



Rizzetta & Company

Cascades at Groveland Community Development District

**Board of Supervisors' Meeting
February 20, 2019**

**District Office:
8529 South Park Circle, Suite 330
Orlando, Florida 32819
407.472.2471**

www.cascadesatgrovelandcdd.org

**CASCADES AT GROVELAND
COMMUNITY DEVELOPMENT DISTRICT**

Rizzetta & Company, Inc., 8529 South Park Circle, Suite 330, Orlando, FL 32819

Board of Supervisors	James R. Pekarek Karen McMican Patrick Wellington John Asaro Benny Justice	Chair Vice Chair Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Anthony Jeancola	Rizzetta & Company, Inc.
District Counsel	Tucker Mackie	Hopping Green & Sams
District Engineer	Rey Malave	Dewberry BowyerSingleton

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

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

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 (407) 472-2471. 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.

www.cascadesatgrovelandcdd.org

February 13, 2019

Board of Supervisors
**Cascades at Groveland Community
Development District**

Dear Board Members:

AGENDA

The **regular** meeting of Board of Supervisors of the Cascades at Groveland Community Development District will be held on **Wednesday, February 20, 2019, at 2:00 p.m.** at the **Magnolia House Sports Pavilion, located at 100 Falling Acorn Avenue, Groveland, FL 34736.** Following is the agenda for the meeting:

BOARD OF SUPERVISORS MEETING:

1. **CALL TO ORDER/ROLL CALL**
2. **AUDIENCE COMMENTS ON AGENDA ITEMS**
3. **BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors' Regular Meeting held December 19, 2018.....Tab 1
 - B. Consideration of the Operation & Maintenance Expenditures for December 2018 and January 2019.....Tab 2
4. **BUSINESS ITEMS**
 - A. Discussion Regarding Reduction and Modification to District Mowing Services.....Tab 3
 - B. Consideration of Securing Storm Grates Proposal – Hippo Supplies.....Tab 4
 - C. Review of Reserve Study – Reserve Advisers.....Tab 5
 - D. Consideration of Updated Investment Plan.....Tab 6
5. **STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
6. **SUPERVISOR REQUESTS AND AUDIENCE COMMENTS**
7. **ADJOURNMENT**

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 (407) 472-2471.

Very truly yours,
Anthony Jeancola
Anthony Jeancola
District Manager

cc: *Tucker Mackie, Hopping Green & Sams, P.A.*
Rey Malave, PE , Dewberry

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.

CASCADES AT GROVELAND
COMMUNITY DEVELOPMENT DISTRICT

The **regular** meeting of the Board of Supervisors of Cascades at Groveland Community Development District was held on **Wednesday, December 19, 2018, at 2:02 p.m. at the Magnolia House Sports Pavilion, located at 100 Falling Acorn Avenue, Groveland, Florida 34736.**

Present and constituting a quorum:

Patrick Wellington	Board Supervisor, Chairman
James Pekarek	Board Supervisor, Vice Chairman <i>(via phone & in-progress)</i>
Karen McMican	Board Supervisor, Assistant Secretary
John Asaro	Board Supervisor, Assistant Secretary
Benny Justice	Board Supervisor, Assistant Secretary

Also present were:

Anthony Jeancola	District Manager, Rizzetta & Company, Inc.
Tucker Mackie	District Counsel, Hopping, Green & Sams, P.A. <i>(via phone)</i>
Rey Malave	District Engineer, Dewberry <i>(via phone)</i>
William Barfield	William E. Barfield, P.A.
Audience	Present

FIRST ORDER OF BUSINESS

Call to Order

Mr. Jeancola called the meeting to order and read the roll.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

There weren't any audience comments on agenda items at this time.

49 **THIRD ORDER OF BUSINESS**

**Consideration of the Minutes of the
Board of Supervisors' Meeting held
November 21, 2018**

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51
52
53 Mr. Jeancola reviewed the Minutes of the Board of Supervisors' meeting held on
54 November 21, 2018 with the Board.
55

On Motion by Mr. Justice, seconded by Mr. Asaro, with all in favor, the Board approved the Minutes of the Board of Supervisors' Regular Meeting held on September 19, 2018, for Cascades at Groveland Community Development District.

56 **FOURTH ORDER OF BUSINESS**

**Consideration of the Operation and
Maintenance Expenditures for
November 2018**

57
58
59
60
61 Mr. Jeancola reviewed the expenditures for November 2018 with the Board of
62 Supervisors. This is inclusive of the general liability insurance renewal which is a non-
63 reoccurring expense.

64
65 General discussion ensued regarding the Dewberry construction invoices. Mr.
66 Malave reviewed the work that was entailed.

Mr. Pekarek joined the meeting via speakerphone

On Motion by Mr. Wellington, seconded by Mr. Justice, with all in favor, the Board ratified the Operation and Maintenance Expenditures for November 2018 in the amount of \$13,912.41, for Cascades at Groveland Community Development District.

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70 **FIFTH ORDER OF BUSINESS**

**Discussion Regarding Petition for
Contraction Amending Ordinance No.
2005-10-47**

71
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73
74
75 Mr. Jeancola provided a brief overview. A copy of the petition was been provided to
76 the Board.

77
78 Ms. Mackie provided background information regarding the parcel now owned by
79 West Villas, LLC with the Board. A letter was received on November 8th, 2018 from West
80 Villas, LLC's counsel requesting information concerning the District as it related to the 30-
81 acre parcel. The parcel was previously owned by the City of Groveland. The same parcel
82 had been conveyed by Shea Homes years ago for the potential use of a fire station by the
83 City. That plan did not move forward. As such, the parcel was sold recently to West Villas.
84 The District determined the parcel was within the boundaries of the Cascades at Groveland
85 CDD. District staff reviewed the District's records and at the time it was conveyed to the City,
86 the parcel was no longer subject to assessments while being owned by the City, as it typical
87 with governmental landowners.
88
89

90 West Villas, LLC requested the boundary of the District to be contracted to remove
91 that parcel. Staff noted the parcel does not have a debt assessment and reviewed the
92 benefit the parcel received from the District's infrastructure, particularly with regards to the
93 stormwater system. Mr. Malave, District Engineer, confirmed the parcel does not receive
94 any benefits from the District's infrastructure.
95

96 Ms. Mackie stated that West Villas, LLC did proceed with filing a petition for
97 contraction with the City. The City internally reviewed and scheduled a first reading on
98 December 21, 2019. The second reading will take place on January 7, 2019. She has
99 spoken with the City Attorney and City Manager who are interested in the District's objection
100 or lack thereof before they pursue and proceed on the January 7, 2019. She asked the
101 Board if they would like to file a formal objection.
102

103 Ms. McMican asked if the District would have any obligations once the parcel is
104 removed. Mr. Jeancola confirmed the District would have no obligation to the parcel. Ms.
105 Mackie also confirmed this was accurate. She added that she communicated with Mr.
106 Walker and suggested that a request for reimbursement be made to the landowner to cover
107 both District Counsel's and District Engineer's time spent on this matter. The combined
108 estimated cost is \$5,000.00.
109

110 Mr. Barfield has no objection to reimbursing the District \$5,000.00. General
111 discussion ensued.
112

On a motion by Mr. Justice, seconded by Ms. McMican, with all in favor, the Board of Supervisors approved the consent/contraction of the boundaries and the request for reimbursement not to exceed the amount of \$5,000.00 to the District by West Villas, LLC for staff expenses in review of the matter, for Cascades at Groveland Community Development District.

113
114 Mr. Jeancola read the consent agreement provided by Mr. Barfield to the Board.
115 Ms. Mackie does not have an objection to executing the document, but requested a copy
116 for her review.
117

On a motion by Mr. Justice, seconded by Ms. McMican, with all in favor, the Board of Supervisors authorized staff to review the consent document and authorized Chair/Vice Chair to execute, for Cascades at Groveland Community Development District.

118
119 Mr. Jeancola confirmed with Mr. Barfield that an electronic copy of the consent
120 would be acceptable for the purposes of the closing. An original copy will follow.
121
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SIXTH ORDER OF BUSINESS

**Consideration of Updated Investment
Plan**

Mr. Jeancola provided a brief overview for the Board.

Mr. Pekarek briefly discussed the plan with the Board and suggested a maturity date of March 12, 2019. Discussion ensued.

On a motion by Mr. Pekarek, seconded by Mr. Justice, with all in favor, the Board approved Mr. Pekarek making purchases as related to the investment plan dated December 19, 2018 after amounts are deposited with Fidelity, for Cascades at Groveland Community Development District.

On a motion by Mr. Justice, seconded by Ms. McMican, with all in favor, the Board authorized the Chair to execute and necessary documents for the trustee to facilitate debt investment(s) as approved, for Cascades at Groveland Community Development District.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2019-01,
Designating Officers**

Mr. Jeancola presented and reviewed Resolution 2019, 01, Designating Officers with the Board. Discussion ensued.

A motion was made by Mr. Justice and seconded by Mr. Asaro nominating Mr. James Pekarek as Chair, for Cascades at Groveland Community Development District.

Further discussion ensued. Mr. Wellington opposed. He felt with Mr. Pekarek's proposed role as Chairman and as investment officer, it would pose a conflict of interest. Ms. McMican agreed with Mr. Wellington.

Mr. Wellington added that Mr. Pekarek's various roles in the HOA would be a conflict of interest regarding the investment plan. Discussion ensued.

Ms. Mackie stated that there isn't a legal issue with Mr. Pekarek serving as Chairman and investment officer.

Motion passed with a 3-2 vote.

Ms. McMican motioned for Mr. Wellington as Vice Chairman. He objected.

Motion dies.

168 The Board further discussed the remainder officer appointments. Upon
169 satisfactory discussion, a motion was made as follows:
170

A motion was made by Mr. Asaro and seconded by Ms. McMican to approve Resolution 2019, 01, Designating Officers with Mr. Pekarek as Chair and Ms. McMican as Vice Chair, and the remaining Supervisors, Mr. Jeancola and Ms. Dobbins as Assistant Secretaries, for Cascades at Groveland Community Development District.

171
172 Mr. Wellington opposed.

173
174 Motion passed with a 4-1 vote.

175
176 **EIGHTH ORDER OF BUSINESS**

Staff Reports

177
178 A. District Counsel
179 No Report.

180
181 B. District Engineer
182 No Report.

183
184 Mr. Pekarek asked Mr. Malave for an update regarding the status of the
185 locking devices for the grates. Two contractors have declined to bid. He is
186 waiting on additional bids.

187
188 Mr. Pekarek asked if Hippo Supplies was included in the bid request. Mr.
189 Malave responded that he does not have anything in writing from them. He
190 will request information from Hippo Supplies.

191
192 C. District Manager
193 No Report.

194
195 Mr. Jeancola stated that he had previously Board approved documents that
196 needed to be executed by Board members at the conclusion of the meeting.
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NINTH ORDER OF BUSINESS

**Supervisor Requests and
Audience Comments**

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215 Mr. Pekarek asked if the audit information has been provided to Grau. Mr. Jeancola
216 confirmed that it was.

217
218 Mr. Pekarek asked if the necessary paperwork was provided to Fidelity regarding the
219 investment accounts. Mr. Jeancola confirmed with Mr. Brizendine that he submitted the
220 applicable documentation to Fidelity.

221
222 Mr. Pekarek would like to reduce the quantity of meetings held going forward. Mr.
223 Jeancola stated that meetings can be canceled on a month to month basis if there isn't any
224 business to be considered. This would also save on advertising costs.

225
226 A resident inquired about who was responsible for inspecting the property as it
227 pertains to maintenance. Mr. Jeancola stated that District Engineer periodically inspects
228 various infrastructure dependent on the issues at hand. The District Engineer will perform
229 inspections and make recommendations as applicable. The resident informed the Board
230 regarding an erosion issue that will become problematic if not addressed. It is also a safety
231 issue. The homes on Bayou Bend have backyards that abut a steep incline. They cannot
232 be properly mowed. After some research and discussion, it was found the tract in question
233 was the HOA's responsibility. Discussion ensued.

234
235 Mr. Pekarek would like discussion regarding the cutting of grass in retention
236 ponds/landscape maintenance added to the next agenda. He would like District Engineer to
237 reach out to the St. Johns River Water Management District (SJRWMD) regarding what
238 mowing obligation the District has pertaining to the retention ponds.

239
240 General discussion ensued.

241
242 Mr. Jeancola stated that the next regular meeting of the Board of Supervisors is
243 scheduled for Wednesday, January 16, 2019 at 2:00 p.m. at the Magnolia House Sports
244 Pavilion, located at 100 Falling Acorn Avenue, Groveland, FL 34736.

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260 **TENTH ORDER OF BUSINESS**

Adjournment

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On Motion by Mr. Justice, seconded by Mr. Asaro with all in favor, the Board adjourned the Board of Supervisors' Meeting at 3:14 p.m. for Cascades at Groveland Community Development District.

262

263

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266

Assistant Secretary

Chairman/Vice Chair

DRAFT

Tab 2

**CASCADES AT GROVELAND
COMMUNITY DEVELOPMENT DISTRICT**

District Office · 8529 South Park Circle · Suite 330 · Orlando, FL 32819

**Operation and Maintenance Expenditures
December 2018
For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from December 1, 2018 through December 31, 2018. This does not include expenditures previously approved by the Board.

The total items being presented: **\$12,460.00**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Cascades at Groveland Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2018 Through December 31, 2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Hopping Green & Sams	001998	101728	General/Monthly Legal Services 06/18	\$ 3,649.25
Hopping Green & Sams	002001	104215	General/Monthly Legal Services 10/18	\$ 712.00
Reserve Advisors, Inc.	002002	1866089R	Retainer	\$ 1,975.00
Rizzetta & Company, Inc	001999	INV0000036563	District Management Services 12/18	\$ 3,198.75
Rizzetta Technology Services, LLC	002000	INV0000003900	Website & EMail Hosting Services 12/18	\$ 160.00
Tri-Choice Services, Inc.	002003	28481207	Dry Retention Pond Maintenance 12/18	\$ <u>2,765.00</u>
Report Total				\$ <u>12,460.00</u>

Date Rec'd Rizzetta & Co., Inc. NOV 30 2018

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

D/M approval A. V. [Signature] Date _____

Date entered DEC 05 2018

Fund 001 GL 5400 OC 3405

Check# _____

===== STATEMENT =====

July 30, 2018

Cascades at Groveland Community Development
c/o Rizzetta & Company, Inc.
8529 S. Park Circle #330
Orlando, FL 32819

Bill Number 101728
Billed through 06/30/2018

General Counsel / Monthly Meeting

CASCDD 00001 TFM

FOR PROFESSIONAL SERVICES RENDERED

05/31/18	SRS	Conduct research regarding ADA compliance measures for special district websites and follow-up regarding same.	0.10 hrs
06/07/18	TFM	Review matters pertaining to ADA website accessibility.	0.20 hrs
06/11/18	TFM	Confer with Jeancola.	0.20 hrs
06/12/18	TFM	Review public hearing advertisement; confer with Moreno; confer with Jeancola.	0.60 hrs
06/12/18	DGW	Review draft budget notice and confer with Mackie regarding same.	0.30 hrs
06/13/18	TFM	Review FY 2017 Audit and provide comments.	0.80 hrs
06/18/18	TFM	Review correspondence from Pekarack and prepare for Board meeting.	0.90 hrs
06/18/18	DGW	Research investment provisions and obligations of indentures and confer with Mackie regarding same.	0.50 hrs
06/19/18	TFM	Review correspondence from Board supervisor; confer with Jeancola.	0.30 hrs
06/20/18	TFM	Prepare for, travel to and attend Board meeting; return travel; confer with Pekarack.	5.50 hrs
06/20/18	DGW	Research investment policies; confer with Mackie.	0.50 hrs
06/27/18	TFM	Confer with Supervisor Pekarack; finalize FY 2019 Budget documents.	0.40 hrs
06/27/18	DGW	Draft and disseminate budget documents.	0.70 hrs
06/28/18	TFM	Confer with Supervisor Pekarack.	0.40 hrs
06/29/18	TFM	Confer with Supervisor Pekarack; confer with Audette; confer with Dailey; confer with Wellington and staff regarding stormwater drainage issue.	1.90 hrs
06/29/18	JLK	Research, review and edit memorandum summarizing ADA website standards and related information; attend multiple conference calls with ADA consultants, district's insurance carrier and insurance defense counsel regarding ADA	0.10 hrs

information; transmit information to district manager on same.

06/29/18 SRS Conduct research and implement ADA compliance measures for special district websites. 0.20 hrs

Total fees for this matter \$3,431.00

DISBURSEMENTS

Travel 167.13
 Travel - Meals 32.53
 Conference Calls 18.59

Total disbursements for this matter \$218.25

MATTER SUMMARY

Wilbourn, David - Paralegal	2.00 hrs	125 /hr	\$250.00
Kilinski, Jennifer L.	0.10 hrs	260 /hr	\$26.00
Sandy, Sarah R.	0.30 hrs	250 /hr	\$75.00
Mackie, A.Tucker Frazee	11.20 hrs	275 /hr	\$3,080.00

TOTAL FEES \$3,431.00

TOTAL DISBURSEMENTS \$218.25

TOTAL CHARGES FOR THIS MATTER \$3,649.25

BILLING SUMMARY

Wilbourn, David - Paralegal	2.00 hrs	125 /hr	\$250.00
Kilinski, Jennifer L.	0.10 hrs	260 /hr	\$26.00
Sandy, Sarah R.	0.30 hrs	250 /hr	\$75.00
Mackie, A.Tucker Frazee	11.20 hrs	275 /hr	\$3,080.00

TOTAL FEES \$3,431.00

TOTAL DISBURSEMENTS \$218.25

TOTAL CHARGES FOR THIS BILL \$3,649.25

Please include the bill number on your check.

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

===== STATEMENT =====

Cascades at Groveland Community Development
c/o Rizzetta & Company, Inc.
8529 S. Park Circle #330
Orlando, FL 32819

November 13, 2018
DEC 14 2018
Date Rec'd Rizzetta & Co., Inc. _____
Bill Number 104215
Billed through 10/31/2018

General Counsel / Monthly Meeting
CASCDD 00001 TFM

D/M approval _____ Date _____
Date entered _____
Fund 001 GL 5140 OC 3405
Check # _____

FOR PROFESSIONAL SERVICES RENDERED

10/03/18	TFM	Review correspondence regarding Fidelity accounts; confer with Jeancola.	0.60 hrs
10/04/18	TFM	Confer with Jeancola.	0.50 hrs
10/08/18	TFM	Confer with Brizendine regarding Fidelity account matters.	0.40 hrs
10/18/18	TFM	Confer with Dailey.	0.60 hrs
10/24/18	TFM	Review correspondence from Brizendine and Dailey regarding Fidelity accounts.	0.30 hrs
10/31/18	JLK	Continue reviewing, drafting and updating forms of district management related contracts and confer with Rizzetta team on same; begin review of website templates and master website agreement; begin review of statement of work related to ADA work and remediation of various documents; conference calls on same.	0.20 hrs
Total fees for this matter			\$712.00

MATTER SUMMARY

Kilinski, Jennifer L.	0.20 hrs	260 /hr	\$52.00
Mackie, A.Tucker Frazee	2.40 hrs	275 /hr	\$660.00
TOTAL FEES			\$712.00
TOTAL CHARGES FOR THIS MATTER			\$712.00

BILLING SUMMARY

Kilinski, Jennifer L.	0.20 hrs	260 /hr	\$52.00
Mackie, A.Tucker Frazee	2.40 hrs	275 /hr	\$660.00
TOTAL FEES			\$712.00
TOTAL CHARGES FOR THIS BILL			\$712.00



101 E. Kennedy Boulevard, Suite 1400
Tampa, FL 33602

July 17, 2018

Cascades at Groveland Community Development District
c/o 8529 South Park Circle, Suite 330
Orlando, FL 32819

RETAINER INVOICE #
1866089R
Amount Due Now:
\$1,975

PROPERTY:
Cascades at Groveland Community Development District
Groveland, Florida

Contract Number: 131181
RETAINER DUE: \$1,975

Terms: **Retainer Due Upon Receipt of Authorized Contract and Prior to Inspection**

Mail retainer to:

Reserve Advisors, Inc.
735 N. Water Street, Suite 175
Milwaukee, WI 53202

OR

CONTACT US FOR
CREDIT CARD PAYMENT



DEC 17 2018
Date Rec'd Rizzetta & Co., Inc. _____
D/M approval _____ *af* Date _____
Date entered _____
Fund 001 GL 5790 OC 4799
Check # _____

SA 6406

Payment Terms: Retainer payment is due upon authorization and prior to inspection. The balance is due net 30 days from the report shipment date. Following receipt of balance due, you may request one set of complimentary changes within six months of the report shipment. Any outstanding balance after 30 days of the final invoice date is subject to an interest charge of 1.5% per month. This agreement is subject to our Professional Services Conditions.

Rizzetta & Company, Inc.
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
12/1/2018	INV0000036563

Bill To:

CASCADES AT GROVELAND CDD 3434 Colwell Avenue, Suite 200 Tampa FL 33614

Services for the month of	Terms	Client Number
December	Upon Receipt	00230

Description	Qty	Rate	Amount
District Management Services <i>3101</i>	1.00	\$1,330.00	\$1,330.00
Administrative Services <i>3100</i>	1.00	\$393.75	\$393.75
Accounting Services <i>3201</i>	1.00	\$1,140.00	\$1,140.00
Financial & Revenue Collections <i>3111</i>	1.00	\$335.00	\$335.00

Date Rec'd Rizzetta & Co., Inc. DEC 03 2018
 D/M approval *Al [Signature]* Date _____
 Date entered DEC 05 2018
 Fund 001 GL 5300 doc *see above*
 Check# _____

Subtotal	\$3,198.75
Total	\$3,198.75

Rizzetta Technology Services

3434 Colwell Avenue

Suite 200

Tampa FL 33614

Invoice

Date	Invoice #
12/1/2018	INV0000003900

Bill To:

CASCADES AT GROVELAND CDD
 3434 Colwell Avenue, Suite 200
 Tampa FL 33614

Services for the month of	Terms	Client Number
December		00230

Description	Qty	Rate	Amount
EEmail Hosting	4	\$15.00	\$60.00
Website Hosting Services	1	\$100.00	\$100.00
Subtotal			\$160.00
Total			\$160.00

Date Rec'd Rizzetta & Co., Inc DEC 03 2018

D/M approval A. J. [Signature] Date _____

Date entered DEC 05 2018

Fund 001 gl 5300 oc 5103

Check# _____

DEC 10 2018

Invoice



Landscape Management
CASCADES OF GROVELAND CDD
RIZZETTA & COMPANY, INC.
8529 S. PARK CIRCLE, #330
ORLANDO, FL 32819

Account No.	Date
284	12/05/18
Total Amount Due	
\$ 2,765.00	

Date Due: 12/26/18

Amount Enclosed \$ _____

REMIT TO: TRI-CHOICE SERVICES, INC

INVOICE #28481207

Services Rendered At: CASCADES OF GROVELAND CDD
 633 WILSON LAKE PKWY
 CLERMONT

Page # 1

Previous Balance: **2,765.00**

DATE	DESCRIPTION	AMOUNT
11/08/18	MOW RETENTION POND 50A	0.00
11/08/18	MOW RETENTION POND 50B	0.00
11/08/18	MOW RETENTION POND 50C	0.00
11/14/18	MOW RETENTION POND 20	0.00
11/16/18	MOW RETENTION POND 20	0.00
11/16/18	MOW RETENTION POND 100	0.00
11/19/18	MOW RETENTION POND 100	0.00
11/19/18	MOW RETENTION POND 20	0.00
11/19/18	MOW RETENTION POND 130	0.00
11/19/18	MOW RETENTION POND 120	0.00
11/28/18	MOW RETENTION POND 60	0.00
12/07/18	PYMT REC'D-CK #1996-NOVEMBER MTE	CR 2,765.00
12/05/18	INSTALLMENT FOR THE MONTH OF DEC	2,765.00

DEC 14 2018

Date Rec'd Rizzetta & Co., Inc. _____
 D/M approval _____ *oj* Date _____
 Date entered _____
 Fund 001 GL 5380 OC 4630
 Check # _____

Current	Over 30	Over 60	Over 90	Total Amount Due
2,765.00				\$ 2,765.00

**CASCADES AT GROVELAND
COMMUNITY DEVELOPMENT DISTRICT**

District Office · 8529 South Park Circle · Suite 330 · Orlando, FL 32819

**Operation and Maintenance Expenditures
January 2019
For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from January 1, 2019 through January 31, 2019. This does not include expenditures previously approved by the Board.

The total items being presented: **\$11,300.25**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Cascades at Groveland Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2019 Through January 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Disclosure Services, LLC	002009	1	Amortization Schedule S2006 Redemption Date 11/1/17	\$ 100.00
Hopping Green & Sams	002004	104635	General/Monthly Legal Services 11/18	\$ 3,176.50
Karen F. McMican	002005	KM121918	Board of Supervisors Meeting 12/19/18	\$ 200.00
Patrick G. Wellington	002008	PW121918	Board of Supervisors Meeting 12/19/18	\$ 200.00
Rizzetta & Company, Inc	002006	INV0000037417	District Management Services 01/19	\$ 3,198.75
Rizzetta & Company, Inc	002010	INV0000037828	Annual Dissemination Agent Fee FY 18-19	\$ 1,500.00
Rizzetta Technology Services, LLC	002007	INV0000003986	Website & EMail Hosting Services 01/19	\$ 160.00
Tri-Choice Services, Inc.	002011	28490102	Dry Retention Pond Maintenance 01/19	\$ <u>2,765.00</u>
Report Total				\$ <u>11,300.25</u>

Disclosure Services LLC

1005 Bradford Way
Kingston, TN 37763

Invoice

Date	Invoice #
3/15/2018	1

Bill To
Cascades at Groveland CDD C/O Rizzetta & Company, Inc

Terms	Due Date
Net 30	4/14/2018

Description	Amount
Amortization Schedule Redemption Date 11/1/17 Series 2006 \$5,000 Date Rec'd Rizzetta & Co., Inc <u>JAN 23 2019</u> D/M approval _____ <i>af</i> _____ Date _____ Date entered _____ Fund <u>001</u> GL <u>51300</u> OC <u>3104</u> Check # _____	100.00

Total	\$100.00
Payments/Credits	\$0.00
Balance Due	\$100.00

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

===== STATEMENT =====

December 10, 2018


Cascades at Groveland Community Development
c/o Rizzetta & Company, Inc.
8529 S. Park Circle #330
Orlando, FL 32819

Bill Number 104635
Billed through 11/30/2018

General Counsel / Monthly Meeting

CASCDD 00001 TFM

FOR PROFESSIONAL SERVICES RENDERED

11/02/18	APA	Prepare attorney response to auditor inquiry letter.	1.20 hrs
11/06/18	JLE	Review auditor request letter and draft response; follow-up regarding the same.	0.20 hrs
11/07/18	DGW	Research election results.	0.20 hrs
11/08/18	TFM	Review tentative agenda; review correspondence regarding commercial parcel and research regarding same.	1.20 hrs
11/09/18	TFM	Review correspondence from Barreto; research matters pertaining to commercial parcel.	1.00 hrs
11/14/18	TFM	Confer with Jeancola.	0.30 hrs
11/15/18	TFM	Confer with Malave.	0.50 hrs
11/16/18	TFM	Confer with Jeancola and Brizendine.	0.60 hrs
11/21/18	TFM	Prepare for and attend Board meeting by phone.	3.00 hrs
11/27/18	TFM	Prepare letter to Walker regarding commercial tract assessment status; confer with Jeancola; confer with Walker.	3.00 hrs
11/28/18	TFM	Confer with Walker; confer with Jeancola. Rec'd Rizzetta & Co., Inc.	0.80 hrs
11/30/18	TFM	Confer with Malave and Jeancola. D/M approval  Date _____	0.30 hrs

JAN 09 2019

Total fees for this matter

Date entered _____ \$3,176.50

Fund 001 GL 51400 OC 3405

Check # _____

MATTER SUMMARY

Papp, Annie M. - Paralegal	1.20 hrs	125 /hr	\$150.00
Wilbourn, David - Paralegal	0.20 hrs	125 /hr	\$25.00
Earlywine, Jere L.	0.20 hrs	295 /hr	\$59.00
Mackie, A.Tucker Frazee	10.70 hrs	275 /hr	\$2,942.50

=====

TOTAL FEES \$3,176.50

TOTAL CHARGES FOR THIS MATTER \$3,176.50

BILLING SUMMARY

Papp, Annie M. - Paralegal	1.20 hrs	125 /hr	\$150.00
Wilbourn, David - Paralegal	0.20 hrs	125 /hr	\$25.00
Earlywine, Jere L.	0.20 hrs	295 /hr	\$59.00
Mackie, A.Tucker Frazee	10.70 hrs	275 /hr	\$2,942.50

TOTAL FEES \$3,176.50

TOTAL CHARGES FOR THIS BILL \$3,176.50

Please include the bill number on your check.

CASCADES AT GROVELAND CDD

Meeting Date: 12/19/2018

SUPERVISOR PAY REQUEST

Name of Board Supervisor	Check if present	Check if paid
Karen McMican ✓	✓	✓
Patrick Wellington ✓	✓	✓
John Asaro* does not get paid	✓	
James R. Pekarek * does not get paid	P✓	
Benny Justice* does not get paid	✓	


(*) Does not get paid

EXTENDED MEETING TIMECARD

Meeting Start Time:	2:02 pm
Meeting End Time:	3:14
Total Meeting Time:	1 hr 12 min

Time Over _____ () Hours:

Total at \$175 per Hour:

DM Signature: 

Please forward copy to Marcia Eannetta for Extended Meeting .

Date Rec'd Rizzetta & Co., Inc. JAN 02 2019

D/M approval  Date _____

Date entered JAN 09 2019

Fund 001 of 51100 of 101

Check# _____

Rizzetta & Company, Inc.
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
1/1/2019	INV0000037417

Bill To:

CASCADES AT GROVELAND CDD
 3434 Colwell Avenue, Suite 200
 Tampa FL 33614

Services for the month of	Terms	Client Number
January	Upon Receipt	00230

Description	Qty	Rate	Amount
District Management Services 3101	1.00	\$1,330.00	\$1,330.00
Administrative Services 3100	1.00	\$393.75	\$393.75
Accounting Services 3201	1.00	\$1,140.00	\$1,140.00
Financial & Revenue Collections 3111	1.00	\$335.00	\$335.00
Subtotal			\$3,198.75
Total			\$3,198.75

Date Rec'd Rizzetta & Co., Inc. DEC 27 2018
 D/M approval AT/Amadeo Date _____
 Date entered JAN 09 2019
 Fund 001 of 51300 or SEE ABOVE
 Check# _____

Rizzetta & Company, Inc.
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
1/18/2019	INV0000037828

Bill To:

CASCADES AT GROVELAND CDD 3434 Colwell Avenue, Suite 200 Tampa FL 33614

Services for the month of	Terms	Client Number
January	Upon Receipt	00230

Description	Qty	Rate	Amount
Annual Dissemination Services Date Rec'd Rizzetta & Co., Inc. <u>JAN 18 2019</u> D/M approval <u><i>A. H.</i></u> Date _____ Date entered <u>JAN 18 2019</u> Fund <u>001 GL 01300 OC 3104</u> Check# _____	1.00	\$1,500.00	\$1,500.00
Subtotal			\$1,500.00
Total			\$1,500.00

Rizzetta Technology Services
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
1/1/2019	INV0000003986

Bill To:

CASCADES AT GROVELAND CDD 3434 Colwell Avenue, Suite 200 Tampa FL 33614

Services for the month of	Terms	Client Number
January		00230

Description	Qty	Rate	Amount
Email Hosting	4	\$15.00	\$60.00
Website Hosting Services	1	\$100.00	\$100.00
Subtotal			\$160.00
Total			\$160.00

Date Rec'd Rizzetta & Co., Inc. **DEC 27 2018**

D/M approval *A. H. H.* Date _____

Date entered **JAN 09 2019**

Fund 001 G51800 oc 5103

Check# _____



Landscape Management
CASCADES OF GROVELAND CDD
RIZZETTA & COMPANY, INC.
8529 S. PARK CIRCLE, #330
ORLANDO, FL 32819

RECEIVED
 JAN 09 2019

BY: DO-ORL

Invoice

Account No.	Date
284	01/02/19
Total Amount Due	
\$ 2,765.00	

Date Due: 01/23/19

Amount Enclosed \$ _____

REMIT TO: TRI-CHOICE SERVICES, INC

INVOICE #28490102

Services Rendered At: CASCADES OF GROVELAND CDD
 633 WILSON LAKE PKWY
 CLERMONT

Previous Balance: **2,765.00**

Page # 1

DATE	DESCRIPTION	AMOUNT
12/06/18	MOW RETENTION POND 110	0.00
12/06/18	MOW RETENTION POND 50A	0.00
12/06/18	MOW RETENTION POND 50B	0.00
12/06/18	MOW RETENTION POND 50C	0.00
12/12/18	MOW RETENTION POND 100	0.00
12/12/18	MOW RETENTION POND 70	0.00
01/02/19	PYMT REC'D-CK #2003-DEC MTE	CR 2,765.00
01/02/19	INSTALLMENT FOR THE MONTH OF JAN	2,765.00

Date Rec'd Rizzetta & Co., Inc.	<u>JAN 09 2019</u>
D/M approval	<u>AT/parents</u> Date _____
Date entered	<u>JAN 18 2019</u>
Fund	<u>001</u> GL <u>53800</u> OC <u>4630</u>
Check #	_____

Current	Over 30	Over 60	Over 90	Total Amount Due
2,765.00				\$ 2,765.00

Tab 3

Reduction in Monthly Grass Cutting

James Pekarek intends to make the following motions to be voted upon individually in sequence so that members have a chance to comment on each separate motion before a vote is taken:

Motion 1

Stop cutting any grass in pond 70 (north of Wilson Lake Parkway) and only cut the banks adjacent to homes in pond 70 (West of Alcove), pond 110 (between Silver Maple and Bayou Bend) and pond 100 (Salt Marsh island).

Motion 2

Cut only the banks surrounding pond 20 (between Balmy Coast and Bayou Bend), pond 130 (between Balmy Coast and Crepe Myrtle) and pond 120 (between Crepe Myrtle and Bayou Bend).

Motion 3

Cut only the banks adjacent to the walking path surrounding ponds 50A, 50B, and 50C and cut the banks and the tops of the 2 center weirs.

Motion 4

The flat bottom of all ponds, except pond 70, will no longer be cut and will only be bush hogged to an approximately 6 inch height once a year to prevent tree growth. Pond 70 will not even be bush hogged.

Upon approval of any of the above motions by the board, the district will request a revised proposal for contractual mowing services from the current landscape vendor, Tri Choice and other landscape vendors. Upon the Board's review of said proposal(s), negotiating terms/specifications and successfully awarding a contract to the selected vendor the reduction in cutting will commence in accordance with the terms of the contract.

Tab 4

Hippo Supplies, LLC.
 4500 NE 35th Street
 A-2
 Ocala, FL 34479



Estimate

Date	Estimate #
1/25/2019	10051482

d/b/a The Trailer Doc & Fab Shop

Cascades at Groveland CDD
 James R. Pekarek
 8529 South Park Circle
 Suite 330
 Orlando, FL 32819

P.O. #
 Email / Verbal
 Terms
 PREPAID

Item	Description	Qty	Rate	Total
NOTE	<p>SCOPE: This PHASE-1 ESTIMATE is for securing storm grates in the above CDD by chain, mechanical anchors & serviceable links with enough capacity as to not allow the grates to drop into or slide away from the basins after lifting from debris and/or water surges.</p> <p>This ESTIMATE is for 144 anchoring points that are to be set into the concrete basins from on top of the exposed area. Anchor heads/eyes, links & some chain will be exposed with as little as possible chain to allow for 2 inches of rise upon surging.</p> <p>The balance of each chain will hang inside the basins. All anchoring points that may be in a pedestrian area will be painted SAFETY YELLOW.</p> <p>PHASE-2: As we understand, there are a few grates that need to be "retrieved" from inside basins due to previous issues. WE WILL BID after phase-1 once we are on site and can quantify the necessary solution.</p> <p>PHASE-3: As we understand, there will be some groundwork / grassing needed around some of the basins/grates due to previous issues. WE WILL BID after phase-1 once we are on site and can quantify the necessary solution.</p>			
Service-OnSite T...	<p>TESTING: We are willing to perform 2 anchoring points as a TEST on the concrete basins and the feasibility of the Phase-1 solution for satisfaction PRIOR to any payments.</p>			
Service-OnSiteC...	<p>2 anchors will be set for review and approval AT NO CHARGE. One will be in Stainless Steel and the other will be Galvanized Steel. Once the board approves a system we will invoice as estimated below.</p>			
Fee	<p>Labor / travel / per diem charges will be ESTIMATED at our rate for the SERVICE Vehicle(s), Equipment, Materials, Tools, Personal of \$85/hr per 2 man team. We are assuming up to 45 min per grate x 72 grates = 54 hrs.</p>	54	85.00	4,590.00
Fee	<p>Relocating on site between basins will be estimated at an average of 20 min for locating and re-setting up each time. There are 26 locations to be serviced = Apprx 9 hrs</p>	9	85.00	765.00

WE APPRECIATE THE OPPORTUNITY TO EARN YOUR BUSINESS - CALL (352) 641-0021 WITH ANY QUESTIONS

Subtotal

Sales Tax (7.0%)

Total

Hippo Supplies, LLC.
 4500 NE 35th Street
 A-2
 Ocala, FL 34479



d/b/a The Trailer Doc & Fab Shop

Estimate

Date	Estimate #
1/25/2019	10051482

Cascades at Groveland CDD
 James R. Pekarek
 8529 South Park Circle
 Suite 330
 Orlando, FL 32819

P.O. #
 Email / Verbal
 Terms
 PREPAID

Item	Description	Qty	Rate	Total
Fee	Due to the distance of travel it will be more cost effective and efficient to stay "in town" during this phase-1 being estimated. We are estimating up to 7 days stay to complete this phase-1 working 10 hr days. We are willing to cover most of the travel / per diem charges if we can invoice a fair portion in lieu of traveling each day. Please include this charge as part of the bid. We reserve the right to mobilize more than one team thus taking less days to complete but would require additional rooms per team. NO additional fees will be considered.	7	50.00	350.00
STEEL	Stainless Steel: Up to 2 feet of high quality SS Chain per Anchor with Quick Link & Mechanical Anchor, and any hardware i.e., nuts, washers, etc. **All STEEL is to be PREPAID once the bid is accepted**	144	25.00	3,600.00
NOTE	**Should the CDD choose the Galvanized Option a deduction allowance of \$5 per anchor set can be included for a total reduction of \$720**			
NOTE	**We will invoice a progress payment of 50% of the remaining labor once 50% of the job is complete, (i.e. 13 basin locations). This will leave only 25% of the final labor to be invoiced once the job is completed and we know the total amount of the labor. All labor will be invoiced at the above mentioned rate and may vary from the total of this estimate due to unforeseen circumstances on site.			
NOTE	**ONCE THE TESTING IS COMPLETE we will commence after receiving a deposit of the following: Materials \$ 3,600.00 + tax \$252.00 (Unless Exemption Cert Provided) Travel/Per Diem allowance \$ 350.00 50% Estimated Labor \$ 2,677.50 ***Total Deposit Due if accepted \$ 6879.50*** All monies are to be made Payble To: Hippo Supplies LLC			

WE APPRECIATE THE OPPORTUNITY TO EARN YOUR BUSINESS - CALL (352) 641-0021 WITH ANY QUESTIONS

Subtotal	\$9,305.00
Sales Tax (7.0%)	\$252.00
Total	\$9,557.00

Tab 5

FULL RESERVE STUDY

The Cascades at Groveland Community Development District



Groveland, Florida

December 12, 2018



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Long-term thinking. Everyday commitment.

Corporate Office

Reserve Advisors, Inc.
735 N. Water Street, Suite 175
Milwaukee, WI 53202

The Cascades at Groveland Community Development District
Groveland, Florida

Dear Board of Directors of The Cascades at Groveland Community Development District:

At the direction of the Board that recognizes the need for proper reserve planning, we have conducted a *Full Reserve Study* of The Cascades at Groveland Community Development District in Groveland, Florida and submit our findings in this report. The effective date of this study is the date of our visual, noninvasive inspection, December 12, 2018.

This *Full Reserve Study* exceeds the Association of Professional Reserve Analysts (APRA) standards fulfilling the requirements of a "Level I Full Reserve Study."

An ongoing review by the Board and an Update of this Reserve Study are necessary to ensure an equitable funding plan since a Reserve Study is a snapshot in time. We recommend the Board budget for an Update to this Reserve Study in two- to three-years. We look forward to continuing to help The Cascades at Groveland Community Development District plan for a successful future.

As part of our long-term thinking and everyday commitment to our clients, we are available to answer any questions you may have regarding this study.

Respectfully submitted on January 7, 2019 by

Reserve Advisors, Inc.

Visual Inspection and Report by: Nancy S. Daniel, RS¹
Review by: Alan M. Ebert, RS, PRA², Director of Quality Assurance



¹ RS (Reserve Specialist) is the reserve provider professional designation of the Community Associations Institute (CAI) representing America's more than 300,000 condominium, cooperative and homeowners associations.

² PRA (Professional Reserve Analyst) is the professional designation of the Association of Professional Reserve Analysts. Learn more about APRA at <http://www.apra-usa.com>.



Long-term thinking. Everyday commitment.



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1. RESERVE STUDY EXECUTIVE SUMMARY

Client: The Cascades at Groveland Community Development District (The Cascades at Groveland CDD)

Location: Groveland, Florida

Reference: 131181

Property Basics: The Cascades at Groveland Community Development District is a planned unit development which is responsible for the common elements shared by 850 single family homes. The common elements of the CDD were built from 2005 to 2018.

Reserve Components Identified: Four Reserve Components.

Inspection Date: December 12, 2018.

Funding Goal: The Funding Goal of this Reserve Study is to maintain reserves above an adequate, not excessive threshold during one or more years of significant expenditures. Our recommended Funding Plan recognizes this threshold funding year in 2047 due to inspections and partial replacement of storm drainage pipes.

Cash Flow Method: We use the Cash Flow Method to compute the Reserve Funding Plan. This method offsets future variable Reserve Expenditures with existing and future stable levels of reserve funding. Our application of this method also considers:

- Current and future local costs of replacement
- 1.7% anticipated annual rate of return on invested reserves
- 2.1% future Inflation Rate for estimating Future Replacement Costs

Sources for Local Costs of Replacement: Our proprietary database, historical costs and published sources, i.e., R.S. Means, Incorporated.

Cash Status of Reserve Fund:

- \$529,788 as of October 31, 2018¹
- 2018 budgeted Reserve Contributions of \$40,459

Recommended Reserve Funding: We recommend the following in order to achieve a stable and equitable Funding Plan:

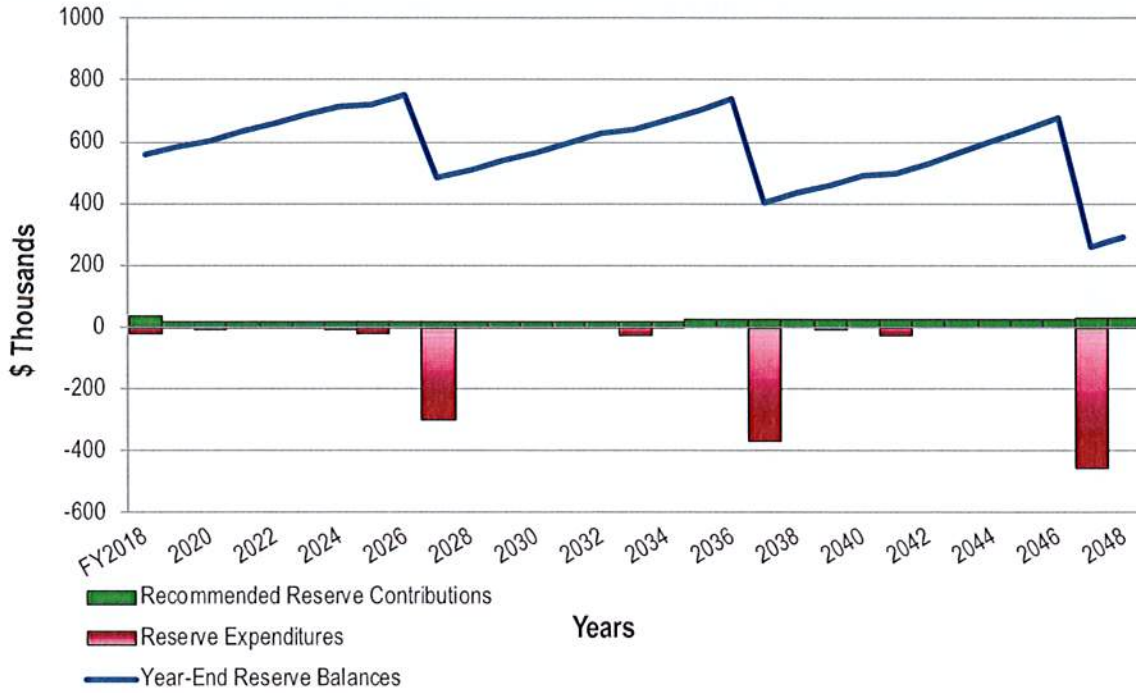
- Reduced reserve budget of \$15,900 in 2019
- Inflationary increases through 2048, the limit of this study's Cash Flow Analysis
- 2019 Reserve Contribution of \$15,900 is equivalent to an average monthly contribution of \$1.56 per homeowner.

¹ The Fiscal Year (FY 2018) for The Cascades at Groveland CDD begins October 1, 2018 and ends September 30, 2019. For brevity, we refer to the Fiscal Year by beginning year, i.e. Fiscal Year 2018-19 is FY 2018 or simply 2018.



The Cascades at Groveland CDD
Recommended Reserve Funding Table and Graph

Year	Reserve Contributions (\$)	Reserve Balances (\$)	Year	Reserve Contributions (\$)	Reserve Balances (\$)	Year	Reserve Contributions (\$)	Reserve Balances (\$)
2019	15,900	582,276	2029	19,600	539,139	2039	24,100	457,632
2020	16,200	605,638	2030	20,000	568,474	2040	24,600	490,221
2021	16,500	632,574	2031	20,400	598,711	2041	25,100	496,217
2022	16,800	660,271	2032	20,800	629,866	2042	25,600	530,470
2023	17,200	688,842	2033	21,200	638,538	2043	26,100	565,810
2024	17,600	712,807	2034	21,600	671,177	2044	26,600	602,255
2025	18,000	723,249	2035	22,100	704,875	2045	27,200	639,925
2026	18,400	754,101	2036	22,600	739,650	2046	27,800	678,840
2027	18,800	483,115	2037	23,100	402,816	2047	28,400	260,224
2028	19,200	510,691	2038	23,600	433,464	2048	29,000	293,894





2. RESERVE STUDY REPORT

At the direction of the Board that recognizes the need for proper reserve planning, we have conducted a *Full Reserve Study* of

The Cascades at Groveland Community Development District

Groveland, Florida

and submit our findings in this report. The effective date of this study is the date of our visual, noninvasive inspection, December 12, 2018.

We present our findings and recommendations in the following report sections and spreadsheets:

- **Identification of Property** - Segregates all property into several areas of responsibility for repair or replacement
- **Reserve Expenditures** - Identifies reserve components and related quantities, useful lives, remaining useful lives and future reserve expenditures during the next 30 years
- **Reserve Funding Plan** - Presents the recommended Reserve Contributions and year-end Reserve Balances for the next 30 years
- **Five Year Outlook** - Identifies reserve components and future reserve expenditures during the first five years
- **Reserve Component Detail** - Describes the reserve components, includes photographic documentation of the condition of various property elements, describes our recommendations for repairs or replacement, and includes detailed solutions and procedures for replacements for the benefit of current and future board members
- **Methodology** - Lists the national standards, methods and procedures used to develop the Reserve Study
- **Definitions** - Contains definitions of terms used in the Reserve Study, consistent with national standards
- **Professional Service Conditions** - Describes Assumptions and Professional Service Conditions
- **Credentials and Resources**

IDENTIFICATION OF PROPERTY



Our investigation includes Reserve Components or property elements as set forth in your Declaration. The Expenditure tables in Section 3 list the elements contained in this study. Our analysis begins by segregating the property elements into several areas of responsibility for repair and replacement.

Our process of identification helps assure that future boards and the management team understand whether reserves, the operating budget or Homeowners fund certain replacements and assists in preparation of the annual budget. We derive these segregated classes of property from our review of the information provided by the CDD and through conversations with Management and the Board. These classes of property include:

- Reserve Components
- Long-Lived Property Elements
- Operating Budget Funded Repairs and Replacements
- Property Maintained by Homeowners
- Property Maintained by Others



We advise the Board conduct an annual review of these classes of property to confirm its policy concerning the manner of funding, i.e., from reserves or the operating budget. The Reserve Study identifies Reserve Components as set forth in your Declaration or which were identified as part of your request for proposed services. Reserve Components are defined by CAI as property elements with:

- The Cascades at Groveland CDD responsibility
- Limited useful life expectancies
- Predictable remaining useful life expectancies
- Replacement cost above a minimum threshold

Long-Lived Property Elements may not have predictable Remaining Useful Lives or their replacement may occur beyond the 30-year scope of the study. The operating budget should fund infrequent repairs. Funding untimely or unexpected replacements from reserves will necessitate increases to Reserve Contributions. Periodic updates of this Reserve Study will help determine the merits of adjusting the Reserve Funding Plan. We identify the following Long-Lived Property Elements as excluded from reserve funding at this time.

- Pipes, Subsurface Utilities, Total Replacement, Storm Drainage
- Ponds, Control Structures, Total Replacements

The operating budget provides money for the repair and replacement of certain Reserve Components. The CDD may develop independent criteria for use of operating and reserve funds. For purposes of calculating appropriate Reserve Contributions, we identify the following list of Operating Budget Funded Repairs and Replacements:

- General Maintenance to the Common Elements
- Expenditures less than \$5,000 (These relatively minor expenditures have a limited effect on the recommended Reserve Contributions.)
- Detention Ponds, Mowing
- Drainage Swales, Maintenance
- Ponds, Water Management District Inspections and Permits
- Retention Pond, Water Quality and Vegetation Management
- Other Repairs normally funded through the Operating Budget

Certain items have been designated as the responsibility of the homeowners to repair or replace at their cost. Property Maintained by Homeowners, including items billed back to Homeowners, relates to:

- Homes and Lots



Certain items have been designated as the responsibility of others to repair or replace. Property Maintained by Others relates to:

- Area Drains, West of Lake Wilson Parkway (Others)
- Asphalt Pavement, Clubhouse Parking (The Cascades of Groveland Homeowners Association. Reference The Cascades of Groveland Homeowner Association Reserve Study for Additional Information.)
- Asphalt Pavement, Streets (The Cascades of Groveland Homeowners Association. Reference The Cascades of Groveland Homeowner Association Reserve Study for Additional Information.)
- Asphalt Pavement, Wilson Lake Parkway (City of Groveland)
- Concrete Curbs and Gutters (The Cascades of Groveland Homeowners Association. Reference The Cascades of Groveland Homeowner Association Reserve Study for Additional Information.)
- Pipes, Subsurface Utilities, Domestic Water and Sanitary Sewer (City of Groveland)
- Pond, West of Alcove Drive (The Cascades of Groveland Homeowners Association. Reference The Cascades of Groveland Homeowner Association Reserve Study for Additional Information.)
- Retaining Walls (The Cascades of Groveland Homeowners Association. Reference The Cascades of Groveland Homeowner Association Reserve Study for Additional Information.)

3. RESERVE EXPENDITURES and FUNDING PLAN

The tables following this introduction present:

Reserve Expenditures

- Line item numbers
- Total quantities
- Quantities replaced per phase (in a single year)
- Reserve component inventory
- Estimated first year of event (i.e., replacement, application, etc.)
- Life analysis showing
 - useful life
 - remaining useful life
- 2018 local cost of replacement
 - Per unit
 - Per phase
 - Replacement of total quantity
- Total future costs of replacement anticipated during the next 30 years
- Schedule of estimated future costs for each reserve component including inflation

Reserve Funding Plan

- Reserves at the beginning of each year
- Total recommended reserve contributions
- Estimated interest earned from invested reserves
- Anticipated expenditures by year
- Anticipated reserves at year end
- Predicted reserves based on current funding level

Five Year Outlook

- Line item numbers
- Reserve component inventory of only the expenditures anticipated to occur within the first five years
- Schedule of estimated future costs for each reserve component anticipated to occur within the first five years

Financial statements prepared by your association, by you or others might rely in part on information contained in this section. For your convenience, we have provided an electronic data file containing the tables of ***Reserve Expenditures*** and ***Reserve Funding Plan***.

RESERVE EXPENDITURES

**The Cascades at Grovoland
Community Development District**

Line Item	Total Quantity	Per Phase Quantity	Units	Reserve Component Inventory	Estimated 1st Year of Event	Life Analysis		Unit (2018)	Per Phase (2018)	Total (2018)	30-Year Total (Inflated)	Costs, \$																					
						Useful Years	Remaining					20	21	22	23	24	25	26	27	28	29	30											
4.100	360	180	Each	Catch Basins, Inspections and Capital Repairs, Asphalt Pavement Streets, Phased (Includes Aest Drains)	2027	15 to 20	9 to 19	650.00	117,000	234,000	528,477													213,783									
4.550	52,800	26,400	Linear Feet	Pipes, Subsurface Utilities, Inspections and Partial Replacement, Storm Drainage, Phased	2027	15 to 20	9 to 19	5.00	132,000	264,000	596,231													241,168									
4.700	34	17	Each	Ponds, Control Structures, Inspections and Capital Repairs, Phased (Includes Regrade and Sod)	2025	15 to 20	7 to 15	1,000.00	17,000	34,000	70,299					27,418																	
4.710	1,230	185	Linear Feet	Pond, Erosion Control, Pond 60, Partial	2024	to 15	6	26.00	4,810	31,680	12,891				7,442																		
1 Allowance				2018 Reserve Expenditures	2018	N/A	0	18,500	18,500	18,500	18,500																						
1 Allowance				Reserve Study Update with Site Visit	2020	2	2	2,850.00	2,850	2,850	2,850																						
Anticipated Expenditures, By Year												\$1,229,248	0	0	0	0	0	0	369,563	0	7,442	0	27,418	0	0	0	0	0	0	0	0	454,031	0

RESERVE FUNDING PLAN

CASH FLOW ANALYSIS
 The Cascades at Groveland
 Community Development District
 Groveland, Florida

Individual Reserve Budgets & Cash Flows for the Next 30 Years

	FY2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Reserves at Beginning of Year (Note 1)	529,788	556,776	582,276	605,638	632,574	660,271	688,842	712,807	723,249	754,101	483,115	510,691	539,139	568,474	598,711	629,866
Total Recommended Reserve Contributions (Note 2)	37,087	15,900	16,200	16,500	16,800	17,200	17,600	18,000	18,400	18,800	19,200	19,600	20,000	20,400	20,800	21,200
Plus Estimated Interest Earned, During Year (Note 3)	8,401	9,600	10,012	10,436	10,897	11,371	11,814	12,104	12,452	10,428	8,376	8,848	9,335	9,837	10,355	10,691
Less Anticipated Expenditures, By Year	(18,500)	0	(2,850)	0	0	0	(5,449)	(19,662)	0	(300,214)	0	0	0	0	0	(23,219)
Anticipated Reserves at Year End	\$556,776	\$582,276	\$605,638	\$632,574	\$660,271	\$688,842	\$712,807	\$723,249	\$754,101	\$483,115	\$510,691	\$539,139	\$568,474	\$598,711	\$629,866	\$638,538

Individual Reserve Budgets & Cash Flows for the Next 30 Years, Continued

	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048
Reserves at Beginning of Year	638,538	671,177	704,875	739,650	402,816	433,464	457,632	490,221	496,217	530,470	565,810	602,255	639,925	678,840	260,224
Total Recommended Reserve Contributions	21,600	22,100	22,600	23,100	23,600	24,100	24,600	25,100	25,600	26,100	26,600	27,200	27,800	28,400	29,000
Plus Estimated Interest Earned, During Year	11,039	11,598	12,175	9,629	7,048	7,510	7,989	8,314	8,653	9,240	9,845	10,470	11,115	7,915	4,670
Less Anticipated Expenditures, By Year	0	0	0	(369,563)	0	(7,442)	0	(27,418)	0	0	0	0	0	(454,931)	0
Anticipated Reserves at Year End	\$671,177	\$704,875	\$739,650	\$402,816	\$433,464	\$457,632	\$490,221	\$496,217	\$530,470	\$565,810	\$602,255	\$639,925	\$678,840	\$260,224	\$263,894

Explanatory Notes:

- 1) Year 2018 starting reserves are as of October 31, 2018; FY2018 starts October 1, 2018 and ends September 30, 2019.
- 2) Reserve Contributions for 2018 are the remaining budgeted 11 months; 2019 is the first year of recommended contributions.
- 3) 1.7% is the estimated annual rate of return on invested reserves; 2018 is a partial year of interest earned.
- 4) Accumulated year 2048 ending reserves consider the age, size, overall condition and complexity of the property.
- 5) Threshold Funding Year (reserve balance at critical point).

4. RESERVE COMPONENT DETAIL

The Reserve Component Detail of this *Full Reserve Study* includes enhanced solutions and procedures for select significant components. This section describes the Reserve Components, documents specific problems and condition assessments, and may include detailed solutions and procedures for necessary capital repairs and replacements for the benefit of current and future board members. We advise the Board use this information to help define the scope and procedures for repair or replacement when soliciting bids or proposals from contractors. *However, the Report in whole or part is not and should not be used as a design specification or design engineering service.*

Catch Basins

Line Item: 4.100

Quantity: Approximately 360 each line the asphalt pavement streets throughout the community. This quantity includes the catch basins at the clubhouse parking areas.

History: Varying ages

Condition: Good overall with isolated damage and without settlement visually apparent



Typical catch basin at street



Typical catch basin at street



Typical catch basin at the clubhouse parking area



Damaged catch basin

Useful Life: The useful life of catch basins is up to 65 years. However, achieving this useful life usually requires interim capital repairs or partial replacements every 15- to 20-years.

Component Detail Notes: Erosion causes settlement around the collar of catch basins. Left unrepaired, the entire catch basin will shift and need replacement.

Priority/Criticality: Defer only upon opinion of independent professional or engineer

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3. We recommend the CDD plan for inspections and capital repairs to the catch basins in conjunction with repaving. Due to the varying age of the catch basins, we anticipate inspections and capital repairs up to fifty percent (50%) of the total catch basins with each event.

Pipes, Subsurface Utilities, Inspections and Partial Replacements

Line Item: 4.650

Quantity: Approximately 52,800 linear feet of storm drain pipes of varying ages

Condition: Reported satisfactory

Useful Life: Up to and likely beyond 85 years

Component Detail Notes: The CDD maintains the subsurface utility storm drain pipes throughout the property. The exact amounts and locations of the subsurface utility pipes were not ascertained due to the nature of the underground construction and the non-invasive nature of the inspection.

Priority/Criticality: Defer only upon opinion of independent professional or engineer

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3. At this time we do not anticipate replacement of continuous lengths of subsurface utility pipes. Rather we recommend the CDD budget for inspections and repairs to isolated occurrences of breached utilities. Although it is likely that the times of replacement and extent of repair costs may vary from the budgetary allowance, The Cascades at Groveland CDD could budget sufficient reserves for these utility repairs and have the opportunity to adjust its future reserves up or down to meet any changes to these budgetary estimates. Updates of this Reserve Study would incorporate changes to budgetary costs through a continued historical analysis of the rate of deterioration and actual repairs to budget sufficient reserves. Due to the varying ages of the storm drain pipes, we anticipate the following with each event:

- Inspections of up to fifty percent (50%) of the total storm drainage pipes
- Partial replacements of about one percent (0.25%), or about 130 linear feet, of the total storm drainage pipe

Ponds, Control Structures, Inspections and Capital Repairs

Line Item: 4.700

Quantity: 34 control structures at the ponds. This includes the storm drain miter end sections, ditch bottom inlets and weir dams.

History: Varying ages

Condition: Good to fair overall with isolated sediment build up at mitered end sections and missing grates at control structures evident



Mitered end section control structure



Ditch bottom inlet control structure with missing grate



Damaged mitered end section control structure



Accumulation of sediment at mitered end section control structure

Useful Life: With proper maintenance, control structures of this type have an indeterminately long useful life. Proper maintenance includes inspections and capital repairs every 15- to 20-years.

Priority/Criticality: Defer only upon opinion of independent professional or engineer

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3. Due to varying ages of the control structures, we anticipate the following with each event:

- Inspections and capital repairs of up to fifty percent (50%) of the total control structures
- Regrade and rod of mitered end section discharge areas as needed

Pond, Erosion Control, Pond 60

Line Item: 4.710

Quantity: Approximately 1,230 linear feet of natural vegetation and landscape sod comprise the shoreline at Pond 60, located east of Alcove Drive.

History: Original to construction around 2006

Condition: Good overall



Pond 60 shoreline overview



Pond 60 shoreline overview

Useful Life: Shorelines are subject to fluctuations in water levels, increased plant growth and migrating storm and ground water resulting in the need for erosion control measures up to every 15 years.

Component Detail Notes: The steep shoreline embankments are likely to exacerbate soil movement and erosion. The use and maintenance of landscape, natural vegetation and/or stone rip rap along the pond shoreline will help maintain an attractive appearance and prevent soil erosion.

Shoreline plantings are referred to as buffer zones. Buffer zones provide the following advantages:

- Control insects naturally
- Create an aesthetically pleasing shoreline
- Enhance water infiltration and storage
- Filter nutrients and pollutants
- Increase fish and wildlife habitat
- Reduce lawn maintenance
- Stabilize shoreline and reduce erosion
- Trap sediments

Priority/Criticality: Defer only upon opinion of independent professional or engineer

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3. We recommend the CDD plan to install a combination of regrading and plantings around the pond along 185 linear feet, or approximately fifteen percent (15%), of the shoreline per event.



2018 Reserve Expenditures

Line Item: Second to last

Component Detail Notes: The Cascades at Groveland CDD will expend \$18,500 in reserve expenditures in 2018. These expenditures relate to the following:

- \$6,500: Pond Outfall Structures, Regrade and Sod
- \$12,000: Pond Outfall Structures, Grates and Lock Mechanisms

Expenditure Detail Notes: Expenditure timing and costs are depicted in the *Reserve Expenditures* table in Section 3.

Reserve Study Update

An ongoing review by the Board and an Update of this Reserve Study are necessary to ensure an equitable funding plan since a Reserve Study is a snapshot in time. Many variables change after the study is conducted that may result in significant overfunding or underfunding the reserve account. Variables that may affect the Reserve Funding Plan include, but are not limited to:

- Deferred or accelerated capital projects based on Board discretion
- Changes in the interest rates on reserve investments
- Changes in the *local* construction inflation rate
- Additions and deletions to the Reserve Component Inventory
- The presence or absence of maintenance programs
- Unusually mild or extreme weather conditions
- Technological advancements

Periodic updates incorporate these variable changes since the last Reserve Study or Update. The CDD can expense the fee for an Update with site visit from the reserve account. This fee is included in the Reserve Funding Plan. We base this budgetary amount on updating the same property components and quantities of this Reserve Study report. We recommend the Board budget for an Update to this Reserve Study in two- to three-years. Budgeting for an Update demonstrates the Board's objective to continue fulfilling its fiduciary responsibility to maintain the commonly owned property and to fund reserves appropriately.

5. METHODOLOGY

Reserves for replacement are the amounts of money required for future expenditures to repair or replace Reserve Components that wear out before the entire facility or project wears out. Reserving funds for future repair or replacement of the Reserve Components is also one of the most reliable ways of protecting the value of the property's infrastructure and marketability.

The Cascades at Groveland CDD can fund capital repairs and replacements in any combination of the following:

1. Increases in the operating budget during years when the shortages occur
2. Loans using borrowed capital for major replacement projects
3. Level monthly reserve assessments annually adjusted upward for inflation to increase reserves to fund the expected major future expenditures
4. Special assessments

We do not advocate special assessments or loans unless near term circumstances dictate otherwise. Although loans provide a gradual method of funding a replacement, the costs are higher than if the CDD were to accumulate reserves ahead of the actual replacement. Interest earnings on reserves also accumulate in this process of saving or reserving for future replacements, thereby defraying the amount of gradual reserve collections. We advocate the third method of *Level Monthly Reserve Assessments* with relatively minor annual adjustments. The method ensures that Homeowners pay their "fair share" of the weathering and aging of the commonly owned property each year. Level reserve assessments preserve the property and enhance the resale value of the homes.

This Reserve Study is in compliance with and exceeds the National standards¹ set forth by the Community Associations Institute (CAI) and the Association of Professional Reserve Analysts (APRA) fulfilling the requirements of a "Full Reserve Study." These standards require a Reserve Component to have a "predictable remaining Useful Life." Estimating Remaining Useful Lives and Reserve Expenditures beyond 30 years is often indeterminate. Long-Lived Property Elements are necessarily excluded from this analysis. We considered the following factors in our analysis:

- The Cash Flow Method to compute, project and illustrate the 30-year Reserve Funding Plan
- Local² costs of material, equipment and labor
- Current and future costs of replacement for the Reserve Components
- Costs of demolition as part of the cost of replacement
- Local economic conditions and a historical perspective to arrive at our estimate of long term future inflation for construction costs in Groveland,

¹ Identified in the APRA "Standards - Terms and Definitions" and the CAI "Terms and Definitions".

² See Credentials for additional information on our use of published sources of cost data.

Florida at an annual inflation rate³. Isolated or regional markets of greater construction (development) activity may experience slightly greater rates of inflation for both construction materials and labor.

- The past and current maintenance practices of The Cascades at Groveland CDD and their effects on remaining useful lives
- Financial information provided by the CDD pertaining to the cash status of the reserve fund and budgeted reserve contribution
- The anticipated effects of appreciation of the reserves over time in accord with a return or yield on investment of your cash equivalent assets. (We did not consider the costs, if any, of Federal and State Taxes on income derived from interest and/or dividend income).
- The Funding Plan excludes necessary operating budget expenditures. It is our understanding that future operating budgets will provide for the ongoing normal maintenance of Reserve Components.

Updates to this Reserve Study will continue to monitor historical facts and trends concerning the external market conditions.

³ Derived from Marshall & Swift, historical costs and the Bureau of Labor Statistics.



6. CREDENTIALS

HISTORY AND DEPTH OF SERVICE

Founded in 1991, Reserve Advisors, Inc. is the leading provider of reserve studies, insurance appraisals, developer turnover transition studies, expert witness services, and other engineering consulting services. Clients include community associations, resort properties, hotels, clubs, non-profit organizations, apartment building owners, religious and educational institutions, and office/commercial building owners in 48 states, Canada and throughout the world.

The **architectural engineering consulting firm** was formed to take a leadership role in helping fiduciaries, boards, and property managers manage their property like a business with a long range master plan known as a Reserve Study.

Reserve Advisors employs the **largest staff of Reserve Specialists** with bachelor's degrees in engineering dedicated to Reserve Study services. Our principals are founders of Community Associations Institute's (CAI) Reserve Committee that developed national standards for reserve study providers. One of our principals is a Past President of the Association of Professional Reserve Analysts (APRA). Our vast experience with a variety of building types and ages, on-site examination and historical analyses are keys to determining accurate remaining useful life estimates of building components.

No Conflict of Interest - As consulting specialists, our **independent opinion** eliminates any real or perceived conflict of interest because we do not conduct or manage capital projects.

TOTAL STAFF INVOLVEMENT

Several staff members participate in each assignment. The responsible advisor involves the staff through a Team Review, exclusive to Reserve Advisors, and by utilizing the experience of other staff members, each of whom has served hundreds of clients. We conduct Team Reviews, an internal quality assurance review of each assignment, including: the inspection; building component costing; lifing; and technical report phases of the assignment. Due to our extensive experience with building components, we do not have a need to utilize subcontractors.

OUR GOAL

To help our clients fulfill their fiduciary responsibilities to maintain property in good condition.

VAST EXPERIENCE WITH A VARIETY OF BUILDINGS

Reserve Advisors has conducted reserve studies for a multitude of different communities and building types. We've analyzed thousands of buildings, from as small as a 3,500-square foot day care center to the 2,600,000-square foot 98-story Trump International Hotel and Tower in Chicago. We also routinely inspect buildings with various types of mechanical systems such as simple electric heat, to complex systems with air handlers, chillers, boilers, elevators, and life safety and security systems.

We're familiar with all types of building exteriors as well. Our well versed staff regularly identifies optimal repair and replacement solutions for such building exterior surfaces such as adobe, brick, stone, concrete, stucco, EIFS, wood products, stained glass and aluminum siding, and window wall systems.

OLD TO NEW

Reserve Advisors experience includes ornate and vintage buildings as well as modern structures. Our specialists are no strangers to older buildings. We're accustomed to addressing the unique challenges posed by buildings that date to the 1800's. We recognize and consider the methods of construction employed into our analysis. We recommend appropriate replacement programs that apply cost effective technologies while maintaining a building's character and appeal.

QUALIFICATIONS

THEODORE J. SALGADO

Principal Owner

CURRENT CLIENT SERVICES

Theodore J. Salgado is a co-founder of Reserve Advisors, Inc., which is dedicated to serving community associations, city and country clubs, religious organizations, educational facilities, and public and private entities throughout the United States. He is responsible for the production, management, review, and quality assurance of all reserve studies, property inspection services and consulting services for a nationwide portfolio of more than 6,000 clients. Under his direction, the firm conducts reserve study services for community associations, apartment complexes, churches, hotels, resorts, office towers and vintage architecturally ornate buildings.



PRIOR RELEVANT EXPERIENCE

Before founding Reserve Advisors, Inc. with John P. Poehlmann in 1991, Mr. Salgado, a professional engineer registered in the State of Wisconsin, served clients for over 15 years through American Appraisal Associates, the world's largest full service valuation firm. Mr. Salgado conducted facilities analyses of hospitals, steel mills and various other large manufacturing and petrochemical facilities and casinos.

He has served clients throughout the United States and in foreign countries, and frequently acted as project manager on complex valuation, and federal and state tax planning assignments. His valuation studies led to negotiated settlements on property tax disputes between municipalities and property owners.

Mr. Salgado has authored articles on the topic of reserve studies and facilities maintenance. He also co-authored *Reserves*, an educational videotape produced by Reserve Advisors on the subject of Reserve Studies and maintaining appropriate reserves. Mr. Salgado has also written in-house computer applications manuals and taught techniques relating to valuation studies.

EXPERT WITNESS

Mr. Salgado has testified successfully before the Butler County Board of Tax Revisions in Ohio. His depositions in pretrial discovery proceedings relating to reserve studies of Crestview Estates Condominium Association in Wauconda, Illinois, Rivers Point Row Property Owners Association, Inc. in Charleston, South Carolina and the North Shore Club Associations in South Bend, Indiana have successfully assisted the parties in arriving at out of court settlements.

EDUCATION - Milwaukee School of Engineering - B.S. Architectural Engineering

PROFESSIONAL AFFILIATIONS/DESIGNATIONS

American Association of Cost Engineers - Past President, Wisconsin Section

Association of Construction Inspectors - Certified Construction Inspector

Association of Professional Reserve Analysts - Past President & Professional Reserve Analyst (PRA)

Community Associations Institute - Member and Volunteer Leader of multiple chapters

Concordia Seminary, St. Louis - Member, National Steering Committee

Milwaukee School of Engineering - Member, Corporation Board

Professional Engineer, Wisconsin (1982) and North Carolina (2014)

Ted continually maintains his professional skills through American Society of Civil Engineers, ASHRAE, Association of Construction Inspectors, and continuing education to maintain his professional engineer licenses.



JOHN P. POEHLMANN, RS
Principal

John P. Poehlmann is a co-founder of Reserve Advisors, Inc. He is responsible for the finance, accounting, marketing, and overall administration of Reserve Advisors, Inc. He also regularly participates in internal Quality Control Team Reviews of Reserve Study reports.



Mr. Poehlmann directs corporate marketing, including business development, advertising, press releases, conference and trade show exhibiting, and electronic marketing campaigns. He frequently speaks throughout the country at seminars and workshops on the benefits of future planning and budgeting for capital repairs and replacements of building components and other assets.

PRIOR RELEVANT EXPERIENCE

Mr. Poehlmann served on the national Board of Trustees of Community Associations Institute. An international organization, Community Associations Institute (CAI) is a nonprofit 501(c)(3) trade association created in 1973 to provide education and resources to America's 335,000 residential condominium, cooperative and homeowner associations and related professionals and service providers.

He is a founding member of the Institute's Reserve Committee. The Reserve Committee developed national standards and the Reserve Specialist (RS) Designation Program for Reserve Study providers. Mr. Poehlmann has authored numerous articles on the topic of Reserve Studies, including Reserve Studies for the First Time Buyer, Minimizing Board Liability, Sound Association Planning Parallels Business Concepts, and Why Have a Professional Reserve Study. He is also a contributing author in Condo/HOA Primer, a book published for the purpose of sharing a wide background of industry knowledge to help boards in making informed decisions about their communities.

INDUSTRY SERVICE AWARDS

- CAI Wisconsin Chapter Award
- CAI National Rising Star Award
- CAI Michigan Chapter Award

EDUCATION

- University of Wisconsin-Milwaukee - Master of Science Management
- University of Wisconsin - Bachelor of Business Administration

PROFESSIONAL AFFILIATIONS

- Community Associations Institute (CAI)** - Founding member of Reserve Committee; former member of National Board of Trustees; Reserve Specialist (RS) designation; Member of multiple chapters
- Association of Condominium, Townhouse, & Homeowners Associations (ACTHA)** – member



NANCY S. DANIEL, P.E., RS
Responsible Advisor

CURRENT CLIENT SERVICES

Nancy S. Daniel, a Mechanical Engineer, is an Advisor for *Reserve Advisors*. Ms. Daniel is responsible for the inspection and analysis of the condition of clients' properties, and for recommending engineering solutions to prolong the lives of the components. She forecasts capital expenditures for the repair and/or replacement of the property components and prepares technical reports on assignments. She is also responsible for conducting Life Cycle Cost Analyses and Capital Replacement Forecast services and the preparation of Reserve Study Reports for apartments, condominiums, townhomes and homeowner associations. Ms. Daniel frequently serves as the Quality Assurance Review Coordinator for all types of developments.

The following is a partial list of clients served by Nancy Daniel demonstrating her breadth of experiential knowledge of community associations in construction and related buildings systems.

The Chimneys of Marvin Homeowners' Association - A homeowner association located in Waxhaw, North Carolina, responsible for the common elements shared by 283 single family homes. The community contains a large clubhouse and pool complex with two pools, a two story water slide and multi-feature aqua playground..

Dominion Homeowners Association, Inc. - Located in San Antonio, Texas, this exclusive Master planned community consists of 1,456 single family homes covering over 1,500 acres. The Dominion Homeowners Association is responsible for approximately 30 miles of asphalt roadways, masonry perimeter walls and fences, high level security entrances and office buildings for 20 community developments.

Goodale Park Condominium - A historic brick building located in Columbus, Ohio, originally built in 1910 and converted to condominiums in 2006. The building contains nine units and is comprised of a built up flat roof, asphalt shingle mansard roof, brick and stone masonry exterior, chimneys, wrought iron fire escape and entrance porches.

Queen's Harbour Yacht and Country Club Owners Association, Inc. - Located in Jacksonville, Florida, this exclusive Master planned community comprises 1,000 single family homes. The Queen's Harbour Yacht and Country Club Owners Association contains a marina, a lock and dam, sea walls, as well as community center, fitness center and maintenance facility.

VillageWalk of Sarasota Homeowners Association, Inc. - A homeowner association located in Sarasota, Florida, responsible for the common elements shared by 1,177 single family homes and townhomes. The community contains a Town Center with commercial business spaces, a gas station, commercial kitchen, bar and restaurant. The community also includes a Riverwalk pathway comprised of 11 bridges and approximately 22 miles of sidewalks throughout the community.

PRIOR RELEVANT EXPERIENCE

Before joining *Reserve Advisors*, Ms. Daniel was a licensed Community Association Manager for Condominium Associates in Tampa, Florida. Ms. Daniel also was employed as a Process Engineer for Anheuser Busch and Lockwood Greene Engineering. She was responsible for process engineering design, construction and process start-ups for beverage manufacturing facilities across the United States. She currently serves as a Board Member and Treasurer for her condominium association.

EDUCATION

University of Illinois – B.S. Mechanical Engineering
North Carolina State University – M.A. Humanities and Social Sciences

PROFESSIONAL AFFILIATIONS

Professional Engineer (P.E.) – State of Texas
Reserve Specialist (RS) - Community Associations Institute
Licensed Community Association Manager (LCAM) – State of Florida



ALAN M. EBERT, P.E., PRA, RS
Director of Quality Assurance

CURRENT CLIENT SERVICES

Alan M. Ebert, a Professional Engineer, is the Director of Quality Assurance for Reserve Advisors. Mr. Ebert is responsible for the management, review and quality assurance of reserve studies. In this role, he assumes the responsibility of stringent report review analysis to assure report accuracy and the best solution for Reserve Advisors' clients.

Mr. Ebert has been involved with thousands of Reserve Study assignments. The following is a partial list of clients served by Alan Ebert demonstrating his breadth of experiential knowledge of community associations in construction and related buildings systems.

Brownsville Winter Haven Located in Brownsville, Texas, this unique homeowners association contains 525 units. The Association maintains three pools and pool houses, a community and management office, landscape and maintenance equipment, and nine irrigation canals with associated infrastructure.

Rosemont Condominiums This unique condominium is located in Alexandria, Virginia and dates to the 1940's. The two mid-rise buildings utilize decorative stone and brick masonry. The development features common interior spaces, multi-level wood balconies and common asphalt parking areas.

Stillwater Homeowners Association Located in Naperville, Illinois, Stillwater Homeowners Association maintains four tennis courts, an Olympic sized pool and an upscale ballroom with commercial-grade kitchen. The community also maintains three storm water retention ponds and a detention basin.

Birchfield Community Services Association This extensive Association comprises seven separate parcels which include 505 townhome and single family homes. This Community Services Association is located in Mt. Laurel, New Jersey. Three lakes, a pool, a clubhouse and management office, wood carports, aluminum siding, and asphalt shingle roofs are a few of the elements maintained by the Association.

Oakridge Manor Condominium Association Located in Londonderry, New Hampshire, this Association includes 104 units at 13 buildings. In addition to extensive roads and parking areas, the Association maintains a large septic system and significant concrete retaining walls.

Memorial Lofts Homeowners Association This upscale high rise is located in Houston, Texas. The 20 luxury units include large balconies and decorative interior hallways. The 10-story building utilizes a painted stucco facade and TPO roof, while an on-grade garage serves residents and guests.

PRIOR RELEVANT EXPERIENCE

Mr. Ebert earned his Bachelor of Science degree in Geological Engineering from the University of Wisconsin-Madison. His relevant course work includes foundations, retaining walls, and slope stability. Before joining Reserve Advisors, Mr. Ebert was an oilfield engineer and tested and evaluated hundreds of oil and gas wells throughout North America.

EDUCATION

University of Wisconsin-Madison - B.S. Geological Engineering

PROFESSIONAL AFFILIATIONS/DESIGNATIONS

Professional Engineering License – Wisconsin, North Carolina, Illinois, Colorado
Reserve Specialist (RS) - Community Associations Institute
Professional Reserve Analyst (PRA) - Association of Professional Reserve Analysts



RESOURCES

Reserve Advisors, Inc. utilizes numerous resources of national and local data to conduct its Professional Services. A concise list of several of these resources follows:

Association of Construction Inspectors, (ACI) the largest professional organization for those involved in construction inspection and construction project management. ACI is also the leading association providing standards, guidelines, regulations, education, training, and professional recognition in a field that has quickly become important procedure for both residential and commercial construction, found on the web at www.iami.org. Several advisors and a Principal of Reserve Advisors, Inc. hold Senior Memberships with ACI.

American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc., (ASHRAE) the American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc., devoted to the arts and sciences of heating, ventilation, air conditioning and refrigeration; recognized as the foremost, authoritative, timely and responsive source of technical and educational information, standards and guidelines, found on the web at www.ashrae.org. Reserve Advisors, Inc. actively participates in its local chapter and holds individual memberships.

Community Associations Institute, (CAI) America's leading advocate for responsible communities noted as the only national organization dedicated to fostering vibrant, responsive, competent community associations. Their mission is to assist community associations in promoting harmony, community, and responsible leadership.

Marshall & Swift / Boeckh, (MS/B) the worldwide provider of building cost data, co-sourcing solutions, and estimating technology for the property and casualty insurance industry found on the web at www.marshallswift.com.

R.S. Means CostWorks, North America's leading supplier of construction cost information. As a member of the Construction Market Data Group, Means provides accurate and up-to-date cost information that helps owners, developers, architects, engineers, contractors and others to carefully and precisely project and control the cost of both new building construction and renovation projects found on the web at www.rsmeans.com.

Reserve Advisors, Inc., library of numerous periodicals relating to reserve studies, condition analyses, chapter community associations, and historical costs from thousands of capital repair and replacement projects, and product literature from manufacturers of building products and building systems.

7. DEFINITIONS

Definitions are derived from the standards set forth by the Community Associations Institute (CAI) representing America's 305,000 condominium and homeowners associations and cooperatives, and the Association of Professional Reserve Analysts, setting the standards of care for reserve study practitioners.

Cash Flow Method - A method of calculating Reserve Contributions where contributions to the reserve fund are designed to offset the variable annual expenditures from the reserve fund. Different Reserve Funding Plans are tested against the anticipated schedule of reserve expenses until the desired funding goal is achieved.

Component Method - A method of developing a Reserve Funding Plan with the total contribution is based on the sum of the contributions for individual components.

Current Cost of Replacement - That amount required today derived from the quantity of a *Reserve Component* and its unit cost to replace or repair a Reserve Component using the most current technology and construction materials, duplicating the productive utility of the existing property at current *local* market prices for *materials, labor* and manufactured equipment, contractors' overhead, profit and fees, but without provisions for building permits, overtime, bonuses for labor or premiums for material and equipment. We include removal and disposal costs where applicable.

Fully Funded Balance - The Reserve balance that is in direct proportion to the fraction of life "used up" of the current Repair or Replacement cost similar to Total Accrued Depreciation.

Funding Goal (Threshold) - The stated purpose of this Reserve Study is to determine the adequate, not excessive, minimal threshold reserve balances.

Future Cost of Replacement - *Reserve Expenditure* derived from the inflated current cost of replacement or current cost of replacement as defined above, with consideration given to the effects of inflation on local market rates for materials, labor and equipment.

Long-Lived Property Component - Property component of The Cascades at Groveland CDD responsibility not likely to require capital repair or replacement during the next 30 years with an unpredictable remaining Useful Life beyond the next 30 years.

Percent Funded - The ratio, at a particular point of time (typically the beginning of the Fiscal Year), of the actual (or projected) Reserve Balance to the Fully Funded Balance, expressed as a percentage.

Remaining Useful Life - The estimated remaining functional or useful time in years of a *Reserve Component* based on its age, condition and maintenance.

Reserve Component - Property elements with: 1) The Cascades at Groveland CDD responsibility; 2) limited Useful Life expectancies; 3) predictable Remaining Useful Life expectancies; and 4) a replacement cost above a minimum threshold.

Reserve Component Inventory - Line Items in *Reserve Expenditures* that identify a *Reserve Component*.

Reserve Contribution - An amount of money set aside or *Reserve Assessment* contributed to a *Reserve Fund* for future *Reserve Expenditures* to repair or replace *Reserve Components*.

Reserve Expenditure - Future Cost of Replacement of a Reserve Component.

Reserve Fund Status - The accumulated amount of reserves in dollars at a given point in time, i.e., at year end.

Reserve Funding Plan - The portion of the Reserve Study identifying the *Cash Flow Analysis* and containing the recommended Reserve Contributions and projected annual expenditures, interest earned and reserve balances.

Reserve Study - A budget planning tool that identifies the current status of the reserve fund and a stable and equitable Funding Plan to offset the anticipated future major common area expenditures.

Useful Life - The anticipated total time in years that a *Reserve Component* is expected to serve its intended function in its present application or installation.



8. PROFESSIONAL SERVICE CONDITIONS

Our Services - Reserve Advisors, Inc. (RA) performs its services as an independent contractor in accordance with our professional practice standards and its compensation is not contingent upon our conclusions. The purpose of our reserve study is to provide a budget planning tool that identifies the current status of the reserve fund, and an opinion recommending an annual funding plan to create reserves for anticipated future replacement expenditures of the property.

Our inspection and analysis of the subject property is limited to visual observations, is noninvasive and is not meant to nor does it include investigation into statutory, regulatory or code compliance. RA inspects sloped roofs from the ground and inspects flat roofs where safe access (stairs or ladder permanently attached to the structure) is available. The report is based upon a "snapshot in time" at the moment of inspection. RA may note visible physical defects in our report. The inspection is made by employees generally familiar with real estate and building construction but in the absence of invasive testing RA cannot opine on, nor is RA responsible for, the structural integrity of the property including its conformity to specific governmental code requirements for fire, building, earthquake, and occupancy, or any physical defects that were not readily apparent during the inspection.

RA is not responsible for conditions that have changed between the time of inspection and the issuance of the report. RA does not investigate, nor assume any responsibility for any existence or impact of any hazardous materials, such as asbestos, urea-formaldehyde foam insulation, other chemicals, toxic wastes, environmental mold or other potentially hazardous materials or structural defects that are latent or hidden defects which may or may not be present on or within the property. RA does not make any soil analysis or geological study as part of its services; nor does RA investigate water, oil, gas, coal, or other subsurface mineral and use rights or such hidden conditions. RA assumes no responsibility for any such conditions. The Report contains opinions of estimated costs and remaining useful lives which are neither a guarantee of the actual costs of replacement nor a guarantee of remaining useful lives of any property element.

RA assumes, without independent verification, the accuracy of all data provided to it. You agree to indemnify and hold RA harmless against and from any and all losses, claims, actions, damages, expenses or liabilities, including reasonable attorneys' fees, to which we may become subject in connection with this engagement, because of any false, misleading or incomplete information which we have relied upon supplied by you or others under your direction, or which may result from any improper use or reliance on the Report by you or third parties under your control or direction. Your obligation for indemnification and reimbursement shall extend to any director, officer, employee, affiliate, or agent of RA. Liability of RA and its employees, affiliates, and agents for errors and omissions, if any, in this work is limited to the amount of its compensation for the work performed in this engagement.

Report - RA completes the services in accordance with the Proposal. The Report represents a valid opinion of RA's findings and recommendations and is deemed complete. RA, however, considers any additional information made available to us within 6 months of issuing the Report if a timely request for a revised Report is made. RA retains the right to withhold a revised Report if payment for services was not tendered in a timely manner. All information received by RA and all files, work papers or documents developed by RA during the course of the engagement shall remain the property of RA and may be used for whatever purpose it sees fit.

Your Obligations - You agree to provide us access to the subject property for an on-site visual inspection. You agree to provide RA all available, historical and budgetary information, the governing documents, and other information that we request and deem necessary to complete the Report. You agree to pay actual attorneys' fees and any other costs incurred to collect on any unpaid balance for RA's services.

Use of Our Report and Your Name - Use of this Report is limited to only the purpose stated herein. You hereby acknowledge that any use or reliance by you on the Report for any unauthorized purpose is at your own risk and you shall hold RA harmless from any consequences of such use. Use by any unauthorized third party is unlawful. The Report in whole or in part **is not and cannot be used as a design specification for design engineering purposes or as an appraisal**. You may show our Report in its entirety to the following third parties: members of your organization, your accountant, attorney, financial institution and property manager who need to review the information contained herein. Without the written consent of RA, you shall not disclose the Report to any other third party. The Report contains intellectual property developed by RA and **shall not be reproduced or distributed to any party that conducts reserve studies without the written consent of RA**.

RA will include your name in our client lists. RA reserves the right to use property information to obtain estimates of replacement costs, useful life of property elements or otherwise as RA, in its sole discretion, deems appropriate.

Payment Terms, Due Dates and Interest Charges - Retainer payment is due upon authorization and prior to inspection. The balance is due net 30 days from the report shipment date. Any balance remaining 30 days after delivery of the Report shall accrue an interest charge of 1.5% per month. Any litigation necessary to collect an unpaid balance shall be venued in Milwaukee County Circuit Court for the State of Wisconsin.

Tab 6

Cascades At Grovelanc
Investment Plan Presented at 2/20/2019 Mtg

	Approximate Maturity Date (D)	Amount (A)	Balance Sheet 11/30/2018
Debt Service Fund:			
Holdback	9/1/2019	145,000	
Additional on hand for 11/1 Interest	9/1/2019	65,000	
New funds for 5/1 Debt service pay't	5/1/2019	<u>342,000</u>	
		552,000	552,000
Reserve Fund:			
On hand at 11/30/2018	9/1/2019	489,000	
Hold new funds for spring 2019 projects	MM a/c	<u>41,000</u>	
		530,000	530,000
General "Operating" Fund:			
On hand at 11/30/2018	9/1/2019	173,000	173,000
New funds less \$20k for Feb & Mar exp	MM a/c	<u>74,000</u>	<u>94,000</u>
		247,000	267,000
 Total all funds		 <u><u>\$ 1,329,000</u></u>	 <u><u>\$ 1,349,000</u></u> (C)

Notes :

- A. The above amounts will be invested in any combination of US Treasury bills or notes or US agency notes (e.g.FHLB) or CD's of US bank up to max \$245,000 in any one bank.
- B. Interest income earned will provide for differences between collections and required payments.
- C. Re-investment plan for 9/1/2019 maturities will be discussed at future meeting.
- D. New funds are tax collections and should be transferred to Fidelity as they come in less amounts needed to cover Feb & March expenses as noted above.
- E. Checks can be drawn on Fidelity MM a/c to cover operating expenses each month after March.