

Board of Supervisors' Meeting January 23, 2024

District Office: 2806 N. Fifth Street, Unit 403 St. Augustine, Florida 32708

ENTRADA COMMUNITY DEVELOPMENT DISTRICT

Entrada Amenity Center, 460 Rio San Juan Rd, St. Augustine, FL 32084 www.entradacdd.org

Board of Supervisors Robert Porter Chairman

Mark Dearing Vice Chairman
Anthony Sharp Assistant Secretary
James Teagle Assistant Secretary

John Gislason Assistant Secretary

District Manager Melissa Dobbins Rizzetta & Company, Inc.

District Counsel Katie Buchanan Kutak Rock LLP

District Engineer Vincent Dunn Dunn & Associates Inc.

All cellular phones must be placed on mute while in the meeting room.

The Audience Comments portion, **on Agenda Items Only**, will be held at the beginning of the meeting. The Audience Comments portion of the agenda, **on General Items**, will be held at the end of the meeting. During these portions of the agenda, audience members may make comments on matters that concern the District (CDD) and will be limited to a total of three (3) minutes to make their comments.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (239) 936-0913. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY)

1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

ENTRADA COMMUNITY DEVELOPMENT DISTRICT

<u>District Office · St. Augustine, Florida · (904) 436-6270</u>

<u>Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614</u>

<u>www.entradacdd.org</u>

Board of Supervisors Entrada Community Development District January 16, 2024

FINAL AGENDA

Dear Board Members:

The **regular** meeting of the Board of Supervisors of the Entrada Community Development District will be held on **January 23, 2024** at **10:30 a.m.** to be held at the Entrada Amenity Center, 460 Rio San Juan Rd, St Augustine, FL 32084.

1.	CAL	LL TO ORDER/ROLL CALL						
2.	AUD	DIENCE COMMENTS ON AGENDA ITEMS						
3.	BUS	BUSINESS ADMINISTRATION						
	A.	Consideration of the Minutes of the Board of Supervisors'						
		Regular Meeting held on October 24, 2023	Tab 1					
	B.	Ratification of Operation & Maintenance Expenditures						
		for October and November 2023	Tab 2					
4.	STA	FF REPORTS						
	Α.	District Counsel						
	B.	District Engineer						
	C.	Amenity Manager Report	Tab 3					
		1.) Ratification of Pet Station Agreement						
	D.	Lake Doctors Report	Tab 4					
	E.	District Manager						
5.	BUS	SINESS ITEMS						
	Α.	Ratification of Revised Agreement for Auditing Services	Tab 5					
	B.	Selection of Audit RFP Committee						
	C.	Review of Request for Water Utility Easement	Tab 6					
6.	SUP	PERVISOR REQUESTS AND AUDIENCE COMMENTS						
7.	ADJ	JOURNMENT						

I look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to contact me at (904) 436-6270.

Very truly yours,

Melissa Dobbins

Melissa Doblins

Tab 1

MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

ENTRADA COMMUNITY DEVELOPMENT DISTRICT

The **regular** meeting of the Board of Supervisors of the Entrada Community Development District was held on **October 24, 2023, at 10:30 a.m.** at the Entrada Amenity Center – 460 Rio San Juan Rd, St. Augustine, Florida 32084.

Robert Porter	Board Supervisor, Chairman
Anthony Sharp	Board Supervisor, Assistant Secretary
James Teagle	Board Supervisor, Assistant Secretary
John Gislason	Board Supervisor, Assistant Secretary

Also present were:

Melissa Dobbins	District Manager, Rizzetta & Company, Inc.
Katie Buchanan	District Counsel, Kutak Rock, LLP
David Taylor	District Engineer, Dunn & Associates
	(via speakerphone)

Tony Shiver First Coast CMS

There were audience members present.

FIRST ORDER OF BUSINESS Call to Order

Mr. Porter called the meeting to order at 10:30 a.m.

SECOND ORDER OF BUSINESS Audience Comments on Agenda Items

There were no audience comments.

THIRD ORDER OF BUSINESS Consideration of the Minutes of the Board of Supervisors' Meeting held on

September 12, 2023

On a motion by Mr. Gislason, seconded by Mr. Teagle, with all in favor, the Board Approved the Minutes of the Board of Supervisors Meeting held on September 12, 2023, for the Entrada Community Development District.

FOURTH ORDER OF BUSINESS

Ratification of Operation & Maintenance Expenditures for August & September 2023

On a motion by Mr. Gislason, seconded by Mr. Teagle, with all in favor, the Board Ratified the Operation & Maintenance Expenditures for August 2023 in the amount of \$40,415.87, and September 2023 in the amount of \$78,327.26, for the Entrada Community Development District.

FIFTH ORDER OF BUSINESS

Ratification of Annual Audit – Fiscal Year Ending September 2022

On a motion by Mr. Gislason, seconded by Mr. Teagle, with all in favor, the Board Ratified the Annual Audit – Fiscal Year Ending September 2022, for the Entrada Community Development District.

SIXTH ORDER OF BUSINESS

Staff Reports

A. District Counsel No report.

B. District Engineer No report.

C. Amenity Manager Report

Mr. Shiver updated the Board that there was a main leak to the backflow to the entrance fountain. It will be shut off until it is repaired.

There were outlets installed at medians so holiday lights can be installed.

Mr. Shiver requested to purchase a refrigerator for the rental room (with no ice maker) for a not to exceed \$1,000.00. The Board approved.

Lake Doctors Report

It was reported that ponds have not looked that great for this time of year and response from vendor has been a bit slow. The Board authorized staff to bid out service to bring back to the Board at a future meeting.

D. District Manager

Ms. Dobbins inquired if the next additional ponds (7 total) were ready to be maintained by the CDD. Mr. Taylor said he would review and get back to the District Manager.

SEVENTH ORDER OF BUSINESS Public Hearing on Fiscal Year 2024 86 **Operation & Maintenance Assessments** 87 88 for Expansion Parcels 89 On a motion by Mr. Gislason, seconded by Mr. Teagle, with all in favor, the Board opened the Public Hearing on Fiscal Year 2024 Operation & Maintenance Assessments for Expansion Parcels, for the Entrada Community Development District. 90 91 No audience comments were made. 92 On a motion by Mr. Gislason, seconded by Mr. Teagle, with all in favor, the Board closed the Public Hearing on Fiscal Year 2024 Operation & Maintenance Assessments for Expansion Parcels, for the Entrada Community Development District. 93 1. Consideration of Resolution 2024-01; Imposing Special 94 Assessments for Expansion Parcels 95 96 On a motion by Mr. Gislason, seconded by Mr. Teagle, with all in favor, the Board adopted Resolution 2024-01; Imposing Special Assessments for Expansion Parcels, for the Entrada Community Development District. 97 **EIGHTH ORDER OF BUSINESS** 98 **Discussion Regarding Request for Basketball Court** 99 100 Discussion ensued regarding a resident's request to add 1 basketball court in replacement 101 of some of the pickleball courts. After discussion, the Board agreed to the improvement 102 103 change. 104 NINTH ORDER OF BUSINESS 105 **Consideration of Dead Tree Proposal** 106 On a motion by Mr. Gislason, seconded by Mr. Teagle, with all in favor, the Board approved Greenpoint's Proposal in the amount of \$5,585.00 to remove the dead tree, for the Entrada Community Development District. 107 **TENTH ORDER OF BUSINESS Supervisor Request and Public Comments** 108 109 110 **Supervisor Requests** 111 112 No requests. 113 114 **Audience Comments** 115 116 Audience requested an update on the installation of the new swing set. Mr. Shiver noted it should be in the next 6 weeks. 117 118

Requests were made to make the roundabout look nicer with lighting and

119

120

landscape.

- Concerns were noted about lands	scapers blowing grass clippings in the pond.
	stations along the main roadway. The Board have them every 50 feet to review at a future
ELEVENTH ORDER OF BUSINESS	Adjournment
	by Mr. Teagle, with all in favor, the Board adjourned 11:10 a.m., for Entrada Community Development
Secretary / Assistant Secretary	Obsims and Miss Obsims an
ostrolary, 7 toololarit osciolary	Chairman / Vice Chairman

Tab 2

ENTRADA COMMUNITY DEVELOPMENT DISTRICT

<u>District Office · St Augustine, Fl 32084</u> <u>Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614</u> www.entradacdd.com

Operation and Maintenance Expenditures October 2023 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from October 1, 2023 through October 31, 2023. This does not include expenditures previously approved by the Board.

The total items being presented:	\$36,708.26	
Approval of Expenditures:		
Chairperson		
Vice Chairperson		
Assistant Secretary		

Paid Operation & Maintenance Expenditures

October 1, 2023 Through October 31, 2023

Vendor Name	Check #	Invoice Number	Invoice Description	Invo	ice Amount
AT&T	102523-3	321649284 10/23 - ACH	Internet Service 10/23	\$	171.20
Dunn & Associates, Inc.	100154	23-512	Engineering Services Project 1708-478-CDD 08/23	\$	1,526.26
First Coast Contract Maintenance	100152	7955	Monthly Services 10/23	\$	5,490.00
Service, LLC Florida Power & Light Company	100323-1	05826-62086 08/23 ACH	05826-62086 08/23	\$	104.55
Florida Power & Light Company	100323-2	04904-35146 09/23 ACH	101 Rio San Juan Rd. 09/23	\$	3,079.17
Florida Power & Light Company	100323-2	17661-02493 09/23 ACH	32 Rio San Juan Rd 09/23	\$	537.13
Florida Power & Light Company	100323-2	47675-91003 08/23 ACH	47675-91003 08/23	\$	51.01
Florida Power & Light Company	102323-1	54233-59248 09/23 ACH	44 Orellana Rd #IRR 09/23	\$	148.13
Florida Power & Light Company	102523-1	76968-77062 09/23 ACH	76968-77062 09/23	\$	1,336.13
Grau & Associates, P.A.	100155	101023-566	Audit Confirmation FYE 09/30/23	\$	35.00
Greenpoint, Inc.	100157	26105	Landscape Maintenance 10/23	\$	7,168.83
Innersync Studio, Ltd	100156	21780	CDD Website Services -Quarterly Service	\$	384.38
Kutak Rock, LLP	100151	3283113	General Counsel 08/23	\$	4,057.68

Paid Operation & Maintenance Expenditures

October 1, 2023 Through October 31, 2023

Vendor Name	Check #	Invoice Number	Invoice Description	Invo	oice Amount
News-Press Media Group	100158	0005910020 09/28/23	Legal Advertising 09/23	\$	503.16
Phil Lentsch	100159	00037050	Entrada CDD Book 08/23	\$	61.72
Phil Lentsch	100159	00037357	Entrada CDD Book 10/23	\$	33.25
Republic Services	102423-1	0687-001361585 ACH	Waste Disposal Services 10/23	\$	1.70
Rizzetta & Company, Inc.	100149	INV000084068	Assessment Roll Preparation FY 23/24	\$	5,460.00
Rizzetta & Company, Inc.	100150	INV000084167	District Management Fees 10/23	\$	4,470.42
St Johns Utility Department	101223-1	589849-142230 08/23 ACH	589849-142230 08/23	\$	345.18
St Johns Utility Department	101223-2	589849-141683 08/23 ACH	589849-141683 08/23	\$	993.36
The Lake Doctors, Inc.	100153	128187B	Water Management - Monthly 10/23	\$	750.00
Report Total				<u>\$</u>	36,708.26

ENTRADA COMMUNITY DEVELOPMENT DISTRICT

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Operation and Maintenance Expenditures November 2023 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from November 1, 2023 through November 30, 2023. This does not include expenditures previously approved by the Board.

\$62,755.38

Approval	of Expenditures:
	Chairperson
	Vice Chairperson
	Assistant Secretary

The total items being presented:

Paid Operation & Maintenance Expenditures

November 1, 2023 Through November 30, 2023

Vendor Name	Check #	Invoice Number	Invoice Description	Invoi	ce Amount
Anthony K. Sharp	100162	AS102423	Board of Supervisors Meeting 10/24/23	\$	200.00
AT&T	112823-2	321649284 11/23 ACH	Internet Service 11/23	\$	171.20
Dunn & Associates, Inc.	100173	23-576	Engineering Services Project 1708-478-CI	\$	2,114.27
First Coast Contract Maintenance	100161	8037	Monthly Services 11/23	\$	5,490.00
Service, LLC First Coast Contract Maintenance	100163	8084	Reimbursables 10/23	\$	3,507.95
Service, LLC First Place Fitness Equipment, Inc	100176	38439	Fitness Preventative Maintenance 11/23	\$	149.96
First Place Fitness Equipment, Inc	100176	38440	Fitness Equipment Repair 11/23	\$	74.98
First Place Fitness Equipment, Inc	100176	38442	Fitness Preventative Maintenance 11/23	\$	74.50
First Place Fitness Equipment, Inc	100176	WO-40819	Fitness Equipment Repairs 10/23	\$	254.93
Florida Department of Commerce	100171	89395	Special District Fee FY23-24	\$	175.00
Florida Power & Light Company	110123-1	05826-62086 09/23 ACH	05826-62086 09/23	\$	246.41
Florida Power & Light Company	110123-2	47675-91003 09/23 ACH	47675-91003 09/23	\$	244.09
Florida Power & Light Company	110123-3	04904-35146 10/23 ACH	101 Rio San Juan Rd. 10/23	\$	3,079.17

Paid Operation & Maintenance Expenditures

November 1, 2023 Through November 30, 2023

Vendor Name	Check #	Invoice Number	Invoice Description	Invo	oice Amount
Florida Power & Light Company	110723-1	17661-02493 10/23 ACH	32 Rio San Juan Rd 10/23	\$	935.84
Florida Power & Light Company	112123-1	54233-59248 10/23 ACH	44 Orellana Rd #IRR 10/23	\$	123.99
Florida Power & Light Company	112823-3	76968-77062 10/23 ACH	76968-77062 10/23	\$	1,270.74
Florida Power & Light Company	113023-1	47675-91003 10/23 ACH	47675-91003 10/23	\$	240.33
Florida Power & Light Company	113023-2	05826-62086 10/23 ACH	05826-62086 10/23	\$	242.26
Florida Power & Light Company	113023-3	17661-02493 11/23 ACH	32 Rio San Juan Rd 11/23	\$	690.90
Florida Power & Light Company	113023-4	04904-35146 11/23 ACH	101 Rio San Juan Rd. 11/23	\$	3,079.17
Greenpoint, Inc.	100169	26654	Plant & Tree Replacement 10/23	\$	5,585.00
Greenpoint, Inc.	100174	26712	Landscape Maintenance 11/23	\$	7,168.83
James Teagle	100164	JT102423	Board of Supervisors Meeting 10/24/23	\$	200.00
John Gislason	100165	JG102423	Board of Supervisors Meeting 10/24/23	\$	200.00
Kutak Rock, LLP	100166	3297594	General Counsel 09/23	\$	2,380.38
Kutak Rock, LLP	100170	3283112	Legal Services - Boundary Amendment 08/23	\$	13,022.17

Paid Operation & Maintenance Expenditures

November 1, 2023 Through November 30, 2023

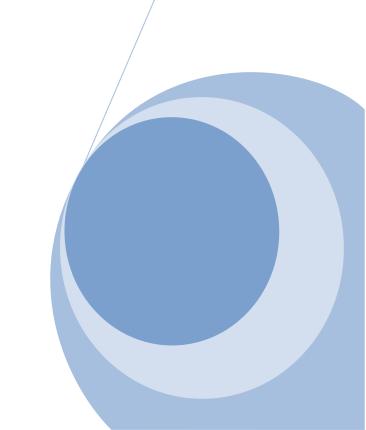
Vendor Name	Check #	Invoice Number	Invoice Description	Inv	oice Amount
News-Press Media Group	100172	0005985515 10/23	Legal Advertising 10/23	\$	517.45
Republic Services	112123-2	0687-001370302 ACH	Waste Disposal Services 11/23	\$	238.98
Rizzetta & Company, Inc.	100160	INV0000084960	District Management Fees 11/23	\$	4,470.42
Robert Porter	100167	BP102423	Board of Supervisors Meeting 10/24/23	\$	200.00
St Johns Utility Department	111323-1	589849-141683 09/23 ACH	589849-141683 09/23	\$	1,088.44
St Johns Utility Department	111323-2	589849-142230 09/23 ACH	589849-142230 09/23	\$	377.39
The Lake Doctors, Inc.	100175	135129B	Water Management - Monthly 11/23	\$	750.00
The Lake Doctors, Inc.	100177	129151B	Fountain Cleaning Service - Quarterly 10/23	\$	150.00
U.S. Bank	100168	7100798	Trustee Fees Service 2021 10/01/23 to 09/30/24	\$	4,040.63
Report Total				\$	62,755.38

Tab 3



Field Report Jan 2024

First Coast CMS LLC 1/11/2024



Pool

At this time, we have only one issue to report regarding the swimming pool. There is a 15 ft section of coping pavers that has come loose. We have reported it to the pool contractor that built the pool and they are going to make the repair ASAP.

Facility Maintenance

The board requested a proposal for the installation and service of pet stations. This proposal was approved, and we are scheduled for the installation of the dog waste stations before Feb 1st.

A repair was needed to the multifunction weight machine in the gym. First Place Fitness Equipment made the repair. While they were on site, we requested a complete maintenance service for all the equipment. The vendor completed this request, all the equipment is working properly.

Overnight parking – Chesire Towing has been contracted to help enforce the overnight parking rules at the amenity center.

Residents reported that there was trash in the water surrounding the entrance bridge to the Dorado section of Entrada. The trash was cleared by maintenance. We are now monitoring this issue weekly.

The board approved microwave was purchased and installed in the community room.

Resident request if a "Punching Bag" can be added to the fitness room. Attached is information and a proposal.

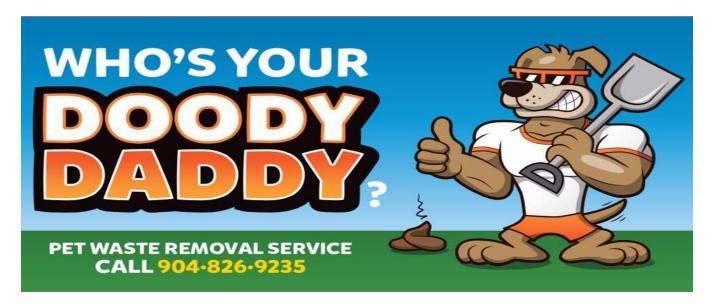
Stocking of fish in the Dorado Pond was done on December 12^{th} and paid for by Dorado Residents/HOA

Pressure washing was completed of the front entrance monuments and fountain area in preparation for the holiday decorations.

Safety - All the fire extinguishers at the amenity center were inspected and are current.

A site visit with Egis Insurance representative is scheduled for the 12th of January. The purpose of the visit is so that they can evaluate their risks. They will follow up the visit with a full report.

The installation of the swings at the playground is currently scheduled for the week of 1/22



DOODY DADDY SERVICE AGREEMENT

This agreement is in effect as of <u>February 1, 2024</u> and will stay in effect through <u>February 1, 2026</u> is made between *Doody Daddy, LLC* and <u>Entrada CDD</u> whose address is <u>460 Rio Del San Juan Dr. St Augustine, FL 32084</u>, <u>First Coast, CMS</u> whose address is <u>352 Perdido, FL 32259</u>.

- 1. **Pet Waste Station Service** *Doody Daddy* hereby agrees to service the <u>5</u> pet waste stations located at above address. Servicing of the stations will occur <u>once</u> a week. *Doody Daddy* reserves the right to change the assigned day. *Doody Daddy* will purchase and provide all bags for each pet waste station. *Doody Daddy* is not responsible for any damage or repairs needed to any pet waste station.
- 2. **Trash Can Service** *Doody Daddy* hereby agrees to service the N/A trash can(s) located at above address. Servicing of the trash cans will occur N/A a week. *Doody Daddy* reserves the right to change the assigned day. *Doody Daddy* will purchase and provide all bags for each trash can. *Doody Daddy* is not responsible for any damage or repairs needed to any trash can.
- 3. **Billing** An invoice for the next month's service will be sent at the beginning of each month. This invoice will be due in full by the 15th of the following month. If delinquency occurs a late charge of twenty five dollars (\$25.00) will be added to the total of the bill.
- 4. **Collection of unpaid bills** If a bill becomes more than 60 days late, *Doody Daddy* reserves the right to pursue collection. A service fee of \$75.00 will be added to a bill that is sent to a collection agency.
- 5. **Access to Service Area** It is the customer's responsibility to assure uninhibited access to the service area. If the area is not accessible during the service day, the customer will be charged the normal fee for that days waste removal.
- 6. **High Grass and Leaves** The customer is responsible for keeping the grass at a reasonable level and to keep the leaves picked up in the service area. *Doody Daddy*

will not return if waste is missed due to overgrown grass or un-raked leaves. If *Doody Daddy* returns to service and it is determined that high grass or un-raked leaves existed at the time of the initial service call, the account will be charged an additional pick-up at the normal weekly rate.

- 7. **Inclement Weather** If weather conditions prevent *Doody Daddy* from servicing on the assigned day, *Doody Daddy* will attempt to schedule a make up day. If we are unable to schedule a make up day, we will issue a credit towards the next month's invoice.
- 8. **Pet Waste Stations** *Doody Daddy* will provide the <u>5</u> pet waste station(s) with this signed 2 year Contract. *Doody Daddy* is not responsible for any damage or maintenance needed to the stations. We will inspect the stations weekly and alert the customer of any problems.
- 9. **Breach of Contract** If there is any breach in contract from Entrada CDD, Entrada CDD will be required to pay a fee of \$289 for each pet waste station that *Doody Daddy* supplied. According to this Contract, *Doody Daddy* will supply <u>5</u> pet waste station(s), hence making the total fee \$1,445.00 upon any early cancellation of this Contract from Entrada CDD. This fee will be due within 30 days upon written notice of cancellation of Contract. Once the fee of \$1,445.00 is paid or upon completion of this Contract, Entrada CDD will assume ownership of the <u>5</u> pet waste station(s).
- 10. **Installation** *Doody Daddy* will be installing <u>5</u> pet waste station(s) and shall not commence the installation under this Agreement until the marked locations on community survey have submitted and the Board and Property Manager have approved and initialed next to each location.
- 11. **Site Examination** Entrada CDD has examined the marked locations and certifies that it accepts all measurements, specifications and conditions affecting the work to be performed at the Site.
- 10. **Entire Contract** This Contract contains the entire agreement of the parties regarding the subject matter of this Contract, and there are no other promises or conditions in any other agreement whether oral or written. This Contract supersedes any prior written or oral agreements between the parties.

Monthly contract\$301.00 per 02/01/2026 .	month starting <u>02/01/2024</u> thro	ough
Property Manager Signature	Dat	te
HOA Board President Signature	Da	te
Office Number	After Hours Number	
Doody Daddy Signature	Date	

WE THANK YOU FOR CHOOSING DOODY DADDY AS YOUR PET WASTE MANAGEMENT COMPANY, IF YOU HAVE ANY QUESTIONS FEEL FREE TO CALL US AT: 904-826-9235.

Estimate



First Place Fitness Equipment, Inc.

407-351-3332

www.1PFE.com

12/14/2023

Rep: Caitlin Ackerman

407-927-9373

BILL TO	SHIP TO

Entrada CDD 3838 Colwell Ave, Suite 200 Tampa, FL 33614

Entrada Amenity Center 460 Rio San Juan Rd, St. Augustine FL 32084

DESCRIPTION	QTY	MSRP UNIT PRICE	TOTAL
Reshape SR1 Suspension Trainer And Storage Rack https: //reshapefitnessequipment.com/product/suspension-trainer-and- storage-rack/	1	1699.00	1125.00
Everlast Elite Nevatear 80 lb Heavy Bag	1	159.00	79.99
7 med balls 3 stability balls 4 recovery rollers 6 exercise mats 6 mini resistance bands 2 jump ropes 5 resistance sleeved tubes with handles https://prismfitnessgroup.com/product/elite-storage-tower/	1	999.00	795.00
Suspension Trainer	1	129.00	79.00
Vinyl Kettle Bells KBVS105 https://www.fitnesssuperstore. com/Body-Solid-KBVS10-Vinyl-Coated-Kettle-Bell-Set5-30- p/bsldkbvs105.htm	1	252.00	195.00
Delivery and Installation			250.00
			0522.22
		SUBTOTAL	2523.99
		TAX RATE	7.50%
		TOTAL TAX	189.30
		Total	\$ 2,713.29

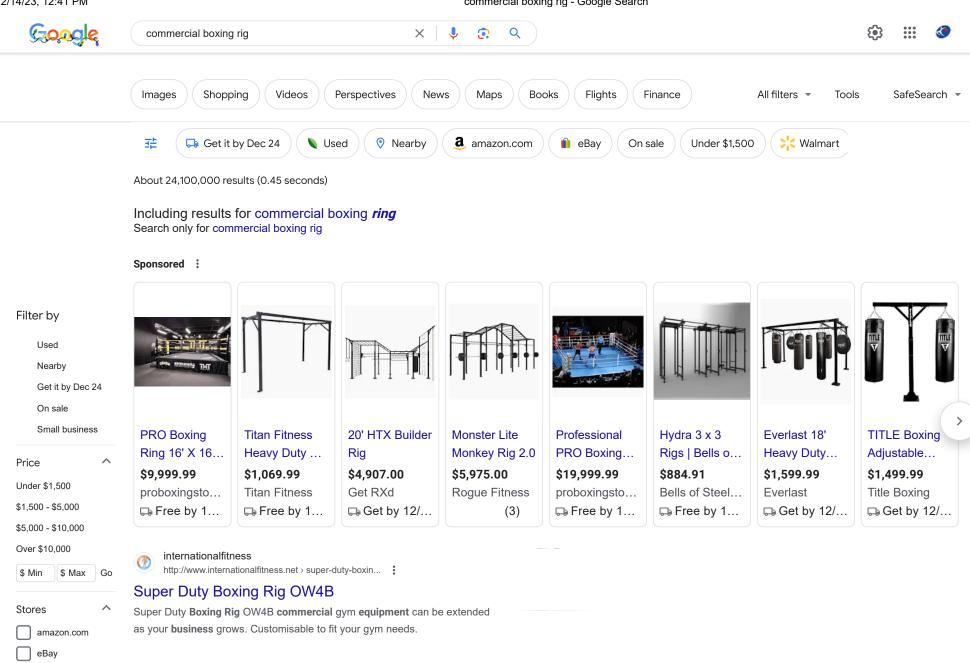
Walmart

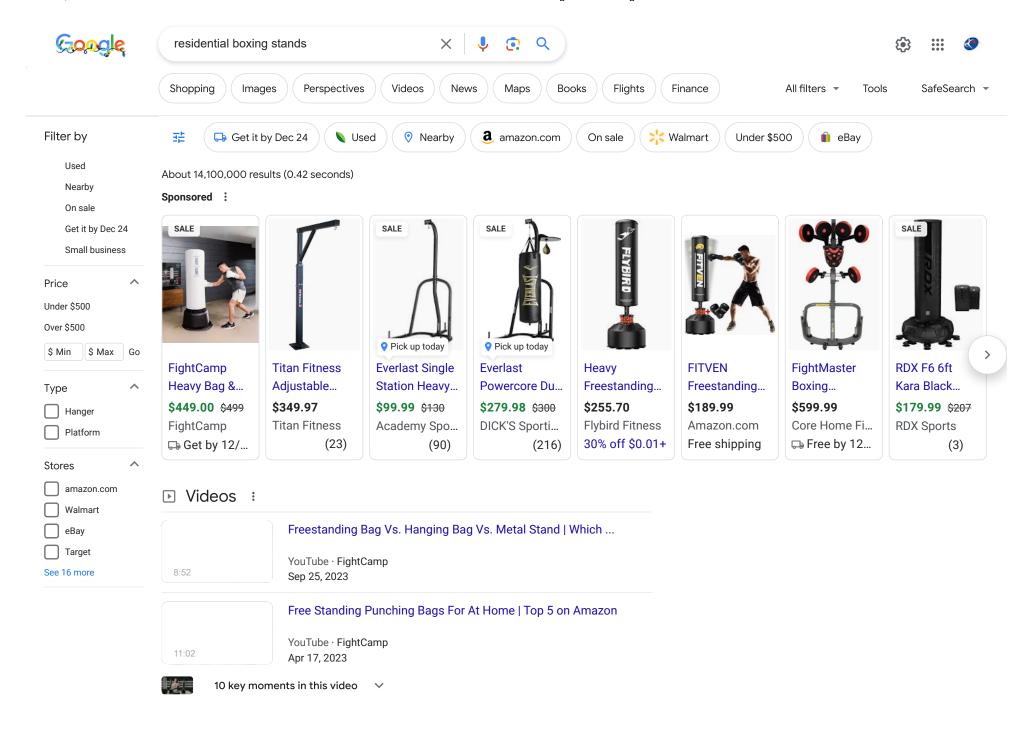
See 16 more

DICK'S Sportin...

People also ask :

Is it illegal to rig a boxing match?





Tab 4



The Lake Doctors, Inc. is committed to the stewardship of waterways as well as the health & safety of our Customers and Team Members. All materials selected for use on your property are registered by the United States Environmental Protection Agency. All of our Team Members are state-certified applicators and ensure that any materials used pass our quality assurance evaluations. To further promote safety, please comply with all instructions and recommendations.

Completed Work Order Information

ENTRADA CDD Account #: 727984

Rio San Juan Rd, , St. Augustine, FL Site Information:

Customer Billing Information: 3434 Colwell Ave SUITE 200, Tampa FL 33614-

Service Branch Information: 11621 Columbia Park Dr W

(904) 262-5500

Lake Doctors Corporate HQ: 4651 Salisbury Rd. Suite 155 Jacksonville, FL 32256

> AR@lakedoctors.com www.lakedoctors.com

Event Name: Water Management - Monthly

Work Order Number: 1844873 **Completed Date:** 1/5/2024

Target Pests (if applicable):

Service Notes & Observations

Treated for algae and invasive weeds in lakes 1-12;;

Thank you Garrett

Environmental Conditions

0

Thank you for

your business!

Weather:

Temperature: 0

Wind Direction: null

Humidity:

Wind Speed:

Treated for Algae & Invasive Aquatic Weeds

Customer Signature (if needed):

Services Completed by:

Garrett Potter

904-626-1883 I garrett.potter@lakedoctors.com



Tab 5



951 Yamato Road • Suite 280 Boca Raton, Florida 33431 (561) 994-9299 • (800) 299-4728 Fax (561) 994-5823 www.graucpa.com

November 28, 2023

To Board of Supervisors Entrada Community Development District 12750 Citrus Park Lane, Suite 115 Tampa, Florida 33625

We are pleased to confirm our understanding of the services we are to provide Entrada Community Development District, St. Johns County, Florida ("the District") for the fiscal year ended September 30, 2023. 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 Entrada Community Development District as of and for the fiscal year ended September 30, 2023. 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 2023 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 \$5,350 for the September 30, 2023 audit.

All accounting records (including, but not limited to, trial balances, general ledger detail, vendor files, bank and trust statements, minutes, and confirmations) for the audits must be provided to us no later than January 15, 2024, in order for us to complete the engagement by May 31, 2024.

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 2023 peer review report accompanies this letter.

We appreciate the opportunity to be of service to Entrada 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 Entrada Community Development District.

By: PS/WZ

Title: CHAIRMAN

Date: 11-1-23





Peer Review Program

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

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

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Very truly yours,

Grau & Associates

Antonio J. Grau

RESPONSE:

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

By: PS/WZ

Title: CHAIRMAN

Date: 11-1-23

Tab 6

EASEMENT FOR UTILITIES

by	THIS EASEMENT executed and given this day of, 20, with an address of				
ST.	, hereinafter called "Grantor" to JOHNS COUNTY, FLORIDA, a political subdivision of the State of Florida, whose ess is 4020 Lewis Speedway, St. Augustine FL 32084, hereinafter called "Grantee".				
addiv	WITNESSETH:				
	That for and in consideration of the sum of Ten Dollars (\$10.00) and other good valuable consideration, the receipt and sufficiency of which is hereby acknowledged, tor agrees as follows:				
consi unde be no servi upon toget use a area easer	1. Grantor does hereby grant, bargain, sell, alien, remise, release, convey and irm unto Grantee a non-exclusive permanent easement and right-of-way to install, truct, operate, maintain, repair, replace and remove pipes and mains constituting the orground water distribution system and all other equipment and appurtenances as may ecessary or convenient for the operation of the underground water and sewer utility ces (hereinafter referred to as "Utility Lines and Associated Equipment") over and a the real property described on Exhibit A attached hereto (the "Easement Area"); ther with rights of ingress and egress to access the Easement Area as necessary for the and enjoyment of the easement herein granted. The location of the ingress and egress to the Easement area has been mutually agreed upon by the Grantor and Grantee. This ment is for water and/or sewer utility services only and does not convey any right to ll other utilities such as cable television service lines.				
afore	HAVE AND TO HOLD, unto Grantee, his successors and assigns for the purposes esaid. Said Grantor is lawfully seized of said land in fee simple and thereby has the prity to grant said easement.				
and e	The easement herein granted is subject to covenants, restrictions, easements, liens encumbrances of record.				
Area	(a) Grantor reserves the right and privilege to use and occupy and to to others the right to use and occupy (i) the surface and air space over the Easement for any purpose which is consistent with the rights herein granted to Grantee; and ubsurface of the Easement Area for other utility services or other purposes which do				

not interfere with the rights herein granted to Grantee, including, without limitation, the right to install, construct, operate, maintain, repair, replace and remove telecommunications, telephone, telegraph, electric, gas and drainage facilities and foundations, footing and/or anchors for surface improvements.

- (b) All Utility Lines and Associated Equipment will be installed, operated and maintained at all times beneath the surface of the Easement Area provided that the same may be temporarily exposed or removed to the surface when necessary or desirable for the purpose of repairing and/or replacing the same. Provided, however, that Associated Equipment that is customarily installed above ground may be installed above ground subject to the right of Grantor, consistent with good engineering practices to approve the location of such above ground installation in its reasonable discretion.
- (c) The easement granted by this instrument may be relocated to a location acceptable to the Grantee at any time upon Grantor's request provided that Grantor bears the cost of relocating the underground water and sewer utility lines and facilities located within the Easement area. At Grantor's request, and upon relocation of such lines at Grantor's expense, Grantee and Grantor shall execute an instrument in recordable form relocating the easement hereby granted to the new Easement Area designated by and in the title of the Grantor.
- (d) Grantee shall exercise the easement rights conveyed herein in a manner which will not unreasonably interfere with use and occupancy of residential or commercial improvements constructed upon the adjacent property owned by Grantor.
- 2. (a) WATER SYSTEM The Grantee shall maintain all water mains and other elements of the water distribution system up to and including the water meter or meters. Grantor or Grantor's successors and assigns shall be responsible for maintaining any water lines between the water meter and the improvements served by the utility system.
- 3. After any installation, construction, repair, replacement or removal of any utility lines or equipment as to which easement rights are granted, Grantee shall refill any holes or trenches in a proper and workmanlike manner to the condition existing prior to such installation, construction, repair, replacement or removal, but Grantee shall not be responsible for restoration of sod, landscaping, planting, pavement or other surface improvements which are required to be removed in connection with installation, construction, repair, replacement or removal of utility lines or equipment. To the extent permitted by law, however, Grantee shall be responsible for damage to improvements that are caused by Grantee's negligence.
- 4. This Grant of Easement shall inure to the benefit of and be binding of and be binding upon Grantee and its successors and assigns.
- 5. For the purposes of the terms and conditions of this Grant of Easement, "Grantor" means the owner from time to time of the Easement Area or any part thereof.

IN WITNESS WHEREOF, Grantor has caused this instrument to be executed by its duly authorized officer and its corporate seals to be hereunto affixed as of the day and year first above written.

Signed, sealed and delivered In the presence of:	
Witness	By: Its:
Print Name	
Witness	
Print Name	
STATE OF FLORIDA COUNTY OF	
The foregoing instrument was ack	knowledged before me by means of □ physical
presence or online notarization, this	day of, 2023, by
for	
	Notary Public
	My Commission Expires:

Personally Known or Produced Identification Type of Identification Produced

EXHIBIT "A" EASEMENT AREA

