The Manager shall require an affidavit from each subcontractor providing that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. The Manager shall retain a copy of each such affidavit for the term of this Agreement and all renewals thereof. If the District has a good faith belief that a subcontractor of the Manager performing work under this Agreement is in violation of Section 448.09(1), *Florida Statutes*, or has knowingly hired, recruited, or referred an alien that is not duly authorized to work by the federal immigration laws or the Attorney General of the United States for employment under this Agreement, the District promptly notify the Manager and order the Manager to immediately terminate its subcontract with the subcontractor. The Manager shall be liable for any additional costs incurred by the District as a result of the termination of any contract, including this Agreement, based on Manager's failure to comply with the E-Verify requirements referenced in this subsection.

**SECTION 11. SEVERABILITY.** In the event that any provision of this Agreement shall be determined to be unenforceable or invalid by a court such unenforceability or invalidity shall not affect the remaining provisions of the Agreement which shall remain in full force and effect.

**SECTION 12. AMENDMENTS.** Any amendment or change to this Agreement shall be in writing and executed by all Parties.

**SECTION 13. ACKNOWLEDGEMENT.** The District acknowledges that the Manager is not a Municipal Advisor or Securities Broker, nor is the Manager registered to provide such services as described in Section 15B of the Securities and Exchange Act of 1934, as amended. Similarly, the District acknowledges that the Manager does not provide the District with financial advisory services or offer investment advice.

**SECTION 14. AGREEMENT.** This instrument shall constitute the final and complete expression of this Agreement between the Parties relating to the subject matter of this Agreement..

**SECTION 15. INSURANCE.** The Manager shall, at its own expense, maintain insurance during the performance of the Services with limits of liability not less than the following:

Workers' Compensation	Statutory
General Liability	
<i>Bodily Injury (including contractual)</i>	\$1,000,000
<i>Property Damage (including contractual)</i>	\$1,000,000
Commercial Crime/Fidelity Insurance	\$1,000,000
Professional Liability Insurance	\$2,000,000
Automobile Liability (if applicable) *	\$1,000,000
<i>Bodily Injury and Property Damage</i>	
<i>Covering owned, non-owned, and hired</i>	
<i>vehicles</i>	

*\*Automobile liability insurance is required if the Manager will use any vehicles on-site, including owned, non-owned, and hired vehicles.*

Except with respect to Professional Liability and Workers' Compensation insurance policies, the District, its staff, consultants, and supervisors shall be named as additional insured, on a primary non-contributory basis, on each insurance policy described above. The Manager shall furnish the District with the Certificate of Insurance evidencing compliance with this requirement. No certificate shall be acceptable to the District unless it provides that any change or termination within the policy periods of the insurance coverage, as certified, shall not be effective within thirty

(30)days of prior written notice to the District. Insurance coverage shall be from a reputable insurance carrier, licensed to conduct business in the State of Florida.

**SECTION 16. COMPLIANCE WITH PUBLIC RECORDS LAWS.** Manager understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and, accordingly, Manager agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, *Florida Statutes*. Manager acknowledges that the designated public records custodian for the District is **Jason Showe** (“Public Records Custodian”). Among other requirements and to the extent applicable by law, the Manager shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes*; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if the Manager does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in Manager’s possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by the Manager, the Manager shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats:

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (813) 344-4844, INFO@GMSCFL.COM WITH A COPY TO JSHOWE@GMSCFL.COM, 219 E. LIVINGSTON STREET, ORLANDO, FLORIDA 32801.**

**SECTION 17. THIRD PARTY BENEFICIARIES.** This Agreement is solely for the benefit of the Parties hereto and no right or cause of action shall accrue upon or by reason, to or for the benefit of any third party not a formal party to this Agreement. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation other than the Parties hereto any right, remedy, or claim under or by reason of this Agreement or any of the provisions or conditions of this Agreement; and all of the provisions, representations, covenants, and conditions contained in this Agreement shall inure to the sole benefit of and shall be binding upon the Parties hereto and their respective representatives, successors, and assigns.

**SECTION 18. HEADINGS FOR CONVENIENCE ONLY.** The descriptive headings in this Agreement are for convenience only and shall neither control nor affect the meaning or construction of any of the provisions of this Agreement.

**SECTION 19. COUNTERPARTS.** This instrument may be executed in any number of counterparts, each of which, when executed and delivered, shall constitute an original, and such counterparts together shall constitute one and the same instrument. Signature and acknowledgment pages, if any, may be detached from the counterparts and attached to a single copy of this document to physically form one document.

**SECTION 20. ENFORCEMENT OF AGREEMENT.** A default by either Party under this Agreement shall entitle the other Party to all remedies available at law or in equity. In the event that either the District or the Manager is required to enforce this Agreement by court proceedings or otherwise, then the prevailing Party shall be entitled to recover all fees and costs incurred, including reasonable attorneys' fees and costs for trial, alternative dispute resolution, or appellate proceedings.

**SECTION 21. COMPLIANCE WITH SECTION 20.055, *FLORIDA STATUTES*.** If applicable, the Manager agrees to comply with Section 20.055(5), *Florida Statutes*, to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing pursuant such section and to incorporate in all subcontracts the obligation to comply with Section 20.055(5), *Florida Statutes*.

**SECTION 22. SCRUTINIZED COMPANIES STATEMENT.** In accordance with Section 287.135, *Florida Statutes*, Manager represents that in entering into this Agreement, neither it nor any of its officers, directors, executives, partners, shareholders, members, or agents is on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Terrorism Sectors List, or the Scrutinized Companies that Boycott Israel List created pursuant to Sections 215.4725 and 215.473, *Florida Statutes*, and in the event such status changes, Manager shall immediately notify the District. If Manager is found to have submitted a false statement, has been placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Terrorism Sectors List, or has been engaged in business operations in Cuba or Syria, or is now or in the future on the Scrutinized Companies that Boycott Israel List, or engaged in a boycott of Israel, the District may immediately terminate this Agreement.

**SECTION 23. ANTI-HUMAN TRAFFICKING REQUIREMENTS.** Manager certifies, by acceptance of this Agreement, that neither it nor its principals utilize coercion for labor or services as defined in section 787.06, *Florida Statutes*. Manager agrees to execute an affidavit, attached hereto as **Exhibit D** and incorporated herein, in compliance with section 787.06(13), *Florida Statutes*.

**SECTION 24. MUNICIPAL ADVISOR STATEMENT.** The District acknowledges that the Manager is not a Municipal Advisor or Securities Broker, nor is the Manager registered to provide such services as described in Section 15B of the Securities and Exchange Act of 1934, as amended. Similarly, the District acknowledges that the Manager does not provide the District with financial advisory services or offer investment advice.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

**IN WITNESS WHEREOF**, the Parties hereto have executed this Agreement on the Effective Date.

**Attest:**

**COUNTRY GREENS COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary / Assistant Secretary  
Board Of Supervisors

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

Print: \_\_\_\_\_

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

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

Chairperson/Vice Chairperson,  
Board of Supervisors

**GOVERNMENTAL MANAGEMENT  
SERVICES-CENTRAL FLORIDA, LLC**

\_\_\_\_\_  
Witness

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

Print: \_\_\_\_\_

\_\_\_\_\_  
Print Name of Witness

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

- Exhibit A:** Scope of Services
- Exhibit B:** Schedule of Fees
- Exhibit C:** Certificate of Insurance
- Exhibit D:** Anti-Human Trafficking Affidavit
- Exhibit E:** District Management Proposal

**EXHIBIT A**  
**SCOPE OF SERVICES**

**GENERAL MANAGEMENT, ADMINISTRATIVE, AND ACCOUNTING  
SERVICES**

This engagement is for the Manager to provide District Management Services for the District. The duties and responsibilities include those identified in the District's Request for Proposals dated April 22, 2025, and include but are not limited to the following:

**Meetings, Hearings, Workshops, Etc.**

- The Manager will organize, conduct, and provide minutes for all meetings of the District. This includes, but is not limited to, scheduling meetings, providing agenda packages and meeting materials in the form requested by the District Board of Supervisors, and publishing Board meeting, public hearing notices, and landowner election notices pursuant to Florida law.
- The Manager will consult with the District Board of Supervisors and its designated representatives, and when necessary, organize such meetings, discussions, project site visits, workshops, and hearings as may pertain to the administration and accomplishment of the various projects and services provided by the District.

**Records**

- The Manager will maintain "Record of Proceedings" for the District within the boundaries of the local government in which the District is located and include meeting minutes, agreements, resolutions and other records required by law or contract and provide access to such records as necessary for proper District function or compliance with Florida's public records laws.
- The Manager will serve as the Custodian of Public Records for the District and fulfill the duties imposed upon the District by Florida Statutes, Chapter 119.

**District Operations**

- The Manager will act as the primary point of contact for District-related matters.
- The Manager will consult with and advise the District on matters related to the operation and maintenance of the District's public infrastructure.
- The Manager will make recommendations and assist in matters relating to solicitation, approval, rejection, amendment, renewal, and cancellation of contracts for services to the District. In advance of expiration of contracts, the Manager will advise the Board as to need for renewal or additional procurement activities and implement same.



- The Manager will recommend and advise the Board, in consultation with the District Engineer of the appropriate amount and type of insurance and be responsible for procuring all necessary insurance.
- The Manager will ensure compliance with all statutes affecting the District by performing the following tasks (and such other tasks required by law but not specifically identified herein):
  - File name and location of the Registered Agent and Office location annually with Department of Community Affairs and the County.
  - Provide legal description and boundary map as provided by District Engineer to the Supervisor of Elections
  - Provide the regular meeting schedule of the Board to County.
  - File all required financial reports to the Department of Revenue, Auditor General, the County, and other governmental agencies with jurisdiction in compliance with Florida law.
  - File request letter to the Supervisor of Election of the County for number of registered voters as of April 15, each year. Report annually the number of registered voters in the District by June 1, of each year.
  - Transmit Public Facilities Report and related updates to appropriate agencies.
  - Prepare and file annual public depositor report.

### **Accounting and Reporting**

- The Manager will implement an integrated management reporting system compliant with Generally Accepted Accounting Principles (GAAP) for government and fund accounting which will allow the District to represent fairly and with full disclosure the financial position of the District. The District's accounting activities will be overseen by a degreed accountant.
- The Manager will prepare reports as appropriate under applicable law, accounting standards, and bond trust indenture requirements. The Manager will track the District's general fund and bond fund activities and provide monthly and annual financial statements (including budget to actual summary).
- The Manager will administer the processing, review and approval, and timely payment of all invoices and purchase orders.
- The Manager will oversee District's capital and general fund accounts.

### **Audits**

- The Manager will provide audit support to auditors for the required Annual Audit, and will ensure completion and submission of audit and Annual Financial Statements to the County,

Auditor General, and other appropriate government entities in compliance with Florida law.

### **Budgeting**

- The Manager will prepare and provide for a proposed budget for Board approval and submission to County in compliance with state law. The Manager will prepare final budget and backup material for and present the budget at all budget meetings, hearings and workshops. The Manager will ensure that all budget meetings, hearings, and workshops are properly noticed.
- The Manager will administer the adopted budget and prepare budget amendments on an ongoing basis as necessary.

### **Capital Program Administration**

- The Manager will maintain proper capital fund and project fund accounting procedures and records.
- The Manager will coordinate with District staff to provide for appropriate bid and or proposal/qualification processes for Capital Project Construction.
- The Manager will oversee and implement bond issue related compliance, i.e., coordination of annual arbitrage report, transmittal of annual audit and budget to the trustee, transmittal of annual audit to bond holders and underwriters, annual/quarterly disclosure reporting, etc.

### **Field Operations Management**

- Upon direction by the District's Board of Supervisors and upon mutual agreement of the parties hereto, the Field Manager will provide Maintenance Contract Administration for District in general accordance with the fees outlined in Exhibit A.
- Create and maintain a fluid monthly report or action item list and present this report at all regularly scheduled Board of Supervisors Meetings.
- Engage and supervise all persons, as needed, necessary to properly maintain and operate the Property; this includes and is not limited to hired service vendors, maintenance staff, contracted vendors, and their subs.
- Purchase tools, equipment, supplies, and materials, ensuring, without qualification or exception, that the District is receiving the benefit and economies of competitive market prices.
- Solicit bids for services and materials and supplies to the District.
- Solicit, analyze, and negotiate informal contracts on behalf of the District, for services

reasonably necessary with respect to the operation, maintenance, upkeep, repair, replacement, and preservation of the Property; all of which Service Contracts shall be subject to prior approval of and be executed by an officer of the District designated by the Board.

- **Contract Management:** Oversee and manage District field contracts for Landscape Maintenance, Aquatic Maintenance, and other service vendors by meeting with, and coordinating with vendors as needed to ensure contractual standards are being satisfied. Deficiency reports will be created when it is prudent to do so to enhance performance.
- **Facility Management:** Perform routine inspections as needed and present areas of potential concern to the District as identified; site visits will be on average twice a month. This is to identify possible maintenance items and ensure contracted contractor supplemental work has been performed satisfactorily. Additionally, to proactively monitor the status of district assets.
- Correspond and communicate with the Board of Supervisors and District Staff to respond to the various needs of the District and Community.
- Provide regular reports to the Board regarding the status of pending and completed activities and operations affecting the District and the Property.

### **Field Maintenance Services**

- At the direction of the Board of Supervisors, District Manager, and/or Field Operations Manager, facilitate and carry out maintenance requests for the Community.
- Include supporting details on the invoices for each maintenance repair assignment, as well as for the Monthly Field Operations Report.
- Perform regular general maintenance services as requested at normal rates. This can be done through a monthly allowance for more rapid and voluminous work or proposals can be provided for individual projects.

## **FINANCIAL SERVICES**

### **Assessments & Revenue Collection**

- The Manager will develop and administer the annual assessment roll for the District. This includes administering the tax roll for the District for assessments collected by the County and administering assessments for Off Tax Roll parcels/lots.
- The Manager will provide payoff information and pre-payment amounts as requested by property owners, and collect prepayment of assessments as necessary.

- The Manager will monitor development of the District and perform Assessment True-up Analysis when appropriate.
- The Manager will issue estoppel letters as needed for property transfers.
- The Manager will maintain the District's Lien Book, in which is recorded the details of any District debt and the related debt service assessments. The Lien Book will account for all District debt and show the allocation of debt principal to assessed properties within the District.

### **DISTRICT RESPONSIBILITIES**

The District shall provide for the timely services of its legal counsel, engineer and any other consultants, contractors or employees, as required, for the Manager to perform the duties outlined in this Contract. Expenses incurred in providing this support shall be the sole responsibility of the District.

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**EXHIBIT B**  
**SCHEDULE OF FEES**

**STANDARD ON-GOING SERVICES (“SERVICES”):** These services will be provided on a recurring basis and are commonly referred to as the basic services necessary for the normal and routine functioning of the District Management Services.

**1. DISTRICT MANAGEMENT SERVICES:**

Services Description	Fiscal Year 2026 GMS Fees **
<b>Management, Administrative, and Accounting Services</b> <ul style="list-style-type: none"> <li>• Annual Fee paid in equal monthly payments (plus reimbursables)</li> <li>• Our Agreement contemplates up to 12 meetings and 1 workshop annually</li> </ul>	<b>\$45,000</b>
<b>Annual Assessment Administration</b> <ul style="list-style-type: none"> <li>• (Beginning with the first assessment to individual unit owners, direct assessment or utilizing tax collector)</li> </ul>	<b>\$6,000</b>
<b>Information Technology Fees, Computer System Rental, &amp; Annual Website Maintenance</b> <ul style="list-style-type: none"> <li>• Annual Fee paid in equal monthly payments</li> <li>• (Does not include cost of creation of ADA compliant website, if applicable)</li> </ul>	<b>\$3,000</b>
<b>Dissemination Agent Services</b> <ul style="list-style-type: none"> <li>• Annual Fee paid in equal monthly payments</li> </ul>	<b>\$5,000</b>
<b>Field Operations Management</b> <ul style="list-style-type: none"> <li>• Annual Fee paid in equal monthly payments.</li> <li>• The Field Operations Manager is an onsite part-time position. <ul style="list-style-type: none"> <li>○ Two on-site visits per month on average</li> </ul> </li> </ul>	<b>\$18,000</b>
<b>Fiscal Year 2026 GMS Fees</b>	<b>\$77,000</b>

## 2. OTHER FEES SCHEDULE:

Item	Cost
<b>Agenda Package Hardcopy (if Applicable)</b>	<b>\$2.50 per regular Agenda Mtg.</b>
<b>Copy</b>	<b>\$0.15 / black and white page</b>
<b>Binders, Envelopes, Storage Boxes, and other Office Supplies</b>	<b>Actual Cost</b>
<b>USPS / FedEx / UPS / Conference Calls</b>	<b>Actual Cost</b>
<b>Offsite Physical Records Storage and Archival</b>	<b>\$50.00 / Month</b>
<b>Additional Services Available:</b>	<b>Cost</b>
<b>Other Services **</b> <ul style="list-style-type: none"> <li>• New Bond Issuance Cost (per bond issue)</li> <li>• Refinance Bond Issuance Cost (per bond issue)</li> <li>• Debt Service Assessment Methodology Preparation</li> <li>• SERC Preparation &amp; Assistance w/ Petition</li> <li>• Prepaid Estoppel Letter – One Lot</li> <li>• Prepaid Estoppel Letter – Multiple Lots</li> <li>• Prepaid Estoppel Letter – Partial Payoffs</li> <li>• Annual Construction Accounting Fee (while active)</li> <li>• Annual Fee for 1st Bond Issuance (\$1,000 for each additional series of Bonds)</li> <li>• Request For Proposal Scope Preparation Documents (per RFP request - Landscaping, Irrigation, Aquatic, etc.)</li> </ul>	<b>\$15,000</b> <b>\$15,000</b> <b>\$15,000</b> <b>\$5,000</b> <b>\$100</b> <b>\$250</b> <b>\$299</b> <b>\$2,500</b> <b>\$3,000</b> <b>\$3,500</b>
<b>Extended or Extra Board Meetings:</b> <ul style="list-style-type: none"> <li>• Any extra meeting(s) or meeting duration exceeding a 3-hour duration may be charged a meeting overage fee.</li> </ul>	<b>\$250/hr.</b>
<b>Additional Services:</b> <ul style="list-style-type: none"> <li>• All other requested items not specifically denoted in Exhibit "B" will be subject to either a flat rate proposal or an hourly rate proposal to the District.</li> </ul>	<b>To Be Negotiated</b>



Item	Cost
<b>Standard Hourly Rates:</b> <ul style="list-style-type: none"> <li>The Hourly rate for the District Manager is \$175/Hour.</li> <li>The Hourly rate for the District Accountant is \$125/Hour.</li> <li>The Hourly rate for the Field Supervisor is \$100/Hour.</li> <li>The Hourly rate for the District Administrative Assistant is \$80/Hour.</li> </ul>	<b>As Defined</b>
<b>Out-of-Pocket Reimbursable Expenses</b> <ul style="list-style-type: none"> <li>Reimbursable expenses to be itemized on invoicing each month.</li> </ul>	<b>At GMS Standard Rate or Costs</b>
<b>Facility Maintenance and Repair Services</b> <ul style="list-style-type: none"> <li>GMS has a comprehensive on-site and insured maintenance service for small to medium-sized projects which can be provided at the direction of the District Board of Supervisors and/or the District Manager</li> </ul>	<b>At GMS Standard Rate or Costs + Expenses</b>
<b>Public Records Requests:</b> <ul style="list-style-type: none"> <li>Public Records request will be charged to the person making the request at fees allowable by law. These amounts will be reimbursed to GMS-CF by the District at the same rate.</li> </ul>	<b>As Defined</b>
<b>**</b> For Fiscal Year 2026, with dates effective October 1st, 2025, through September 30th, 2026, the GMS fees are reflected in the Adopted 2026 Budget.	
Miscellaneous fees are reviewed annually by GMS. An itemization of all miscellaneous fees and units consumed is included in the monthly invoice and presented to the Board of Supervisors for approval as part of the agenda packages. GMS strives to work with the District to minimize reimbursable expenses by utilizing electronic agendas and similar approaches. Any additional insurance requirements will be treated as reimbursable expenses and invoiced to the District annually.	

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

# EXHIBIT C

## CERTIFICATE OF INSURANCE

<b>CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY) <b>08/13/2025</b>														
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.																
<b>IMPORTANT:</b> If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).																
<b>PRODUCER</b> Zelen Risk Solutions, Inc. 7964 Devoe Street Jacksonville FL 32220	<b>CONTACT</b> NAME: <b>Holly Howe</b> PHONE (A/C No. Ext): <b>(904) 262-8080</b> FAX (A/C No.): <b>(904) 262-1444</b> E-MAIL: <b>holly@zelenrisk.com</b> ADDRESS: _____ <table style="width: 100%; border: none;"> <tr> <td style="border: none;">INSURER(S) AFFORDING COVERAGE</td> <td style="border: none;">NAIC #</td> </tr> <tr> <td style="border: none;">INSURER A: <b>Northfield Insurance Company</b></td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER B:</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER C:</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER D:</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER E:</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER F:</td> <td style="border: none;"></td> </tr> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: <b>Northfield Insurance Company</b>		INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER F:																
<b>INSURED</b> Governmental Management Services-Central Florida, LLC 1001 Bradford Way Kingston TN 37763-3146																
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><b>COVERAGES</b></td> <td style="width: 33%;"><b>CERTIFICATE NUMBER:</b></td> <td style="width: 33%;"><b>REVISION NUMBER:</b></td> </tr> </table>			<b>COVERAGES</b>	<b>CERTIFICATE NUMBER:</b>	<b>REVISION NUMBER:</b>											
<b>COVERAGES</b>	<b>CERTIFICATE NUMBER:</b>	<b>REVISION NUMBER:</b>														
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.																
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS										
<b>A</b>	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC		<b>WS623406</b>	<b>09/02/2024</b>	<b>09/02/2025</b>	EACH OCCURRENCE \$ <b>2,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>100,000</b> MED EXP (Any one person) \$ <b>5,000</b> PERSONAL & ADV INJURY \$ <b>2,000,000</b> GENERAL AGGREGATE \$ <b>3,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>3,000,000</b> \$										
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$										
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$										
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$										
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)																
Certificate holder is additional insured with respect to the general liability when required by written contract.																
<b>CERTIFICATE HOLDER</b> Country Greens CDD 219 E Livingston St  Orlando, FL 32801				<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Vicky M. Zelen</i> <HH>												

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ACORD 25 (2010/05)

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
08/27/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> <b>State Farm</b> Edie Williams State Farm 330 A1A N Suite 324 Ponte Vedra, FL 32082	<b>CONTACT NAME:</b> Angela Dietrich <b>PHONE (A/C, No, Ext):</b> 904-425-4054 <b>FAX (A/C, No):</b> 904-425-4049 <b>E-MAIL ADDRESS:</b> Angela@EdieWilliams.com	
	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> State Farm Mutual Automobile Insurance Company <b>NAIC #</b> 25178 <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
<b>INSURED</b> Governmental Management Services Central FL LLC 1001 Bradford Way Kingston, TN 37763		

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		K20 4805-B15-59	08/15/2025	02/15/2026	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ 1,000,000 BODILY INJURY (Per accident) \$ 1,000,000 PROPERTY DAMAGE (Per accident) \$ 1,000,000 \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below	N / A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b> Country Greens CDD 219 E. Livingston Street Orlando, FL 32081	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b> 
--	---

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1001486 132849,12 03-16-2016

**EXHIBIT D**  
**ANTI-HUMAN TRAFFICKING AFFIDAVIT**

**ANTI-HUMAN TRAFFICKING AFFIDAVIT**

I, Kelly Adams, as Director of Human Resources, on behalf of Governmental Management Services – Central Florida, LLC (the "Manager"), under penalty of perjury hereby attest as follows:

1. I am over 21 years of age and an officer or representative of the Manager.
2. The Manager does not use coercion for labor or services as defined in Section 787.06(2)(a), *Florida Statutes*.
3. More particularly, the Manager does not participate in any of the following actions:
  - (a) Using or threatening to use physical force against any person;
  - (b) Restraining, isolating or confining or threatening to restrain, isolate or confine any person without lawful authority and against her or his will;
  - (c) Using lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt or the length and nature of the labor or services are not respectively limited and defined;
  - (d) Destroying, concealing, removing, confiscating, withholding, or possessing any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
  - (e) Causing or threatening to cause financial harm to any person;
  - (f) Enticing or luring any person by fraud or deceit; or
  - (g) Providing a controlled substance as outlined in Schedule I or Schedule II of Section 893.03, *Florida Statutes*, to any person for the purpose of exploitation of that person.

FURTHER AFFIANT SAYETH NAUGHT.

**Manager: Governmental Management Services –  
Central Florida LLC**

By: Kelly Adams

Name: Kelly Adams

Title Director of Human Resources:

Date: 12/6/2024

STATE OF ~~FLORIDA~~ Tennessee  
COUNTY OF Roane

SWORN TO AND SUBSCRIBED before me ☒ physical presence or ☐ remote notarization by Amanda Jones, as \_\_\_\_\_, of \_\_\_\_\_, who is ☒ personally known to me or ☐ who produced \_\_\_\_\_ as identification this 6 day of December, 2024.

(Notary Seal)

Amanda Jones  
Notary Public

**EXHIBIT E**  
**PROPOSAL FOR DISTRICT MANAGEMENT SERVICES**

[ 30 PAGES TO FOLLOW ]



## Governmental Management Services

*Serving Florida's Communities*

May 23<sup>rd</sup>, 2025

Country Greens Community Development District  
c/o Scott D. Clark, Esquire  
Clark & Albaugh, PLLC  
1800 Town Plaza Court  
Winter Springs, Florida 32708  
Via email to [sclark@winterparklawyers.com](mailto:sclark@winterparklawyers.com).

RE: Proposal for District Management Services

Dear Mr. Clark:

Governmental Management Services-Central Florida L.L.C. ("GMS") is pleased to provide for your review our Proposal associated with providing District Management Services to the Country Greens Community Development District ("CDD"). We believe the Proposal demonstrates that we are the best choice for this project. Here are some of the reasons why:

- ❖ We are the leader in the Community Development District industry. We provide district management services to 275+ CDDs across the State of Florida.
- ❖ We have a team of management, financial, administrative, and operations professionals who are extremely qualified to provide these services and meet time and budget requirements.
- ❖ We have a proven approach, methodology, and philosophy towards providing these services that reflect our commitment and ability to deliver comprehensive services that exceed the expectations of our clients.
- ❖ We also have the ability to respond to individual client needs efficiently, effectively, and professionally. Our approach to providing the services for each of the responsibilities described in this RFP is to fully understand them and provide them in a manner that meets all the statutory requirements customized to the approach preferred by the Board of Supervisors.

We thank you for this opportunity to submit our Proposal and would be happy to provide any additional information if requested. Please feel free to contact me at (407) 841-5524 x 103 or via email at [Gflint@gmscfl.com](mailto:Gflint@gmscfl.com) if you have any questions or need additional information.

Sincerely,

*George Flint*

George Flint  
Senior Vice President

Enclosures

ORLANDO

219 E. Livingston St.  
Orlando, FL 32801  
(407) 841-5524

ORLANDO

6200 Lee Vista Boulevard  
Suite 300  
Orlando, FL 32822  
(407) 841-5524

ST. AUGUSTINE

475 West Town Place  
Suite 114  
St. Augustine, FL 32092  
(904) 940-5850

FT. LAUDERDALE

5385 N. Nob Hill Road  
Sunrise, FL 33351  
(954) 721-8681

TAMPA

219 E. Livingston Street  
Tampa, FL 33619  
(813) 344-4844

PALM COAST

393 Palm Coast Parkway SW  
Suite 4  
Palm Coast, FL 32137  
(904) 940-5850

KNOXVILLE

1001 Bradford Way  
Kingston, TN 37763  
(865) 717-7700

[www.govmgtscv.com](http://www.govmgtscv.com)



# Proposal For District Management Services Prepared For The Country Greens Community Development District:



## GOVERNMENTAL MANAGEMENT SERVICES-CENTRAL FLORIDA, LLC



DISTRICT  
MANAGEMENT  
SERVICES

[www.govmgtsvc.com](http://www.govmgtsvc.com)

Submitted  
May 23<sup>rd</sup>, 2025

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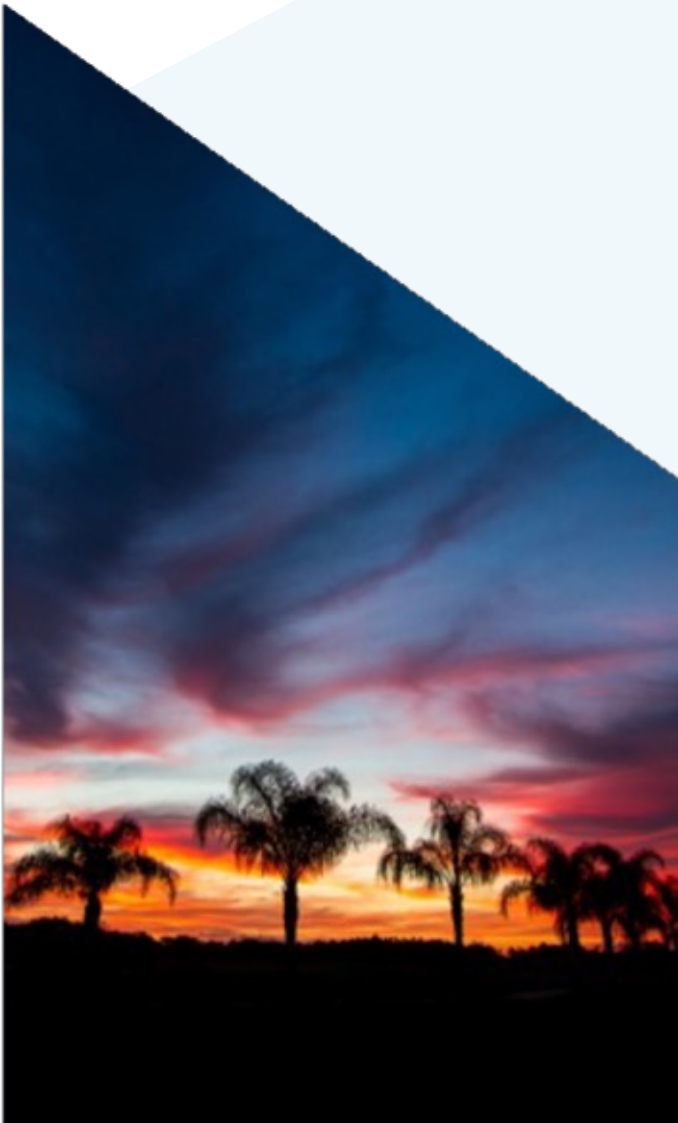
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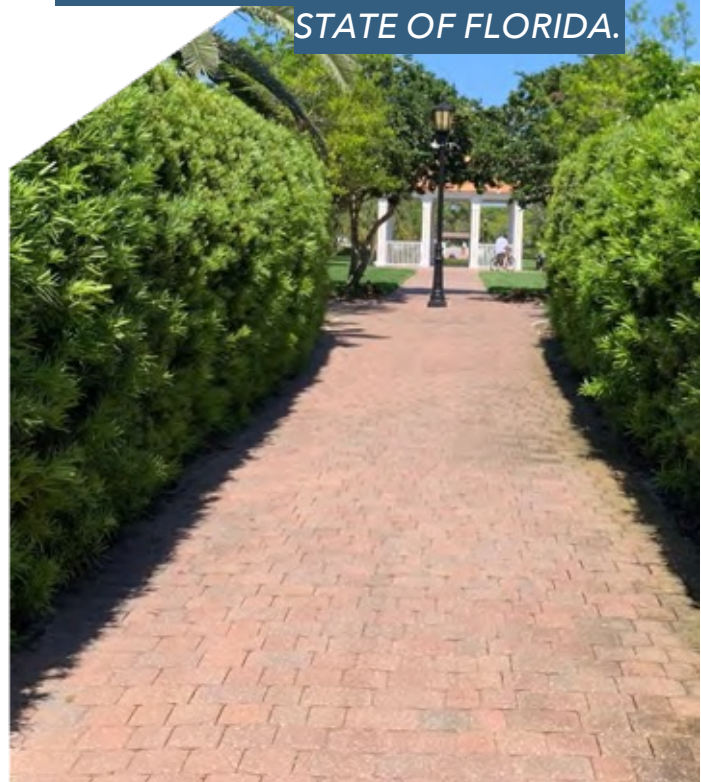


# COMPANY INFORMATION

**Governmental Management Services ("GMS")** is a family of limited liability companies that was established for the purpose of providing district management services to Special Taxing Districts. With encouragement from industry professionals and the development community, GMS was created to provide an alternative to the existing district management companies. GMS currently has offices in St. Cloud, Orlando, Tampa, Sunrise, Miami, Tallahassee, Port St. Lucie, St. Augustine, Palm Coast, Florida, and Knoxville, Tennessee. Company personnel who would be providing services are generally determined by geography of the District and required services. However, everyone at GMS works together to provide the most efficient, effective and comprehensive management services possible. GMS currently manages over 275 Community Development Districts across the State of Florida and fully understands the requirements of Chapter 190. As described in Section 3, the personnel at GMS are very well known and respected by people involved with Community Development Districts. Many of the personnel have worked with Investment Bankers, Bond Counsel, District Counsel, Engineers, Developers, and Boards of Supervisors across the State of Florida.

They have provided management, financial, administrative, and operational services to over 275 special taxing districts and homeowners associations. Our greatest strength is our ability to respond to individual client needs quickly, efficiently and professionally.

**GMS WAS ESTABLISHED TO  
PROVIDE THE MOST EFFICIENT,  
EFFECTIVE AND  
COMPREHENSIVE MANAGEMENT  
SERVICES FOR COMMUNITY  
DEVELOPMENT DISTRICTS IN THE  
STATE OF FLORIDA.**



# HOW WE WORK

Established in 2004, Governmental Management Services has over 250 full time and part time employees and has offices across the State of Florida. Services are provided by seasoned professionals with well over 1,000 person years of combined Community Development District management experience. Our commitment to serving our clients and providing the most efficient, effective and comprehensive management services for Community Development Districts continues to fuel our growth.

## Statement of Qualifications

GMS is the best qualified provider of district management services because of the experience of the personnel who will be providing the management services for the District. GMS brings a wealth of experience in the management, administrative, accounting and financial reporting, field operations, and assessment certifications.

GMS focuses exclusively on the services necessary for the proper management of Community Development Districts. Our staff includes managers, accountants, financial analysts, recording secretaries and operations managers all with experience with Community Development Districts and other special districts. We offer integrated management services including:

- General Management
- Recording Secretary Services
- Accounting and Financial Reporting
- Assessment Roll Administration
- Investment Management
- Field Operations Management
- Amenity Management
- Preventative Maintenance
- Dissemination Agent Services
- Utility Billing
- Other Services

## FULLY INTEGRATED SERVICES



These management services are being provided by the principals of GMS to over 275 Community Development Districts across the State of Florida.

# OUR VALUES

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## MISSION

The goal of GMS is to provide the most efficient, effective, and comprehensive management services for Community Development Districts in the State of Florida.



## CORE VALUES

Governmental Management Services' greatest strength is its ability to respond to individual client needs quickly, efficiently, and professionally. Listed below are our GMS core values:



### Customer Commitment

*We keep customer needs at the center of all that we do to provide a superior customer experience.*



### Integrity

*We are honest, open, ethical, and fair.*

*People trust us to do what's right.*



### Teamwork

*We win together, not alone.*

*We work together, across divisions, to meet the needs of our customers.*



### Passion and Drive

*We are proud of the services we provide.*

*We play to win and strive to help our customers do the same.*



### Empower Individuals

*Our employees set us apart.*

*We value our employees, encourage their development, and reward their performance.*



### Quality

*Details matter.*

*We provide consistent and unsurpassed service that, together, deliver premium value to our customers.*

# CONTACT INFORMATION

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**Corporate Office:**

1001 Bradford Way  
Kingston, TN 37763  
(865) 717-7700

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As the largest CDD Management firm in the State of Florida, GMS is prepared to provide all CDD Management services directly and does not contemplate the need to subcontract services.

**GMS -  
Central Florida**

219 E. Livingston St.  
Orlando, FL 32801  
(407) 841-5524

6200 Lee Vista Blvd  
Ste. 300  
Orlando, FL 32822

**GMS - Tampa**

219 E. Livingston Street  
Tampa, Florida 33619  
(863)-225-1186

**GMS - South  
Florida**

5385 Nob Hill Road  
Sunrise, FL 33351  
(954) 721-8681

**GMS - North  
Florida**

475 West Town Place,  
Suite 114  
St. Augustine, FL 32092  
(904) 940-5850

393 Palm Coast  
Parkway SW, Suite 4  
Palm Coast, FL 32137

We have additional satellite offices  
throughout the State of Florida

# GOVERNMENTAL MANAGEMENT SERVICES

**DARRIN MOSSING**  
PRESIDENT

**KEITH NELSON**  
CHIEF OPERATING  
OFFICER

**RIVERSIDE (NF)**  
ALISON MOSSING  
VICE PRESIDENT

**SOUTH FLORIDA**  
PATTI POWERS /  
RICHARD HANS  
VICE PRESIDENTS

**CENTRAL FLORIDA**  
GEORGE FLINT  
VICE PRESIDENT

**NORTH FLORIDA**  
JIM OLIVER  
MANAGING PARTNER

**TAMPA**  
JASON GREENWOOD  
MANAGING PARTNER

**FIELD OPERATIONS**

- CHRISTIAN BIRCOL
- CHRISTIAN DELLINGER
- JAMES SCHLESZER
- RICHARD GRAY

**AMENITIES**

- ALISON MOSSING
- TIMI WRIGHT
- NATALIE CLEM
- KAYLA RINKER
- ANDREW BEVIS
- & 18 OTHERS

**ACCOUNTING**

- PATTI POWERS, VICE PRESIDENT
- TIZIANA CESSNA
- SHARRON RINKUS
- ASHLEY COOPER
- JENNIFER WASSERMAN, CPA
- & 2 OTHERS

**DISTRICT MANAGEMENT**

- PAUL WINKELLOHN
- JULIANA DUQUE
- ANDREW GILL
- JULIO PAQUILLA
- ANDRESSA PHILLIPS
- BEN QUESADA
- JESUS LORENZO

**ACCOUNTING**

- KATE COSTA,
- KEVIN VISCARRA
- TERESA VISCARRA
- INDIRA ABALLO
- LISA CRUZ
- NANCY SOLER
- ZUNYI YAN
- CAROL WRIGHT
- & 6 OTHERS

**DISTRICT MANAGEMENT**

- JILL BURNS,
- MANAGING PARTNER
- JASON SHOWE
- TRICIA ADAMS
- JEREMY LEBRUN
- ROB SZOZDA
- MONICA VIRGEN

**ACCOUNTING**

- OKSANA KUZMUK
- BERNADETTE PEREGRINO
- TODD POLVERE
- TARA LEE
- SUSAN FERRERO

**DISTRICT MANAGEMENT**

- MATTHEW BIGGETTI
- CORBIN DENAGY
- MARILEE GILES
- DANIEL LAUGHLIN
- JAMES PERRY

**ACCOUNTING**

- SHARYN HENNING, CPA
- HANNAH HENRY
- SAVANNA SZOZDA
- ALEXANDRA WOLFE, CPA

**DISTRICT MANAGEMENT**

- JASON GREENWOOD
- ANANDA FERGUSON
- RICHARD MCGRAWTH

**MAINTENANCE**

- TIMOTHY CARTER
- LUTHER NEWTON
- MARK CESSNA
- JOSEPH SOMMERS
- & 13 OTHERS

**LIFEGUARDS & POOL ATTENDANTS**

- 30 – 50 OTHERS ON SEASONAL AND/OR FLEX SCHEDULES

**ASSESSMENT ADMINISTRATION**

- RICHARD HANS
- DARRIN MOSSING JR
- DANIEL HARVEY,

**ADMINISTRATION**

- JENNIFER MCCONNELL
- LATOYA FLOWERS
- REGINE LEWIS
- & 2 OTHERS

**ASSESSMENT ADMINISTRATION**

- DARRIN MOSSING, JR.
- MICHAEL CORTESE

**ADMINISTRATION**

- STACIE VANDERBILT, DIRECTOR
- SAMANTHA HAM
- & 7 OTHERS

**ASSESSMENT ADMINISTRATION**

- SHERYL FULKS
- DARRIN MOSSING, JR.
- MARISSA SMARTO

**ADMINISTRATION**

- COURTNEY HOGGE
- LISA PELKEY
- SARAH SWEETING

**ASSESSMENT ADMINISTRATION**

- DARRIN MOSSING, JR.
- MICHAEL CORTESE
- BRADFORD NELSON

**ADMINISTRATION**

- NICOLE VVERITO
- REBECCA SANTOS
- SUSAN YOUNG
- DORIS SANTOS

**FIELD OPERATIONS**

- PAT SZOZDA
- PATRICK BURGESS
- JESUS LORENZO
- JULIO PAQUILLA

**AMENITIES**

- 7-15 DISTRICT EMPLOYEES FLEX SCHEDULES

**FIELD OPERATIONS**

- ALAN SCHEERER
- CLAYTON SMITH
- MICHAEL ANDALL
- ROB SZOZDA
- & 4 OTHERS

**AMENITIES**

- MARCIA CALLEJA
- CHRISTINE WELLS
- ALEXANDRA PENAGOS
- & 11 OTHERS

**FIELD OPERATIONS**

- JAY SORIANO
- ROBERT BERLIN
- CHRISTIAN DELLINGER
- TERRY GLYNN

**AMENITIES**

- 7-15 DISTRICT EMPLOYEES FLEX SCHEDULES

**FIELD OPERATIONS**

- CLAYTON SMITH
- MICK SHEPPARD
- GARETT DUBOIS

**AMENITIES**

- BRIAN YOUNG
- & 14 OTHERS

**MAINTENANCE**

- ANGEL GUZMAN
- JULIO COLON
- ABNER DEJESUS
- JOSE SOTO
- & 3 OTHERS

**INFORMATION TECHNOLOGY**

- DAN BRADLEY

**MAINTENANCE**

- GARETT DUBOIS
- STEVEN WENTZ
- JEFF BACHELOR
- & 3 OTHERS


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# OUR TEAM



**Although technology has tremendously impacted how services are provided for nearly every business today, GMS realizes an organization is only as good as the individuals working within it. If an organization is not able to retain hardworking, knowledgeable and dedicated employees that understand their client's needs, it is most certain to fail. It is for this reason that GMS has focused a significant effort on recruiting and retaining the best in the district management industry**

## STATEMENT OF STAFF CONSISTENCY

The District Management Team proposed remains the same for the duration of the contracts. Any changes in the District Management Team will be discussed and approved by the Boards of Supervisors. Members of the management team have worked together for years, and there is complete trust and loyalty in their abilities to provide the most efficient, effective and professional management services possible. In addition, these types of long-term personal relationship among GMS staff are reassuring to our clients because personnel turnover in any organization is extremely detrimental to its ability to provide the necessary services.

*"GMS realizes an organization is only as good as the individuals working within it."*

# Proposed GMS District Management Service Team

Trusted & Service Oriented



**George Flint**

**GMS-CF Founder,  
Managing Partner  
District Manager**



**Jason Showe**

Senior District  
Manager



**Katie Costa**

District Accounting



**Stacie Vanderbilt**

District Administration



**Rob Szozda**

Field Operations  
& Maintenance

See Page 7  
Of Our Proposal  
For The Rest Of The GMS  
Organization

**EDUCATION**

Ohio University, 1988,  
Bachelor of Science,  
Major: Accounting

**EXPERIENCE**

36+ Years

- President and Founder – GMS Organization
- Corporate Operations & District Management

# DARRIN MOSSING

## PRESIDENT

Darrin Mossing is the President and Founder of the GMS organization. Mr. Mossing graduated from the Ohio University with a Bachelor's degree in accounting in June 1988 and began his career as a staff accountant on September 1, 1988, for Indian Trace Community Development District. In November 2004, Mr. Mossing established the GMS organization, which has grown to over 275 CDDs, Homeowners Association and other Special Taxing Districts across the State of Florida.

# GEORGE FLINT

## MANAGING PARTNER

Mr. Flint is a shareholder in GMS and oversees all aspects of the Central Florida office. Mr. Flint manages numerous special districts in the Central Florida region. George graduated from Princeton University with a Bachelor's Degree in Politics/Economics and holds a Master's in Public Administration from Florida State University with a focus of public budgeting and financial management. He has an extensive background in the public and private sectors. Prior to opening the GMS Central Florida office in 2005, he served as an Assistant County Administrator, Budget Officer, Water and Sewer Authority Executive Director, and Management Consultant/Regional Manager for an environmental engineering firm.

**EDUCATION**

B.A., Politics/  
Economics,  
Princeton  
University, 1990

MPA, Public  
Budgeting and  
Financial  
Management,  
Florida State  
University, 1994

**EXPERIENCE**

- 30+ Years District Management

**EDUCATION**

University of Central  
Florida, Bachelor of  
Liberal Studies

**EXPERIENCE**

- 18+ Years
- \$300M+ Bond Issuance In The Last 5 Years
- Corporate Operations & District Management

# JILL BURNS

## MANAGING PARTNER

Jill Burns has a Bachelor's Degree in Liberal Studies from the University of Central Florida. She has over sixteen years of experience in the establishing, financing, and managing of special districts across the state of Florida. Jill is dedicated to working with residents, developers, and the boards of supervisors in order to bring the highest level of service to each District she manages. Ms. Burns has been responsible for overseeing and managing over 30 CDDs across Florida including Districts in Manatee, Sarasota, Polk, St. Johns, Duval, Nassau, Flagler, Volusia, Alachua, and Orange Counties.



**EDUCATION**

Bachelor of Public  
Administration, FIU

Master of Public  
Administration, Univ.  
of Central Florida

**EXPERIENCE**

25+ Years

- District Management
- Assessment  
Administration

# JASON SHOWE

## SR. DISTRICT MANAGER

Mr. Showe has a Bachelor's Degree in Public Administration from Florida International University and a Master's Degree in Public Administration from the University of Central Florida. He has over twenty-five years of experience in customer service, budgeting, revenue coordination, training, and program analysis in government agencies throughout the state of Florida. Additionally, he obtained the Certified Public Manager Certification through Florida State University and is designated as a Competent Speaker and a Competent Leader through Toastmasters International. He is involved in all facets of District Management including Field Management, Budgeting, and the Assessment Administration. He provides the highest level of service to the clients of GMS.

# TRICIA ADAMS

## DISTRICT MANAGER

Ms. Adams has a Bachelor's Degree in Management and Marketing, as well as a graduate degree in Public Administration. During graduate coursework, she researched emerging issues related to Community Development Districts in Florida. For over 15 years, Ms. Adams has had the opportunity to work with Districts that own and operate exceptional aquatic facilities, clubhouses, restaurants, and wellness centers. She has recently assisted a District acquiring top-tier golf club facilities and on-boarded golf management services.

**EDUCATION**

B.A., Marketing and  
Management  
Graduate Degree in  
Public Administration

**EXPERIENCE**

15+Years

- District Management
- Amenity  
Management

**EDUCATION**

Bachelor of Arts, History  
& Education,  
Univ. of North Florida

Masters in Educational  
Leadership,  
Univ. of Central Florida

**EXPERIENCE**

- Public Education  
Principal

# JEREMY LEBRUN

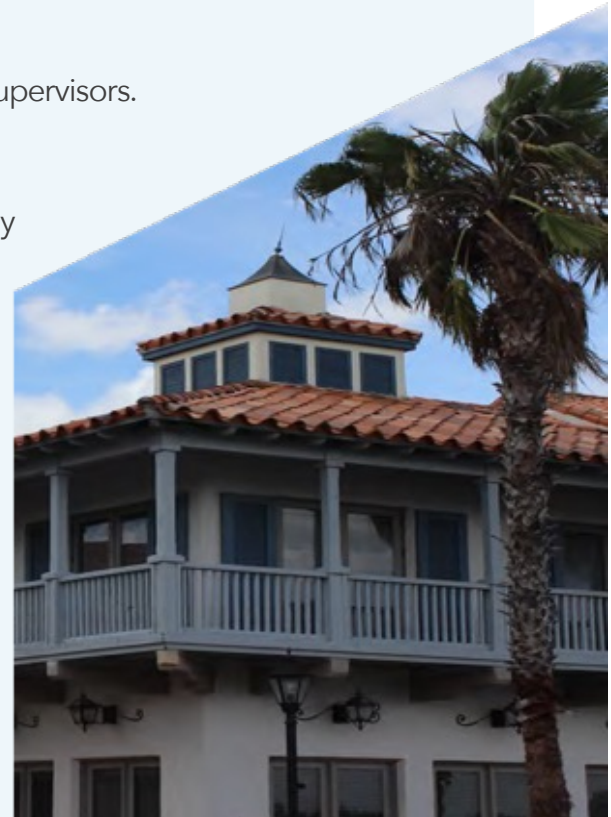
## DISTRICT MANAGER

Mr. Lebrun joined the GMS organization in early 2022. He has a passion for customer service and consultancy. His background as a public-school principal for many years serves him well to offer excellent customer service to a varied constituency in the Community Development District business.

# DISTRICT MANAGEMENT SERVICES

**THE FOLLOWING MANAGEMENT SERVICES ARE TYPICALLY PROVIDED TO ENSURE THE DISTRICT OPERATES IN ACCORDANCE WITH ALL APPLICABLE STATUTES, LAWS, RULES AND REGULATIONS:**

- Attend, record and conduct all regularly scheduled Board of Supervisors' Meetings including landowners meetings, continued meetings and workshops.
- Present the District's annual budget in accordance with Chapter 190, Florida Statutes.
- Ensure District is in compliance with administrative and financial reporting for CDDs.
- Correspond and communicate with Board of Supervisors and Staff to respond to the various needs of the District and Community.
- Review and approve agendas for circulation to the Board of Supervisors.
- Review and approve annual budget, annual audit, and monthly disbursements.
- Review annual insurance policy to ensure District maintains proper insurance coverage.

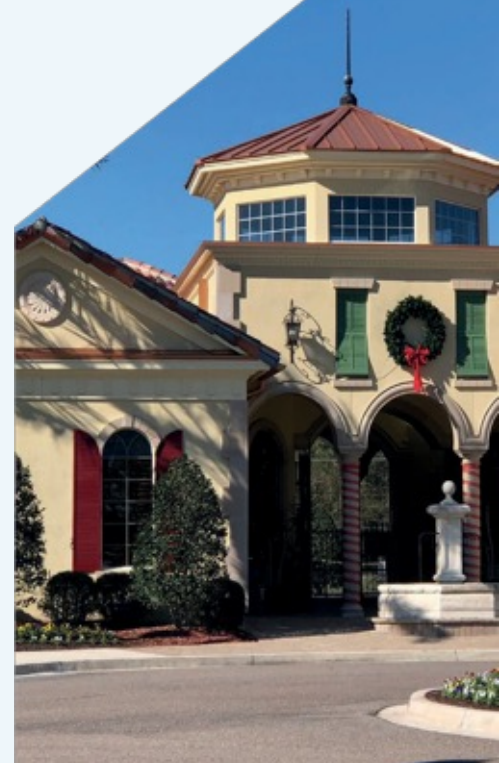
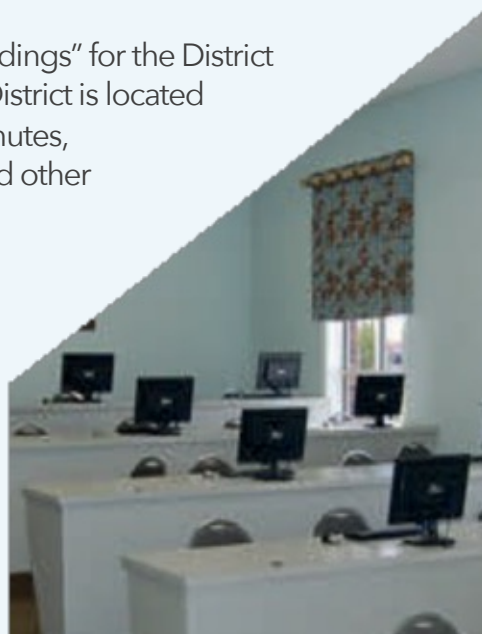


# ADMINISTRATIVE SERVICES

**Stacie Vanderbilt, Samantha Ham,** and the rest of our GMS administration support team will prepare agenda packages, meeting notices, public records administration, statutory compliance and various other required administrative services. Ms. Vanderbilt has 17+ years of GMS experience and has a Bachelor's of Science in Business Administration. Ms. Ham has a Bachelor's of Science in Animal Nutrition from the Ohio State University. Our GMS administrative services department has an excellent reputation in the industry for providing timely, accurate and professional administrative services to our Community Development District clients.

## THE FOLLOWING ADMINISTRATIVE SERVICES ARE TYPICALLY PROVIDED TO ENSURE THE DISTRICT OPERATES IN ACCORDANCE WITH ALL APPLICABLE STATUTES, LAWS, RULES AND REGULATIONS:

- Prepare agenda packages for transmittal to Board of Supervisors and staff seven days prior to Board of Supervisors' Meeting.
- Provide minutes for all Board of Supervisors' Meetings, including landowners' meetings
- Ensure compliance with all administrative statutes affecting the District which include but are not limited to:
  - Publish and circulate annual meeting notice.
  - Report annually the number of registered voters in the District by June 1 of each year.
  - Maintain "Record of Proceedings" for the District within the County that the District is located which includes meeting minutes, agreements, resolutions and other required records.
  - Transmit Registered Agent information to DCA and local governing authorities.
  - File Ordinance or Rule establishing the District to DCA.



# ACCOUNTING & FINANCIAL SERVICES

**Katie Costa** leads our accounting and financial reporting department. She has over 12 years of accounting and financial reporting experience with Community Development Districts across the State of Florida. Ms. Costa and her teams provide financial statement preparation, payroll, budget preparation, preparation of annual audit reports, statutory and bond compliance. She has a dual major Bachelors of Science Degree in Accounting and Finance from the University Of Central Florida. Ms. Costa and her team currently provide services as District Accountants to 100+ Community Development Districts in the state of Florida.

## EDUCATION

B.S. Dual Major  
Accounting & Finance  
University of Central  
Florida

## EXPERIENCE

12+ Years  
• Accounting  
• Financial Reporting

### THE FOLLOWING FINANCIAL SERVICES ARE TYPICALLY PROVIDED TO ENSURE THE DISTRICT OPERATES IN ACCORDANCE WITH ALL APPLICABLE STATUTES, LAWS, AND RULES AND REGULATIONS:

- Establish Governmental Fund Accounting System in accordance with the Uniform Accounting System prescribed by the Florida Department of Financial Services for Government Accounting. This system includes preparing monthly balance sheet and income statement(s) with budget to actual variances.
- Prepare accounts payable and present to Board of Supervisors for approval or ratification.
- Prepare annual budget for review and approval by the Board of Supervisors.
- Transmit proposed budget to local governing authorities 60 days prior to adoption.
- Prepare year-end adjusting journal entries in preparation for annual audit by Independent Certified Public Accounting Firm.
- Maintain checking accounts with qualified public depository selected by the Board of Supervisors.
- Ensure compliance with financial and accounting statutes affecting the District which include but are not limited to:
  - Complete annual financial audit report within 9 months after the fiscal year end.
  - Circulate annual financial audit report and annual financial report to appropriate government agencies.
- Prepare annual public depositor report.
- Oversee and implement bond issue related compliance, i.e., coordination of annual arbitrage report, transmittal of annual audit and budget to the trustee, transmittal of annual audit to bond holders and underwriters, annual/quarterly disclosure reporting, etc.
- Transmit Public Facilities Report to the appropriate agencies
- Bind necessary insurance for the District, which includes liability, property, workers' compensation, etc.

# OPERATIONS MANAGEMENT SERVICES

GMS provides operations/field management services to over 30 Districts throughout Central Florida under the direction of **Clayton Smith** and **Alan Scheerer**. Our field/operations managers also oversee maintenance projects and the teams providing maintenance services. **Mr. Scheerer** currently provides operations/field management for 17 CDDs and has over 25 years of business experience including 15 years as a chief engineer for several resorts and hotels in the Central Florida Area. **Mr. Smith** has a deep, and lengthy family history connected to CDD management, and has owned and operated his own maintenance company in the Central Florida area which carried out various undertakings, primarily for CDDs. He is a proud alumnus of the Florida State University.

## PROPER OPERATION OF THE DISTRICTS INCLUDE:

- Administer and manage maintenance contracts for landscaping, stormwater, wastewater and reuse systems management
- Respond to resident and Board of Supervisors inquiries regarding Maintenance Operations
- Coordinate and implement maintenance projects throughout the community with vendors
- Conduct site visits (day and nighttime) to ensure satisfactory operation of the district and prepare periodic reports to the Board.
- Review and approve construction contracts, change orders, payment request, etc. during construction phase
- We can also develop landscaping RFPs as requested

## PREVENTATIVE REPAIR & MAINTENANCE SERVICES

GMS has an in-house preventative repairs and maintenance department providing fully insured maintenance services in Tampa, Central Florida, and North Florida territories. Small to medium-size maintenance requests are coordinated through the District Manager and/or Field Operations Manager at the direction of the Board of Supervisors.



# ASSESSMENT ROLL CERTIFICATIONS & ADMINISTRATION

**Darrin Mossing Jr.** and **Michael Cortese** perform our assessment administration services for the Tampa, Central, and North Florida Divisions.

## **Our GMS Services Include:**

- Develop and administer the annual assessment roll for the District. This includes administering the tax roll for the District for assessments collected by the County tax collector and administering assessments for off tax roll parcels/lots.
- Provide payoff information and pre-payment amounts as requested by property owners and collect prepayment of assessments as necessary
- Issue estoppel letters as needed for property transfers.
- Maintain the District's Lien Book, in which is recorded the details of any District debt and the related debt service assessments. The Lien Book will account for all District debt and show the allocation of debt principal to assessed properties within the Tampa and Central Florida Divisions.



# REFERENCES

GMS prides itself on the timely delivery of quality services to its clients. As a result, our clients and other CDD industry stakeholders have come to recognize and appreciate the quality of the services that we provide. GMS encourages its prospective clients to contact our references and learn what other district supervisors, developers, attorneys, engineers, and financial professionals are saying about us. The following table contains just a few of the clients and professionals who are pleased to serve as our references:

## Mark Greenstein

Chair, Reunion East CDD  
7423 Gathering Court  
Reunion, FL 34747  
(407) 744-8344

[gmark10@msn.com](mailto:gmark10@msn.com)

## G. Melvin Mills, Jr.

Chair, Baytree CDD  
8200 Compton Way  
Melbourne, FL 32940  
(321) 253-4613

[gmmills@cfl.rr.com](mailto:gmmills@cfl.rr.com)

## Brian (Ken) Brown

Seat 4, Remington CDD  
212 Cornwall Court  
Kissimmee, FL 34744  
(407) 873-2817

[brown\\_bk@hotmail.com](mailto:brown_bk@hotmail.com)

## Sara Hurst

Chair, Falcon Trace CDD  
1549 Nestlewood Trail  
Orlando, FL 32837  
(407) 812-7304

[sara.hurst@disney.com](mailto:sara.hurst@disney.com)

## Graham Staley

Chair, Reunion West CDD  
1113 Grand Traverse Parkway  
Reunion, FL 34747  
(407) 465-0126

[gdstaley@gmail.com](mailto:gdstaley@gmail.com)

## Greg Jones

Chair, Towne Park CDD  
346 E. Central Avenue  
Winter Haven, FL 33880  
(813) 690-5654

[gjgardengrove@gmail.com](mailto:gjgardengrove@gmail.com)

## Woody Hutton

Chair, Deer Island CDD  
30131 Palm Else Court  
Deer Island, FL 32778  
(859) 421-1661

[woodyhutton@gmail.com](mailto:woodyhutton@gmail.com)

*GMS's current clients are listed in Table 2-1. This grid reflects a portion of the services provided to our clients.*

# GOVERNMENTAL MANAGEMENT SERVICES

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Table 2-1. District Management &amp; Client Management Experience Summary

GMS Client #	GMS Client Name As of 2025-05-08	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
1	Aberdeen	St. Johns	✓	✓	✓		
2	Academical Village	Broward	✓	✓	✓		✓
3	Acree	Duval	✓	✓	✓		
4	Amelia Concourse	Nassau	✓	✓	✓		✓
5	Amelia Walk	Nassau	✓	✓	✓		✓
6	Anabelle Island	Clay	✓	✓	✓		✓
7	Armstrong	Clay	✓	✓	✓		
8	Astonia	Polk	✓	✓	✓		✓
9	Auburn Lakes	Brevard	✓	✓	✓		
10	Bahia Mar	Broward	✓	✓	✓		
11	Ballentrae Hillsborough( Billing ne	Flagler	✓	✓	✓		✓
12	Bannon Lakes	St. Johns	✓	✓	✓		
13	Banyan Drive Security Guard Spee	Miami-Dade	✓	✓			
14	Bartram Park	Duval	✓	✓	✓		
15	Bartram Springs	Duval	✓	✓	✓		
16	Bauer Drive	Miami-Dade	✓	✓	✓		
17	Bay Laurel Center	Marion	✓	✓	✓	✓	
18	Baytree	Brevard	✓	✓	✓		✓
19	Baywinds	Miami-Dade	✓	✓	✓		✓
20	Beacon Tradeport	Miami-Dade	✓	✓	✓		
21	Bella Collina	Lake	✓	✓	✓	✓	✓
22	Bella Tara	Osceola	✓	✓	✓		
23	Bellagio	Miami-Dade	✓	✓	✓		
24	Belmont	Flagler	✓	✓	✓		✓
25	Belmont- Interlocal	Flagler	✓	✓	✓		
26	Bent Creek	St. Lucie	✓	✓	✓		
27	Biscayne Drive Estates	Miami-Dade	✓	✓	✓		
28	Bonita Village	Lee	✓	✓	✓		
29	Bonnet Creek	Orange	✓	✓	✓		✓
30	Botaniko	Broward	✓	✓	✓		
31	Bradbury	Polk	✓	✓	✓		✓
32	Brandy Creek	St. Johns	✓	✓	✓		
33	Bridgewalk	Osceola	✓	✓	✓		✓
34	Bridgewater	Flagler	✓	✓	✓		✓
35	By-The-Sea Security Guard Special	Miami-Dade	✓	✓			
36	Campo Bello	Miami-Dade	✓	✓	✓		
37	Candler Hills East	Marion	✓	✓	✓		
38	Canopy	Leon	✓	✓	✓		
39	Capital Region	Leon	✓	✓	✓		
40	Central Lake	Lake	✓	✓	✓	✓	
41	Centre Lake	Miami-Dade	✓	✓	✓		✓
42	ChampionsGate	Osceola	✓	✓	✓		
43	ChampionsGate Condominium Pre	Osceola	✓	✓	✓		
44	ChampionsGate Villas Building 1 C	Osceola	✓	✓	✓		
45	Chapel Creek	Pasco	✓	✓	✓		✓

## CLIENT LISTING

[www.govmgtsvc.com](http://www.govmgtsvc.com)




# GOVERNMENTAL MANAGEMENT SERVICES

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GMS Client #	GMS Client Name As of 2025-05-08	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
46	Cheswick South	Clay	✓	✓	✓		
47	City of Coral Gables**	Miami-Dade	✓	✓			
48	Coastal Ridge	Duval	✓	✓	✓		
49	Coconut Cay	Miami-Dade	✓	✓	✓		✓
50	Cocoplum Lights	Miami-Dade	✓	✓			
51	Cocoplum Security Roving Special	Miami-Dade	✓	✓			
52	Copper Creek	St. Lucie	✓	✓	✓		✓
53	Copper Oaks	Lee	✓	✓	✓		
54	Coquina Shores	Flagler	✓	✓	✓		
55	Coral Bay	Broward	✓	✓	✓		✓
56	Coral Keys Homes	Miami-Dade	✓	✓	✓		
57	Cordova Palms	St. Johns	✓	✓	✓		✓
58	County Road 33	Polk	✓	✓	✓		
59	Creek Preserve	Flagler	✓	✓	✓		✓
60	Creekside	St. Lucie	✓	✓	✓		
61	Crossings	Osceola	✓	✓	✓		✓
62	Crossroads Village Center	Polk	✓	✓	✓		
63	Crosswinds East	Polk	✓	✓	✓		✓
64	Crystal Cay	Miami-Dade	✓	✓	✓		
65	Cypress Bluff	Duval	✓	✓	✓		
66	Cypress Cove	Broward	✓	✓	✓		✓
67	Cypress Creek	Flagler	✓	✓	✓		✓
68	Cypress Park Estates	Polk	✓	✓	✓		✓
69	Cypress Ridge	Hillsborough	✓	✓	✓		✓
70	Darby	Duval	✓	✓	✓		
71	Davenport Road South	Polk	✓	✓	✓		✓
72	Davis Reserve	Polk	✓	✓	✓		✓
73	Deer Island	Lake	✓	✓	✓		✓
74	Deer Run	Flagler	✓	✓	✓		✓
75	Dewey Robbins	Lake	✓	✓	✓		
76	Double Branch	Clay	✓	✓	✓		
77	Dowden West	Orange	✓	✓	✓		✓
78	Downtown Doral	Miami-Dade	✓	✓	✓		
79	Downtown Doral South	Miami-Dade	✓	✓	✓		✓
80	Dunes	Flagler	✓	✓	✓		
81	Dupree Lakes	Flagler	✓	✓	✓		✓
82	Durbin Crossings	St. Johns	✓	✓	✓		
83	Eagle Hammock	Polk	✓	✓	✓		✓
84	Eagle Pointe	Flagler	✓	✓	✓		✓
85	East 547	Polk	✓	✓	✓		✓
86	Eden Hills	Polk	✓	✓	✓		✓
87	Elevation Pointe	Orange	✓	✓	✓		
88	Enclave At Black Pointe Marina	Miami-Dade	✓	✓	✓		✓
89	Epperson North	Flagler	✓	✓	✓		✓
90	Estancia at Wiregrass	Flagler	✓	✓	✓		✓

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# GOVERNMENTAL MANAGEMENT SERVICES

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GMS Client #	GMS Client Name As of 2025-05-08	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
91	Eureka Grove	Miami-Dade	✓	✓	✓		
92	Falcon Trace	Orange	✓	✓	✓		✓
93	Forest Brooke	Flagler	✓	✓	✓		✓
94	Founders Ridge	Lake	✓	✓	✓		
95	Fronterra (Starts Oct 1)	Flagler	✓	✓	✓		
96	Gardens at Hammock Beach	Flagler	✓	✓	✓		
97	GIR East	Osceola	✓	✓	✓		
98	Golden Gem	Lake	✓	✓	✓		
99	Grand Oaks	St. Johns	✓	✓	✓		
100	Grande Pines	Orange	✓	✓	✓		✓
101	Green Corridor	Multiple	✓	✓			
102	Griffin Lakes	Broward	✓	✓	✓		✓
103	Hamilton Bluff	Polk	✓	✓	✓		
104	Hammock Lake Banyan Dr. Security	Miami-Dade	✓	✓			
105	Hammock Lakes Security Guard Station	Miami-Dade	✓	✓			
106	Hammock Oaks Golf and RV Resort	Sumter	✓	✓	✓		✓
107	Hammock Oaks Harbor Security Guard Station	Miami-Dade	✓	✓			
108	Hammock Reserve	Polk	✓	✓	✓		✓
109	Harbor Bay	Flagler	✓	✓	✓		
110	Hartford Terrace	Polk	✓	✓	✓		✓
111	Hemingway Point	Broward	✓	✓	✓		✓
112	Heritage Park	St. Johns	✓	✓	✓		✓
113	Heron Isles	Nassau	✓	✓	✓		
114	Hickory Tree	Osceola	✓	✓	✓		
115	Hicks Ditch	Lake	✓	✓	✓		
116	Highland Meadows	Polk	✓	✓	✓		✓
117	Highland Meadows West	Polk	✓	✓	✓		✓
118	Holly Hill Road East	Polk	✓	✓	✓		✓
119	Hollywood Beach 1	Broward	✓	✓	✓		
120	Horseshoe Creek	Polk	✓	✓	✓		
121	Hunt Club Grove	Polk	✓	✓	✓		✓
122	Indigo	Volusia	✓	✓	✓		
123	Indigo East	Marion	✓	✓	✓		
124	Islands at Doral Townhomes	Miami-Dade	✓	✓	✓		
125	Islands of Doral III	Miami-Dade	✓	✓	✓		
126	Isle of Bartram Park	St. Johns	✓	✓	✓		
127	Kepler Road	Volusia	✓	✓	✓		
128	Kingman Gate	Miami-Dade	✓	✓	✓		✓
129	Kings Bay Security Guard Station	Miami-Dade	✓	✓			
130	Knightsbridge	Osceola	✓	✓	✓		✓
131	Lake Ashton	Polk	✓	✓	✓		
132	Lake Ashton II	Flagler	✓	✓	✓		
133	Lake Deer	Polk	✓	✓	✓		✓
134	Lake Emma	Lake	✓	✓	✓		✓
135	Lake Harris	Lake	✓	✓	✓		✓

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GMS Client #	GMS Client Name As of 2025-05-08	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
136	Lake Lizzie	Osceola	✓	✓	✓		✓
137	Lake Mattie Preserve	Polk	✓	✓	✓		
138	Lakes by the Bay South	Miami-Dade	✓	✓	✓		✓
139	Lakeside Plantation	Flagler	✓	✓	✓		
140	Landings	Flagler	✓	✓	✓		
141	Landings At Miami Beach	Miami-Dade	✓	✓	✓		
142	Lawson Dunes	Polk	✓	✓	✓		✓
143	Live Oak Lake	Osceola	✓	✓	✓		✓
144	Lucaya	Flagler	✓	✓	✓		
145	Lucerne Park	Polk	✓	✓	✓		✓
146	Mainstreet at Coconut Street	Miami-Dade	✓	✓	✓		
147	Majorca Isles	Miami-Dade	✓	✓	✓		
148	Mayfair	Brevard	✓	✓	✓		
149	McJunkin At Parkland	Broward	✓	✓	✓		
150	Meadowview At Twin Creeks	St. Johns	✓	✓	✓		
151	Mediterranea	Palm Beach	✓	✓	✓		
152	Metropica	Broward	✓	✓	✓		
153	Middle Village	Clay	✓	✓	✓		
154	Mirada (Lee)	Lee	✓	✓	✓		
155	Mirada (Pasco)	Pasco	✓	✓	✓		✓
156	Narcoossee	Orange	✓	✓	✓		✓
157	Newtown Road	Miami-Dade	✓	✓	✓		
158	North Boulevard	Polk	✓	✓	✓		✓
159	North Dade	Miami-Dade	✓	✓	✓		
160	North Powerline Road	Polk	✓	✓	✓		✓
161	North Springs	Broward		✓	✓	✓	
162	Northern Riverwalk	Palm Beach	✓	✓	✓		
163	Oakridge	Broward	✓	✓	✓		
164	Ocean Gate	Miami-Dade	✓	✓	✓		
165	Old Cutler Bay Security Guard Spo	Miami-Dade	✓	✓			
166	Old Hickory	Osceola	✓	✓	✓		✓
167	Orchid Grove	Broward	✓	✓	✓		✓
168	Osceola Chain of Lakes	Osceola	✓	✓	✓		✓
169	OTC	Duval	✓	✓	✓		
170	Palm Coast Park	Flagler	✓	✓	✓		
171	Palm Glades	Miami-Dade	✓	✓	✓		✓
172	Palms of Terra Ceia Bay	Flagler	✓	✓	✓		
173	Park Creek	Flagler	✓	✓	✓		✓
174	Parkside Trails	Lake	✓	✓	✓		
175	Peace Creek	Polk	✓	✓	✓		✓
176	Peace Creek Village	Polk	✓	✓	✓		✓
177	Pine Air Lakes	Collier	✓	✓	✓		✓
178	Pine Bay Estates Security Roving	Miami-Dade	✓	✓			
179	Pine Isles	Miami-Dade	✓	✓	✓		
180	Pine Ridge Plantation	Clay	✓	✓	✓		

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# GOVERNMENTAL MANAGEMENT SERVICES

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GMS Client #	GMS Client Name As of 2025-05-08	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
181	Poinciana	Polk	✓	✓	✓		✓
182	Poinciana West	Polk	✓	✓	✓		✓
183	Pollard Road	Polk	✓	✓	✓		
184	Portofino Isles	St. Lucie	✓	✓	✓		
185	Portofino Landings	St. Lucie	✓	✓	✓		✓
186	Portofino Shores	St. Lucie	✓	✓	✓		✓
187	Portofino Springs	Lee	✓	✓	✓		
188	Portofino Vineyards	Lee	✓	✓	✓		
189	Portofino Vista	Osceola	✓	✓	✓		
190	Preston Cove	Osceola	✓	✓	✓		✓
191	Princeton Commons	Miami-Dade	✓	✓	✓		
192	Quail Roost	Miami-Dade	✓	✓	✓		✓
193	Ranches at Lake McLeod	Polk	✓	✓	✓		✓
194	Rancho Grande	Miami-Dade	✓	✓	✓		
195	Randal Park	Orange	✓	✓	✓		✓
196	Randal Park POA *	Orange	✓	✓			
197	Randal Park THOA *	Orange	✓	✓			
198	Randal Walk HOA-	Orange	✓	✓			
199	Remington	Osceola	✓	✓	✓		✓
200	Reserve	St. Lucie	✓	✓	✓	✓	
201	Reserve II	St. Lucie	✓	✓	✓		
202	Residences at Tohoqua Community	Osceola	✓	✓			
203	Reunion East	Osceola	✓	✓	✓		✓
204	Reunion West	Osceola	✓	✓	✓		✓
205	Rhodine Road North	Hillsborough	✓	✓	✓		✓
206	Ridges at Apopka	Orange	✓	✓	✓		✓
207	Ridgewood Trails	Clay	✓	✓	✓		
208	River Place On The St. Lucie	St. Lucie	✓	✓	✓		✓
209	Riverbend	Flagler	✓	✓	✓		
210	Rivercrest	Flagler	✓	✓	✓		✓
211	Rivers Edge	St. Johns	✓	✓	✓		
212	Rivers Edge II	St. Johns	✓	✓	✓		
213	Rivers Edge III	St. Johns	✓	✓	✓		
214	Riverwalk	Orange	✓	✓	✓		✓
215	Rolling Hills	Clay	✓	✓	✓		
216	Rolling Oaks	Osceola	✓	✓	✓		✓
217	Sabal Palm	Broward	✓	✓	✓		✓
218	Sampson Creek	St. Johns	✓	✓	✓		
219	San Diego Villas	Miami-Dade	✓	✓	✓		
220	San Simeon	Miami-Dade	✓	✓	✓		✓
221	Sandmine Road	Polk	✓	✓	✓		✓
222	Sawyer's Landing	Miami-Dade	✓	✓	✓		
223	Scenic Highway	Polk	✓	✓	✓		✓
224	Scenic Terrace North	Polk	✓	✓	✓		✓
225	Scenic Terrace South	Polk	✓	✓	✓		✓

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GMS Client #	GMS Client Name As of 2025-05-08	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
226	Seaton Creek Reserve	Duval	✓	✓	✓		✓
227	Sedona Point	Miami-Dade	✓	✓	✓		
228	Seminole Palms of Flager*	Flagler	✓	✓			
229	Shingle Creek	Osceola	✓	✓	✓		✓
230	Shingle Creek At Bronson	Osceola	✓	✓	✓		✓
231	Siena North	Miami-Dade	✓	✓	✓		
232	Silver Palms	Miami-Dade	✓	✓	✓		
233	Six Mile	Clay	✓	✓	✓		✓
234	Snapper Creek Lakes Security Gua	Miami-Dade	✓	✓			
235	Solterra	Miami-Dade	✓	✓	✓		
236	South Village	Clay	✓	✓	✓		
237	South-Dade Venture	Miami-Dade	✓	✓	✓		
238	St. Augustine Lakes	St. Johns	✓	✓	✓		
239	Stillwater	St. Johns	✓	✓	✓		
240	Stoneybrook South	Osceola	✓	✓	✓		✓
241	Stoneybrook South At CG	Osceola	✓	✓	✓		✓
242	Stoneybrook West	Orange	✓	✓	✓		✓
243	Storey Creek	Osceola	✓	✓	✓		✓
244	Storey Drive	Orange	✓	✓	✓		✓
245	Storey Park	Orange	✓	✓	✓		✓
246	Summit View	Flagler	✓	✓	✓		✓
247	Summit View II (Starts TBD)	Flagler	✓	✓	✓		
248	Sunrise Harbour Security Guard S	Miami-Dade	✓	✓			
249	Sweetwater Creek	St. Johns	✓	✓	✓		
250	Talis Park	Collier	✓	✓	✓		✓
251	Tapestry	Osceola	✓	✓	✓		✓
252	Terra Bella	Flagler	✓	✓	✓		✓
253	Tesoro	St. Lucie	✓	✓	✓		✓
254	The Crossings At Fleming Island	Clay	✓	✓	✓	✓	
255	TIFA	Brevard	✓	✓	✓		
256	Tison's Landing	Duval	✓	✓	✓		
257	Tohoqua	Osceola	✓	✓	✓		✓
258	Tohoqua Crossings Townhomes H	Osceola	✓	✓			
259	Tohoqua Master Association *	Osceola	✓	✓			
260	Tohoqua Reserve *	Osceola	✓	✓			
261	Tolomato	St. Johns	✓	✓	✓		
262	Towne Park	Polk	✓	✓	✓		✓
263	Townhomes at Tohoqua *	Osceola	✓	✓			
264	Tranquility	Brevard	✓	✓	✓		
265	Turnbull Creek	St. Johns	✓	✓	✓		
266	Turtle Run	Broward	✓	✓	✓		✓
267	Valencia Water Control District	Orange	✓	✓	✓		
268	Veranda Landing	St. Lucie	✓	✓	✓		
269	Verano #1	St. Lucie	✓	✓	✓		
270	Verano #2	St. Lucie	✓	✓	✓		

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GMS Client #	GMS Client Name As of 2025-05-08	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
271	Verano #3	St. Lucie	✓	✓	✓		
272	Verano #4	St. Lucie	✓	✓	✓		
273	Verano #5	St. Lucie	✓	✓	✓		
274	Verano Center	St. Lucie	✓	✓	✓		
275	Viera East	Brevard	✓	✓	✓		
276	Villa Portofino East	Miami-Dade	✓	✓	✓		
277	Villa Portofino West	Miami-Dade	✓	✓	✓		
278	Villages of Biscayne Park**	Miami-Dade	✓	✓			
279	Villages of Bloomingdale	Flagler	✓	✓	✓		✓
280	Villages of Westport	Duval	✓	✓	✓		
281	Villamar	Polk	✓	✓	✓		✓
282	Water Tank Road	Polk	✓	✓	✓		
283	Water's Edge	Flagler	✓	✓	✓		✓
284	Waterford Estates	Flagler	✓	✓	✓		
285	Waterleaf	Flagler	✓	✓	✓		
286	Waterstone	St. Lucie	✓	✓	✓		
287	Weiberg Road	Polk	✓	✓	✓		
288	Wellness Ridge	Lake	✓	✓	✓		✓
289	Westside	Osceola	✓	✓	✓		✓
290	Westside Haines City	Polk	✓	✓	✓		
291	Westview North	Miami-Dade	✓	✓	✓		✓
292	Westwood OCC	Orange	✓	✓	✓		
293	White Clay	Polk	✓	✓	✓		
294	Wilford Preserve	Clay	✓	✓	✓		✓
295	Willow Creek	Brevard	✓	✓	✓		✓
296	Willow Creek II	Brevard	✓	✓	✓		
297	Willowbrook	Polk	✓	✓	✓		
298	Wind Meadows South	Polk	✓	✓	✓		✓
299	Windsor at Westside	Osceola	✓	✓	✓		✓
300	Windsor Cay	Lake	✓	✓	✓		✓
301	Windward	Osceola	✓	✓	✓		✓
302	Woodland Crossing	Sumter	✓	✓	✓		
303	Woodland Ranch Estates	Polk	✓	✓	✓		
304	Woodlands Section 9	Broward	✓	✓	✓		
305	Wynnfield Lakes	Duval	✓	✓	✓		
306	Wynnmere West	Flagler	✓	✓	✓		✓
307	Yarborough Lane	Polk	✓	✓	✓		
308	Zephyr Ridge	Flagler	✓	✓	✓		✓
309							
310							
311							
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313							
314							
315							


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# RISK MANAGEMENT

# REQUIREMENTS



**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)  
05/06/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  
Zelen Risk Solutions, Inc.  
7964 Devoe Street  
Jacksonville FL 32220

CONTACT NAME: Holly Howe  
PHONE (A/C No. Ext.): (904) 262-8080  
FAX (A/C No.): (904) 262-1444  
E-MAIL: holly@zelenrisk.com  
ADDRESS: holly@zelenrisk.com

INSURED  
Governmental Management Services-Central  
Florida, LLC  
1001 Bradford Way  
Kingston TN 37763-3146

INSURER(S) AFFORDING COVERAGE

INSURER A : Northfield Insurance Company

INSURER B :

INSURER C :

INSURER D :

INSURER E :

INSURER F :

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

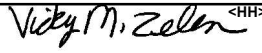
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR. INFO	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
A	<div>GENERAL LIABILITY</div> <div><input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY</div> <div><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR</div> <div>GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC</div>		WS623406	09/02/2024	09/02/2025	EACH OCCURRENCE \$2,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000
						MED EXP (Any one person) \$5,000
						PERSONAL & ADV INJURY \$2,000,000
						GENERAL AGGREGATE \$3,000,000
						PRODUCTS - COM/OP AGG \$3,000,000
	<div>AUTOMOBILE LIABILITY</div> <div><input type="checkbox"/> ANY AUTO</div> <div><input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS</div> <div><input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS</div>					COMBINED SINGLE LIMIT (Ea accident) \$
						BODILY INJURY (Per person) \$
						BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
	<div>UMBRELLA LIAB</div> <div><input type="checkbox"/> EXCESS LIAB</div> <div><input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE</div> <div>DED <input type="checkbox"/> RETENTION \$</div>					EACH OCCURRENCE \$
						AGGREGATE \$
	<div>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</div> <div>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below</div> <div>Y/N <input type="checkbox"/> N/A</div>					WC STATUS-TORRY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/>
						E.L. EACH ACCIDENT \$
						E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)						
Certificate holder is additional insured with respect to the general liability when required by written contract.						

CERTIFICATE HOLDER

CANCELLATION

Country Greens CDD  
219 E. Livingston Street  
Orlando, FL 32801

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE  <HH>

ACORD 25 (2010/05)

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Any additional insurance requirements will be considered as an additional cost passthrough expense



# COST OF SERVICES

## MANAGEMENT SERVICES

Management services will be provided for a fixed annual fee.

*See Exhibits "A" and "B"*

Reimbursable expenses such as copies, postage, courier services, printing, and binding will be billed on a monthly basis. Management fees are invoiced at the beginning of each month and due within 30 days of the invoice date. Subsequent management fees will be established based upon the adoption of the annual operating budget, which will be adjusted to reflect ongoing levels of service.





# Governmental Management Services

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## EXHIBIT "A" – DISTRICT MANAGEMENT FEE SCHEDULE

Services Descriptions	FY '25 Adopted Budget	GMS Fees	GMS Annual Savings
<b>Management, Administrative, Financial and Revenue Collection, and Accounting Services</b> <ul style="list-style-type: none"> <li>Annual Fee paid in equal monthly payments (plus, reimbursable expenses)</li> <li>Our Agreement contemplates 12 meetings per year</li> </ul>	<b>\$67,342</b>	<b>\$45,000</b>	<b>\$22,342</b> <b>33.2%</b>
<b>Annual Assessment Administration</b> <ul style="list-style-type: none"> <li>(Beginning with the first assessment to individual unit owners, direct assessment, or utilizing tax collector)</li> </ul>	<b>\$8,216</b>	<b>\$6,000</b>	<b>\$2,216</b> <b>27.0%</b>
<b>Information Technology Fees &amp; Annual Website Maintenance</b> <ul style="list-style-type: none"> <li>Annual Fee paid in equal monthly payments (Does not include the cost of the creation of an ADA-compliant website, if applicable. No overage fees due to the number of pages stored by GMS.)</li> </ul>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$0</b> <b>0.0%</b>
<b>Dissemination Agent Services</b> <ul style="list-style-type: none"> <li>Annual Fee for 1st Bond Issuance</li> <li>(\$1,000 for each additional series of Bonds)</li> </ul>	<b>\$1,500</b>	<b>\$5,000</b>	<b>\$-3,500</b> <b>-233.3%</b>
<b>Field Operations Management</b> <ul style="list-style-type: none"> <li>Annual Fee paid in equal monthly payments (plus, reimbursable expenses)</li> <li>Monthly On-Site Inspections Vendor Coordination <ul style="list-style-type: none"> <li>Two (2) Visits per Month on Average</li> </ul> </li> </ul>	<b>\$20,909</b>	<b>\$18,000</b>	<b>\$2,909</b> <b>13.9%</b>
<b>The GMS Proposal Compared To The Adopted Fiscal Year '25 Budget For The Country Greens Community Development District</b>	<b>\$100,967</b>	<b>\$77,000</b>	<b>\$23,967</b> <b>23.7%</b> <b>Savings</b>



## Governmental Management Services

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### EXHIBIT "B" – MISCELLANEOUS FEES SCHEDULE

Item	Cost
<b>Agenda Package Hardcopy (if Applicable)</b>	<b>\$2.50 per regular Agenda Mtg.</b>
<b>Copy</b>	<b>\$0.15 / black and white page</b>
<b>Binders, Envelopes, Storage Boxes, and other Office Supplies</b>	<b>Actual Cost</b>
<b>USPS / FedEx / UPS / Conference Calls</b>	<b>Actual Cost</b>
<b>Offsite Physical Records Storage and Archival</b>	<b>\$50.00 / Month</b>
<b>Additional Services Available:</b>	<b>Cost</b>
<b>Other Services **</b> <ul style="list-style-type: none"> <li>▪ New Bond Issuance Cost (per bond issue)</li> <li>▪ Refinance Bond Issuance Cost (per bond issue)</li> <li>▪ Debt Service Assessment Methodology Preparation</li> <li>▪ SERC Preparation &amp; Assistance w/ Petition</li> <li>▪ Prepaid Estoppel Letter - One Lot</li> <li>▪ Prepaid Estoppel Letter - Multiple Lots</li> <li>▪ Prepaid Estoppel Letter - Partial Payoffs</li> <li>▪ Annual Construction Accounting Fee (while active)</li> </ul>	<b>\$ 15,000</b> <b>\$ 15,000</b> <b>\$ 15,000</b> <b>\$ 5,000</b> <b>\$ 100</b> <b>\$ 250</b> <b>\$ 299</b> <b>\$ 2,500</b>
<b>Other Requested Administrative Services As Requested By Bondholders, Dissemination Agent, District Counsel, or Boards of Supervisors</b> <ul style="list-style-type: none"> <li>▪ District Manager</li> <li>▪ District Accountant</li> <li>▪ District Administration</li> <li>▪ Field Operations Manager</li> </ul>	<b>\$ 175/Hour</b> <b>\$ 125/Hour</b> <b>\$ 80/Hour</b> <b>\$ 85/Hour</b>
<b>One-Time Conversion Fee:</b> <ul style="list-style-type: none"> <li>▪ To recreate historical Accounting and Administrative Records Needed For The Transition.</li> </ul>	<b>Included</b>
<b>Facility Maintenance and Repair Services.</b> <ul style="list-style-type: none"> <li>▪ GMS has a comprehensive on-site and insured maintenance service for small to medium-sized projects which can be provided at the direction of the District Board of Supervisors and/or the District Manager</li> </ul>	<b>\$55.00/Hour + Expenses</b>

Miscellaneous fees are reviewed annually by GMS. An itemization of all miscellaneous fees and units consumed is included in the monthly invoice and presented to the Board of Supervisors for approval as part of the agenda packages. GMS strives to work with the District to minimize reimbursable expenses by utilizing electronic agendas and similar approaches.

[www.govmgtsvc.com](http://www.govmgtsvc.com)

# TO THE BOARD OF SUPERVISORS OF THE **Country Greens CDD**



SERVING  
FLORIDA'S  
COMMUNITIES



**Addresses:**  
219 East Livingston Street  
Orlando, Florida 32801



**Direct Phone Line:**  
(407) 841-5524 x 103



**George Flint,**  
Senior Vice President  
[GFLINT@GMSCL.COM](mailto:GFLINT@GMSCL.COM)



## RESOLUTION 2025-10

### A RESOLUTION OF THE BOARD OF SUPERVISORS OF COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE REMOVAL AND APPOINTMENT OF OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE.

**WHEREAS**, Country Greens Community Development District (hereinafter the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Lake County, Florida; and

**WHEREAS**, due to the impending change of the District’s management company effective October 1, 2025, the Board of Supervisors of the District desires to provide for the appointment and removal of a Treasurer, Assistant Treasurer, Secretary and Assistant Secretaries.

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

Section 1. George Flint is appointed Secretary effective September 9, 2025. Effective September 9, 2025, the existing Secretary Jennifer Goldyn is removed.

Section 2. Jason Showe is appointed Assistant Secretary effective September 9, 2025. Effective September 9, 2025, the existing Assistant Secretary Samantha Harvey is removed.

Section 3. George Flint is appointed Treasurer effective upon the adoption of this Resolution. Effective September 9, 2025, the existing Treasurer Leah Popelka is removed.

Section 4. Katie Costa and Darrin Mossing are appointed Assistant Treasurers effective upon the adoption of this Resolution. Effective September 9, 2025, the existing Assistant Treasurer Angel Montagna is removed.

Section 5. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 9<sup>th</sup> DAY OF SEPTEMBER 2025**

**COUNTRY GREENS COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
**CHAIRMAN**

**ATTEST:**

\_\_\_\_\_  
**ASSISTANT SECRETARY**



## RESOLUTION 2025-11

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT DIRECTING GOVERNMENTAL MANAGEMENT SERVICES – CENTRAL FLORIDA LLC, TO ESTABLISH A LOCAL BANK ACCOUNT AT TRUIST FOR THE DISTRICT AND APPOINT JILL BURNS, GEORGE FLINT, DARRIN MOSSING AND KATIE COSTA AS SIGNORS ON THE ACCOUNT AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Country Greens Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, and situated entirely within Lake County, Florida; and

**WHEREAS**, the District’s Board of Supervisors desires to establish a local bank account for the District and appoint Jill Burns, George Flint, and Katie Costa as signors on the account.

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

**SECTION 1.** Governmental Management Services – Central Florida LLC, is directed to establish a local bank account at Truist for the District.

**SECTION 2.** Jill Burns, George Flint, Darrin Mossing, and Katie Costa shall be appointed as signors on the account.

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

**PASSED AND ADOPTED** this 9th day of September 2025.

ATTEST:

**COUNTRY GREENS COMMUNITY  
DEVELOPMENT DISTRICT**

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Secretary / Assistant Secretary

---

Chairperson, Board of Supervisors





# Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

1001 Yamato Road • Suite 301  
 Boca Raton, Florida 33431  
 (561) 994-9299 • (800) 299-4728  
 Fax (561) 994-5823  
 www.graucpa.com

August 8, 2025

To Board of Supervisors  
 Country Greens Community Development District  
 2005 Pan Am Circle, Suite 300  
 Tampa, FL 33607

We are pleased to confirm our understanding of the services we are to provide Country Greens Community Development District, Lake County, Florida ("the District") for the fiscal years ended September 30, 2025. We will audit the financial statements of the governmental activities and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of Country Greens Community Development District as of and for the fiscal year ended September 30, 2025. In addition, we will examine the District's compliance with the requirements of Section 218.415 Florida Statutes. This letter serves to renew our agreement and establish the terms and fee for the 2025 audit.

Accounting principles generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary comparison schedule

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that information:

- 1) Compliance with FL Statute 218.39 (3) (c)

## Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District's financial statements. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the financial statements is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

### **Examination Objective**

The objective of our examination is the expression of an opinion as to whether the District is in compliance with Florida Statute 218.415 in accordance with Rule 10.556(10) of the Auditor General of the State of Florida. Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and will include tests of your records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our examination of the District's compliance. The report will include a statement that the report is intended solely for the information and use of management, those charged with governance, and the Florida Auditor General, and is not intended to be and should not be used by anyone other than these specified parties. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the District's compliance is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

### **Other Services**

We will assist in preparing the financial statements and related notes of the District in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Management Responsibilities**

Management is responsible for compliance with Florida Statute 218.415 and will provide us with the information required for the examination. The accuracy and completeness of such information is also management's responsibility. You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. In addition, you will be required to make certain representations regarding compliance with Florida Statute 218.415 in the management representation letter. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for designing, implementing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Grau & Associates and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Grau & Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. Notwithstanding the foregoing, the parties acknowledge that various documents reviewed or produced during the conduct of the audit may be public records under Florida law. The District agrees to notify Grau & Associates of any public record request it receives that involves audit documentation.

Our fee for these services will not exceed \$4,000 for the September 30, 2025 audit, unless there is a change in activity by the District which results in additional audit work or if additional Bonds are issued.

Grau & Associates and its subcontractors warrant compliance with all federal immigration laws and regulations that relate to their employees. Grau agrees and acknowledges that the District is a public employer subject to the E-Verify requirements as set forth in Section 448.095, Florida Statutes, and that the provisions of Section 448.095, Florida Statutes apply to this Agreement. If the District has a good faith belief that the Grau has knowingly hired, recruited or referred an alien who is not authorized to work by the immigration laws or the Attorney General of the United States for employment under this Agreement, the District shall terminate this Agreement. If the District has a good faith belief that a subcontractor performing work under this Agreement knowingly hired, recruited or referred an alien who is not duly authorized to work by the immigration laws or the Attorney General of the United

## Country Greens Community Development District

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States for employment under this Agreement, the District shall promptly notify Grau and order Grau to immediately terminate the contract with the subcontractor. Grau shall be liable for any additional costs incurred by the District as a result of the termination of a contract based on Grau's failure to comply with E-Verify requirements evidenced herein.

We will complete the audit within prescribed statutory deadlines, with the understanding that your employees will provide information needed to perform the audit on a timely basis.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Invoices will be submitted in sufficient detail to demonstrate compliance with the terms of this agreement. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate.

This agreement may be renewed each year thereafter subject to the mutual agreement by both parties to all terms and fees. The fee for each annual renewal will be agreed upon separately.

The District has the option to terminate this agreement with or without cause by providing thirty (30) days written notice of termination to Grau & Associates. Upon any termination of this agreement, Grau & Associates shall be entitled to payment of all work and/or services rendered up until the effective termination of this agreement, subject to whatever claims or off-sets the District may have against Grau & Associates.

We will provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2022 peer review report accompanies this letter.

We appreciate the opportunity to be of service to Country Greens Community Development District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Grau & Associates




---

Antonio J. Grau

RESPONSE:

This letter correctly sets forth the understanding of Country Greens Community Development District.

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**FICPA Peer Review Program**  
Administered in Florida  
by The Florida Institute of CPAs



Peer Review  
Program

**AICPA Peer Review Program**  
Administered in Florida  
by the Florida Institute of CPAs

**March 17, 2023**

**Antonio Grau**  
**Grau & Associates**  
**951 Yamato Rd Ste 280**  
**Boca Raton, FL 33431-1809**

**Dear Antonio Grau:**

It is my pleasure to notify you that on March 16, 2023, the Florida Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is December 31, 2025. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

*FICPA Peer Review Committee*

Peer Review Team  
FICPA Peer Review Committee

850.224.2727, x5957

cc: Daniel Hevia, Racquel McIntosh

Firm Number: 900004390114

Review Number: 594791

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

The regular meeting of the Board of Supervisors of the Country Greens Community Development District was held Tuesday, August 12, 2025, at 6:00 p.m. at REACH Church, 31431 Payne Road, Sorrento, FL 32776.

Present and constituting a quorum were:

Catherine Catasus	Chairperson
Joseph Grall	Assistant Secretary
David Warden	Assistant Secretary
Anna Heintzelman	Assistant Secretary

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

Samantha Harvey	District Manager, Inframark
Scott Clark	District Counsel, Clark & Albaugh, PLLC
David Hamstra	District Engineer, Pegasus Engineering LLC
Kyle Goldberg	Field Inspection Coordinator, Inframark

*This is not a certified or verbatim transcript but rather represents the context and summary of the meeting. The full meeting is available in audio format upon request. Contact the District Office for any related costs for an audio copy.*

**FIRST ORDER OF BUSINESS**

**Call to Order and Roll Call**

Ms. Catasus called the meeting to order at 6:00 p.m. and called the roll. A quorum was established.

**SECOND ORDER OF BUSINESS**

**Adoption of the Agenda**

On MOTION by Ms. Heintzelman, seconded by Mr. Warden, with all in favor, the agenda was approved. (4-0)

**THIRD ORDER OF BUSINESS**

**Audience Comment**

Jeff Worthy, 33842 Venice Lane, asked for clarification regarding the landscaping. Mr. Worthy stated that he had been communicating with the District Manager via email but had not received a clear response as to why the landscaping was not being maintained. Ms. Catasus explained that a new landscape company has been retained and will begin work immediately to address and improve the landscaping.

**FOURTH ORDER OF BUSINESS**

**Staff Reports**

**A. Field Inspection Report**



Mr. Goldberg presented his field inspection report. Ms. Catusus noted there was confusion regarding Landscape Workshop's notice period, specifically whether it was 30 days or 60 days. Ms. Catusus and Ms. Harvey spoke with Mr. Feliciano, who stated that he believed the contract ended on July 31, 2025, and that he would do whatever was necessary to make things right. However, as of August 12, 2025, neither Ms. Catusus nor Ms. Harvey had received further communication from him. The Board expressed interest in reimbursement, but Mr. Clark advised that pursuing a legal dispute over a couple of thousand dollars would not be worthwhile. The Board asked if the cleanup proposal from Maverick's could be sent to Landscape Workshop, and Mr. Clark confirmed that it could. Mr. Clark will revise the contract for Maverick's to begin on September 1, 2025.

On MOTION by Mr. Grall, seconded by Ms. Heintzelman, with all in favor, Clean Up Proposal #0095722 from Maverick's in the amount of \$15,000 was approved. (4-0)

#### **B. District Counsel**

##### **i. Consideration of Rizzetta & Company Proposal**

Rizzetta & Company provided their presentation for District Management, followed by a question-and-answer session with the Board.

##### **ii. Consideration of Governmental Management Services Proposal**

Governmental Management Services (GMS) provided their presentation for District Management, followed by a question-and-answer session with the Board. The Board held a discussion regarding both companies and selected GMS as the new District Management with a start date of October 1, 2025.

On MOTION by Ms. Heintzelman, seconded by Mr. Grall, with all in favor, Governmental Management Services was awarded the contract for District Management services. (4-0)

#### **D. District Engineer**

Mr. Hamstra gave a map presentation identifying the landscape areas that are CDD property and provided context on the annual stormwater inspection report. Copies of the report were distributed to all Board members for review. A total of 44 out of 50 stormwater drains were inspected. Ms. Catusus asked audience members to assist in keeping the District's storm drains clear of debris and trash and, if they observe neighbors blowing debris or disposing of trash into the drains, to kindly ask them to stop, noting that doing so would save the District money.

Ms. Catasus requested that Landscape Workshop reimburse the District for several areas that have been neglected for years, as shown in the slides presented by Mr. Hamstra. Mr. Hamstra included recommendations in his packet prioritized by necessity based on the budget. Ms. Catasus also discussed the new O'Reilly's project and the need to speak with the County regarding the stormwater pipes. Mr. Hamstra will verify the pipe size, and if it is acceptable, he can sign off on the documents. Mr. Hamstra will also obtain proposals for the Board's review.

#### **E. District Manager**

##### **i. Review of the Second-Quarter Website Audit**

Ms. Harvey provided a review of the quarterly website audit and confirmed that the website is ADA compliant and passed all the qualifying criteria checks.

#### **FIFTH ORDER OF BUSINESS**

#### **Business Items**

##### **A. Public Hearing on Final Budget for Fiscal Year 2026**

##### **i. Consideration of Resolution 2025-06, Adopting the Fiscal Year 2026**

##### **B. Public Hearing on Levying the O&M Assessments**

##### **i. Consideration of Resolution 2025-07, Levying the O&M Assessments**

On MOTION by Mr. Grall, seconded by Ms. Heintzelman, with all in favor, the Public Hearing for the Final Budget for Fiscal Year 2026 and the Levying of the O&M Assessments was opened. (4-0)

The following adjustments were made: Professional Management was decreased to \$51,000; Professional Dissemination Services was added at \$5,000; Web Hosting was added at \$3,000; Contracts – Landscape was decreased to \$172,145; Pro-Service Field Management was added at \$18,000; and R&M Common Area was increased to \$125,752. The assessment table requires correction, with the Golf Course allocation adjusted to 21% instead of 2%. Additionally, Exhibit "A" must be reviewed to ensure the correct general fund balance numbers.

On MOTION by Ms. Heintzelman, seconded by Mr. Grall, with all in favor, Resolution 2025-06, Adopting the Fiscal Year 2026 Final Budget and Resolution 2025-07, Levying the O&M Assessments were adopted. (4-0)

On MOTION by Mr. Grall, seconded by Ms. Heintzelman, with all in favor, the Public Hearing for the Final Budget for Fiscal Year 2026 and the Levying of the O&M Assessments was closed. (4-0)

**C. Consideration of Resolution 2025-08, Adopting the Fiscal Year  
2026 Meeting Schedule**

The Board requested that meetings be scheduled monthly for Fiscal Year 2025–  
2026 and approved the schedule with the noted changes.

On MOTION by Mr. Warden, seconded by Ms. Heintzelman, with all  
in favor, Resolution 2025-08, the Fiscal Year 2026 Meeting Schedule  
was adopted as amended. (4-0)

**D. Consideration of Goals and Objectives**

On MOTION by Mr. Grall, seconded by Mr. Warden, with all in  
favor, the goals and objectives were approved. (4-0)

Ms. Catusus confirmed that the goals and objectives were achieved.

On MOTION by Ms. Heintzelman, seconded by Mr. Warden, with all  
in favor, the goals and objectives to be posted on the website were  
approved. (4-0)

**SIXTH ORDER OF BUSINESS    Business Administration Items**

**A. Consideration of the Meeting Minutes from July 8, 2025**

On MOTION by Ms. Heintzelman, seconded by Mr. Warden, with all  
in favor, the Meeting Minutes from July 8, 2025 were approved.  
(4-0)

**B. Review of the Financial Statements**

On MOTION by Ms. Heintzelman, seconded by Mr. Grall, with all in  
favor, the financials were approved. (4-0)

**C. Acceptance of the Check Register**

On MOTION by Ms. Heintzelman, seconded by Mr. Grall, with all in  
favor, the Check Register was approved (4-0)

**SEVENTH ORDER OF BUSINESS**

**Supervisor    Requests    and    Audience  
Comments**

There were no comments at this time.

Country Greens CDD  
August 12, 2025

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**EIGHTH ORDER OF BUSINESS**

**Adjournment**

There being no further business the meeting adjourned at 8:35 p.m.

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

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

**COUNTRY GREENS**  
Community Development District

*Financial Report*

*July 31, 2025*

*(unaudited)*

**Prepared by**



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**COUNTRY GREENS**  
**Community Development District**

**Financial Statements**

**(Unaudited)**

**July 31, 2025**

**COUNTRY GREENS**

Community Development District

**Governmental Funds****Balance Sheet**

July 31, 2025

<b>ACCOUNT DESCRIPTION</b>	<b>GENERAL FUND</b>	<b>SERIES 2016A DEBT SERVICE FUND</b>	<b>TOTAL</b>
<b><u>ASSETS</u></b>			
Cash - Checking Account	\$ 227,548	\$ -	\$ 227,548
Cash with Fiscal Agent	-	2,260	2,260
Investments:			
Prepayment Fund (A-2)	-	4,377	4,377
Reserve Fund (A-1)	-	120,534	120,534
Reserve Fund (A-2)	-	53,250	53,250
Revenue Fund	-	77,189	77,189
Prepaid Items	1,706	-	1,706
<b>TOTAL ASSETS</b>	<b>\$ 229,254</b>	<b>\$ 257,610</b>	<b>\$ 486,864</b>
<b><u>LIABILITIES</u></b>			
Accounts Payable	\$ 4,703	\$ -	\$ 4,703
Accrued Expenses	1,417	-	1,417
<b>TOTAL LIABILITIES</b>	<b>6,120</b>	<b>-</b>	<b>6,120</b>
<b><u>FUND BALANCES</u></b>			
<b>Nonspendable:</b>			
Prepaid Items	1,706	-	1,706
<b>Restricted for:</b>			
Debt Service	-	257,610	257,610
<b>Assigned to:</b>			
Operating Reserves	99,463	-	99,463
<b>Unassigned:</b>			
	121,965	-	121,965
<b>TOTAL FUND BALANCES</b>	<b>\$ 223,134</b>	<b>\$ 257,610</b>	<b>\$ 480,744</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 229,254</b>	<b>\$ 257,610</b>	<b>\$ 486,864</b>

**COUNTRY GREENS**

Community Development District

**General Fund**

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending July 31, 2025

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ 3,500	\$ 2,917	\$ 12,314	\$ 9,397
Special Assmnts- Tax Collector	410,785	410,785	410,785	-
Special Assmnts- Discounts	(16,431)	(16,431)	(15,515)	916
<b>TOTAL REVENUES</b>	<b>397,854</b>	<b>397,271</b>	<b>407,584</b>	<b>10,313</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
P/R-Board of Supervisors	6,000	5,000	5,200	(200)
FICA Taxes	459	382	398	(16)
ProfServ-Arbitrage Rebate	600	600	5,100	(4,500)
ProfServ-Dissemination Agent	1,500	1,500	-	1,500
ProfServ-Engineering	15,000	12,500	9,538	2,962
ProfServ-Legal Services	10,000	8,333	19,467	(11,134)
ProfServ-Mgmt Consulting	67,362	56,135	56,135	-
ProfServ-Trustee Fees	3,717	3,717	4,378	(661)
Auditing Services	4,700	4,700	3,900	800
Postage and Freight	1,100	917	72	845
Insurance - General Liability	8,578	8,578	8,110	468
Printing and Binding	500	417	-	417
Legal Advertising	1,000	1,000	-	1,000
Miscellaneous Services	1,000	833	424	409
Misc-Assessment Collection Cost	8,216	8,216	7,905	311
Misc-Web Hosting	3,000	2,500	1,164	1,336
Annual District Filing Fee	175	175	175	-
<b>Total Administration</b>	<b>132,907</b>	<b>115,503</b>	<b>121,966</b>	<b>(6,463)</b>
<b>Field</b>				
ProfServ-Field Management	20,909	17,424	17,424	-
Contracts-Landscape	175,538	146,282	146,282	-
Contracts-Aquatic Control	2,000	1,667	1,418	249
Utility - General	13,000	10,833	8,011	2,822
R&M-Common Area	30,000	25,000	19,555	5,445
Holiday Lighting & Decorations	8,500	8,500	6,346	2,154
Capital Outlay	15,000	15,000	-	15,000
<b>Total Field</b>	<b>264,947</b>	<b>224,706</b>	<b>199,036</b>	<b>25,670</b>
<b>TOTAL EXPENDITURES</b>	<b>397,854</b>	<b>340,209</b>	<b>321,002</b>	<b>19,207</b>

**COUNTRY GREENS**

Community Development District

**General Fund**

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending July 31, 2025

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
Excess (deficiency) of revenues				
Over (under) expenditures	-	57,062	86,582	29,520
Net change in fund balance	\$ -	\$ 57,062	\$ 86,582	\$ 29,520
<b>FUND BALANCE, BEGINNING (OCT 1, 2024)</b>	<b>136,552</b>	<b>136,552</b>	<b>136,552</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 136,552</b>	<b>\$ 193,614</b>	<b>\$ 223,134</b>	

**COUNTRY GREENS**

Community Development District

*Series 2016A Debt Service Fund***Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending July 31, 2025

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>REVENUES</u></b>				
Interest - Investments	\$ 500	\$ 417	\$ 11,596	\$ 11,179
Special Assmnts- Tax Collector	369,754	369,754	369,754	-
Special Assmnts- Discounts	(14,790)	(14,790)	(13,910)	880
<b>TOTAL REVENUES</b>	<b>355,464</b>	<b>355,381</b>	<b>367,440</b>	<b>12,059</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Administration</u></b>				
Misc-Assessment Collection Cost	7,395	7,395	7,117	278
<b>Total Administration</b>	<b>7,395</b>	<b>7,395</b>	<b>7,117</b>	<b>278</b>
<b><u>Debt Service</u></b>				
Principal Prepayments	-	-	35,000	(35,000)
Principal Debt Retirement A-1	165,000	165,000	165,000	-
Principal Debt Retirement A-2	60,000	60,000	60,000	-
Interest Expense Series A-1	74,524	74,524	74,524	-
Interest Expense Series A-2	36,750	36,750	36,750	-
<b>Total Debt Service</b>	<b>336,274</b>	<b>336,274</b>	<b>371,274</b>	<b>(35,000)</b>
<b>TOTAL EXPENDITURES</b>	<b>343,669</b>	<b>343,669</b>	<b>378,391</b>	<b>(34,722)</b>
Excess (deficiency) of revenues Over (under) expenditures	11,795	11,712	(10,951)	(22,663)
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Contribution to (Use of) Fund Balance	11,795	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>11,795</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ 11,795	\$ 11,712	\$ (10,951)	\$ (22,663)
<b>FUND BALANCE, BEGINNING (OCT 1, 2024)</b>	<b>268,561</b>	<b>268,561</b>	<b>268,561</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 280,356</b>	<b>\$ 280,273</b>	<b>\$ 257,610</b>	

**COUNTRY GREENS**  
Community Development District

**Notes to the Financial Statements**

**July 31, 2025**

**Balance Sheet**

**General Fund**

▶ **Assets**

■ **Cash and Investments-** In order to maximize cash liquidity, the District has a high yield interest account. (See Cash & Investments Report for further details).

■ **Cash with Fiscal Agent** - Assessments check was cut in transit.

■ **Prepaid Items** - Trustee fees 10/1/25 - 2/28/26

▶ **Liabilities**

■ **Accounts Payable** - Invoices will paid in subsequent month.

■ **Accrued Expense** - February, May, June and July 2025 pond maintenance ( Sorko \$ 567.00) and July utilities( \$850.00).

▶ **Fund Balance**

■ **Assigned to:**

Operating Reserves 99,463 ties to FY2025 adopted budget exhibit A.

**Financial Overview / Highlights**

- ▶ The Non-Ad Valorem assessments are 100% collected .
- ▶ Total expenditures through June are approximately over 73 % compared to Annual Adopted Budget. Significant variances are explained below.

**General Fund - Variance Analysis**

Account Name	Annual Adopted Budget	YTD Actual	% of Budget	Explanation
<b><u>Expenditures</u></b>				
<b><u>Administrative</u></b>				
▶ P/R-Board of Supervisors	\$ 6,000	\$ 5,200	87%	Board meeting.
▶ ProfServ- Arbitrage Rebate	\$ 600	\$ 5,100	850%	Grau & Associates Series 2016 arbitrage report thru 01/31 and LLS Series 2016 A1- 2016-A2 arbitrage report 02/01/21-02/28/25 \$4,500.
▶ ProfServ- Engineering	\$ 15,000	\$ 9,538	64%	Engineering services through July 30, 2025 by Pegasus Eng.
▶ Prof-Serv Legal Services	\$ 10,000	\$ 19,467	195%	General matters through current month.
▶ Prof-Serv -Mgmt Consulting	\$ 67,362	\$ 56,135	83%	Inframark thru current month.
▶ Prof-Serv -Trustee Fees	\$ 3,717	\$ 4,378	118%	Services provided by US Bank FY2024-2025.
▶ Auditing Services	\$ 4,700	\$ 3,900	83%	Audit services FY2024 (\$4,100) per engagement letter, services provided by Grau & Associates.
▶ Insurance- General Liability	\$ 8,248	\$ 8,110	98%	Insurance is paid through Sept. 2025.
▶ Misc-Web Hosting	\$ 3,000	\$ 1,164	39%	Quarterly contract with Innersync and annual contract with Campus Suite.
<b><u>Field</u></b>				
▶ ProfServ-Field Management	\$ 20,909	\$ 17,424	83%	Management services provided by Inframark, LLC thru current month.
▶ Contracts-Landscape	\$ 175,538	\$ 146,282	83%	Landscaping services provided by Servello & Sons thru current month.
▶ Contracts-Aquatic Control	\$ 2,000	\$ 1,418	71%	Services provided by Sorko and accrued February, May, June and current month; (141.75/monthly).
▶ Utility General	\$ 13,000	\$ 8,011	62%	Utility (SECO) usage for the month of June 2025 and accrued current month.
▶ R&M - Common Area	\$ 30,000	\$ 19,555	65%	Hurricane clean up and valve repair by Servello & Son , Inc.
▶ Holiday Lighting & Decorations	\$ 8,500	\$ 6,346	75%	Holiday decorations.



**COUNTRY GREENS**  
**Community Development District**

**Supporting Schedules**

**July 31, 2025**

**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, 2025**

					ALLOCATION BY FUND	
Date Received	Net Amount Received	Discounts / (Penalties) Amounts	Collection Costs	Gross Amount Received	General Fund	Series 2016A Debt Service Fund
Assessments Levied FY 2025				\$ 780,539	\$ 410,785	\$ 369,754
Allocation %				100%	53%	47%
11/14/24	\$ 2,577	\$ 132	\$ 53	\$ 2,762	\$ 2,762	
11/14/24	\$ 2,390	\$ 121	\$ 49	\$ 2,559		\$ 2,559
11/21/24	\$ 11,026	\$ 469	\$ 225	\$ 11,720	\$ 11,720	
11/21/24	\$ 9,978	\$ 424	\$ 204	\$ 10,606		\$ 10,606
11/25/24	\$ 19,682	\$ 837	\$ 402	\$ 20,921	\$ 20,921	
11/25/24	\$ 15,747	\$ 670	\$ 321	\$ 16,738		\$ 16,738
12/11/24	\$ 287,542	\$ 12,227	\$ 5,868	\$ 305,637	\$ 305,637	
12/11/24	\$ 260,132	\$ 11,060	\$ 5,309	\$ 276,501		\$ 276,501
12/27/24	\$ 36,867	\$ 1,550	\$ 752	\$ 39,169	\$ 39,169	
12/27/24	\$ 32,565	\$ 1,367	\$ 665	\$ 34,596		\$ 34,596
01/23/25	\$ 8,303	\$ 279	\$ 169	\$ 8,752	\$ 8,752	\$ -
01/23/25	\$ 7,093	\$ 241	\$ 145	\$ 7,479	\$ -	\$ 7,479
02/11/25	\$ 5,400	\$ 124	\$ 110	\$ 5,634	\$ 5,634	\$ -
02/11/25	\$ 5,549	\$ 128	\$ 113	\$ 5,791	\$ -	\$ 5,791
03/13/25	\$ 3,428	\$ 35	\$ 70	\$ 3,533	\$ 3,535	\$ -
03/13/25	\$ 3,613	\$ 37	\$ 74	\$ 3,724	\$ -	\$ 3,724
04/30/25	\$ 8,607	\$ -	\$ 176	\$ 8,783	\$ 8,783	\$ -
04/30/25	\$ 7,787	\$ -	\$ 159	\$ 7,945	\$ -	\$ 7,945
05/29/25	\$ 1,750	\$ (52)	\$ 36	\$ 1,734	\$ 1,734	\$ -
05/29/25	\$ 1,616	\$ (48)	\$ 33	\$ 1,601	\$ -	\$ 1,599
06/30/25	\$ 1,598	\$ (70)	\$ 33	\$ 1,560	\$ 1,560	\$ -
06/30/25	\$ 1,501	\$ (66)	\$ 31	\$ 1,466	\$ -	\$ 1,466
06/30/25	\$ 583	\$ (17)	\$ 12	\$ 578	\$ 578	\$ -
06/30/25	\$ 759	\$ (23)	\$ 15	\$ 752	\$ -	\$ 752
<b>TOTAL</b>	<b>\$ 736,092</b>	<b>\$ 29,425</b>	<b>\$ 15,022</b>	<b>\$ 780,539</b>	<b>\$ 410,785</b>	<b>\$ 369,754</b>
% COLLECTED				100%	100%	100%
<b>TOTAL OUTSTANDING</b>				-	-	-

**COUNTRY GREENS**

Community Development District

Balance Sheet - All Funds

**Cash and Investment Report***July 31, 2025*

<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	4.33%	\$ 70,814
Checking account - High Yield Interest	Valley National Bank	Checking Account	n/a	4.33%	\$ 156,733
<b>Subtotal</b>					<b>\$ 227,548</b>
<b>DEBT SERVICE FUNDS</b>					
Series 2016 A-1 & A-2 Prepayment	US Bank	First American Govt.	n/a	3.92%	\$ 4,377
Series 2016 A-1 Reserve	US Bank	First American Govt.	n/a	3.92%	\$ 120,534
Series 2016 A-2 Reserve	US Bank	First American Govt.	n/a	3.92%	\$ 53,250
Series 2016 A-1 & A-2 Rev.	US Bank	First American Govt.	n/a	3.92%	\$ 77,189
<b>Subtotal</b>					<b>\$ 255,350</b>
<b>Total</b>					<b>\$ 482,898</b>



## COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT

## Payment Register by Fund

For the Period from 07/01/2025 to 07/31/2025

(Sorted by Check / ACH No.)

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

**GENERAL FUND - 001****CHECK # 100041**

001	07/03/25	LANDSCAPE WORKSCHOP LLC	4488-10554776	July 2025 Landscape Maintenance	Contracts-Landscape	534050-53901	\$14,628.17
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<b>Check Total</b>	<b>\$14,628.17</b>
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**CHECK # 100042**

001	07/03/25	INFRAMARK LLC	152961	July 2025 Management Fee	July 2025 MGMNT FEES	531016-51301	\$5,613.50
001	07/03/25	INFRAMARK LLC	152961	July 2025 Management Fee	JULY 2025 FIELD OPS SERVICES	531016-53901	\$1,742.42

<b>Check Total</b>	<b>\$7,355.92</b>
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**CHECK # 100043**

001	07/03/25	PEGASUS ENGINEERING LLC	227950	4/2025 Engineering Services	PROF ENGINEERING	531013-51501	\$4,325.00
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<b>Check Total</b>	<b>\$4,325.00</b>
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**CHECK # 100044**

001	07/08/25	CLARK & ALBAUGH, LLP	19181	June 2025 Legal Services	ProfServ-Legal Services	531023-51401	\$2,940.50
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<b>Check Total</b>	<b>\$2,940.50</b>
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**CHECK # 100045**

001	07/08/25	TECHNI-POOLS	59928	June 2025 Service Call Pool Breaker	R&M-Common Area	546016-53901	\$125.00
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<b>Check Total</b>	<b>\$125.00</b>
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**CHECK # 100046**

001	07/10/25	LANDSCAPE WORKSCHOP LLC	4488-3850365	6/29/25 June Mainline Repair	Repair broken mainline located on the 437-entrance side	534050-53901	\$5,958.61
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<b>Check Total</b>	<b>\$5,958.61</b>
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**CHECK # 300006**

001	07/02/25	SECO	070225 ACH	Usage period 05/14-06/13/25	SERVICE DATE 05/14-06/13/25	543001-53901	\$678.00
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<b>Check Total</b>	<b>\$678.00</b>
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**CHECK # 300007**

001	07/29/25	SECO	072925ACH	06/01-07/15/25 Utility meters	SERVICE DATE 06/01-7/10/25	543001-53901	\$227.00
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<b>Check Total</b>	<b>\$227.00</b>
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**CHECK # 300008**

001	07/29/25	SECO	080125ACH	06/13-7/15/25 Utility meters	SERVICE DATE 6/13-7/15/25	543001-53901	\$792.00
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<b>Check Total</b>	<b>\$792.00</b>
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<b>Fund Total</b>	<b>\$37,030.20</b>
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**SERIES 2016A DEBT SERVICE FUND - 202****CHECK # 3597**

202	07/28/25	COUNTRY GREENS C/O US BANK NA-CDD	07222025	TRANSFER ASSESSMENTS SERIES 2016	Due From Other Funds	131000	\$2,259.95
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<b>Check Total</b>	<b>\$2,259.95</b>
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<b>Fund Total</b>	<b>\$2,259.95</b>
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<b>Total Checks Paid</b>	<b>\$39,290.15</b>
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