

## Spring Ridge Community Development District

### Board of Supervisors

- Guillermo Velez, Chairperson
- Jane Brekka, Vice Chairperson
- Alice Charoonsak, Assistant Secretary
- Anthony Martino, Assistant Secretary
- Merry-Lyn Orlando, Assistant Secretary

- Mark Vega, District Manager
- John Vericker Esq., District Counsel
- Stephen Brletic, District Engineer
- Sandra Manuele, Clubhouse Manager

### Meeting Agenda- Wednesday, January 13, 2021 – 5:00 p.m.

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1. **Roll Call**
2. **Pledge of Allegiance**
3. **Audience Comments on Agenda Items**
4. **Consent Agenda**
  - A. Approval of Minutes of the November 11, 2020 Meeting- Page #2
  - B. Acceptance of the Financial Statements- Page # 5
  - C. Resolution 2021-02, Designation of Officers - Page # 24
5. **Engineer's Report**
6. **Attorney's Report**
7. **Manager's Report**
8. **Clubhouse Manager's Report**
9. **Supervisor's Request**
10. **Audience Comments**
11. **Adjournment**

\*Next scheduled Workshop is Monday February 8, 2021 at 11:00 a.m.

Next regular meeting scheduled for March 10, 2021 at 5:00 p.m.

#### District Office:

Inframark, Infrastructure Management Services  
2634 Cypress Ridge Boulevard, Suite 101  
Wesley Chapel, Florida  
813-991-1116 ext. 1004

#### Meeting Location:

Spring Ridge Recreation Center  
14133 Sweet Shrub Court  
Brooksville, Florida 34613  
(352) 597-0605

**MINUTES OF MEETING  
SPRING RIDGE  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Spring Ridge Community Development District was held on Wednesday, November 11, 2020 at 11:07 a.m. at the Spring Ridge Recreation Center, located at 14133 Sweet Shrub Court, Brooksville, Florida.

Present and constituting a quorum were:

Guillermo Velez	Chairperson
Jane Brekka,	Vice Chairperson
Alice Charoonsak	Assistant Secretary
Anthony Martino	Assistant Secretary
Merry-Lyn Orlando	Assistant Secretary

Also present were:

Mark Vega	District Manager
Dana Collier	District Attorney (via phone)
Stephen Brletic	District Engineer
Sandra Manuele	Clubhouse Manager

*The following is a summary of the minutes and actions taken during the November 11, 2020 meeting of the Spring Ridge CDD Board of Supervisors.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Vega called the meeting to order. Supervisors and Staff introduced themselves, and a quorum was established.

**SECOND ORDER OF BUSINESS**

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**THIRD ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

None.

**FOURTH ORDER OF BUSINESS**

**Consent Agenda**

- A. Approval of Minutes of the October 14, 2020 Meeting**
- B. Acceptance of the Financial Statements Dated September 30, 2020**
- C. Motion to Assign Fund Balance**

Mr. Vega briefly overviewed the consent agenda.

On MOTION by Mr. Velez seconded by Ms. Orlando, with all in favor, the Consent Agenda was approved as presented. 4-0

**FIFTH ORDER OF BUSINESS**

**Engineer’s Report**

- Mr. Brletic gave a brief update regarding the front rumble strips, curb ramps, and signage.
- Discussion ensued and there was consensus to have a walkthrough as before, on December 11, 2020.

*Let the record reflect Ms. Brekka joined the meeting.*

- There was Board consensus to discuss the rumble strips during the February workshop.

**SIXTH ORDER OF BUSINESS**

**Attorney’s Report**

Ms. Dana introduced herself as the new district Attorney.

**SEVENTH ORDER OF BUSINESS**

**Manager’s Report**

Mr. Vega provided a brief update.

**EIGHTH ORDER OF BUSINESS**

**Clubhouse Manager’s Report**

Ms. Manuelle provided an update:

- Playground shades will be discussed at the January meeting.
- Benches may need to be replaced.
- She reviewed a few estimates for an Electrician due to some of the holiday lights not working.

**NINTH ORDER OF BUSINESS**

**Supervisor’s Requests**

November 11, 2020

- Mr. Martino asked when the lights will be completed.
- Mr. Marino asked about the playground area and pet stations.

**TENTH ORDER OF BUSINESS**

**Audience Comments**

None.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Charoonsak, seconded by Mr. Martino, with all in favor, the meeting adjourned. 4-0

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Chair, Vice Chair or  
Assistant Secretary

**Spring Ridge  
Community Development District**

**Financial Report**

*November 30, 2020*

**Prepared by**



**Spring Ridge**  
 Community Development District

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**Spring Ridge  
Community Development District**

**Financial Statements**

(Unaudited)

*November 30, 2020*

**Balance Sheet**  
November 30, 2020

<u>ACCOUNT DESCRIPTION</u>	<u>GENERAL FUND</u>	<u>RECREATIONAL SPECIAL REVENUE FUND</u>	<u>SERIES 2015 A1 DEBT SERVICE FUND</u>	<u>SERIES 2015 A2 DEBT SERVICE FUND</u>	<u>TOTAL</u>
<b><u>ASSETS</u></b>					
Cash - Checking Account	\$ 38,775	\$ -	\$ -	\$ -	\$ 38,775
Cash On Hand/Petty Cash	100	-	-	-	100
Cash with Fiscal Agent	18,793	-	-	-	18,793
Accounts Receivable	105	-	-	-	105
Assessments Receivable	727	100	-	339	1,166
Interest/Dividend Receivables	-	-	-	820	820
Due From Other Funds	-	198,130	594	615	199,339
Investments:					
Money Market Account	830,031	-	-	-	830,031
Reserve Fund (A-1)	-	-	55,401	-	55,401
Reserve Fund (A-2)	-	-	-	32,625	32,625
Revenue Fund (A-1)	-	-	5,310	-	5,310
Revenue Fund (A-2)	-	-	-	36,224	36,224
<b>TOTAL ASSETS</b>	<b>\$ 888,531</b>	<b>\$ 198,230</b>	<b>\$ 61,305</b>	<b>\$ 70,623</b>	<b>\$ 1,218,689</b>
<b><u>LIABILITIES</u></b>					
Accounts Payable	\$ 22,629	\$ -	\$ -	\$ -	\$ 22,629
Sales Tax Payable	4	-	-	-	4
Deferred Revenue	727	100	-	339	1,166
Due To Other Funds	199,339	-	-	-	199,339
<b>TOTAL LIABILITIES</b>	<b>222,699</b>	<b>100</b>	<b>-</b>	<b>339</b>	<b>223,138</b>
<b><u>FUND BALANCES</u></b>					
<b>Restricted for:</b>					
Debt Service	-	-	61,305	70,284	131,589
Special Revenue	-	198,130	-	-	198,130
<b>Assigned to:</b>					
Operating Reserves	95,036	-	-	-	95,036
Reserves - ADA	19,675	-	-	-	19,675
Reserves - Clubhouse	24,623	-	-	-	24,623
Reserves - Gate/Entry Features	25,728	-	-	-	25,728
Reserves- Lake Embank/Drainage	113,219	-	-	-	113,219
Reserves - Parking Lots	81,329	-	-	-	81,329
Reserves - Roadways	135,758	-	-	-	135,758
Reserves - Swimming Pools	34,875	-	-	-	34,875
<b>Unassigned:</b>	<b>135,589</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>135,589</b>
<b>TOTAL FUND BALANCES</b>	<b>\$ 665,832</b>	<b>\$ 198,130</b>	<b>\$ 61,305</b>	<b>\$ 70,284</b>	<b>\$ 995,551</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 888,531</b>	<b>\$ 198,230</b>	<b>\$ 61,305</b>	<b>\$ 70,623</b>	<b>\$ 1,218,689</b>



**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending November 30, 2020

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>
<b>REVENUES</b>					
Interest - Investments	\$ 1,763	\$ 294	\$ 361	\$ 67	20.48%
Special Assmnts- Tax Collector	394,147	9,628	3,533	(6,095)	0.90%
Special Assmnts- Discounts	(15,766)	(385)	(161)	224	1.02%
Other Miscellaneous Revenues	-	-	1	1	0.00%
Access Cards	-	-	338	338	0.00%
<b>TOTAL REVENUES</b>	<b>380,144</b>	<b>9,537</b>	<b>4,072</b>	<b>(5,465)</b>	<b>1.07%</b>
<b>EXPENDITURES</b>					
<b>Administration</b>					
P/R-Board of Supervisors	9,600	1,600	1,600	-	16.67%
FICA Taxes	734	122	122	-	16.62%
ProfServ-Engineering	2,000	333	6,908	(6,575)	345.40%
ProfServ-Legal Services	7,000	1,167	1,490	(323)	21.29%
ProfServ-Mgmt Consulting Serv	52,284	8,714	7,721	993	14.77%
ProfServ-Property Appraiser	7,883	7,883	3,238	4,645	41.08%
ProfServ-Trustee Fees	5,000	-	-	-	0.00%
Auditing Services	5,000	-	-	-	0.00%
Postage and Freight	1,055	176	195	(19)	18.48%
Insurance - General Liability	17,282	4,321	4,294	27	24.85%
Printing and Binding	950	158	-	158	0.00%
Legal Advertising	1,000	167	-	167	0.00%
Misc-Bank Charges	950	158	47	111	4.95%
Misc-Assessmnt Collection Cost	7,883	128	67	61	0.85%
Misc-Contingency	-	-	1,553	(1,553)	0.00%
Annual District Filing Fee	175	175	175	-	100.00%
<b>Total Administration</b>	<b>118,796</b>	<b>25,102</b>	<b>27,410</b>	<b>(2,308)</b>	<b>23.07%</b>
<b>Landscape Services</b>					
Contracts-Landscape	40,308	6,718	6,718	-	16.67%
Utility - Irrigation	7,225	1,204	1,452	(248)	20.10%
R&M-Renewal and Replacement	5,000	833	-	833	0.00%
R&M-Irrigation	2,000	333	408	(75)	20.40%
Misc-Contingency	100	17	-	17	0.00%
<b>Total Landscape Services</b>	<b>54,633</b>	<b>9,105</b>	<b>8,578</b>	<b>527</b>	<b>15.70%</b>
<b>Gatehouse</b>					
Communication - Teleph - Field	1,450	242	881	(639)	60.76%
Electricity - General	650	108	290	(182)	44.62%
R&M-General	6,714	1,119	491	628	7.31%
Misc-Contingency	100	17	-	17	0.00%
<b>Total Gatehouse</b>	<b>8,914</b>	<b>1,486</b>	<b>1,662</b>	<b>(176)</b>	<b>18.64%</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending November 30, 2020

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>
<b><u>Road and Street Facilities</u></b>					
Electricity - Streetlighting	29,430	4,905	2,098	2,807	7.13%
R&M-Street Signs	1,000	167	-	167	0.00%
R&M-Walls and Signage	1,000	167	-	167	0.00%
Reserve - Gate/Entry Feature	2,591	2,591	-	2,591	0.00%
Reserve-Lake Embankm/Drainage	9,189	9,189	-	9,189	0.00%
Reserve - Roadways	5,000	5,000	-	5,000	0.00%
<b>Total Road and Street Facilities</b>	<b>48,210</b>	<b>22,019</b>	<b>2,098</b>	<b>19,921</b>	<b>4.35%</b>
<b><u>Parks and Recreation - General</u></b>					
Payroll-Salaries	77,000	12,833	10,726	2,107	13.93%
FICA Taxes	5,891	982	837	145	14.21%
Security Service - Sheriff	6,100	1,017	570	447	9.34%
Communication - Telephone	4,450	742	-	742	0.00%
Electricity - General	8,000	1,333	1,072	261	13.40%
Utility - Refuse Removal	1,850	308	217	91	11.73%
Utility - Water & Sewer	2,000	333	206	127	10.30%
R&M-Clubhouse	4,500	750	387	363	8.60%
R&M-Pools	6,600	1,100	-	1,100	0.00%
Misc-Holiday Lighting	1,000	167	-	167	0.00%
Misc-Property Taxes	748	748	1,225	(477)	163.77%
Misc-Special Events	2,500	417	125	292	5.00%
Misc-Contingency	464	77	34,954	(34,877)	7533.19%
Office Supplies	1,500	250	1,200	(950)	80.00%
Cleaning Supplies	1,100	183	-	183	0.00%
Op Supplies - General	10,000	1,667	2,851	(1,184)	28.51%
Op Supplies-Pool Chem.&Equipm.	3,000	500	440	60	14.67%
Capital Outlay	-	-	6,543	(6,543)	0.00%
Reserve - Clubhouse	1,000	1,000	-	1,000	0.00%
Reserve - Parking Lot	8,376	8,376	-	8,376	0.00%
Reserve - Swimming Pools	3,512	3,512	-	3,512	0.00%
<b>Total Parks and Recreation - General</b>	<b>149,591</b>	<b>36,295</b>	<b>61,353</b>	<b>(25,058)</b>	<b>41.01%</b>
<b>TOTAL EXPENDITURES</b>	<b>380,144</b>	<b>94,007</b>	<b>101,101</b>	<b>(7,094)</b>	<b>26.60%</b>
Excess (deficiency) of revenues					
Over (under) expenditures	-	(84,470)	(97,029)	(12,559)	0.00%
<b><u>OTHER FINANCING SOURCES (USES)</u></b>					
Interfund Transfer - In	-	-	7,167	7,167	0.00%
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>7,167</b>	<b>7,167</b>	<b>0.00%</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending November 30, 2020

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>
Net change in fund balance	\$ -	\$ (84,470)	\$ (89,862)	\$ (5,392)	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2020)</b>	<b>755,694</b>	<b>755,694</b>	<b>755,694</b>		
<b>FUND BALANCE, ENDING</b>	<b><u>\$ 755,694</u></b>	<b><u>\$ 671,224</u></b>	<b><u>\$ 665,832</u></b>		

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending November 30, 2020

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>
<b>REVENUES</b>					
Interest - Investments	\$ -	\$ -	\$ -	\$ -	0.00%
Special Assmnts- Tax Collector	52,000	844	466	(378)	0.90%
Special Assmnts- Discounts	(2,080)	(34)	(21)	13	1.01%
<b>TOTAL REVENUES</b>	<b>49,920</b>	<b>810</b>	<b>445</b>	<b>(365)</b>	<b>0.89%</b>
<b>EXPENDITURES</b>					
<b>Administration</b>					
ProfServ-Property Appraiser	1,040	-	427	(427)	41.06%
Misc-Assessmnt Collection Cost	1,040	17	9	8	0.87%
<b>Total Administration</b>	<b>2,080</b>	<b>17</b>	<b>436</b>	<b>(419)</b>	<b>20.96%</b>
<b>Parks and Recreation - General</b>					
Capital Outlay	47,840	7,973	-	7,973	0.00%
<b>Total Parks and Recreation - General</b>	<b>47,840</b>	<b>7,973</b>	<b>-</b>	<b>7,973</b>	<b>0.00%</b>
<b>TOTAL EXPENDITURES</b>	<b>49,920</b>	<b>7,990</b>	<b>436</b>	<b>7,554</b>	<b>0.87%</b>
Excess (deficiency) of revenues Over (under) expenditures	-	(7,180)	9	7,189	0.00%
Net change in fund balance	\$ -	\$ (7,180)	\$ 9	\$ 7,189	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2020)</b>	<b>198,121</b>	<b>198,121</b>	<b>198,121</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 198,121</b>	<b>\$ 190,941</b>	<b>\$ 198,130</b>		

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending November 30, 2020

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>
<b>REVENUES</b>					
Interest - Investments	\$ 10	\$ 2	\$ 1	\$ (1)	10.00%
Special Assmnts- Tax Collector	118,609	1,925	1,063	(862)	0.90%
Special Assmnts- Discounts	(4,744)	(77)	(49)	28	1.03%
<b>TOTAL REVENUES</b>	<b>113,875</b>	<b>1,850</b>	<b>1,015</b>	<b>(835)</b>	<b>0.89%</b>
<b>EXPENDITURES</b>					
<b>Administration</b>					
ProfServ-Arbitrage Rebate	600	-	-	-	0.00%
ProfServ-Dissemination Agent	1,000	-	-	-	0.00%
ProfServ-Property Appraiser	2,372	2,372	975	1,397	41.10%
Misc-Assessmnt Collection Cost	2,372	38	20	18	0.84%
<b>Total Administration</b>	<b>6,344</b>	<b>2,410</b>	<b>995</b>	<b>1,415</b>	<b>15.68%</b>
<b>Debt Service</b>					
Principal Debt Retirement	55,000	-	-	-	0.00%
Interest Expense	54,960	27,480	27,480	-	50.00%
<b>Total Debt Service</b>	<b>109,960</b>	<b>27,480</b>	<b>27,480</b>	<b>-</b>	<b>24.99%</b>
<b>TOTAL EXPENDITURES</b>	<b>116,304</b>	<b>29,890</b>	<b>28,475</b>	<b>1,415</b>	<b>24.48%</b>
Excess (deficiency) of revenues Over (under) expenditures	(2,429)	(28,040)	(27,460)	580	1130.51%
<b>OTHER FINANCING SOURCES (USES)</b>					
Operating Transfers-Out	-	-	(5,852)	(5,852)	0.00%
Contribution to (Use of) Fund Balance	(2,429)	-	-	-	0.00%
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(2,429)</b>	<b>-</b>	<b>(5,852)</b>	<b>(5,852)</b>	<b>240.92%</b>
Net change in fund balance	\$ (2,429)	\$ (28,040)	\$ (33,312)	\$ (5,272)	1371.43%
<b>FUND BALANCE, BEGINNING (OCT 1, 2020)</b>	<b>94,617</b>	<b>94,617</b>	<b>94,617</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 92,188</b>	<b>\$ 66,577</b>	<b>\$ 61,305</b>		

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending November 30, 2020

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>
<b>REVENUES</b>					
Interest - Investments	\$ -	\$ -	\$ 1	\$ 1	0.00%
Special Assmnts- Tax Collector	70,999	1,152	636	(516)	0.90%
Special Assmnts- Discounts	(2,840)	(46)	(29)	17	1.02%
<b>TOTAL REVENUES</b>	<b>68,159</b>	<b>1,106</b>	<b>608</b>	<b>(498)</b>	<b>0.89%</b>
<b>EXPENDITURES</b>					
<b>Administration</b>					
ProfServ-Property Appraiser	1,420	1,420	583	837	41.06%
Misc-Assessmnt Collection Cost	1,420	23	12	11	0.85%
<b>Total Administration</b>	<b>2,840</b>	<b>1,443</b>	<b>595</b>	<b>848</b>	<b>20.95%</b>
<b>Debt Service</b>					
Principal Debt Retirement	25,000	-	-	-	0.00%
Interest Expense	37,500	18,750	18,750	-	50.00%
<b>Total Debt Service</b>	<b>62,500</b>	<b>18,750</b>	<b>18,750</b>	<b>-</b>	<b>30.00%</b>
<b>TOTAL EXPENDITURES</b>	<b>65,340</b>	<b>20,193</b>	<b>19,345</b>	<b>848</b>	<b>29.61%</b>
Excess (deficiency) of revenues Over (under) expenditures	2,819	(19,087)	(18,737)	350	-664.67%
<b>OTHER FINANCING SOURCES (USES)</b>					
Operating Transfers-Out	-	-	(1,315)	(1,315)	0.00%
Contribution to (Use of) Fund Balance	2,819	-	-	-	0.00%
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>2,819</b>	<b>-</b>	<b>(1,315)</b>	<b>(1,315)</b>	<b>-46.65%</b>
Net change in fund balance	\$ 2,819	\$ (19,087)	\$ (20,052)	\$ (965)	-711.32%
<b>FUND BALANCE, BEGINNING (OCT 1, 2020)</b>	<b>90,336</b>	<b>90,336</b>	<b>90,336</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 93,155</b>	<b>\$ 71,249</b>	<b>\$ 70,284</b>		

**Spring Ridge**

Community Development District

**Notes to the Financial Statements  
November 30, 2020**

**Assets**

- ▶ The District has General Fund monies invested in one money market account. (See Cash & Investments Report for further details.)
- ▶ Accounts Receivable represents amount due from a resident for a returned check.
- ▶ Assessments Receivable represents amount due for FY 2020 CDD uncollected assessments.

**Liabilities**

- Accounts Payable represents invoices for the month of November paid in December.

**Financial Overview / Highlights**

- ▶ As of November 2020, total revenues are at 1% of the annual budget. The special assessment tax collector is at 1%.
- ▶ Total expenditures are at approximately 27% of the annual budget.

**Variance Analysis**

Account Name	YTD Actual	Annual Budget	% of Budget	Explanation
<b>General Fund Expenditures</b>				
<i><b>Administrative</b></i>				
ProfServ-Engineering	\$6,908	\$2,000	345%	All payments to JMT for engineering fees.
ProfServ-Legal Services	\$1,490	\$7,000	21%	All payments to Straley Robin for legal fees.
ProfServ-Mgmt Consulting Serv	\$7,721	\$52,284	15%	The budgeted amount includes monthly management fee and annual assessment roll fee.
Postage and Freight	\$195	\$1,055	18%	All payments to Fedex and Severn Trent for postage.
Insurance-General Liability	\$4,294	\$17,282	25%	Onr quarterly payment has been made.
Misc-Contingency	\$1,553	\$0	0%	Includes \$1,553 to Innersync Studio for website services; amount not budgeted.

*The notes are intended to provide additional information helpful when reviewing the financial statements.*

**Spring Ridge**

Community Development District

**Notes to the Financial Statements**  
**November 30, 2020**

<u>Account Name</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>% of Budget</u>	<u>Explanation</u>
<b><u>Landscape</u></b>				
Utility-Irrigation	\$1,452	\$7,225	20%	All payments to Hernando County Utilities for irrigation.
R&M-Irrigation	\$408	\$2,000	20%	All payments for irrigation repairs.
<b><u>Gatehouse</u></b>				
Communication-Teleph-Field	\$881	\$1,450	61%	All payments to AT&T for phone and Bright House Networks for internet services.
Electricity-General	\$290	\$650	45%	All payments to Withlacoochee River Electric for electricity.
<b><u>Parks and Recreation</u></b>				
Misc-Property Taxes	\$1,225	\$748	164%	All payments for property taxes.
Misc-Contingency	\$34,954	\$464	7533%	Includes \$34,539 to Superior Sealers for drainage repairs.
Office Supplies	\$1,200	\$1,500	80%	All payments made for office supplies.
Operating Supplies-General	\$2,851	\$10,000	29%	All payments made for operating supplies.
Capital Outlay	\$6,543	\$0	0%	All payments made for fitness center renovation.

*The notes are intended to provide additional information helpful when reviewing the financial statements.*



**Spring Ridge  
Community Development District**

**Supporting Schedules**

*November 30, 2020*

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

							ALLOCATION BY FUND			
Date Received	Net Amount Received	Discount / (Penalty) Amount	Appraiser Cost	Collection Cost	Gross Amount Received	General Fund	Rec Fund	Series 2015A-1 Debt Service Fund	Series 2015A-2 Debt Service Fund	
Assessments Levied FY 2020					\$ 635,755	\$ 394,147	\$ 52,000	\$ 118,609	\$ 70,999	
Allocation %					100.00%	62.00%	8.18%	18.66%	11.17%	
11/19/20	\$ 107	\$ 260	\$ 5,223	\$ 109	\$ 5,699	\$ 3,533	\$ 466	\$ 1,063	\$ 636	
<b>TOTAL</b>	<b>\$ 107</b>	<b>\$ 260</b>	<b>\$ 5,223</b>	<b>\$ 109</b>	<b>\$ 5,699</b>	<b>\$ 3,533</b>	<b>\$ 466</b>	<b>\$ 1,063</b>	<b>\$ 636</b>	
% Collected					1%	1%	1%	1%	1%	
TOTAL OUTSTANDING					\$ 630,056	\$ 390,614	\$ 51,534	\$ 117,545	\$ 70,363	

**Spring Ridge CDD**

Bank Reconciliation

Bank Account No. 8391 Valley Bank GF  
 Statement No. 11-20  
 Statement Date 11/30/2020

<b>G/L Balance (LCY)</b>	38,775.12	<b>Statement Balance</b>	53,583.34
<b>G/L Balance</b>	38,775.12	<b>Outstanding Deposits</b>	0.00
<b>Positive Adjustments</b>	0.00		
	<hr/>		
<b>Subtotal</b>	38,775.12	<b>Subtotal</b>	53,583.34
<b>Negative Adjustments</b>	0.00	<b>Outstanding Checks</b>	14,808.22
	<hr/>	<b>Differences</b>	0.00
<b>Ending G/L Balance</b>	38,775.12	<b>Ending Balance</b>	38,775.12
<b>Difference</b>	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
<b>Outstanding Checks</b>						
11/19/2020	Payment	5270	KELLY PEST CONTROL	70.00	0.00	70.00
11/19/2020	Payment	5271	SOUTHERN AUTOMATED ACCESS SVCS	210.50	0.00	210.50
11/24/2020	Payment	DD1225	ANTHONY J. MARTINO	184.70	0.00	184.70
11/24/2020	Payment	DD1226	MERRY-LYN G. ORLANDO	184.70	0.00	184.70
11/24/2020	Payment	DD1227	ALICE J. CHAROONSAK	184.70	0.00	184.70
11/24/2020	Payment	DD1228	GUILLERMO E. VELEZ	184.70	0.00	184.70
11/24/2020	Payment	5275	JMT	6,907.50	0.00	6,907.50
11/24/2020	Payment	5276	JOEL RODRIGUEZ	90.00	0.00	90.00
11/24/2020	Payment	5277	E.C BUILDING SOLUTIONS INC.	5,234.40	0.00	5,234.40
11/24/2020	Payment	5278	E.C BUILDING SOLUTIONS INC.	1,308.60	0.00	1,308.60
11/30/2020	Payment	DD1219	Payment of Invoice 006693	248.42	0.00	248.42
<b>Total Outstanding Checks.....</b>				<b>14,808.22</b>		<b>14,808.22</b>

**Spring Ridge**

Community Development District

**Cash and Investment Report  
November 30, 2020**

<u>ACCOUNT NAME</u>	<u>BANK NAME</u>	<u>YIELD</u>	<u>MATURITY</u>	<u>BALANCE</u>
<b>GENERAL FUND</b>				
Checking Account - Operating	Valley	0.05%	n/a	38,775
Petty Cash			n/a	100
Money Market Account	Valley	0.25%	n/a	830,031
			Subtotal	<u>\$ 830,031</u>
<b>DEBT SERVICE FUND</b>				
Series 2015 A1 Reserve Acct	US Bank	0.02%	n/a	55,401
Series 2015 A1 Revenue Acct	US Bank	0.02%	n/a	5,310
Series 2015 A2 Reserve Acct	US Bank	0.02%	n/a	32,625
Series 2015 A2 Revenue Acct	US Bank	0.02%	n/a	36,224
			Subtotal	<u>\$ 129,560</u>
			Total	<u><u>\$ 998,466</u></u>

**SPRING RIDGE COMMUNITY DEVELOPMENT DISTRICT**

**Payment Register by Fund  
For the Period from 10/1/2020 to 11/30/2020  
(Sorted by Check / ACH No.)**

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
<b>GENERAL FUND - 001</b>								
001	5230	10/01/20	NDL LLC	119810	SVC IRR SYSTEM 9/17/20	R&M-Irrigation	546041-53902	\$28.03
001	5231	10/01/20	SOUTHERN AUTOMATED ACCESS SVCS LLC	8497	REPAIR EXIT GATES 9/21/20	R&M-General	546001-53904	\$95.00
001	5232	10/01/20	STRALEY ROBIN VERICKER	18869	PROFESSIONAL SVCS 9/15/20	ProfServ-Legal Services	531023-51401	\$61.00
001	5233	10/01/20	TIMES PUBLISHING COMPANY	0000109089	NOTICE OF MEETINGS	Legal Advertising	548002-51301	\$110.80
001	5234	10/01/20	JMT	10-157058	PROFESSIONAL SVC 2/23/20-4/25/20	ProfServ-Engineering	531013-51401	\$5,970.00
001	5235	10/01/20	SUPERIOR SEALERS LLC	090920A-DEP	REMAINING DEP- DOMES AT CROSSWALK	Misc-Contingency	549900-57201	\$3,343.50
001	5236	10/01/20	WITHLACOOCHEE RIVER ELECTRIC	092420-1227	SVC 8/20/20-9/21/20	Electricity - General	543006-53904	\$129.83
001	5237	10/08/20	FEDEX	7-133-97624	SVC 9/21/20	Postage and Freight	541006-51301	\$14.40
001	5238	10/08/20	GEAR SPINNERS	5867	SET UP ZOOM MEETING	Misc-Contingency	549900-57201	\$30.00
001	5239	10/08/20	INNERSYNC STUDIO,LTD	18977	WEBSITE SVCS	Misc-Contingency	549900-51301	\$1,552.50
001	5240	10/08/20	ISEAH CROSIER	090920	POOL MONITORING 8/1/20-9/7/20	ProfServ-Pool Maintenance	531034-57201	\$1,635.00
001	5241	10/08/20	JOEL RODRIGUEZ	65026	SECURITY 9/25/20	Security Service - Sheriff	534365-57201	\$90.00
001	5242	10/08/20	NDL LLC	120010	MTHLY SVC OCT 2020	Contracts-Landscape	534050-53902	\$3,359.00
001	5242	10/08/20	NDL LLC	118926	SEASONAL ADJUSTS IRR SCHEDULE	R&M-Irrigation	546041-53902	\$26.13
001	5243	10/08/20	REPUBLIC SERVICES #762	0762-002680421	PICKUP SVC 10/1/20-10/31/20	Utility - Refuse Removal	543020-57201	\$108.83
001	5244	10/15/20	AT&T	092620-1980	SVC 9/25/20-10/25/20	Communication - Teleph - Field	541005-53904	\$192.13
001	5245	10/15/20	FEDEX	7-139-73416	SVC 9/28/20	Postage and Freight	541006-51301	\$35.08
001	5246	10/15/20	JUAN PEREZ	65059	SECURITY 10/3/20	Security Service - Sheriff	534365-57201	\$90.00
001	5247	10/15/20	SOUTHERN AUTOMATED ACCESS SVCS LLC	8513	REPLACE PHOTO EYES	R&M-General	546001-53904	\$280.00
001	5248	10/15/20	CHELSEA REID	64141	SECURITY 5/23/20	Security Service - Sheriff	534365-57201	\$90.00
001	5249	10/22/20	DINO'S PLUMBING	9526	BLOCKAGE IN PIPE- REMOVAL	Misc-Contingency	549900-57201	\$165.00
001	5250	10/22/20	FEDEX	7-145-98545	SVC 9/30/20	Postage and Freight	541006-51301	\$22.02
001	5251	10/22/20	FITNESS LOGIC INC.	97862	QTRLY EQUIPMENT MAINT	R&M-Clubhouse	546015-57201	\$135.00
001	5252	10/22/20	FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY	82406	ANNUAL DISTRICT FEES FY 2021	Annual District Filing Fee	554007-51301	\$175.00
001	5253	10/22/20	JOEL RODRIGUEZ	64899	SECURITY SERVICES-9/12-9/13	Security Service - Sheriff	534365-57201	\$90.00
001	5254	10/22/20	TIMES PUBLISHING COMPANY	0000107074	LEGAL ADS- MEETINGS 9/6/20	Legal Advertising	548002-51401	\$116.00
001	5254	10/22/20	TIMES PUBLISHING COMPANY	071920-106107	O&M ASSESSMENTS	Legal Advertising	548002-51301	\$628.00
001	5255	10/29/20	ADT SECURITY SERVICES	101320-4562	SVC 11/1/20-1/31/21	R&M-Clubhouse	546015-57201	\$169.56
001	5256	10/29/20	INFRAMARK, LLC	56522	MGMT FEES SEPT 2020	ProfServ-Mgmt Consulting Serv	531027-51201	\$3,860.42
001	5256	10/29/20	INFRAMARK, LLC	56522	MGMT FEES SEPT 2020	Postage and Freight	541006-51301	\$15.50
001	5257	10/29/20	JOEL RODRIGUEZ	65236	SECURITY 10/16/20	Security Service - Sheriff	534365-57201	\$90.00
001	5258	10/29/20	REPUBLIC SERVICES #762	0762-002697556	PICKUP SVC 11/1/20-11/30/20	Utility - Refuse Removal	543020-57201	\$108.58
001	5259	10/29/20	STRALEY ROBIN VERICKER	18951	PROFESSIONAL SVC THRU 10/15/20	ProfServ-Legal Services	531023-51401	\$318.50
001	5260	10/29/20	SUNTRUST-VISA	092520-9055	PURCHASES 8/27-9/21/20	AMAZON-WASTE BAGS	551003-57201	\$91.09
001	5260	10/29/20	SUNTRUST-VISA	092520-9055	PURCHASES 8/27-9/21/20	AMAZON-TONER	551002-57201	\$182.98
001	5260	10/29/20	SUNTRUST-VISA	092520-9055	PURCHASES 8/27-9/21/20	AMAZON-PRINTER ROLLER SHEETS	551002-57201	\$28.85
001	5260	10/29/20	SUNTRUST-VISA	092520-9055	PURCHASES 8/27-9/21/20	PUBLIX-MISC-	549900-57201	\$62.72
001	5260	10/29/20	SUNTRUST-VISA	092520-9055	PURCHASES 8/27-9/21/20	AOL- DESKTOP SUPPORT	552001-57201	\$4.99
001	5261	10/29/20	SUPERIOR SEALERS LLC	092320-FINAL	FINAL PAYMENT -CROSSWALKS	Misc-Contingency	549900-57201	\$3,972.00
001	5262	11/05/20	FEDEX	7-159-79977	SVC 10/8/20	Postage and Freight	541006-51301	\$24.88
001	5263	11/05/20	BUDGET BLINDS OF SPRING HILL/HANNOUNEH LLC	090920	7 WINDOWS/ARCHES	Op Supplies - General	552001-57201	\$2,425.00
001	5264	11/05/20	NDL LLC	120700	MTHLY SVC NOV 2020	Contracts-Landscape	534050-53902	\$3,359.00

**SPRING RIDGE COMMUNITY DEVELOPMENT DISTRICT**

**Payment Register by Fund  
For the Period from 10/1/2020 to 11/30/2020  
(Sorted by Check / ACH No.)**

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
001	5264	11/05/20	NDL LLC	120485	IRR UPGRADE-SIDEWALK	R&M-Irrigation	546041-53902	\$340.20
001	5265	11/12/20	W.R.E.C	102320-1227	SVC 9/21/20-10/20/20	Electricity - General	543006-53904	\$97.22
001	5266	11/12/20	AT&T	102620-8033	SVC 10/26/20-11/25/20	Communication - Teleph - Field	541005-53904	\$192.27
001	5267	11/12/20	HERNANDO CNTY TAX COLLECTOR	01572907-2020	#R22222183599000H000 REAL ESTATE 2020	Misc-Property Taxes	549044-57201	\$1,224.84
001	5268	11/12/20	SUNTRUST-VISA	102520-9055	PURCHASES 9/30/20-10/21/20	FACEBOOK-YARD SALE	549052-57201	\$17.38
001	5268	11/12/20	SUNTRUST-VISA	102520-9055	PURCHASES 9/30/20-10/21/20	AOL- DESKTOP SUPPORT	552001-57201	\$4.99
001	5268	11/12/20	SUNTRUST-VISA	102520-9055	PURCHASES 9/30/20-10/21/20	ESP ENTERPRISE-YARD SALE SIGN	549052-57201	\$108.00
001	5268	11/12/20	SUNTRUST-VISA	102520-9055	PURCHASES 9/30/20-10/21/20	SAMS CLUB-FUEL	552001-57201	\$44.35
001	5269	11/19/20	JOEL RODRIGUEZ	65473	SECURITY 10/31/20	Security Service - Sheriff	534365-57201	\$120.00
001	5270	11/19/20	KELLY PEST CONTROL	26229	BIMONTLY PEST CONTROL	R&M-Clubhouse	546015-57201	\$70.00
001	5271	11/19/20	SOUTHERN AUTOMATED ACCESS SVCS LLC	8626	NOV FEE FOR CAPXL CLOUD	R&M-General	546001-53904	\$115.50
001	5271	11/19/20	SOUTHERN AUTOMATED ACCESS SVCS LLC	8664	11/4/20-ASSESS DAMAGE ENTRANCE GATE	R&M-General	546001-53904	\$95.00
001	5272	11/19/20	FEDEX	7-180-86518	SVC 11/6/20	Postage and Freight	541006-51301	\$31.91
001	5273	11/19/20	SUPERIOR SEALERS LLC	111720-DEP	DEP-SEALCOATING & STRIPING PKG LOT	Misc-Contingency	549900-57201	\$16,678.00
001	5273	11/19/20	SUPERIOR SEALERS LLC	11172020-DEP	DEP FOR ADD ONS-2 DRAINS & CONCRETE	Misc-Contingency	549900-57201	\$1,183.00
001	5274	11/24/20	INFRAMARK, LLC	57424	MGMT FEES NOV 2020	ProfServ-Mgmt Consulting Serv	531027-51201	\$3,860.42
001	5274	11/24/20	INFRAMARK, LLC	57424	MGMT FEES NOV 2020	Postage and Freight	541006-51301	\$16.00
001	5275	11/24/20	JMT	13-165972	PROFESSIONAL SVC 6/28/20-10/24/20	ProfServ-Engineering	531013-51401	\$6,907.50
001	5276	11/24/20	JOEL RODRIGUEZ	65610	SECURITY 11/10/20	Security Service - Sheriff	534365-57201	\$90.00
001	5277	11/24/20	E.C BUILDING SOLUTIONS INC.	SPRRIDGE-F	FINAL PAYMENT-ELECTRICAL/LIGHTING	Capital Outlay	564043-57201	\$5,234.40
001	5278	11/24/20	E.C BUILDING SOLUTIONS INC.	SPRRIDGE-D	DEPOSIT-ELECTRICAL/LIGHTING	Capital Outlay	564043-57201	\$1,308.60
001	DD1195	10/09/20	WITHLACOOCHEE RIVER ELECTRIC	092420 ACH	SVC 8/20/20-9/21/20	Electricity - General	543006-53904	\$56.76
001	DD1195	10/09/20	WITHLACOOCHEE RIVER ELECTRIC	092420 ACH	SVC 8/20/20-9/21/20	Electricity - General	543006-57201	\$691.01
001	DD1195	10/09/20	WITHLACOOCHEE RIVER ELECTRIC	092420 ACH	SVC 8/20/20-9/21/20	Electricity - Streetlighting	543013-54101	\$1,048.81
001	DD1200	10/13/20	HERNANDO COUNTY UTILITIES	093020-ACH	SVC 8/31/20-9/30/20	Utility - Water & Sewer	543021-57201	\$36.85
001	DD1200	10/13/20	HERNANDO COUNTY UTILITIES	093020-ACH	SVC 8/31/20-9/30/20	Utility - Irrigation	543014-53902	\$245.99
001	DD1205	10/30/20	BRIGHT HOUSE NETWORKS	051374701101420 ACH	SVC 10/13/20-11/12/20	Communication - Teleph - Field	541005-53904	\$248.42
001	DD1218	11/10/20	HERNANDO COUNTY UTILITIES	103020-ACH	SVC 9/30/20-10/30/20	Utility - Water & Sewer	543021-57201	\$127.05
001	DD1218	11/10/20	HERNANDO COUNTY UTILITIES	103020-ACH	SVC 9/30/20-10/30/20	Utility - Irrigation	543014-53902	\$816.33
001	DD1219	11/30/20	BRIGHT HOUSE NETWORKS	051374701111420 ACH	SVC 11/13/20-12/12/20	Communication - Teleph - Field	541005-53904	\$248.42
001	DD1220	11/06/20	WITHLACOOCHEE RIVER ELECTRIC	102320 ACH	SVC 9/21/20-10/20/20	Electricity - General	543006-53904	\$54.82
001	DD1220	11/06/20	WITHLACOOCHEE RIVER ELECTRIC	102320 ACH	SVC 9/21/20-10/20/20	Electricity - General	543006-57201	\$531.86
001	DD1220	11/06/20	WITHLACOOCHEE RIVER ELECTRIC	102320 ACH	SVC 9/21/20-10/20/20	Electricity - Streetlighting	543013-54101	\$1,048.81
001	DD1196	10/15/20	SANDRA MANUELE	PAYROLL	October 15, 2020 Payroll Posting			\$1,194.05
001	DD1197	10/15/20	LAURIE B LIEDKE	PAYROLL	October 15, 2020 Payroll Posting			\$506.31
001	DD1198	10/15/20	LORI A. BUSCEMI	PAYROLL	October 15, 2020 Payroll Posting			\$543.99
001	DD1199	10/15/20	JOSE R. DEL TORO	PAYROLL	October 15, 2020 Payroll Posting			\$609.51
001	DD1201	10/16/20	ANTHONY J. MARTINO	PAYROLL	October 16, 2020 Payroll Posting			\$184.70
001	DD1202	10/16/20	MERRY-LYN G. ORLANDO	PAYROLL	October 16, 2020 Payroll Posting			\$184.70
001	DD1203	10/16/20	ALICE J. CHAROONSAK	PAYROLL	October 16, 2020 Payroll Posting			\$184.70
001	DD1204	10/16/20	GUILLERMO E. VELEZ	PAYROLL	October 16, 2020 Payroll Posting			\$184.70
001	DD1210	10/29/20	SANDRA MANUELE	PAYROLL	October 29, 2020 Payroll Posting			\$1,242.26
001	DD1211	10/29/20	LAURIE B LIEDKE	PAYROLL	October 29, 2020 Payroll Posting			\$541.06

**SPRING RIDGE COMMUNITY DEVELOPMENT DISTRICT**

**Payment Register by Fund**  
**For the Period from 10/1/2020 to 11/30/2020**  
**(Sorted by Check / ACH No.)**

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
001	DD1212	10/29/20	LORI A. BUSCEMI	PAYROLL	October 29, 2020 Payroll Posting			\$420.19
001	DD1213	10/29/20	JOSE R. DEL TORO	PAYROLL	October 29, 2020 Payroll Posting			\$655.68
001	DD1214	11/12/20	SANDRA MANUELE	PAYROLL	November 12, 2020 Payroll Posting			\$1,194.05
001	DD1215	11/12/20	LAURIE B LIEDKE	PAYROLL	November 12, 2020 Payroll Posting			\$397.10
001	DD1216	11/12/20	LORI A. BUSCEMI	PAYROLL	November 12, 2020 Payroll Posting			\$249.34
001	DD1217	11/12/20	JOSE R. DEL TORO	PAYROLL	November 12, 2020 Payroll Posting			\$639.98
001	DD1221	11/25/20	SANDRA MANUELE	PAYROLL	November 25, 2020 Payroll Posting			\$1,242.26
001	DD1222	11/25/20	LAURIE B LIEDKE	PAYROLL	November 25, 2020 Payroll Posting			\$387.18
001	DD1223	11/25/20	JOSE R. DEL TORO	PAYROLL	November 25, 2020 Payroll Posting			\$709.02
001	DD1224	11/25/20	LORI A. BUSCEMI	PAYROLL	November 25, 2020 Payroll Posting			\$46.17
001	DD1225	11/24/20	ANTHONY J. MARTINO	PAYROLL	November 24, 2020 Payroll Posting			\$184.70
001	DD1226	11/24/20	MERRY-LYN G. ORLANDO	PAYROLL	November 24, 2020 Payroll Posting			\$184.70
001	DD1227	11/24/20	ALICE J. CHAROONSAK	PAYROLL	November 24, 2020 Payroll Posting			\$184.70
001	DD1228	11/24/20	GUILLERMO E. VELEZ	PAYROLL	November 24, 2020 Payroll Posting			\$184.70
<b>Fund Total</b>								<b>\$88,236.78</b>

<b>Total Checks Paid</b>	<b>\$88,236.78</b>
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RESOLUTION 2021-02

A RESOLUTION DESIGNATING OFFICERS OF THE  
SPRING RIDGE COMMUNITY DEVELOPMENT DISTRICT

WHEREAS, the Board of Supervisors of the Spring Ridge Community Development District at a regular business meeting held on January 13, 2021 desires to appoint the below recited persons to the offices specified.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD  
OF SUPERVISORS OF THE SPRING RIDGE COMMUNITY  
DEVELOPMENT DISTRICT:

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

- \_\_\_\_\_ Chairman
- \_\_\_\_\_ Vice Chairman
- Mark Vega \_\_\_\_\_ Secretary
- Alan Baldwin \_\_\_\_\_ Treasurer
- Stephen Bloom \_\_\_\_\_ Assistant Treasurer
- \_\_\_\_\_ Assistant Secretary(s)
- \_\_\_\_\_
- \_\_\_\_\_

PASSED AND ADOPTED THIS, 13<sup>th</sup> DAY OF January 2021.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary