



Rizzetta & Company

# Cascades at Groveland Community Development District

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**Board of Supervisors' Meeting  
January 15, 2020**

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

[www.cascadesatgrovelandcdd.org](http://www.cascadesatgrovelandcdd.org)

**CASCADES AT GROVELAND  
COMMUNITY DEVELOPMENT DISTRICT**

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

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

**CASCADES AT GROVELAND COMMUNITY DEVELOPMENT DISTRICT  
DISTRICT OFFICE • 8529 SOUTH PARK CIRCLE • SUITE 330 • ORLANDO, FL 32819**

[www.cascadesatgrovelandcdd.org](http://www.cascadesatgrovelandcdd.org)

January 8, 2020

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, January 15, 2020, 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. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. District Manager
- 4. BUSINESS ADMINISTRATION**
  - A. Acceptance of Resignation of Supervisor John Asaro
  - B. Appointment of Candidate to Vacant Supervisor Seat.....Tab 1
  - C. Consideration of Resolution 2020-01, Re-Designating Officers....Tab 2
  - D. Consideration of the Minutes of the Board of Supervisors' Regular Meeting held August 21, 2019.....Tab 3
  - E. Consideration of the Operation & Maintenance Expenditures for July – November 2019.....Tab 4
- 5. BUSINESS ITEMS**
  - A. Consideration of Updated Investment Plan.....Tab 5
  - B. Discussion Regarding Debt Service-Related Matters:
    - a. Determination of Refund Amounts for Lots that Paid Off Debt Service Obligation prior to November 1, 2019
    - b. Determination of Payoff Amount After May 1, 2020 Debt Service Payment
  - C. Consideration of Pond Inlet Dirt Removal Proposal (*under separate cover*)
  - D. Consideration of Updated Rizzetta Professional Services Agreement.....Tab 6
- 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

**CASCADES AT GROVELAND  
COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS  
OATH OF OFFICE**

I, \_\_\_\_\_, A CITIZEN OF THE STATE OF FLORIDA AND OF THE UNITED STATES OF AMERICA, AND BEING EMPLOYED BY OR AN OFFICER OF CASCADES AT GROVELAND COMMUNITY DEVELOPMENT DISTRICT AND A RECIPIENT OF PUBLIC FUNDS AS SUCH EMPLOYEE OR OFFICER, DO HEREBY SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THE STATE OF FLORIDA.

\_\_\_\_\_  
Board Supervisor

ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing oath was administered before me this \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who personally appeared before me, and is personally known to me or has produced \_\_\_\_\_ as identification, and is the person described in and who took the aforementioned oath as a Member of the Board of Supervisors of Cascades at Groveland Community Development District and acknowledged to and before me that he/she took said oath for the purposes therein expressed.

(NOTARY SEAL)

\_\_\_\_\_  
Notary Public, State of Florida

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

Commission No.: \_\_\_\_\_ Expires: \_\_\_\_\_

# Tab 2

**RESOLUTION 2020-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF CASCADES AT GROVELAND COMMUNITY DEVELOPMENT DISTRICT APPOINTING [AND REMOVING] OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, Cascades at Groveland Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Lake County, Florida; and

WHEREAS, the Board of Supervisors of the District desires to appoint [and remove] Officers of the District.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF CASCADES AT GROVELAND COMMUNITY DEVELOPMENT DISTRICT:**

Section 1. \_\_\_\_\_ is appointed Chairman.

Section 2. \_\_\_\_\_ is appointed Vice Chairman.

Section 3. \_\_\_\_\_ is appointed Assistant Secretary.

\_\_\_\_\_ is appointed Assistant Secretary.

\_\_\_\_\_ is appointed Assistant Secretary.

\_\_\_\_\_ is appointed Assistant Secretary.

\_\_\_\_\_ is appointed Assistant Secretary.

Section 4. This Resolution supersedes any prior appointments made by the Board for Chairman and Vice-Chairman. John Asaro is hereby removed as Assistant Secretary.

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

**PASSED AND ADOPTED THIS 15<sup>th</sup> DAY OF JANUARY, 2020.**

**CASCADES AT  
GROVELAND COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
**CHAIRMAN / VICE CHAIRMAN**

**ATTEST:**

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

# Tab 3



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, August 21, 2019, at 2:04 p.m. at the Magnolia House Sports Pavilion, located at 100 Falling Acorn Avenue, Groveland, Florida 34736.**

Present and constituting a quorum:

James Pekarek	<b>Board Supervisor, Chairman</b>
Karen McMican	<b>Board Supervisor, Vice Chair</b>
Benny Justice	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

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

**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 were no audience comments on agenda items at this time.

**THIRD ORDER OF BUSINESS**

**Staff Reports**

A. District Engineer

*This staff report was taken out of order*

Mr. Malave is working with the Chairman regarding repairs for stormwater pond 20 behind models on Balmy Coast. There is excess dirt that needs to be moved from the inlet and be placed on the bank. Shea Homes will perform the work. Discussion ensued.

*This agenda item was taken out of order*

**FOURTH ORDER OF BUSINESS**

**Consideration of Budgetary Matters**

***i. Public Hearing on Fiscal Year 2019/2020 Final Budget***

On a motion by Ms. McMican, seconded by Mr. Justice, with all in favor, the Board agreed to open the public hearing on Fiscal Year 2019-2020 Final Budget for Cascades at Groveland Community Development District.

Mr. Jeancola presented and reviewed Fiscal Year 2019/2020 Budget and Assessments. The proposed O&M and reserve budgets totaled \$110,000.00 (\$103,885.00 + \$6,015.00) as well, a supplemental debt service budget was proposed at \$117,640.61. The assessments were proposed to be \$558.72 per lot, which is the same amount as the Fiscal Year 17/18 assessment amount.

Mr. Justice cannot support the increase and is agreeable to keeping it at the current assessment of \$484.69.

Mr. Pekarek reviewed the reasons behind the proposed increase including paying off debt service sooner. A resident asked how long this would take. Mr. Pekarek anticipates this could be paid off by April 2029.

Ms. McMican agrees with Mr. Justice. She doesn't want an increase in addition to the HOA increase.

General discussion ensued.

The Board agreed to wait and perhaps consider this at a later time.

A resident asked Mr. Pekarek what the interest rate was. He replied that it was at 5.3%.

A resident inquired about a pond that was determined to be HOA property. He also asked about wall ownership. Discussion ensued.

A resident commented on the Exhibit A – Schedule. Mr. Jeancola explained that it breaks down the assessments as discussed. Discussion ensued.

A resident agreed with Mr. Justice and Ms. McMican and noted Lake County is proposing to increase taxes as well.

96 A resident asked how her debt would be calculated is she chose to pay off her  
97 bond debt in advance. Mr. Jeancola suggested that she contacts the Finance Department  
98 at Rizzetta & Company. The benefit is the savings in interest. Ms. Tucker clarified that the  
99 individual would still receive an O&M assessment annually. Discussion ensued.

100  
101 A resident recommended that the Board provides an informational workshop 101  
102 for residents.

103  
104 An owner asked if only 60% of the residents responded to the survey, how the  
105 Board can consider increasing assessments to the \$558.72. Discussion ensued.

106  
107 There was a comment regarding the survey process. Discussion ensued.

108  
109 A resident commented that people might not have responded due to being out of  
110 town for the summer. Mr. Pekarek stated that the survey was sent out in April. Discussion  
111 ensued.

112  
113 A resident had a question regarding how many members were on the Board as  
114 there were only three Board members present. It was noted that Patrick Wellington and  
115 John Asaro are the other two members.

116  
117 On a motion by Mr. Justice, seconded by Ms. McMican, with all in favor, the Board agreed  
118 to close the public hearing on Fiscal Year 2019-2020 Final Budget for Cascades at  
119 Groveland Community Development District.

120  
121 *Consideration of Resolution 2019-04, Adopting Fiscal Year 2019/2020 Final Budget*

122  
123 After discussion, the Board determined to approve the proposed O&M and reserve  
124 allocations. Additionally, it determined to maintain the level of assessments at \$484.69 and  
125 of that, \$36.04 will be utilized for a supplemental debt service assessment.

126  
127 On Motion by Mr. Pekarek, seconded by Mr. Justice, with all in favor, the Board approved  
128 Resolution 2019-04, Adopting Fiscal Year 2019/2020 Final Budget for Cascades at  
129 Groveland Community Development District.

130  
131 General discussion ensued.

132  
133 ***ii. Public Hearing on Fiscal Year 2019/2020 Imposition of  
134 Assessments***

135  
136 On a motion by Mr. Pekarek, seconded by Mr. Justice, with all in favor, the Board agreed  
137 to open the public hearing on Fiscal Year 2019-2020 Imposition of Assessments for  
138 Cascades at Groveland Community Development District.  
139

140 Mr. Jeancola clarified that up to a 4% discount is applied if and when assessments  
141 are paid in full by the prescribed early payment discount deadline as set forth by the  
142 County.  
143

144 On a motion by Mr. Justice, seconded by Mr. Pekarek, with all in favor, the Board agreed  
145 to close the public hearing on Fiscal Year 2019-2020 Imposition of Assessments for  
146 Cascades at Groveland Community Development District.

147  
148 *Consideration of Resolution 2019-05, Imposing Special Assessments and Certifying an*  
149 *Assessment Roll*  
150

On Motion by Mr. Justice, seconded by Ms. McMican, with all in favor, the Board approved  
Resolution 2019-05, Imposing Special Assessments and Certifying an Assessment Roll  
for Cascades at Groveland Community Development District.

151  
152 **iii. Public Hearing Regarding Usage of Surplus Funds for Payment**  
153 **Towards Series 2006 Bonds**  
154

155 On a motion by Mr. Justice, seconded by Ms. McMican, with all in favor, the Board agreed  
156 to open the public hearing Regarding Usage of Surplus Funds for Payment Towards Series  
157 2006 Bonds for Cascades at Groveland Community Development District.

158  
159 Mr. Pekarek discussed utilizing \$450,000.00 of reserve funds and \$80,000.00 of  
160 surplus O&M funds in order to pay off bonds sooner.  
161

162 A resident asked if a refund would be given if the debt was paid and surplus funds  
163 were used. Ms. Tucker advised that individuals who prepaid could receive a  
164 corresponding refund.  
165

166 On a motion by Mr. Justice, seconded by Ms. McMican, with all in favor, the Board agreed  
167 to close the public hearing Regarding Usage of Surplus Funds for Payment Towards Series  
168 2006 Bonds for Cascades at Groveland Community Development District.

169  
170 *Consideration of Resolution 2019-07, Authorizing Use of Surplus Funds*  
171

On Motion by Ms. McMican, seconded by Mr. Justice, with all in favor, the Board approved  
Resolution 2019-07, Authorizing Use of Surplus Funds in a not to exceed amount of  
\$530,000.00 for Cascades at Groveland Community Development District.

172  
173 (Recess)  
174  
175  
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178  
179

*Continued Meeting with Staff Reports (taken out of order)*

180  
181  
182 B. District Counsel  
183 No Report.

184  
185 C. District Manager  
186 No Report.

187  
188 **FIFTH ORDER OF BUSINESS**

**Consideration of the Minutes of the  
Board of Supervisors' Meeting held  
June 19, 2019**

189  
190  
191  
192 Mr. Jeancola reviewed the Minutes of the Board of Supervisors' meeting held on  
193 June 19, 2019 with the Board.  
194

On Motion by Mr. Justice, seconded by Ms. McMican, with all in favor, the Board approved the Minutes of the Board of Supervisors' Regular Meeting held on June 19, 2019, for Cascades at Groveland Community Development District.

195  
196 **SIXTH ORDER OF BUSINESS**

**Consideration of the Operation and  
Maintenance Expenditures for June  
2019**

197  
198  
199  
200 Mr. Jeancola reviewed the expenditures for June 2019 with the Board of Supervisors.  
201

On Motion by Mr. Justice, seconded by Ms. McMican, with all in favor, the Board ratified the Operation and Maintenance Expenditures for June 2019 (\$4,387.50), for Cascades at Groveland Community Development District.

202  
203 **SEVENTH ORDER OF BUSINESS**

**Consideration of ADA Website  
Compliance Proposals**

204  
205  
206 Mr. Jeancola reviewed the three proposals received from ADASC, Campus Suite,  
207 and VGlobal with the Board. While all vendors provide similar services, it was noted the per  
208 page mitigation/conversion costs were different for each. Conversion costs could pose the  
209 most financial impact to the District. Upon review of the proposals, the Board determined it  
210 desired to limit the financial impact and opt for the lower cost ADA compliance vendor.  
211

On Motion by Mr. Justice, seconded by Ms. McMican, with all in favor, the Board of Supervisors approved the proposal received from Campus Suite, for Cascades at Groveland Community Development District.

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218 **EIGHTH ORDER OF BUSINESS**

**Consideration of Updated Rizzetta  
Technology Services Agreement**

219  
220  
221 Mr. Jeancola reviewed the updated agreement with the Board, which updates the  
222 current terms to address the ADA compliance component being handled by a 3<sup>rd</sup> party  
223 vendor and to further clarify the chapter 189 compliance items Rizzetta Technology Services  
224 would be responsible for. The cost of services remains the same.  
225

On a motion by Ms. McMican, seconded by Mr. Pekarek, with all in favor, the Board approved the Updated Rizzetta Technology Services Agreement, for the Cascades at Groveland Community Development District.

226  
227 **NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2019-06,  
Setting the Fiscal Year 2019/2020  
Meeting Schedule**

228  
229  
230  
231 Mr. Jeancola presented and reviewed Resolution 2019-06, Setting the Fiscal Year  
232 2019/2020 Meeting Schedule. The Board agreed on a 6-month meeting schedule.  
233

On Motion by Ms. McMican, seconded by Mr. Justice, with all in favor, the Board accepted the Resolution 2019-06, Setting the Meeting Schedule for Fiscal Year 2019/2020 for Cascades at Groveland Community Development District.

234  
235 **TENTH ORDER OF BUSINESS**

**Ratification of Landscape Maintenance  
Contract**

236  
237  
238 A resident asked about the mowing frequency of the common areas. It was noted  
239 that the District receives 18 on an annual basis.

240  
241 Mr. Pekarek is looking into changing some of the areas to be maintained and alter  
242 the pay schedule.  
243

On Motion by Mr. Justice, seconded by Mr. Pekarek, with all in favor, the Board ratified the Landscape Maintenance Contract for the Cascades at Groveland Community Development District.

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256 **ELEVENTH ORDER OF BUSINESS** **Consideration of Arbitrage Rebate**  
257 **Proposal for Capital Improvement**  
258 **Bonds Series 2006**  
259

260 Mr. Jeancola presented the Arbitrage Rebate Calculation Proposal to the Board.  
261 The cost to the District is \$450.00 annually (usually \$500.00) and auto renews for two  
262 subsequent terms.  
263

On Motion by Mr. Justice, seconded by Mr. Pekarek, with all in favor, the Board accepted the Arbitrage Rebate Calculation Report Cascades at Groveland Community Development District.

264 **TWELFTH ORDER OF BUSINESS** **Supervisor Requests and Audience**  
265 **Comments**  
266  
267

268 Mr. Pekarek requested that the Board authorize that additional excess funds held  
269 by the trustee be utilized to pay down the debt.  
270

On Motion by Mr. Justice, seconded by Mr. Pekarek, with all in favor, the Board authorized additional excess funds currently held in the trust account, for the Cascades at Groveland Community Development District.

271  
272 There were no audience comments at this time.  
273

274 Mr. Jeancola stated that the next regular meeting, if held, of the Board of Supervisors  
275 is scheduled for Wednesday, September 18, 2019 at 2:00 p.m. at the Magnolia House  
276 Sports Pavilion, located at 100 Falling Acorn Avenue, Groveland, FL 34736.  
277

278 Discussion ensued regarding holding the next meeting.  
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297 **THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

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On Motion by Mr. Justice, seconded by Ms. McMican with all in favor, the Board adjourned the Board of Supervisors' Meeting at 4:24 p.m. for Cascades at Groveland Community Development District.

299

300

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302

303

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

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

DRAFT



# Tab 4

# CASCADES AT GROVELAND COMMUNITY DEVELOPMENT DISTRICT

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

## Operation and Maintenance Expenditures July 2019 For Board Approval

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

The total items being presented: **\$10,620.72**

Approval of Expenditures:

---

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

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

# Cascades at Groveland Community Development District

## Paid Operation & Maintenance Expenditures

July 1, 2019 Through July 31, 2019

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Karen F. McMican	002056	KM061919	Board of Supervisors Meeting 06/19/19	\$ 200.00
Patrick G. Wellington	002059	PW061919	Board of Supervisors Meeting 06/19/19	\$ 200.00
Bob McKee Lake County Tax Collector	002064	Commission Bill 05/31/19	Commission Bill FY 18-19 thru May 2019	\$ 328.25
Disclosure Services, LLC	002060	3	Amortization Schedule S2006 Prepay 120K	\$ 500.00
Disclosure Services, LLC	002060	4	Amortization Schedule S2006 Prepay 5K	\$ 100.00
Hopping Green & Sams	002061	108363	General/Monthly Legal Services 05/19	\$ 2,699.39
LLS Tax Solutions Inc.	002062	001708	Arbitrage Rebate Calculation Series 2006 PE 03/31/19	\$ 500.00
Orlando Sentinel Communications	002065	007452024000	Acct #CU00126744 Legal Advertising 06/19	\$ 218.75
Rizzetta & Company, Inc	002057	INV0000041454	District Management Services 07/19	\$ 3,198.75
Rizzetta Technology Services, LLC	002058	INV0000004501	Website & EMail Hosting Services 07/19	\$ 160.00
Rolling Hills of Central Florida, Inc	002063	2178	Grouds Maintenance 07/19	<u>\$ 2,515.58</u>
Report Total				<u>\$ 10,620.72</u>

**CASCADES AT GROVELAND CDD**

Meeting Date: 6/19/2019

RECEIVED  
JUN 25 2019  
BY: .....

**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	✓	
Benny Justice* does not get paid	✓	

(\*) Does not get paid

**EXTENDED MEETING TIMECARD**

Meeting Start Time:	2:03
Meeting End Time:	3:03
Total Meeting Time:	1hr

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. \_\_\_\_\_

D/M approval ef Date \_\_\_\_\_

Date entered JUN 25 2019

Fund 001 GL 51100 OC 1101

Check # \_\_\_\_\_

**CASCADES AT GROVELAND - (076)  
COMMISSION BILL FOR 2018 TAXES**

**RECEIVED**  
**JUL 16 2019**  
BY: .....

<b>Remittance Date</b>	<b>Collection Period</b>	<b>Taxes Collected</b>
March 25, 2019	02/01/2019-02/28/2019	\$ 2,879.04
April 18, 2019	03/01/2019-03/31/2019	\$ 7,817.29
May 17, 2019	04/01/2019-04/30/2019	\$ 4,218.67
June 7, 2019	05/01/2019-05/31/2019	\$ -
June 19, 2019	Tax Certificate Sale	\$ 1,497.69

**Total Taxes Collected** \$ 16,412.69

\$ 16,412.69 @ 2% \$ 328.25

<b>Commission Due</b>	<b>\$ 328.25</b>
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JUL 16 2019

Date Rec'd Rizzetta & Co., Inc. \_\_\_\_\_

D/M approval ej Date \_\_\_\_\_

Date entered JUL 17 2019

Fund 001 GL 36310 OC 1002

Check # 200 36310 1002

**JUL 15 2019**



**DAVID W. JORDAN**  
**LAKE COUNTY TAX COLLECTOR**

P.O. Box 327 • Tavares, FL 32778-0327 • Phone 352-343-9602 • [www.laketax.com](http://www.laketax.com)

July 5, 2019

Cascades at Groveland  
c/o Rizzetta and Company  
9428 Camden Field Parkway  
Riverview, FL 33578

Dear Sir or Madam:

Enclosed, please find the first commission bill for fiscal year 2019. The current commissions are calculated on taxes remitted to your taxing authority from February 1, 2019 through June 19, 2019.

If you have any questions concerning your commission bill, please contact Cathy Adrid, at (352) 253-2112.

Sincerely,

David W. Jordan  
Lake County Tax Collector

CLC:pl

Enclosure

Disclosure Services LLC

1005 Bradford Way  
Kingston, TN 37763

# Invoice

Date	Invoice #
6/19/2019	3

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

RECEIVED  
JUN 20 2019  
BY: .....

Terms	Due Date
Net 30	7/19/2019

Description	Amount
Amortization Schedule Series 2006 11-1-18 Prepay \$120,000	500.00
<p>Date Rec'd Rizzetta &amp; Co., Inc. _____</p> <p>D/M approval <u>af</u> Date _____</p> <p>Date entered <u>JUN 20 2019</u></p> <p>Fund <u>001</u> GL <u>51300</u> OC <u>3104</u></p> <p>Check # _____</p>	
<b>Total</b>	\$500.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$500.00

Phone #
865-717-0976

E-mail
tcarter@disclosureservices.info

Disclosure Services LLC

1005 Bradford Way  
Kingston, TN 37763

RECEIVED  
JUN 18 2019

BY: .....

# Invoice

Date	Invoice #
6/14/2019	4

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

Terms	Due Date
Net 30	7/14/2019

Description	Amount
Amortization Schedule Series 2006 5-1-19 Prepay \$5,000	100.00

Date Rec'd Rizzetta & Co., Inc. \_\_\_\_\_  
 D/M approval of Date \_\_\_\_\_  
 Date entered JUN 19 2019  
 Fund 001 GL 51300 OC 3104  
 Check # \_\_\_\_\_

<b>Total</b>	\$100.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$100.00

Phone #
865-717-0976

E-mail
tcarter@disclosureservices.info





# Hopping Green & Sams

Attorneys and Counselors

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

BY: .....

===== STATEMENT =====

June 10, 2019

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

Bill Number 108363  
Billed through 05/31/2019

### General Counsel / Monthly Meeting

**CASCDD 00001 TFM**

#### FOR PROFESSIONAL SERVICES RENDERED

05/03/19	TFM	Confer with Jeancola.	0.40 hrs
05/06/19	TFM	Confer with Jeancola; prepare survey language.	1.00 hrs
05/08/19	TFM	Confer with Jeancola; review meeting minutes; confer with Pekarek; prepare FY budget documents.	2.00 hrs
05/08/19	DGW	Review and revise budget approval resolution.	0.30 hrs
05/10/19	JLK	Continue negotiations and research with district management team, insurance providers and ADA consultants on questions related to policies, accessibility and requisite standards.	0.10 hrs
05/15/19	TFM	Review correspondence from Pekarek; prepare for and attend Board meeting by phone; follow-up from Board meeting.	4.00 hrs
05/16/19	JLK	Negotiate professional IT master services agreement with Rizzetta IT services.	0.10 hrs
05/29/19	TFM	Confer with Moreno and Jeancola regarding published notice; prepare notices for assessment hearing.	1.00 hrs
05/29/19	DGW	Draft mailed and published notice of budget and assessment hearing.	0.70 hrs
05/30/19	TFM	Confer with Brizendine and Jeancola regarding FY 2019 budget and assessment notices.	0.70 hrs

Total fees for this matter \$2,679.50

#### DISBURSEMENTS

Conference Calls 19.89

Total disbursements for this matter \$19.89

#### MATTER SUMMARY

Wilbourn, David - Paralegal 1.00 hrs 125 /hr \$125.00

=====			
Kilinski, Jennifer L.	0.20 hrs	260 /hr	\$52.00
Mackie, A.Tucker Frazee	9.10 hrs	275 /hr	\$2,502.50
TOTAL FEES			\$2,679.50
TOTAL DISBURSEMENTS			\$19.89
<b>TOTAL CHARGES FOR THIS MATTER</b>			<b>\$2,699.39</b>

**BILLING SUMMARY**

Wilbourn, David - Paralegal	1.00 hrs	125 /hr	\$125.00
Kilinski, Jennifer L.	0.20 hrs	260 /hr	\$52.00
Mackie, A.Tucker Frazee	9.10 hrs	275 /hr	\$2,502.50
TOTAL FEES			\$2,679.50
TOTAL DISBURSEMENTS			\$19.89
<b>TOTAL CHARGES FOR THIS BILL</b>			<b>\$2,699.39</b>

**Please include the bill number on your check.**

Date Rec'd Rizzetta & Co., Inc. \_\_\_\_\_

D/M approval af Date \_\_\_\_\_

Date entered JUL 02 2019

Fund 001 GL 51400 OC 3405

Check # \_\_\_\_\_



Specializing In Tax - Exempt Bond Services

RECEIVED  
JUN 26 2019  
BY: .....

LLS Tax Solutions  
2172 W. Nine Mile Rd.  
#352  
Pensacola, FL 32534  
Telephone: 850-754-0311  
Email: liscott@llstax.com

# INVOICE

**BILL TO:**

Cascades at Groveland Community Development District  
c/o Rizzetta & Company, Inc.  
12750 Citrus Park Lane, Suite 115  
Tampa, Florida 33625

DATE: April 11, 2019  
INVOICE # 001708

DESCRIPTION	AMOUNT
Total billings in connection with the \$5,600,000 Cascades at Groveland Community Development District City of Groveland, Florida Capital Improvement Revenue Bonds, Series 2006 – Rebate Requirement Calculation for the period ended March 31, 2019.	<u>\$500.00</u>
Date Rec'd Rizzetta & Co., Inc. _____	
D/M approval <u>af</u> Date _____	
Date entered <u>JUN 28 2019</u>	
Fund <u>001</u> GL <u>51300</u> OC <u>3203</u>	
Check # _____	

**PAYMENT TERMS**

1. Due and Payable upon receipt
2. Please include the invoice number on your check or wire transfer

**Total** \$500.00

*Thank You For Your Business!*

PO Box 100608  
Atlanta, GA 30384-0608  
adbilling@tribpub.com  
844-348-2445

**Invoice Details**

Billed Account Name: Cascades At Groveland Cdd  
Billed Account Number: CU00126744  
Invoice Number: 007452024000  
Invoice Amount: \$218.75  
Billing Period: 06/01/19 - 06/30/19  
Due Date: 07/30/19



**INVOICE**

RECEIVED  
JUL 18 2019

BT: .....

**Invoice Details**

Date	Invoice Reference	Description	Rate	Quantity	Amount	Total
06/09/19	OSC7452024	PO# June 19 2019 Classified Listings, Online June 19 2019 6324322				218.75

Date Rec'd Rizzetta & Co., Inc. \_\_\_\_\_  
D/M approval OK Date \_\_\_\_\_  
Date entered JUL 18 2019  
Fund 001 GL 51300 OC 4801  
Check # \_\_\_\_\_

**Invoice Total: \$218.75**

**Account Summary**

Current	1-30	31-60	61-90	91+	Unapplied Amount
323.50	0.00	0.00	0.00	0.00	0.00



Please detach and return this portion with your payment.

**Orlando Sentinel**  
MEDIA GROUP

PO Box 100608  
Atlanta, GA 30384-0608

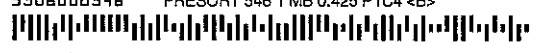
**Remittance Section**

Billed Period: 06/01/19 - 06/30/19  
Billed Account Name: Cascades At Groveland Cdd  
Billed Account Number: CU00126744  
Invoice Number: 007452024000

Return Service Requested

For questions regarding this billing, or change of address notification, please contact Customer Care:

3506000546 PRESORT 546 1 MB 0.425 P1C4 <B>



CASCADES AT GROVELAND CDD  
C/O RIZZETTA & COMPANY INC.  
2806 N 5TH ST STE 403  
SAINT AUGUSTINE FL 32084-1904

Orlando Sentinel  
PO Box 100608  
Atlanta, GA 30384-0608



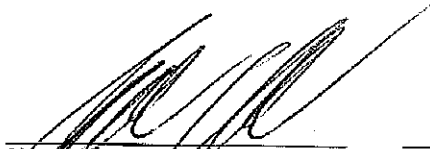
# Orlando Sentinel

Published Daily  
ORANGE County, Florida

State Of Illinois  
County Of Cook

Before the undersigned authority personally appeared Spencer Clark, who on oath says that he or she is an Advertising Representative of the ORLANDO SENTINEL, a DAILY newspaper published at the ORLANDO SENTINEL in ORANGE County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter of 11150-Public Hearing Notice, June 19, 2019 was published in said newspaper in the issues of Jun 09, 2019.

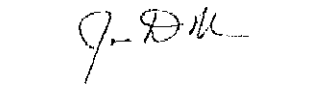
Affiant further says that the said ORLANDO SENTINEL is a newspaper Published in said ORANGE County, Florida, and that the said newspaper has heretofore been continuously published in said ORANGE County, Florida, each day and has been entered as periodicals matter at the post office in ORANGE County, Florida, in said ORANGE County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he or she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

  
\_\_\_\_\_  
Signature of Affiant

Spencer Clark

\_\_\_\_\_  
Name of Affiant

Sworn to and subscribed before me on this 10 day of June, 2019,  
by above Affiant, who is personally known to me ( X ) or who has produced identification ( ).

  
\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Name of Notary, Typed, Printed, or Stamped

**Sold To:**

Cascades At Groveland Cdd - CU00126744  
2806 N 5th St  
Ste 403  
Saint Augustine, FL, 32084-1904

**Bill To:**

Cascades At Groveland Cdd - CU00126744  
2806 N 5th St  
Ste 403  
Saint Augustine, FL, 32084-1904  
6324322

# Orlando Sentinel

## **NOTICE OF PUBLIC MEETING CASCADES AT GROVELAND COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Cascades at Groveland Community Development District will hold their regular meeting on Wednesday, June 19, 2019 at 2:00 p.m. at the Magnolia House Sports Pavilion, located at 100 Falling Acorn Avenue, Groveland, FL 34736. Items on the agenda may include, but are not limited to, District operations and maintenance activities, financial matters, capital improvements, and general administration activities.

There may be occasions when one or more Supervisors will participate by telephone. At the above location will be present a speaker telephone so that any interested person can attend the meeting and be fully informed of the discussions taking place either in person or by telephone communication. The meeting may be continued in progress without additional notice to a time, date, and location stated on the record.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (407) 472-2471, at least 48 hours before the meetings. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1, who can aid you in contacting the District Office.

A person who decides to appeal any decision made by the Board at the meeting with respect to any matter considered at the meeting 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 such appeal is to be based.

Cascades at Groveland Community Development District  
Anthony Jeancola, District Manager

056324322

06/09/2019

6324322

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

**Invoice**

Date	Invoice #
7/1/2019	INV0000041454

**Bill To:**

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

RECEIVED  
 JUN 20 2019

BY: .....

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

Description	Qty	Rate	Amount
District Management Services	1.00	\$1,330.00	\$1,330.00
Administrative Services	1.00	\$393.75	\$393.75
Accounting Services	1.00	\$1,140.00	\$1,140.00
Financial & Revenue Collections	1.00	\$335.00	\$335.00

Date Rec'd Rizzetta & Co., Inc. \_\_\_\_\_

D/M approval  Date \_\_\_\_\_

Date entered JUN 20 2019

Fund 001 GL 51300 OC 3101

Check # \_\_\_\_\_ 3100

3201

3111

<b>Subtotal</b>	\$3,198.75
<b>Total</b>	\$3,198.75

**Rizzetta Technology Services**  
 3434 Colwell Avenue  
 Suite 200  
 Tampa FL 33614

**Invoice**

<b>Date</b>	<b>Invoice #</b>
7/1/2019	INV0000004501

**Bill To:**

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

RECEIVED  
 JUN 19 2019

BY: .....

<b>Services for the month of</b>	<b>Terms</b>	<b>Client Number</b>
July		00230

Description	Qty	Rate	Amount
Email Accounts, Admin & Maintenance	4	\$15.00	\$60.00
Website Hosting, Backup and Content Updating	1	\$100.00	\$100.00

Date Rec'd Rizzetta & Co., Inc. \_\_\_\_\_

D/M approval   *CS*   Date \_\_\_\_\_

Date entered   JUN 19 2019  

Fund   001   GL   51300   oc   5103  

Check # \_\_\_\_\_

<b>Subtotal</b>	\$160.00
<b>Total</b>	\$160.00



# Invoice



Date	Invoice #
7/19/2019	2178

For More Information Please Contact Us  
At:

Office: (352)-242-4400  
Kreed@contourslandscape.com

Address: PO Box 145  
Astatula, FL 34705

## Bill To

Cascades at Groveland Community Developme  
c/o Rizzetta & Company, Inc.  
8529 South Park Circle, Suite 330  
Orlando, FL 32819

P.O. No.	Terms	Due Date	Account #	Project	
	Net 30	8/18/2019		Trilogy CDD	
Description			Qty	Rate	Amount
July Grounds Maintenance Services Monthly Mow Services			1	2,515.58	2,515.58
<p>Date Rec'd Rizzetta &amp; Co., Inc. _____</p> <p>D/M approval <u>[Signature]</u> Date _____</p> <p>Date entered <u>JUL 26 2019</u></p> <p>Fund <u>001</u> GL <u>53800</u> OC <u>4630</u></p> <p>Check # _____</p>					

The signed representative hereby authorizes Contours Landscape Solution to proceed and to complete the scope of services as described.

TERMS: A service charge of 2 1/2% per month will be added to all balances not paid within thirty (30) days of invoice. This represents an annual rate of 30%. In addition to all service charges there shall also be paid the reasonable costs of collection including attorneys fees and court costs.

<b>Total</b>	\$2,515.58
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$2,515.58

# CASCADES AT GROVELAND COMMUNITY DEVELOPMENT DISTRICT

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

## Operation and Maintenance Expenditures August 2019 For Board Approval

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

The total items being presented: **\$19,934.34**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

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

# Cascades at Groveland Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2019 Through August 31, 2019

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Dewberry Engineers, Inc.	002071	1626456	Engineering Services 12/18	\$ 7,015.00
Dewberry Engineers, Inc.	002071	1637860	Engineering Services 01/19	\$ 1,587.50
Hopping Green & Sams	002069	109089	General/Monthly Legal Services 06/19	\$ 2,347.51
Rizzetta & Company, Inc	002066	INV0000042249	District Management Services 08/19	\$ 3,198.75
Rizzetta & Company, Inc	002070	INV0000042447	Mass Mail 07/19	\$ 1,535.00
Rizzetta Technology Services, LLC	002067	INV0000004586	Website & EMail Hosting Services 08/19	\$ 160.00
Rolling Hills of Central Florida, Inc	002068	2199	Grouds Maintenance 08/19	\$ 2,515.58
Rolling Hills of Central Florida, Inc	002068	2200	Grouds Maintenance 07/19	<u>\$ 1,575.00</u>
Report Total				<u>\$ 19,934.34</u>

# INVOICE



Please remit to: Dewberry Engineers Inc.  
P.O. Box 821824  
Philadelphia, PA 19182-1824  
(703)849-0100 TIN: 13-0746510

Invoice #: 1626456  
Invoice Date: 12/14/2018  
Due Date: 1/13/2019  
Client #: 224261  
Contract #: 50089268  
Batch #: 2828080

Bill To: CASCADES @ GROVELAND CDD  
ACCOUNTS PAYABLE  
8529 S. PARK CIRCLE# 330  
ORLANDO, FL 32819

Work Performed Thru Period Ending 11/30/2018

Job: 50089268 Cascades at Groveland CDD 2017

### TIME & MATERIAL BILLING

Task ID Task Description  
T001 GEN ENG CONSULTANT SRVS 2017

### CURRENT PERIOD BILLING

Description	Prev Amount Billed	\$	Hours	Rate	Amount
ADMIN PROFESSIONAL III	32,097.50		1.00	95.000	\$ 95.00
DESIGNER I			34.00	100.000	\$ 3,400.00
ENGINEER IX			16.00	220.000	\$ 3,520.00
<b>TOTAL HOURLY LABOR</b>			<b>51.00</b>		<b>\$ 7,015.00</b>
<b>TOTAL FOR</b>			<b>T001</b>		<b>\$ 7,015.00</b>

TOTAL FOR JOB: 50089268 \$ 7,015.00

**TOTAL INVOICE AMOUNT DUE \$ 7,015.00**  
**BY 1/13/2019**

Date Rec'd Rizzetta & Co., Inc. \_\_\_\_\_

D/M approval ay Date \_\_\_\_\_

Date entered AUG 28 2019

Fund 001 GL 51300 OC 3103

Check # \_\_\_\_\_

This invoice is due and payable within 30 days of the invoice date. Any questions pertaining to the above should be brought to the attention of Dewberry immediately. Thank you.

This invoice accurately reflects the terms and conditions of our agreement and the amount hereon is correct.

REINARDO MALAVE DAVILA



# Dewberry®

50089268  
Cascades at Groveland CDD 2017

start_date	end_date	emp_id	fullname	cost_code	description	SAT	SUN	MON	TUE	WED	THU	FRI	TOTAL
10/27/2018	11/2/2018	1	535997 ZIMMERMAN, TIPTON M.	T0010000	Gen Eng Consultant Srvs 2017-Yrly Home Cnstrct Review	0	0	7	5	3	3	4	22
11/3/2018	11/9/2018	1	220389 MALAVE DAVILA, REINARDO	T0010000	Gen Eng Consultant Srvs 2017- Coor Shea-Pond repair.	0	0	1	0	1	1	0	3
11/3/2018	11/9/2018	1	535997 ZIMMERMAN, TIPTON M.	T0010000	Gen Eng Consultant Srvs 2017-Yrly Home Cnstrct Review	0	0	2	0	2	1	0	5
11/10/2018	11/16/2018	1	220389 MALAVE DAVILA, REINARDO	T0010000	Gen Eng Consultant Srvs 2017- Coor of Legsl- Commercial Tract - with Attorney	0	0	1	2	1	1	0	5
11/10/2018	11/16/2018	1	609693 POWELL, AIMEE N.	T0010000	Gen Eng Consultant Srvs 2017	0	0	0	0	1	0	0	1
11/17/2018	11/23/2018	1	220389 MALAVE DAVILA, REINARDO	T0010000	Gen Eng Consultant Srvs 2017- Coor Attorney & Stormwater memo	0	0	1	1	0	0	0	2
11/17/2018	11/23/2018	1	220389 MALAVE DAVILA, REINARDO	T0010000	Gen Eng Consultant Srvs 2017 - Board meeting	0	0	0	0	2	0	0	2
11/17/2018	11/23/2018	1	220389 MALAVE DAVILA, REINARDO	T0010000	Gen Eng Consultant Srvs 2017- Shea Homes-Percent memo-Erosion construction Storm ponds	0	0	0	1	1	0	0	2
11/17/2018	11/23/2018	1	535997 ZIMMERMAN, TIPTON M.	T0010000	Gen Eng Consultant Srvs 2017-Yrly Home Cnstrct Review	0	0	2	0	0	0	0	2
11/24/2018	11/30/2018	1	220389 MALAVE DAVILA, REINARDO	T0010000	Gen Eng Consultant Srvs 2017- Coor of Commercial Parcel issue	0	0	0	0	0	2	0	2
11/24/2018	11/30/2018	1	535997 ZIMMERMAN, TIPTON M.	T0010000	Gen Eng Consultant Srvs 2017-Yrly Home Cnstrct Review	0	0	0	0	1	4	0	5

# INVOICE



Please remit to: Dewberry Engineers Inc.  
P.O. Box 821824  
Philadelphia, PA 19182-1824  
(703)849-0100 TIN: 13-0746510



Invoice #: 1637860  
Invoice Date: 1/10/2019  
Due Date: 2/9/2019  
Client #: 224261  
Contract #: 50089268  
Batch #: 2834273

Bill To: CASCADES @ GROVELAND CDD  
ACCOUNTS PAYABLE  
8529 S. PARK CIRCLE# 330  
ORLANDO, FL 32819

Work Performed Thru Period Ending 12/28/2018

Job: 50089268 Cascades at Groveland CDD 2017

### TIME & MATERIAL BILLING

Task ID Task Description  
T001 GEN ENG CONSULTANT SRVS 2017

### CURRENT PERIOD BILLING

Description	Prev Amount Billed	\$	39,112.50	Hours	Rate	Amount
ADMIN PROFESSIONAL III				.50	95.000	\$ 47.50
ENGINEER IX				7.00	220.000	\$ 1,540.00
<b>TOTAL HOURLY LABOR</b>				7.50		\$ 1,587.50
<b>TOTAL FOR T001</b>						\$ 1,587.50

TOTAL FOR JOB: 50089268 \$ 1,587.50

**TOTAL INVOICE AMOUNT DUE \$ 1,587.50  
BY 2/9/2019**

Date Rec'd Rizzetta & Co., Inc. \_\_\_\_\_

D/M approval   /   Date \_\_\_\_\_

Date entered   AUG 28 2019  

Fund   001   GL   51300   OC   3103  

Check # \_\_\_\_\_

*This invoice is due and payable within 30 days of the invoice date. Any questions pertaining to the above should be brought to the attention of Dewberry immediately. Thank you.*

This invoice accurately reflects the terms and conditions of our agreement and the amount hereon is correct.  
**REINARDO MALAVE DAVILA**

Dewberry complies with Section 202 of Executive Order 11246 as amended by Executive Order 11375.



# Dewberry

50089268

Cascades at Groveland CDD 2017

start_date	end_date	emp_id	fullname	cost_code	description	SAT	SUN	MON	TUE	WED	THU	FRI	TOTAL
12/1/2018	12/7/2018	220389	MALAVE DAVILA, REINARDO	T0010000	Gen Eng Consultant Svcs 2017- Conference call Dist Attorney & Manager- Out Parcel issue	0	0	1	0	0	1	0	2
12/15/2018	12/21/2018	220389	MALAVE DAVILA, REINARDO	T0010000	Gen Eng Consultant Svcs 2017 - Board meeting	0	0	0	0	2	0	0	2
12/15/2018	12/21/2018	220389	MALAVE DAVILA, REINARDO	T0010000	Gen Eng Consultant Svcs 2017 - Coor Commercial Parcel w/Attorney	0	0	0	1	1	1	0	3
12/15/2018	12/21/2018	609693	POWELL, AIMEE N.	T0010000	Gen Eng Consultant Svcs 2017	0	0	0	0	0	0	0.5	0.5

# Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300  
P.O. Box 6826  
Tallahassee, FL 32314  
850.222.7500

AUG 07 2019  
DE: .....

===== STATEMENT =====

July 31, 2019

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

Bill Number 109089  
Billed through 06/30/2019

**General Counsel / Monthly Meeting**

**CASCDD 00001 TFM**

**FOR PROFESSIONAL SERVICES RENDERED**

06/03/19	TFM	Review revised assessment calculations for purposes of preparing assessment notices.	0.80 hrs
06/04/19	TFM	Review revised FY 2019/2020 Budget and provide comments; prepare mailed notice and cover letter.	0.80 hrs
06/06/19	TFM	Review notice of termination and confer with Jeancola regarding same.	0.60 hrs
06/07/19	TFM	Review tentative agenda and confer with Moreno regarding same.	0.20 hrs
06/10/19	TFM	Review correspondence from Jeancola regarding bond payoff and confer with Jeancola and Brizendine regarding same; confer with Moreno; finalize mailed and published notices with information received from District Management.	1.40 hrs
06/11/19	TFM	Confer with Jeancola.	0.40 hrs
06/12/19	TFM	Finalize notices and confer with Brizendine and Jeancola regarding same.	0.60 hrs
06/19/19	TFM	Prepare for and attend Board meeting by phone; follow-up from call; confer with Brizendine.	2.00 hrs
06/20/19	TFM	Confer regarding technology agreement.	0.20 hrs
06/26/19	TFM	Confer with Jeancola regarding mailed notice revisions.	0.80 hrs
06/28/19	TFM	Review revised FY 2020 Budget and confer with Jeancola regarding same.	0.70 hrs

Total fees for this matter \$2,337.50

**DISBURSEMENTS**

Conference Calls 10.01

Total disbursements for this matter \$10.01

**MATTER SUMMARY**



=====

Mackie, A.Tucker Frazee	8.50 hrs	275 /hr	\$2,337.50
-------------------------	----------	---------	------------

TOTAL FEES	\$2,337.50
TOTAL DISBURSEMENTS	\$10.01

<b>TOTAL CHARGES FOR THIS MATTER</b>	<b>\$2,347.51</b>
--------------------------------------	-------------------

**BILLING SUMMARY**

Mackie, A.Tucker Frazee	8.50 hrs	275 /hr	\$2,337.50
-------------------------	----------	---------	------------

TOTAL FEES	\$2,337.50
TOTAL DISBURSEMENTS	\$10.01

<b>TOTAL CHARGES FOR THIS BILL</b>	<b>\$2,347.51</b>
------------------------------------	-------------------

**Please include the bill number on your check.**

Date Rec'd Rizzetta & Co., Inc. \_\_\_\_\_

D/M approval af Date \_\_\_\_\_

Date entered AUG 08 2019

Fund 001 GL 51400 OC 3405

Check # \_\_\_\_\_

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

**Invoice**

Date	Invoice #
8/1/2019	INV0000042249

**Bill To:**

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

RECEIVED  
 JUL 24 2019

BY: .....

Description	Services for the month of	Terms	Client Number
	August	Upon Receipt	00230
	Qty	Rate	Amount
District Management Services	1.00	\$1,330.00	\$1,330.00
Administrative Services	1.00	\$393.75	\$393.75
Accounting Services	1.00	\$1,140.00	\$1,140.00
Financial & Revenue Collections	1.00	\$335.00	\$335.00
<b>Subtotal</b>			\$3,198.75
<b>Total</b>			\$3,198.75

Date Rec'd Rizzetta & Co., Inc. \_\_\_\_\_

D/M approval \_\_\_\_\_ Date \_\_\_\_\_

Date entered JUL 24 2019

Fund 001 GL 51300 OC 3101

Check # \_\_\_\_\_ 3100

3201

3111

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

**Invoice**

*Handwritten:* AUG 06 2019

Date	Invoice #
7/31/2019	INV0000042447

**Bill To:**

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

Description	Services for the month of	Terms	Client Number
	July	Upon Receipt	00230
	Qty	Rate	Amount
Mass Mail	1,535.00	\$1.00	\$1,535.00
Date Rec'd Rizzetta & Co., Inc. _____ D/M approval <u>ay</u> Date _____ Date entered <u>AUG 08 2019</u> Fund <u>001</u> GL <u>51300</u> OC <u>4902</u> Check # _____			
<b>Subtotal</b>			\$1,535.00
<b>Total</b>			\$1,535.00

**Rizzetta Technology Services**  
 3434 Colwell Avenue  
 Suite 200  
 Tampa FL 33614

**Invoice**

Date	Invoice #
8/1/2019	INV0000004586

**Bill To:**

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

PAID  
 JUL 25 2019  
 BT: .....

Services for the month of	Terms	Client Number
August		00230

Description	Qty	Rate	Amount
E-Mail Accounts, Admin & Maintenance	4	\$15.00	\$60.00
Website Hosting, Backup and Content Updating	1	\$100.00	\$100.00
<b>Subtotal</b>			\$160.00
<b>Total</b>			\$160.00

Date Rec'd Rizzetta & Co., Inc. \_\_\_\_\_

D/M approval \_\_\_\_\_ <sup>02</sup> Date \_\_\_\_\_

Date entered JUL 25 2019

Fund 001 GL 51300 OC 5103

Check # \_\_\_\_\_



**AUG 06 2019**

# Invoice

Date	Invoice #
8/1/2019	2199

For More Information Please Contact Us  
At:

**Bill To**

Cascades at Groveland Community Developme  
c/o Rizzetta & Company, Inc.  
8529 South Park Circle, Suite 330  
Orlando, FL 32819

Office: (352)-242-4400  
Kreed@contourslandscape.com

Address: PO Box 145  
Astatula, FL 34705

P.O. No.	Terms	Due Date	Account #	Project
	Net 30	8/31/2019		01.014.Triology CDD

Description	Qty	Rate	Amount
AUGUST Grounds Maintenance Services Monthly Mow Services	1	2,515.58	2,515.58

Date Rec'd Rizzetta & Co., Inc. \_\_\_\_\_  
 D/M approval af Date \_\_\_\_\_  
 Date entered AUG 06 2019  
 Fund 001 GL 53800 OC 4630  
 Check # \_\_\_\_\_

The signed representative hereby authorizes Contours Landscape Solution to proceed and to complete the scope of services as described.

TERMS: A service charge of 2 1/2% per month will be added to all balances not paid within thirty (30) days of invoice. This represents an annual rate of 30%. In addition to all service charges there shall also be paid the reasonable costs of collection including attorneys fees and court costs.

<b>Total</b>	\$2,515.58
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$2,515.58



**PAID**  
AUG 06 2019

# Invoice

Date	Invoice #
8/1/2019	2200

For More Information Please Contact Us At:

Office: (352)-242-4400  
Kreed@contourslandscape.com

Address: PO Box 145  
Astatula, FL 34705

### Bill To

Cascades at Groveland Community Developme  
c/o Rizzetta & Company, Inc.  
8529 South Park Circle, Suite 330  
Orlando, FL 32819

P.O. No.	Terms	Due Date	Account #	Project
	Net 30	8/31/2019		01.014.Triology CDD

Description	Qty	Rate	Amount
JULY Start-Up Grounds Services. Additional Time to Cut Tall Grass. Mow Services	1	1,575.00	1,575.00

Date Rec'd Rizzetta & Co., Inc. \_\_\_\_\_  
 D/M approval af Date \_\_\_\_\_  
 Date entered AUG 06 2019  
 Fund 001 GL 53800 OC 41030  
 Check # \_\_\_\_\_

The signed representative hereby authorizes Contours Landscape Solution to proceed and to complete the scope of services as described.

TERMS: A service charge of 2 1/2% per month will be added to all balances not paid within thirty (30) days of invoice. This represents an annual rate of 30%. In addition to all service charges there shall also be paid the reasonable costs of collection including attorneys fees and court costs.

<b>Total</b>	<b>\$1,575.00</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$1,575.00</b>

# CASCADES AT GROVELAND COMMUNITY DEVELOPMENT DISTRICT

---

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

## Operation and Maintenance Expenditures September 2019 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from September 1, 2019 through September 30, 2019. This does not include expenditures previously approved by the Board.

The total items being presented: **\$11,507.61**

Approval of Expenditures:

---

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

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

# Cascades at Groveland Community Development District

## Paid Operation & Maintenance Expenditures

September 1, 2019 Through September 30, 2019

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Karen F. McMican	002078	KM082119	Board of Supervisors Meeting 08/21/19	\$ 200.00
Dewberry Engineers, Inc.	002073	1695899	Engineering Services 05/19	\$ 1,210.00
Dewberry Engineers, Inc.	002073	1708309	Engineering Services 06/19	\$ 220.00
Dewberry Engineers, Inc.	002073	1720683	Engineering Services 07/19	\$ 220.00
Hopping Green & Sams	002077	109676	General/Monthly Legal Services 07/19	\$ 600.00
Orlando Sentinel Communications	002079	009405997000	Acct #CU00126744 Legal Advertising 07/28/19	\$ 1,299.28
Rizzetta & Company, Inc	002074	INV0000043080	District Management Services 09/19	\$ 3,198.75
Rizzetta Technology Services, LLC	002075	INV0000004671	Website & EMail Hosting Services 09/19	\$ 160.00
Rolling Hills of Central Florida, Inc	002076	2297	Grouds Maintenance 09/19	\$ 2,803.58
Stahl & Associates Insurance	002080	Renewal FY 19/20	Public Officials Liability Renewal from 10/01/19-	<u>\$ 1,596.00</u>
Report Total				<u>\$ 11,507.61</u>



**GASCADES AT GROVELAND CDD**

Meeting Date: 8/21/2019

**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	✓	
Benny Justice* does not get paid	✓	


(\*) Does not get paid

**EXTENDED MEETING TIMECARD**

Meeting Start Time:	
Meeting End Time:	
Total Meeting Time:	

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. \_\_\_\_\_

D/M approval ef Date \_\_\_\_\_

Date entered SEP 11 2019

Fund 001 GL 51100 OC 1101

Check # \_\_\_\_\_





50089268  
Cascades at Groveland CDD

start_date	end_date	emp_id	fullname	cost_code	description	SAT	SUN	MON	TUE	WED	THU	FRI	TOTAL
5/11/2019	5/17/2019	220389	MALAVE DAVILA, REINARDO	T0010000	Gen Eng Consultant Srvs- Board meeting	0	0	0	0	1	0	0	1
5/25/2019	5/31/2019	220389	MALAVE DAVILA, REINARDO	T0010000	Gen Eng Consultant Srvs- Coor Chairman-drainage	0	0	0	0	1	0	0	1

**INVOICE**



Please remit to: DEWBERRY ENGINEERS INC.  
P.O. Box 821824  
Philadelphia, PA 19182-1824  
(703)849-0100 TIN: 13-0746510

RECEIVED  
JUL 22 2019

Bill To: CASCADES @ GROVELAND CDD  
ACCOUNTS PAYABLE  
8529 S. PARK CIRCLE# 330  
ORLANDO FL 32819

BY: .....

Invoice #: 1708309  
Invoice Date: 7/12/2019  
Due Date: 8/11/2019  
Client #: 224261  
Contract #: 50089268  
Batch #: 2878001

Work Performed Thru Period Ending 6/28/2019

Job: 50089268 Cascades at Groveland CDD

TIME & MATERIAL BILLING

TaskID Task Description  
T001 GEN ENG CONSULTANT SRVS

CURRENT PERIOD BILLING

Description	Prev Amount Billed	Hours	Rate	Amount
ENGINEER IX	\$ 44,137.50	1.00	220.000	\$ 220.00
<b>TOTAL HOURLY LABOR</b>		1.00		\$ 220.00
<b>TOTAL FOR T001</b>				\$ 220.00

TOTAL FOR JOB: 50089268 \$ 220.00

**TOTAL INVOICE AMOUNT DUE \$ 220.00**  
**BY 8/11/2019**

Please Reference Invoice Number with Payment

Date Rec'd Rizzetta & Co., Inc. \_\_\_\_\_

D/M approval af Date \_\_\_\_\_

Date entered JUL 22 2019

Fund 001 GL 51300 OC 3103

Check # \_\_\_\_\_

This invoice is due and payable within 30 days of the invoice date. Any questions pertaining to the above should be brought to the attention of Dewberry immediately. Thank you.

This invoice accurately reflects the terms and conditions of our agreement and the amount hereon is correct.  
REINARDO MALAVE DAVILA



50089268  
Cascades at Groveland CDD

start\_date end\_date emp\_id fullname  
6/15/2019 6/21/2019 220389 MALAVE DAVILA, REINARDO

cost\_code description  
T0010000 Gen Eng Consultant Srvs- Board meeting & Review agenda

SAT	SUN	MON	TUE	WED	THU	FRI	TOTAL
0	0	0	0	1	0	0	1

**INVOICE**



Please remit to: DEWBERRY ENGINEERS INC.  
P.O.Box 821824  
Philadelphia, PA 19182-1824  
(703)849-0100 TIN: 13-0746510

AUG 29 2019

Invoice #: 1720683  
Invoice Date: 8/7/2019  
Due Date: 9/6/2019  
Client #: 224261  
Contract #: 50089268  
Batch #: 2884566

Bill To: CASCADES @ GROVELAND CDD  
ACCOUNTS PAYABLE  
8529 S. PARK CIRCLE# 330  
ORLANDO FL 32819

Work Performed Thru Period Ending 7/26/2019

Job: 50089268 Cascades at Groveland CDD

**TIME & MATERIAL BILLING**

Task ID Task Description  
T001 GEN ENG CONSULTANT SRVS

**CURRENT PERIOD BILLING**

Description	Prev Amount Billed	Hours	Rate	Amount
ENGINEER IX	\$ 44,357.50	1.00	220.000	\$ 220.00
<b>TOTAL HOURLY LABOR</b>		1.00		\$ 220.00
<b>TOTAL FOR T001</b>				\$ 220.00

**TOTAL FOR JOB: 50089268 \$ 220.00**

**TOTAL INVOICE AMOUNT DUE \$ 220.00**  
**BY 9/6/2019**

*Please Reference Invoice Number with Payment*

Date Rec'd Rizzetta & Co., Inc. \_\_\_\_\_  
D/M approval af Date \_\_\_\_\_  
Date entered AUG 29 2019  
Fund 001 GL 51300 OC 3103  
Check # \_\_\_\_\_

*This invoice is due and payable within 30 days of the invoice date. Any questions pertaining to the above should be brought to the attention of Dewberry immediately. Thank you.*

This invoice accurately reflects the terms and conditions of our agreement and the amount hereon is correct.  
REINARDO MALAVE DAVILA



50089268

Cascades at Groveland CDD

cost\_code description

T0010000 Gen Eng Consultant Srvs- Legal and sketch review with Dist Manager

SAT	SUN	MON	TUE	WED	THU	FRI	TOTAL
0	0	0	0	0	0	1	1

start_date	end_date	emp_id	fullname
7/13/2019	7/19/2019	220389	MALAVE DAVILA, REINARDO

# Hopping Green & Sams

Attorneys and Counselors

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

SEP 10 2019

===== STATEMENT =====

August 31, 2019

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

Bill Number 109676  
Billed through 07/31/2019

Date Rec'd Rizzetta & Co., Inc. \_\_\_\_\_

D/M approval \_\_\_\_\_ Date \_\_\_\_\_

Date entered SEP 11 2019

Fund 001 GL 51400 OC 3405

Check # \_\_\_\_\_

**General Counsel / Monthly Meeting**  
**CASCDD 00001 TFM**

**FOR PROFESSIONAL SERVICES RENDERED**

07/08/19	TFM	Confer with Moreno.	0.20 hrs
07/09/19	TFM	Confer with Jeancola and review revised assessment hearing notices.	0.50 hrs
07/16/19	TFM	Review correspondence from Pekarek and review proposed landscape agreement.	0.80 hrs
07/17/19	TFM	Confer with Jeancola; confer with Pekarek.	0.60 hrs
07/31/19	LMG	Research new law regarding new definition of "home address" and property appraiser objections to confidential information in assessment rolls; prepare memorandum to district manager regarding same.	0.10 hrs

Total fees for this matter \$600.00

**MATTER SUMMARY**

Gentry, Lauren M.	0.10 hrs	225 /hr	\$22.50
Mackie, A.Tucker Frazee	2.10 hrs	275 /hr	\$577.50

TOTAL FEES \$600.00

**TOTAL CHARGES FOR THIS MATTER \$600.00**

**BILLING SUMMARY**

Gentry, Lauren M.	0.10 hrs	225 /hr	\$22.50
Mackie, A.Tucker Frazee	2.10 hrs	275 /hr	\$577.50

TOTAL FEES \$600.00

**TOTAL CHARGES FOR THIS BILL \$600.00**

**Please include the bill number on your check.**



**Invoice Details**

Billed Account Name: Cascades At Groveland Cdd  
Billed Account Number: CU00126744  
Invoice Number: 009405997000  
Invoice Amount: \$1,299.28  
Billing Period: 08/01/19 - 08/31/19  
Due Date: 09/30/19



**INVOICE**

SEP 18 2019

**Invoice Details**

Date	Invoice Reference	Description	Amount	Total
07/28/19	OSC9405997	PO# Jaclyn M. Moreno	1,404.22	1,299.28
08/04/19		Classified Listings, Online Lake 6382081	-104.94	
			Agency Commission	

Date Rec'd Rizzetta & Co., Inc. \_\_\_\_\_  
D/M approval SEP 19 2019 Date \_\_\_\_\_  
Date entered \_\_\_\_\_  
Fund 001 GL 51300 OC 4801  
Check # \_\_\_\_\_

**Invoice Total: \$1,299.28**

**Account Summary**

Current	1-30	31-60	61-90	91+	Unapplied Amount
1,299.28	0.00	0.00	104.75	0.00	0.00



Please detach and return this portion with your payment.

**Remittance Section**

Billed Period: 08/01/19 - 08/31/19  
Billed Account Name: Cascades At Groveland Cdd  
Billed Account Number: CU00126744  
Invoice Number: 009405997000

For questions regarding this billing, or change of address notification, please contact Customer Care:



PO Box 100608  
Atlanta, GA 30384-0608  
  
Return Service Requested

2443000578 PRESORT 578 1 MB 0.425 P1C4 <B>  
[Barcode]

CASCADES AT GROVELAND CDD  
C/O RIZZETTA & COMPANY INC.  
2806 N 5TH ST STE 403  
SAINT AUGUSTINE FL 32084-1904

Orlando Sentinel  
PO Box 100608  
Atlanta, GA 30384-0608



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

**Invoice**

AUG 29 2019

Date	Invoice #
9/1/2019	INV0000043080

**Bill To:**

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

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

Description	Qty	Rate	Amount
District Management Services	1.00	\$1,330.00	\$1,330.00
Administrative Services	1.00	\$393.75	\$393.75
Accounting Services	1.00	\$1,140.00	\$1,140.00
Financial & Revenue Collections	1.00	\$335.00	\$335.00
<b>Subtotal</b>			\$3,198.75
<b>Total</b>			\$3,198.75

Date Rec'd Rizzetta & Co., Inc. \_\_\_\_\_

D/M approval af Date \_\_\_\_\_

Date entered AUG 29 2019

Fund 001 GL 51300 oc 3101

Check # \_\_\_\_\_  
3100

3201

3111

**Rizzetta Technology Services**

3434 Colwell Avenue

Suite 200

Tampa FL 33614

**Invoice**

AUG 29 2019

Date	Invoice #
9/1/2019	INV0000004671

**Bill To:**

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

Services for the month of	Terms	Client Number
September		00230

Description	Qty	Rate	Amount
EEmail Accounts, Admin & Maintenance	4	\$15.00	\$60.00
Website Hosting, Backup and Content Updating	1	\$100.00	\$100.00

Date Rec'd Rizzetta & Co., Inc. \_\_\_\_\_

D/M approval \_\_\_\_\_ of Date \_\_\_\_\_

Date entered AUG 29 2019

Fund 001 GL 51300 OC 5103

Check # \_\_\_\_\_

<b>Subtotal</b>	\$160.00
<b>Total</b>	\$160.00



SEP 06 2019  
 BY: .....

# Invoice

Date	Invoice #
9/2/2019	2297

For More Information Please Contact Us  
 At:

### Bill To

Cascades at Groveland Community Developme  
 c/o Rizzetta & Company, Inc.  
 8529 South Park Circle, Suite 330  
 Orlando, FL 32819

Office: (352)-242-4400  
 Kreed@contourslandscape.com

Address: PO Box 145  
 Astatula, FL 34705

P.O. No.	Terms	Due Date	Account #	Project	
	Net 30	10/2/2019		01.014.Trilogy CDD	
Description			Qty	Rate	Amount
Sept Grounds Maintenance Services					
Monthly Mow Services			1	2,515.58	2,515.58
Monthly Mow Services- Addendum Sept 1 Change			1	288.00	288.00
Date Rec'd Rizzetta & Co., Inc. _____					
D/M approval _____ Date _____					
Date entered <u>SEP 11 2019</u>					
Fund <u>001</u> GL <u>53800</u> OC <u>4030</u>					
Check # _____					

The signed representative hereby authorizes Contours Landscape Solution to proceed and to complete the scope of services as described.

TERMS: A service charge of 2 1/2% per month will be added to all balances not paid within thirty (30) days of invoice. This represents an annual rate of 30%. In addition to all service charges there shall also be paid the reasonable costs of collection including attorneys fees and court costs.

<b>Total</b>	\$2,803.58
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$2,803.58



# STAHL

& ASSOCIATES  
INSURANCE

3939 Tampa Road, Oldsmar, Florida 34677

## INVOICE

<b>CLIENT</b>	Cascades at Groveland CDD
<b>DATE</b>	September 24, 2019
<b>CLIENT SERVICE</b>	Sandie Grimes Stefanie HoTung, ACII, CRIS
<b>PAGE</b>	1 of 1

Cascades at Groveland CDD  
8529 South Park Circle, #330  
Orlando, FL 32819

SEP 24 2019

PAYMENT INFORMATION	
<b>INVOICE SUMMARY</b>	\$1,596.00
<b>PAYMENT AMOUNT</b>	
PAYMENT FOR: Renewal of Public Officials Liability Insurance - 10/1/19-20	

PLEASE CUT ON DOTTED LINE AND RETURN WITH PAYMENT

Thank You

INVOICE	EFFECTIVE	TRANSACTION	DESCRIPTION	AMOUNT
	10/1/2019	Renewal	Public Officials Liability Insurance	\$1,596.00

Date Rec'd Rizzetta & Co., Inc. \_\_\_\_\_  
 D/M approval af Date \_\_\_\_\_  
 Date entered SEP 24 2019  
 Fund 001 GL 15500 OC \_\_\_\_\_  
 Check # \_\_\_\_\_

Please make check payable to Stahl & Associates and remit directly to our office as soon as possible.

TOTAL
\$1,596.00
Thank You

<b>Stahl &amp; Associates Insurance</b>  813.818.5300	<b>DATE</b>
	September 24, 2019

# CASCADES AT GROVELAND COMMUNITY DEVELOPMENT DISTRICT

---

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

## Operation and Maintenance Expenditures October 2019 For Board Approval

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

The total items being presented: **\$13,233.50**

Approval of Expenditures:

---

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

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

# Cascades at Groveland Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2019 Through October 31, 2019

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Auto-Owners Insurance	002081	011263332 FY 19/20	General Liability Insurance FY 19/20	\$ 1,667.00
Dewberry Engineers, Inc.	002082	1741803	Engineering Services 08/19	\$ 487.50
Rizzetta & Company, Inc	002083	INV0000043697	Assessment Roll Preparation FY 19/20	\$ 5,250.00
Rizzetta & Company, Inc	002083	INV0000043818	District Management Services 10/19	\$ 2,865.42
Rizzetta Technology Services, LLC	002085	INV0000004756	Website & EMail Hosting Services 10/19	\$ 160.00
Rolling Hills of Central Florida, Inc	002084	2539	Grouds Maintenance 10/19	<u>\$ 2,803.58</u>
Report Total				<u>\$ 13,233.50</u>





**INVOICE**



Please remit to: DEWBERRY ENGINEERS INC.  
P.O. Box 821824  
Philadelphia, PA 19182-1824  
(703)849-0100 TIN: 13-0746510

Bill To: CASCADES @ GROVELAND CDD  
ACCOUNTS PAYABLE  
8529 S. PARK CIRCLE# 330  
ORLANDO FL 32819

SEP 26 2019

Invoice #: 1741803  
Invoice Date: 9/18/2019  
Due Date: 10/18/2019  
Client #: 224261  
Contract #: 50089268  
Batch #: 2896106

Work Performed Thru Period Ending 8/30/2019

Job: 50089268 Cascades at Groveland CDD

**TIME & MATERIAL BILLING**

Task ID: T001  
Task Description: GEN ENG CONSULTANT SRVS

Description: ADMIN PROFESSIONAL III,  
ENGINEER IX

Prev Amount Billed \$ 45,397.50

**CURRENT PERIOD BILLING**

Hours	Rate	Amount
.50	95.000	\$ 47.50
2.00	220.000	\$ 440.00
<b>TOTAL HOURLY LABOR</b>	2.50	\$ 487.50
<b>TOTAL FOR T001</b>		\$ 487.50

TOTAL FOR JOB: 50089268 \$ 487.50

**TOTAL INVOICE AMOUNT DUE \$ 487.50**  
**BY 10/18/2019**

Please Reference Invoice Number with Payment

Date Rec'd Rizzetta & Co., Inc. \_\_\_\_\_

D/M approval oaj Date \_\_\_\_\_

Date entered SEP 27 2019

Fund 001 GL 51300 OC 3103

Check # \_\_\_\_\_

This invoice is due and payable within 30 days of the invoice date. Any questions pertaining to the above should be brought to the attention of Dewberry immediately. Thank you.

This invoice accurately reflects the terms and conditions of our agreement and the amount hereon is correct.  
REINARDO MALAVE DAVILA



# Dewberry®

50089268

Cascades at Groveland CDD

start_date	end_date	emp_id	fullname
8/3/2019	8/9/2019	220389	MALAVE DAVILA, REINARDO
8/17/2019	8/23/2019	609693	POWELL, AIMEE N.
8/24/2019	8/30/2019	220389	MALAVE DAVILA, REINARDO

cost_code	description
T0010000	Gen Eng Consultant Srvs- Coor Chair-Specs
T0010000	Gen Eng Consultant Srvs (Pond 20 - D308 Repair Letter)
T0010000	Gen Eng Consultant Srvs- Final Letter to SheA hOMES- pOND

SAT	SUN	MON	TUE	WED	THU	FRI	TOTAL
0	0	0	0	0	1	0	1
0	0	0	0	0	0	0.5	0.5
0	0	1	0	0	0	0	1

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

**Invoice**

OCT 01 2019

Date	Invoice #
10/1/2019	INV0000043697

**Bill To:**

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

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

Description	Qty	Rate	Amount
Assessment Roll (Annual)	1.00	\$5,250.00	\$5,250.00

Date Rec'd Rizzetta & Co., Inc. \_\_\_\_\_  
 D/M approval 09 Date \_\_\_\_\_  
 Date entered OCT 02 2019  
 Fund 001 gl 51300 oc 3106  
 Check # \_\_\_\_\_

<b>Subtotal</b>	\$5,250.00
<b>Total</b>	\$5,250.00



**Rizzetta Technology Services**  
 3434 Colwell Avenue  
 Suite 200  
 Tampa FL 33614

**Invoice**

Date	Invoice #
10/1/2019	INV0000004756

**Bill To:**

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

OCT 22 2019

Services for the month of	Terms	Client Number
October		00230

Description	Qty	Rate	Amount
Email Accounts, Admin & Maintenance	4	\$15.00	\$60.00
Website Hosting, Backup and Content Updating	1	\$100.00	\$100.00
<b>Subtotal</b>			\$160.00
<b>Total</b>			\$160.00

Date Rec'd Rizzetta & Co., Inc. \_\_\_\_\_

D/M approval af Date \_\_\_\_\_

Date entered OCT 22 2019

Fund 001 GL 51300 OC 5103

Check # \_\_\_\_\_



# Invoice

Date	Invoice #
10/4/2019	2539

OCT 10 2019

For More Information Please Contact Us  
At:

### Bill To

Cascades at Groveland Community Developme  
c/o Rizzetta & Company, Inc.  
8529 South Park Circle, Suite 330  
Orlando, FL 32819

Office: (352)-242-4400  
Kreed@contourslandscape.com

Address: PO Box 145  
Astatula, FL 34705

P.O. No.	Terms	Due Date	Account #	Project	
	Net 30	11/3/2019		01.014.Trilogy CDD	
Description			Qty	Rate	Amount
October Grounds Maintenance Services					
Monthly Mow Services			1	2,515.58	2,515.58
Monthly Mow Services- Addendum Sept 1 Change			1	288.00	288.00
Date Rec'd Rizzetta & Co., Inc. _____					
D/M approval <u>af</u> Date _____					
Date entered <u>OCT 10 2019</u>					
Fund <u>001</u> GL <u>53800</u> OC <u>4630</u>					
Check # _____					

The signed representative hereby authorizes Contours Landscape Solution to proceed and to complete the scope of services as described.

TERMS: A service charge of 2 1/2% per month will be added to all balances not paid within thirty (30) days of invoice. This represents an annual rate of 30%. In addition to all service charges there shall also be paid the reasonable costs of collection including attorneys fees and court costs.

<b>Total</b>	\$2,803.58
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$2,803.58

# CASCADES AT GROVELAND COMMUNITY DEVELOPMENT DISTRICT

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

## Operation and Maintenance Expenditures November 2019 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from November 1, 2019 through November 30, 2019. This does not include expenditures previously approved by the Board.

The total items being presented: **\$7,019.72**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

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

# Cascades at Groveland Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2019 Through November 30, 2019

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Department of Economic Opportunity	002088	74263	Special District Fee FY 19/20	\$ 175.00
Hopping Green & Sams	002089	110289	General/Monthly Legal Services 08/19	\$ 3,425.07
Hopping Green & Sams	002089	110867	General/Monthly Legal Services 09/19	\$ 394.23
Rizzetta & Company, Inc	002086	INV0000044439	District Management Services 11/19	\$ 2,865.42
Rizzetta Technology Services, LLC	002087	INV0000004840	Website & EMail Hosting Services 11/19	<u>\$ 160.00</u>
Report Total				<u>\$ 7,019.72</u>



**Florida Department of Economic Opportunity, Special District Accountability Program**  
**FY 2019/2020 Special District Fee Invoice and Update Form**  
 Required by Sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

Invoice No.: 74263			Date Invoiced: 10/01/2019
Annual Fee: \$175.00	Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 12/02/2019: \$175.00

**STEP 1:** Review the following information, make changes directly on the form, and sign and date:

**1. Special District's Name, Registered Agent's Name, and Registered Office Address:**



**Cascades At Groveland Community Development District**  
 Mr. William Rizzetta  
 3434 Colwell Avenue, Suite 200  
 Tampa, FL 33614

OCT 08 2019

**RECEIVED**  
 OCT - 7 2019

- 2. Telephone: (813) 514-0400
- 3. Fax: (813) 514-0401
- 4. Email: brizzetta@rizzetta.com
- 5. Status: Independent
- 6. Governing Body: Elected
- 7. Website Address: cascadesatgrovelandcdd.org
- 8. County(ies): Lake
- 9. Function(s): Community Development
- 10. Boundary Map on File: 12/19/2005
- 11. Creation Document on File: 11/07/2005
- 12. Date Established: 10/13/2005
- 13. Creation Method: Local Ordinance
- 14. Local Governing Authority: City of Groveland
- 15. Creation Document(s): City Ordinance 2005-10-47
- 16. Statutory Authority: Chapter 190, Florida Statutes
- 17. Authority to Issue Bonds: Yes
- 18. Revenue Source(s): Assessments
- 19. Most Recent Update: 10/12/2018

Date Rec'd Rizzetta & Co., Inc. \_\_\_\_\_  
 D/M approval oy Date \_\_\_\_\_  
 Date entered NOV 13 2019  
 Fund 001 GL 51300 OC 4902  
 Check # \_\_\_\_\_

I do hereby certify that the information above (changes noted if necessary) is accurate and complete as of this date.

Registered Agent's Signature: William A. Rizzetta Date 11/7/19

**STEP 2:** Pay the annual fee or certify eligibility for the zero fee.

- a. **Pay the Annual Fee:** Pay the annual fee online by following the instructions at [www.Floridajobs.org/SpecialDistrictFee](http://www.Floridajobs.org/SpecialDistrictFee) or by check payable to the Department of Economic Opportunity.
- b. **Or, Certify Eligibility for the Zero Fee:** By initialing each of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, **ALL** of the following statements contained herein and on any attachments hereto are true, correct, complete, and made in good faith as of this date. I understand that any information I give may be verified.
  - 1. \_\_\_ This special district and its Certified Public Accountant determined the special district is not a component unit of a local general-purpose government.
  - 2. \_\_\_ This special district is in compliance with the reporting requirements of the Department of Financial Services.
  - 3. \_\_\_ This special district reported \$3,000 or less in annual revenues to the Department of Financial Services on its Fiscal Year 2017/2018 Annual Financial Report (if created since then, attach an income statement verifying \$3,000 or less in revenues).

Department Use Only: Approved: \_\_\_ Denied: \_\_\_ Reason: \_\_\_\_\_

**STEP 3:** Make a copy of this form for your records.

**STEP 4:** Mail this form and payment (if paying by check) to the Department of Economic Opportunity, Bureau of Budget Management, 107 E. Madison Street, MSC 120, Tallahassee, FL 32399-4124. Direct any questions to (850) 717-8430.

# Hopping Green & Sams

Attorneys and Counselors

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

NOV 14 2019

===== STATEMENT =====

September 10, 2019

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

Bill Number 110289  
Billed through 08/31/2019

**General Counsel / Monthly Meeting**

**CASCDD 00001 TFM**

**FOR PROFESSIONAL SERVICES RENDERED**

08/07/19	TFM	Review tentative agenda and provide comments.	0.30 hrs
08/08/19	TFM	Confer with Moreno.	0.30 hrs
08/08/19	DGW	Draft and disseminate fiscal year budget and assessment resolutions and confer with Mackie regarding same.	0.60 hrs
08/12/19	TFM	Review emails from Jeancola concerning debt service payments.	0.20 hrs
08/13/19	DGW	Draft documents in connection with amended and restated rules of procedure.	0.30 hrs
08/14/19	TFM	Prepare FY 2020 Budget Resolutions; confer with Jeancola.	2.40 hrs
08/16/19	TFM	Confer with Brizendine regarding trust account balances.	0.40 hrs
08/19/19	TFM	Confer with Brizendine.	0.20 hrs
08/20/19	TFM	Confer with Jeancola, Brizendine and Duffy.	0.60 hrs
08/21/19	TFM	Prepare for, travel to and attend Board meeting; return travel.	5.80 hrs
08/23/19	DGW	Draft ADA website compliance agreement.	0.50 hrs
08/26/19	TFM	Follow-up from Board meeting; confer with Jeancola and Brizendine; prepare ADA services agreement.	0.60 hrs
08/26/19	DGW	Communications with district manager regarding ADA website compliance agreement.	0.20 hrs
08/27/19	TFM	Correspond with Pekarek.	0.40 hrs
08/28/19	TFM	Review Tri-Choice letter and confer with Jeancola.	0.50 hrs

Total fees for this matter

\$3,417.50

**DISBURSEMENTS**

Travel

7.57

-----  
 Total disbursements for this matter \$7.57

**MATTER SUMMARY**

Wilbourn, David - Paralegal	1.60 hrs	125 /hr	\$200.00
Mackie, A.Tucker Frazee	11.70 hrs	275 /hr	\$3,217.50

TOTAL FEES	\$3,417.50
TOTAL DISBURSEMENTS	\$7.57

**TOTAL CHARGES FOR THIS MATTER \$3,425.07**

**BILLING SUMMARY**

Wilbourn, David - Paralegal	1.60 hrs	125 /hr	\$200.00
Mackie, A.Tucker Frazee	11.70 hrs	275 /hr	\$3,217.50

TOTAL FEES	\$3,417.50
TOTAL DISBURSEMENTS	\$7.57

**TOTAL CHARGES FOR THIS BILL \$3,425.07**

**Please include the bill number on your check.**

Date Rec'd Rizzetta & Co., Inc. \_\_\_\_\_

D/M approval 09 Date \_\_\_\_\_

Date entered NOV 14 2019

Fund 001 GL 51400 OC 3405

Check # \_\_\_\_\_

# Hopping Green & Sams

Attorneys and Counselors

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

NOV 07 2019

===== STATEMENT =====

October 10, 2019

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

Bill Number 110867  
Billed through 09/30/2019

**General Counsel / Monthly Meeting**  
**CASCDD 00001 TFM**

**FOR PROFESSIONAL SERVICES RENDERED**

09/11/19	TFM	Confer with Brizendine.	0.20 hrs
09/13/19	TFM	Review correspondence to Pekarek and respond to same.	0.40 hrs
09/27/19	TFM	Confer with Brizendine; confer with Dailey.	0.80 hrs

Total fees for this matter Date Rec'd Rizzetta & Co., Inc. \_\_\_\_\_ \$385.00

**DISBURSEMENTS**

Conference Calls D/M approval af Date \_\_\_\_\_ 9.23

Total disbursements for this matter Date entered NOV 07 2019 \$9.23

Fund 001 GL 51400 OC 3405 \$9.23

Check # \_\_\_\_\_

**MATTER SUMMARY**

Mackie, A.Tucker Frazee	1.40 hrs	275 /hr	\$385.00
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TOTAL FEES \$385.00

TOTAL DISBURSEMENTS \$9.23

**TOTAL CHARGES FOR THIS MATTER \$394.23**

**BILLING SUMMARY**

Mackie, A.Tucker Frazee	1.40 hrs	275 /hr	\$385.00
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TOTAL FEES \$385.00

TOTAL DISBURSEMENTS \$9.23

**TOTAL CHARGES FOR THIS BILL \$394.23**

**Please include the bill number on your check.**

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

**Invoice**

NOV 12 2019

Date	Invoice #
11/1/2019	INV0000044439

**Bill To:**

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

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

Description	Qty	Rate	Amount
District Management Services	1.00	\$1,166.67	\$1,166.67
Administrative Services	1.00	\$300.00	\$300.00
Accounting Services	1.00	\$1,063.75	\$1,063.75
Financial & Revenue Collections	1.00	\$335.00	\$335.00
Date Rec'd Rizzetta & Co., Inc. _____ D/M approval <i>af</i> _____ Date _____ Date entered <u>NOV 12 2019</u> Fund <u>001</u> GL <u>51300</u> OC <u>3101</u> Check # _____ <u>3100</u> <u>3201</u> <u>3111</u>			
<b>Subtotal</b>			\$2,865.42
<b>Total</b>			\$2,865.42

**Rizzetta Technology Services**

3434 Colwell Avenue

Suite 200

Tampa FL 33614

**Invoice**

NOV 07 2019

Date	Invoice #
11/1/2019	INV0000004840

**Bill To:**

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

Services for the month of	Terms	Client Number
November		00230

Description	Qty	Rate	Amount
Email Accounts, Admin & Maintenance	4	\$15.00	\$60.00
Website Hosting, Backup and Content Updating	1	\$100.00	\$100.00
<b>Subtotal</b>			\$160.00
<b>Total</b>			\$160.00

Date Rec'd Rizzetta & Co., Inc. \_\_\_\_\_

D/M approval Alfredo Date \_\_\_\_\_

NOV/07 2019

Date entered \_\_\_\_\_

Fund 001 GL 51300 OC 5103

Check # \_\_\_\_\_

# Tab 5

Cascades At Groveland CDD  
2020 Investment Plan

Debt Service Fund:

All collections and funds on hand                      First American Treas. Obligations                      Fund Z

Reserve Fund:

All collections and funds on hand    Fidelity                      MM a/c

General "Operating" Fund:

All collections and funds on hand    Fidelity                      MM a/c

Notes :

- D. All 2020 O & M tax collections to be transferred to Fidelity as they come in retaining a maximum of \$5,000 in operating checking account at each month end
- B. Issue check from Fidelity each month to pay expenses due that month.



# Tab 6

## **CONTRACT FOR PROFESSIONAL DISTRICT SERVICES**

---

**DATE:** October 1, 2019

**BETWEEN:** **RIZZETTA & COMPANY, INC.**  
3434 Colwell Avenue  
Suite 200  
Tampa, Florida 33614

(Hereinafter referred to as "**Consultant**")

**AND:** **CASCADES AT GROVELAND COMMUNITY DEVELOPMENT DISTRICT**  
8529 South Park Circle  
Suite 330  
Orlando, Florida 32819

(Hereinafter referred to as "**District**," and together with Consultant, the "**Parties**.")

### **PURPOSE; SCOPE OF SERVICES:**

I. The purpose of this contract for professional district management services (hereinafter referred to as "**Contract**") is for the Consultant to provide professional district management services to the District pursuant to Chapter 190, Florida Statutes. A brief description of these services is provided below, and a detailed description is provided in **Exhibit A** to this Contract.

**A. STANDARD ON-GOING SERVICES.** The Consultant shall provide the following Standard On-Going Services to the District pursuant to this Contract:

- i. **Management** - services include the conducting of six (6) three (3) hour board meetings per year, overall administration of District functions, and all required state and local filings, preparation of annual budget, purchasing and risk management;
- ii. **Administrative** - services include support for the District Management function, recording and preparation of meeting minutes, records retention and maintenance in accordance with

Chapter 119, Florida Statutes, and the District's adopted Rules of Procedure, preparation and delivery of agenda;

- iii. **Accounting** - services include the preparation and delivery of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity;
- iv. **Financial & Revenue Collection** - services include all functions necessary for the timely billing, collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. These services include, but are not limited to, assessment roll preparation and certification, direct billings and funding request processing as well as responding to property owner questions regarding District assessments.

**B. TIME FRAME.** The Standard On-Going Services shall be provided on a monthly basis as detailed in this Contract.

**II. ADDITIONAL SERVICES.** In addition to the Standard On-Going Services described above, or in any addendum executed between the Parties, the District may, from time to time, require additional services from the Consultant. Any services not specifically provided for in the scope of services above, or necessary to carry out the services as described herein, as well as any changes in the scope requested by the District, will be considered additional services. Such additional services may include, but are not limited to:

- Meetings: Extended meetings (beyond three (3) hours in length), continued meetings, special/additional meetings (not including annual budget workshop);
- Financial Reports: Modifications and certifications to special assessment allocation report; true-up analysis;
- Bond Issuance Services: preparation of the special assessment allocation report, testimony at the required bond validation court hearing, certifications, closing documents and statutorily required mailings
- Electronic communications/e-blasts;
- Special requests;
- Amendment to District boundary;
- Grant Applications;
- Escrow Agent;
- Continuing Disclosure/Representative/Agent;
- Community Mailings, e.g. memos, notifications of rules changes,

operations and maintenance assessment notices, etc.;

- Public Records Requests that are extensive in nature, as defined by District's adopted Rules of Procedure.

If any additional services are required or requested, the Consultant will provide a detailed description of these services and fees for such services to the District for approval prior to beginning any additional services. The Consultant shall undertake the additional services after the District has issued its written approval, as evidenced by a vote of the Board of Supervisors, of the description and fees for such services to the Consultant.

**III. LITIGATION SUPPORT SERVICES.** Upon the District's request, the Consultant shall prepare documentation in response to litigation requests and provide necessary expert testimony in connection with litigation involving the subject matter of this Contract. If the District requires or requests any litigation support services, the Consultant will provide a detailed description of the services and fees for such services to the District for approval prior to beginning any litigation support services. The Consultant shall undertake the litigation support services after the District has issued its written approval of the description and fees for such services to the Consultant.

**IV. ADDITIONAL SERVICES PROVIDED TO THIRD PARTIES.** These are services requested by third parties such as homeowners, realtors, investors or members of the media. Such services may include, but are not limited to, estoppel letters, bond prepayment processing, and litigation support. The third party requesting such services shall be responsible for the payment of any fees charged by Consultant for providing those services to the extent authorized by law and the District's Rules of Procedure.

**V. TERM.** The Consultant's services as provided in this Contract shall commence upon execution of this Contract. This Contract shall automatically renew annually unless terminated pursuant to its terms. The Consultant acknowledges that the prices of this Contract are firm, and that the Consultant may change the prices only with the District's written consent as evidenced by a vote of the Board of Supervisors. All prior agreements between the parties with respect to the subject matter of this Contract are terminated upon the execution of this Contract.

**VI. FEES AND EXPENSES; PAYMENT TERMS.**

**A. FEES AND EXPENSES.**

- i. A schedule of fees for the services described in Sections I, II, III, and IV of this Contract is shown in **Exhibit B** to this Contract, which is attached hereto and incorporated herein. The District shall pay the Consultant for the services provided under the terms of this Contract in accordance with the schedule of fees in **Exhibit B**. For purposes

of the Consultant's compensation for services provided pursuant to this Contract, the District shall compensate the Consultant only for those services provided under the terms of this Contract. Unless otherwise specified by this Contract, the Consultant will invoice the District for the Consultant's services as soon as may be practicable in advance of each month and in the amounts set forth in **Exhibit B**. The fees for those services which are not being requested at the time this Contract is approved will be provided to the District at such time as those services are required and requested by vote of the Board of Supervisors. Payment shall be made by the District within thirty (30) days of receipt of a correctly submitted invoice.

- ii. Fees for the Standard On-Going Services described in this Contract may be negotiated annually by the Parties. Any amendment to Standard On-Going Services fees must comply with the amendment procedure in this Contract and must be reflected in the adopted General Fund Budget of the District. The District's adoption of the General Fund Budget shall not constitute the District's consent for payment of any expenses or change in Contract terms.
- iii. In the event the District authorizes a change in the scope of services requested, Consultant shall submit, in writing to the District, a request for a fee amendment corresponding to the change in services being requested, if it has not already done so. Any change in the scope of requested services and the corresponding fee amendment shall comply with the amendment procedure in this Contract. Such amendment must be validly executed by the Parties before Consultant is authorized to begin providing services pursuant to the change in scope and the revised fees are adopted.
- iv. For the purposes of this Contract, an out-of-pocket expense is an unexpected expense that the Consultant or one of its subcontractors, if applicable, incurs during the performance of the Standard On-Going Services, as provided in this Contract. Such out-of-pocket expenses are included in the fees shown in **Exhibit B**. Out-of-pocket expenses incurred in connection with the performance of Additional Services and Litigation Support Services will be subject to reimbursement at cost. These expenses include, but are not limited to, airfare, mileage, transportation/parking, lodging, postage, and copies.

## **B. PAYMENT TERMS.**

- i. **Standard On-Going Services.** Standard-On Going Services will be billed monthly as a fixed fee pursuant to the schedule shown in **Exhibit B**.

- ii. **Additional Services.** Additional Services will either be billed monthly at the Consultant's proposed hourly rate or per occurrence both as authorized by the District and negotiated by the Parties.
- iii. **Litigation Support Services.** Litigation Support Services will be billed monthly on an hourly basis for the hours incurred at the Consultant's proposed hourly rate, as authorized by the District and negotiated by the Parties.
- iv. **Out-of-Pocket expenses.** Out-of-Pocket expenses not included under the Standard-On Going Services of the Consultant will be billed monthly as incurred.

All invoices will be due and payable thirty (30) days from the date of invoice pursuant to the Prompt Payment Act, Chapter 218.70 Florida Statutes.

**VII. SUSPENSION OF SERVICES FOR NON-PAYMENT.** Unless nonpayment is the fault of the Consultant, the Consultant shall have the right to suspend services being provided as outlined in this Contract if the District fails to pay Consultant's invoices in a timely manner, which shall be construed as thirty (30) days from date of the invoice or as otherwise provided by the Prompt Payment Act, Section 218.70 Florida Statutes. Consultant shall notify the District, in writing, at least ten (10) days prior to suspending services.

**VIII. NON-CONTINGENCY.** The payment of fees and expenses, as outlined in this Contract, are not contingent upon any circumstance not specifically outlined in this Contract.

**IX. AMENDMENT.** Amendments to, and waivers of, the provisions contained in this Contract may be made only by an instrument in writing that is executed by both the District and the Consultant.

**X. RESPONSIBILITIES.**

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

**B. LIMITATIONS OF RESPONSIBILITIES.** To the extent not referenced herein, and to the extent consistent with Chapter 190.007, Consultant shall not be responsible for the acts or omissions of any other contractor or any of its subcontractors, suppliers, or of any other individual or entity performing services as part of this Contract which are not under the control of the

Consultant. Consultant shall not be liable for any damage that occurs from Acts of God, which are defined as those caused by windstorm, hail, fire, flood, hurricane, freezing, or other similar occurrences of nature.

**XI. TERMINATION.** This Contract may be terminated as follows:

- A.** By the District for "good cause" immediately which shall include misfeasance, malfeasance, nonfeasance, or dereliction of duties by the Consultant. Termination for "good cause" shall be affected by written notice to Consultant electronically at the address noted herein.
- B.** By the Consultant for "good cause", immediately which shall include, but is not limited to, failure of the District to timely pay Consultant for services rendered in accordance with the terms set forth in this Contract, malfeasance, nonfeasance, or dereliction of duties by the District, or upon request or demand by the Board, or any member thereof, for Consultant to undertake any action or implement a policy of the Board which Consultant deems unethical, unlawful, or in contradiction of any applicable federal, state, or municipal law or rule. Termination for "good cause" shall be affected by written notice to District electronically at the address noted herein.
- C.** By the Consultant or District, for any reason, upon provision of a minimum of sixty (60) days written (electronic) notice of termination to the address noted herein.
- D.** Upon any termination, Consultant will be entitled to the total amount of compensation pursuant to the terms of this Contract, through the termination date, but subject to any off-sets that the District may have for services not performed or not performed in accordance with the Contract. Consultant will make all reasonable effort to provide for an orderly transfer of the books and records of the District to the District or its designee.

**XII. GENERAL TERMS AND CONDITIONS.**

- A.** All invoices are due and payable within thirty (30) days of a correctly submitted invoice, or as otherwise provided by the Florida Prompt Payment Act, Section 218.70. Florida Statutes. Invoices not paid within thirty (30) days of presentation shall be charged interest on the balance due at the maximum legally permissible rate.
- B.** In the event either party is required to take any action to enforce this Contract, the prevailing party shall be entitled to attorney's fees and costs, including fees and costs incurred in determining entitlement to and reasonableness of such fees and costs.

- C. This Contract shall be interpreted in accordance with and shall be governed by the laws of the State of Florida. Venue for all proceedings shall be in Lake County, Florida.
- D. In the event that any provision of this Contract shall be determined to be unenforceable or invalid by a Court of Law, such unenforceability or invalidity shall not affect the remaining provisions of the Contract which shall remain in full force and effect.
- E. The rights and obligations of the District as defined by this Contract shall inure to the benefit of and shall be binding upon the successors and assigns of the District. There shall be no assignment of this Contract by the Consultant.
- F. The Consultant and its officers, supervisors, staff, and employees shall use due care to protect the property of the District, its residents, and landowners from damage. The Consultant agrees to take steps to repair any damage resulting from the Consultant's activities and work pursuant to the Contract within twenty-four hours (24) hours.
- G. Dissolution or court declared invalidity of the District shall not relieve the District of compensation due for services theretofore rendered.

### **XIII. INDEMNIFICATION.**

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

**CONSULTANT INDEMNIFICATION.** The Consultant agrees to indemnify, defend, and hold harmless the District and its officers, supervisors, staff, and employees from and against any and all liability, claims, actions, suits, demands, assessments or judgments asserted and any and all losses, liabilities, damages, costs, court costs, and expenses, including attorney's fees, that the District may hereafter incur, become responsible for, or be



caused to pay out arising out of or relating to the failure to perform under this Agreement or at law, or negligent, reckless, and/or intentionally wrongful acts or omissions of the Consultant. The indemnification provided for herein shall not be deemed exclusive of any other rights to which the District may be entitled and shall continue after the Consultant has ceased to be engaged under this Contract.

**B. SOVEREIGN IMMUNITY; INDEMNIFICATION OBLIGATIONS.** Nothing herein shall be construed to waive or limit the District's sovereign immunity limitations of liability as provided in Section 768.28, Florida Statutes, or other applicable law. Indemnification obligations under this Contract shall include the payment of all settlements, judgments, damages, liquidated damages, penalties, forfeitures, back pay awards, court costs, arbitration and/or mediation costs, litigation expenses, attorney fees, and paralegal fees (incurred in court, out of court, on appeal, or in bankruptcy proceedings) as ordered.

#### **XIV. INSURANCE.**

**A.** The District shall provide and maintain Public Official Liability and General Liability insurance policies, each in an amount not less than One Million Dollars (\$1,000,000.00) throughout the term of this Contract.

**B.** The Consultant shall provide and maintain the following levels of insurance coverage at all times throughout the term of this Contract:

- i.** Worker's Compensation Insurance in accordance with the laws of the State of Florida.
- ii.** General Liability Insurance with the limit of One Million Dollars (\$1,000,000.00) per each occurrence.
- iii.** Professional Liability Insurance with limit of no less than One Million Dollars (\$1,000,000.00) per each occurrence.
- iv.** Employment Practices Liability Insurance with limit of Two Million Dollars (\$2,000,000.00) per each occurrence.
- v.** Comprehensive Automobile Liability Insurance for all vehicles used by the Consultant's staff, whether owned or hired, with a combined single limit of One Million Dollars (\$1,000,000.00).

**C.** Except with respect to Professional Liability and Worker's Compensation insurance policies, the District and its officers, supervisors, staff, and employees will be listed as additional insureds on each insurance policy described above.

None of the policies above may be canceled during the term of this Contract (or otherwise cause the District to not be named as an additional insured where applicable) without thirty (30) days written notice to the District. Consultant will furnish the District with a Certificate of Insurance evidencing compliance with this section upon request. Insurance should be from a reputable insurance carrier, licensed to conduct business in the State of Florida.

D. The District will list the Consultant as additional insured on each insurance policy the District maintains where legally applicable. The District will furnish the Consultant with a Certificate of Insurance evidencing compliance.

E. If the Consultant fails to secure or maintain the required insurance, the District has the right (without any obligation to do so) to secure such required insurance, in which event the Consultant shall pay the cost for that required insurance and shall furnish, upon demand, all information that may be required in connection with the District's obtaining the required insurance.

XV. **ASSIGNMENT.** Except as provided in this section, neither the District nor the Consultant may assign this Contract or any monies to become due hereunder without the prior written approval of the other. Any assignment attempted to be made by the Consultant or the District without the prior written approval of the other party is void.

XVI. **COMPLIANCE WITH PUBLIC RECORDS LAWS.** Consultant understands and agrees that all documents of any kind provided to the District in connection with this Contract may be public records, and, accordingly, Consultant agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, Florida Statutes. Consultant acknowledges that the designated public records custodian for the District is Rizzetta & Company, Inc. ("Public Records Custodian"). Among other requirements and to the extent applicable by law, the Consultant shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes and the District's Rules of Procedure, and in accordance with **Exhibit A**, which Rules of Procedure shall control; 3) ensure that public records which are exempt or confidential and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if the Consultant does not transfer the records to the Public Records Custodian of the District; 4) follow the Records Request Policy attached hereto as **Exhibit D**; and 5) upon completion of the Contract, transfer to the District, at no cost, all public records in Consultant's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred

by the Consultant, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

**IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (813) 514-0400, OR BY EMAIL AT [INFO@RIZZETTA.COM](mailto:INFO@RIZZETTA.COM), OR BY REGULAR MAIL AT 3434 COLWELL AVENUE, SUITE 200, TAMPA, FLORIDA 33614.**

- XVII. NOTICES.** All notices, requests, consents and other communications under this Contract ("**Notices**") shall be electronic or in writing and delivered, mailed by First Class Mail, postage prepaid, or overnight delivery service, to the parties, as follows:

**If to the District:** Cascades at Groveland Community  
Development District  
8529 South Park Circle, Suite 330  
Orlando, FL 32819  
Attn: District Manager

**With a copy to:** Hopping Green & Sams, P.A.  
119 South Monroe Street, Suite 300 (32301)  
P.O. Box 6526  
Tallahassee, FL 32314  
Attn: District Counsel

**If to the Consultant:** Rizzetta & Company, Inc.  
3434 Colwell Avenue, Suite 200  
Tampa, FL 33614

Except as otherwise provided in this Contract, any Notice shall be deemed received only upon actual delivery at the address set forth above or delivered electronically with return receipt. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, shall be deemed received on the next business day. If any time for giving Notice contained in this Contract would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays, and legal holidays recognized by the United States Government shall not be regarded as business days. Counsel for the District and counsel for the Consultant may deliver Notice on behalf of the District and the Consultant, respectively. Any party or other person to

whom Notices are to be sent or copied may notify the other parties and addressees of any change in name or address to which Notices shall be sent by providing the same on five (5) days written notice to the parties and addressees set forth herein.

- XVIII. EFFECTIVE DATE.** This Contract shall become effective upon execution by both the District and the Consultant and shall remain effective until terminated by either the District or the Consultant in accordance with the provisions of this Contract.
- XIX. HEADINGS FOR CONVENIENCE ONLY.** The descriptive headings in this Contract are for convenience only and shall neither control nor affect the meaning or construction of any of the provisions of this Contract.
- XX. AGREEMENT; CONFLICTS.** This instrument, together with accompanying **Exhibits A, B, C and D**, shall constitute the final and complete expression of this Contract between the District and the Consultant relating to the subject matter of this Contract. To the extent of any conflict between this instrument and **Exhibits A, B, C, and D**, this instrument shall control.
- XXI. DEFAULT AND PROTECTION AGAINST THIRD PARTY INTERFERENCE.** A default by either the District or the Consultant under this Contract shall entitle the other to all remedies available at law or in equity, which may include, but not be limited to, the right of damages, injunctive relief, and/or specific performance. The District shall be solely responsible for enforcing its rights under this Contract against any interfering third party. Nothing contained in this Contract shall limit or impair the District's right to protect its rights from interference by a third party to this Contract.
- XXII. THIRD PARTY BENEFICIARIES.** This Contract is solely for the benefit of the District and the Consultant and no right or cause of action shall accrue upon or by reason, to or for the benefit of any third party not a formal party to this Contract. Nothing in this Contract, express or implied, is intended or shall be construed to confer upon any person or corporation other than the District and the Consultant any right, remedy, or claim under or by reason of this Contract or any of the provisions or conditions of this Contract; and all of the provisions, representations, covenants, and conditions contained in this Contract shall inure to the sole benefit of and shall be binding upon the District and the Consultant and their respective representatives, successors, and assigns.
- XXIII. COMPLIANCE WITH GOVERNMENTAL REGULATION.** The Consultant shall keep, observe, and perform all requirements of applicable local, State, and Federal laws, rules, regulations, and ordinances. If the Consultant fails to notify the District in writing within five (5) days of the receipt of any notice, order, required to comply notice, or a report of a violation or an alleged violation, made by a local, State, or Federal governmental body or agency or subdivision thereof with respect to the services being rendered under this Contract or any action of the Consultant or any

of its agents, servants, employees, or materialmen, or with respect to terms, wages, hours, conditions of employment, safety appliances, or any other requirements applicable to provision of services, or fails to comply with any requirement of such agency within five (5) days after receipt of any such notice, order, request to comply notice, or report of a violation of an alleged violation, the District may terminate this Contract, such termination to be effective immediately upon the giving of notice of termination.

**XXIV. ARM'S LENGTH TRANSACTION.** This Contract has been negotiated fully between the District and the Consultant as an arm's length transaction. The District and the Consultant participated fully in the preparation of this Contract with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Contract, the Parties are deemed to have drafted, chosen, and selected the language, and any doubtful language will not be interpreted or construed against any party.

**XXV. COUNTERPARTS.** This Contract may be executed in any number of counterparts, each of which when executed and delivered shall be an original; however, all such counterparts together shall constitute, but one and the same instrument.

Therefore, the Consultant and the District each intend to enter this Contract, understand the terms set forth herein, and hereby agree to those terms.

**ACCEPTED BY:**

**RIZZETTA & COMPANY, INC.**

BY: \_\_\_\_\_

PRINTED NAME: William J. Rizzetta

TITLE: President

DATE: \_\_\_\_\_

WITNESS: \_\_\_\_\_  
Signature

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

**CASCADES AT GROVELAND COMMUNITY DEVELOPMENT DISTRICT**

BY: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: Chairman/Vice Chairman

DATE: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Vice Chairman/Assistant Secretary  
Board of Supervisors

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

- Exhibit A** – Scope of Services
- Exhibit B** – Schedule of Fees
- Exhibit C** – Municipal Advisor Disclaimer
- Exhibit D** – Public Records Request Policy

**EXHIBIT A**  
Scope of Services

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

**MANAGEMENT:**

- A. Attend and conduct all regularly scheduled and special Board of Supervisors meetings, Landowners' meetings, continued meetings, hearings and workshops. Arrange for time and location and all other necessary logistics for such meetings, hearings, etc.
- B. Ensure compliance with all statutes affecting the district which include but are not limited to:
  1. Certify Special District Update Form, submitted to the Special District Information Program, Department of Economic Opportunity each year.
  2. Assign and provide Records Management Liaison Officer for reporting to the Department of Library and Archives
  3. Provide contact person for the State Commission of Ethics for Financial Disclosure coordination
  4. Provide Form 1 Financial Disclosure documents for Board Members
  5. Provide Form 1F Financial Disclosure documents for Resigning Board Members.
  6. Monitor and supply Form 3A, Interest in Competitive Bid for Public Business as needed
  7. Monitor and provide Form 8B, Memorandum of Voting Conflict for the Board.
  8. Monitor and provide update on Creation Documents, including Notice of Establishment, to Department of Economic Opportunity and the County.
  9. Maintain and file Disclosure of Public Financing and file with Department of Economic Opportunity and each residential developer.
  10. Provide for a proposed budget for Board approval on or by June 15 of each fiscal year.
  11. Provide copy of approved proposed budget to the County a minimum of 60 days prior to the public hearing on the budget.
    - a. Provide written notice to owners of public hearing on the budget and its related assessments.
  12. Provide copy of the initial Public Facilities report to the County to be submitted within one (1) year after the district's creation.

13. Provide copy of an annual notice of any changes to the Public Facilities report to the County if changes are made.
  14. Provide copy of the seven (7) year Public Facilities report update, based on reporting period assigned to the County it is located in.
  15. File name and location of the Registered Agent and Office location annually with Department of Economic Opportunity and the County.
  16. Provide for submitting the regular meeting schedule of the Board to County.
  17. Provide District Map and update as provided by the District's Engineer as needed to the Department of Economic Opportunity and the County
  18. Provide legal description and boundary map as provided by District Engineer to the Supervisor of Elections
  19. File request letter to the Supervisor of Election of the County for number of registered voters as of April 15, each year.
  20. Provide for public records announcement and file document of registered voter data each June.
  21. Update Board Member names, positions and contact information to the State Commission on Ethics annually.
  22. Certify and file the Form DR 421, Truth in Millage Document with the Department of Revenue each tax year.
  23. Properly notice all public meetings, in accordance with the appropriate Florida Statutes, including but not limited to, public hearings on assessments, the budget, establishment of rates, fees, or charges, rulemaking, uniform method of collection, and all other required notices of meetings, hearings and workshops.
    - a. Provide for the appropriate ad templates and language for each of the above.
  24. Provide for instruction to Landowners on the Election Process and forms, etc.
  25. Respond to Bond Holders Requests for Information.
  26. Implement the policies established by the Board in connection with the operations of the District.
- C. Assist in the negotiation of contracts, as directed by the Board of Supervisors.
- D. Advise the Board on the status of negotiations as well as contract provisions and their impacts on the District and provide contract administration services.
- E. Make recommendations on contract approval, rejection, amendment, renewal, and cancellation. In advance of expiration of contracts, advise the Board as to need for renewal or additional procurement activities and implement same.
- F. Monitor certificates of insurance as needed per contracts.
- G. Answer Project Status Inquiries from Contractors Bonding Companies.



H. Provide an office location to handle and respond to written, phone or e-mail inquiries from the public.

**ADMINISTRATIVE:**

- A. Prepare agendas for transmittal to Board of Supervisors and staff seven (7) days prior to Board of Supervisors' Meeting. Prepare meeting materials for other meetings, hearings, etc., as needed.
- B. Provide accurate minutes for all meetings and hearings, including landowners' meetings.
- C. Implement and maintain a document management system to create and save documents and provide for the archiving of District documents.
  - 1. Certify and file annual report to the Department of State, Library and Archive Division, for storage and disposal of public records.
- D. Protect integrity of all public records in accordance with the requirements of State law. Respond to public records requests as required by law and in compliance with the Rules of Procedure and the District's adopted public records policy.
- E. Maintain "Record of Proceedings" for the district within the County which includes meeting minutes, agreements, resolutions and other records required by law.

**ACCOUNTING:**

- A. Financial Statements
  - 1. Establish Fund Accounting System in accordance with federal and state law, as well as GASB and the Rules of the Auditor General. This includes the following:
    - a) Chart of Accounts
    - b) Vendor and Customer Master File
    - c) Report creation and set-up.
  - 2. Prepare monthly balance sheet, income statement(s) with budget to actual variances, including the following:
    - a) Cash Investment Account Reconciliations per fund
    - b) Balance Sheet Reconciliations per fund
    - c) Expense Variance Analysis
  - 3. Prepare and file Annual Public Depositor's Report and distribute to State Department of Insurance and Treasury.
  - 4. Prepare and file Public Depositor's and Indemnification Form on new accounts as needed.
  - 5. Manage banking relations with the District's Depository and Trustee.

6. Prepare all other financial reports as required by applicable law and accounting standards, and bond trust indenture requirements.
7. Account for assets constructed by or donated to the District for maintenance.
8. On or before October 1<sup>st</sup> of every year prepare an annual inventory of all District owned tangible personal property and equipment in accordance with all applicable rules and standards.
9. Provide Audit support to auditors for the required Annual Audit, as follows:
  - a) Review statutory and bond indenture requirements
  - b) Prepare Audit Confirmation Letters for independent verification of activities.
  - c) Prepare all supporting accounting reports and documents as requested by the auditors
  - d) Respond to auditor questions
  - e) Review and edit draft report
  - f) Prepare year-end adjusting journal entries as required
10. Provide for transmission of the Audit to the County and the Auditor General's Office of the State.
11. Provide and file Annual Financial Statements (FS. 218 report) by June 30<sup>th</sup> of each year.

**B. Budgeting**

1. Prepare budget and backup material for and present the budget at all budget meetings, hearings and workshops. The budget is to be done in accordance with state law standards, and consistent with applicable GFOA and GASB standards. Budget preparation shall include calculation of operation and maintenance assessments, which may include development of benefit methodology for those assessments.
2. File all required documentation to the Department of Revenue, Auditor General, the County, and other governmental agencies with jurisdiction.
3. Prepare and cause to be published notices of all budget hearings and workshops.
4. Prepare all budget amendments on an ongoing basis. Assist in process to retain an auditor and cooperate and assist in the performance of the audit by the independent auditor.

**C. Accounts Payable/Receivable**

1. Administer the processing, review and approval, and payment of all invoices and purchase orders. Ensure timely payment of vendor invoices and purchase orders.
  - a) Manage Vendor Information per W-9 reports

2. Prepare monthly Vendor Payment Report and Invoicing Support for presentation to the Board of Supervisors for approval or ratification.
3. Maintain checking accounts with qualified public depository including:
  - a) Reconciliation to reported bank statements for all accounts and funds.
4. Prepare year-end 1099 Forms for Vendor payments as applicable.
  - a) File reports with IRS.

**D. Capital Program Administration**

1. Maintain proper capital fund and project fund accounting procedures and records.
2. Process Construction requisitions including:
  - a) Vendor Contract completion status
  - b) Verify Change Orders for materials
  - c) Check for duplicate submittals
  - d) Verify allowable expenses per Bond Indenture Agreements such as:
    - (1) Contract Assignment
    - (2) Acquisition Agreement
    - (3) Project Construction and Completion Agreement
3. Oversee and implement bond issue related compliance, i.e., coordination of annual arbitrage report, transmittal of annual audit and budget to the trustee, transmittal of annual audit and other information to dissemination agent (if other than manager) or directly to bond holders as required by Continuing Disclosure Agreements, annual/quarterly disclosure reporting, update etc.
4. Provide Asset Tracking for improvements to be transferred and their value for removal from District's Schedule of Property Ownership that are going to another local government.
5. Provide for appropriate bid and or proposal/qualification processes for Capital Project Construction.

**E. Purchasing**

1. Assist in selection of vendors as needed for services, goods, supplies, materials. Obtain pricing proposals as needed and in accordance with District rules and state law.
2. Prepare RFPs for Administrative Services as needed, such as audit services, legal services, and engineering services.
3. Prepare and process requisitions for capital expenses, in coordination with District Engineer.

**F. Risk Management**

1. Prepare and follow risk management policies and procedures.
2. Recommend and advise the Board, in consultation with the District Engineer of the appropriate amount and type of insurance and be responsible for procuring all necessary insurance.
3. Process and assist in the investigation of insurance claims, in coordination with Counsel of the District.
4. Review insurance policies and coverage amounts of District vendors.
5. Provide for an update to the Schedule of Values of Assets owned by the District for purposes of procuring adequate coverage.
6. Maintain and monitor Certificates of Insurance for all service and contract vendors.

**FINANCIAL AND REVENUE COLLECTION:**

**A. Administer Prepayment Collection:**

1. Provide payoff information and pre-payment amounts as requested by property owners.
2. Monitor, collect and maintain records of prepayment of assessments.
3. Coordinate with Trustee to confirm semi-annual interest payments and bond call amounts.
4. Prepare periodic continuing disclosure reports to investment bankers, bond holder and reporting agencies.

**B. Administer Assessment Roll Process:**

1. Prepare annual assessment roll for collection of debt service and operations and maintenance assessments.
2. Update roll to reflect per unit and per parcel assessments based on adopted fiscal year budgets.
3. Verify assessments on platted lots, commercial properties or other assessable lands.
4. Convert final assessment roll to County Property Appraiser or Tax Collector format and remit to county.
5. Execute and issue Certificate of Non-Ad Valorem Assessments to County.

**C. Administer Assessments for Off Tax Roll parcels/lots:**

1. Maintain and update current list of owners of property not assessed via the tax roll.
2. Prepare and issue direct invoices for the annual debt service and operations and maintenance assessments.

3. Monitor collection of direct invoices and prepare and send delinquent/collection notices as necessary.

**D. True-Up Analysis:**

1. Annually compare current and un-platted lots to original development plan to ensure adequate collection of assessment revenue as necessary.
2. Prepare true-up calculations and invoice property owners for true-up payments as necessary.

**ADDITIONAL SERVICES:**

**A. Meetings**

1. Extended meetings (beyond three (3) hours in length); continued meetings, special/additional meetings (not including annual budget workshop);

**B. Financial Reports**

1. Modifications and Certification of Special Assessment Allocation Report;
2. True-Up Analysis;
  - a) Should certain modifications be made to a Special Assessment Allocation Report a review of the current platted and un-platted lots compared to the original development plan maybe be required to ensure adequate collection of assessment revenue.
  - b) Should it be required prepare true-up calculations and invoice property owners for true-up payments as necessary;

**C. Bond Issuance Services**

1. Special Assessment Allocation Report;
  - a) Prepare benefit analysis based on infrastructure to be funded with bond proceeds.
  - b) Prepare Preliminary Special Assessment Allocation Report and present to District board and staff.
  - c) Present Final Special Assessment Allocation Report to board and staff at noticed public hearing levying special assessments
2. Bond Validation;
  - a) Coordinate the preparation of a Bond Validation Report which states the "Not-to-exceed" par amount of bonds to be issued by the District and present to board as part of the Bond Resolution.
  - b) Provide expert testimony at bond validation hearing in circuit court.
3. Certifications and Closing Documents;

- a) Prepare or provide signatures on all closing documents, certificates or schedules related to the bond issue that are required by District Manager or District Assessment Methodology Consultant.

- D. Electronic communications/e-blasts;
- E. Special requests;
- F. Amendment to District boundary;
- G. Grant Applications;
- H. Escrow Agent;
- I. Continuing Disclosure/Representative/Agent;
- J. Community Mailings e.g. memos, notifications of rules changes, operations and maintenance assessment notices, etc.
- K. Public Records Requests - Refer to **Exhibit D** of this Contract for responsibilities;

**LITIGATION SUPPORT SERVICES:**

Prepare documentation in response to litigation requests and provide necessary expert testimony in connection with litigation involving District issues.

**ADDITIONAL SERVICES PROVIDED TO THIRD PARTIES:**

- A. Issue estoppel letters as needed for property transfers
  - 1. Prepare estoppel letter reflecting current district assessment information as required for sale or transfer of residential or commercial property within the District.
  - 2. Issue lien releases for properties which prepay within in the District.
- B. Bond prepayment processing
  - 1. Collect bond pre-payments, both short term and long-term bonds, verify amounts and remit to Trustee with deposit instructions.
  - 2. Maintain collection log showing all parcels that have pre-paid assessments.
  - 3. Prepare, execute and issue release of lien to be recorded in public records.

**EXHIBIT B**  
Schedule of Fees

**STANDARD ON-GOING SERVICES:**

Standard On-Going Services will be billed in advance monthly pursuant to the following schedule:

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	<b>ANNUALLY</b>
Management:	\$14,000.00
Administrative:	\$ 3,600.00
Accounting:	\$12,765.00
Financial & Revenue Collections:	\$ 4,020.00
Assessment Roll (1):	\$ 5,250.00
<b>Total Standard On-Going Services:</b>	<b>\$39,635.00</b>

**(1) Assessment Roll is paid in one lump-sum payment at the time the roll is completed.**

**ADDITIONAL SERVICES:**

Extended and Continued Meetings	Hourly	\$ 175
Special/Additional Meetings	Per Occurrence	Upon Request
Modifications and Certifications to Special Assessment Allocation Report	Per Occurrence	Upon Request
True-Up Analysis/Report	Per Occurrence	Upon Request
Re-Financing Analysis	Per Occurrence	Upon Request
Bond Validation Testimony	Per Occurrence	Upon Request
Special Assessment Allocation Report	Per Occurrence	Upon Request
Bond Issue Certifications/Closing Documents	Per Occurrence	Upon Request
Electronic communications/E-blasts	Per Occurrence	Upon Request
Special Information Requests	Hourly	Upon Request
Amendment to District Boundary	Hourly	Upon Request
Grant Applications	Hourly	Upon Request
Escrow Agent	Hourly	Upon Request
Continuing Disclosure/Representative/Agent	Annually	Upon Request
Community Mailings	Per Occurrence	Upon Request
Response to Extensive Public Records Requests	Hourly	Upon Request

**PUBLIC RECORDS REQUESTS FEES:**

Public Records Requests will be billed hourly to the District pursuant to the current hourly rates shown below:

<b>JOB TITLE:</b>	<b>HOURLY RATE:</b>
Senior Manager	\$ 52.00
District Manager	\$ 40.00
Accounting & Finance Staff	\$ 28.00
Administrative Support Staff	\$ 21.00

**LITIGATION SUPPORT SERVICES:** Hourly Upon Request

**ADDITIONAL THIRD-PARTY SERVICES:**

Pre-Payment Collections/Estoppel/Lien Releases:  
 Lot/ Home owner Per Occurrence Upon Request  
 Bulk Parcel(s) Per Occurrence Upon Request



**EXHIBIT C**  
Municipal Advisor Disclaimer

Rizzetta & Company, Inc., does not represent the Community Development District as a Municipal Advisor or Securities Broker nor is Rizzetta & Company, Inc., registered to provide such services as described in Section 15B of the Securities and Exchange Act of 1934, as amended. Similarly, Rizzetta & Company, Inc., does not provide the Community Development District with financial advisory services or offer investment advice in any form.

**EXHIBIT D**  
Public Records Request Policy and Fees

**Public Officer, Employee and Staff Policy for Processing Requests for Public Records**

**Policy Generally:**

The District supports policies that facilitate the efficient and complete provision of requested public records in a timely manner. This policy only applies to the way District officers, employees and staff (District Manager, District Counsel, District Engineer) (altogether, "District Persons") respond to public records requests within the organization. Chapter 119, F.S., and the District's Rules of Procedure dictate the way in which the District must produce records to the records requester. This policy is established to provide District Persons with a clear understanding of the process that will be utilized in preparing responses to public record requests.

**Requests for District Records:**

1. The requesting party is not required to identify themselves or the reason for the request. The request may be made in writing (electronic or otherwise) or verbally.
2. Content on District social media sites is subject to the public records law. Communication made through a social networking medium may be subject to public disclosure.
3. There may be responsive records located on personal devices or personal accounts that are not maintained by the District. For this reason, District Persons will be asked to perform searches of personal devices and accounts for any responsive record whenever a request so warrants. District Persons are strongly encouraged to avoid using personal devices or personal accounts for District business.
4. When a request is received, the individual(s) receiving the request shall forward the request to the District Manager who shall then translate the request to the public records request form attached hereto. The form should then be forwarded to the District's Record Custodian (whom is Rizzetta & Company, Inc.). The Records Custodian shall then review the form with the requesting party to ensure that it accurately reflects his/her request so that full compliance can be achieved in a timely and efficient fashion. The Records Custodian will then notify the requesting party of the estimated time and cost to retrieve the records, in compliance with the District's Rules of Procedure, and confirm whether the requesting party agrees to pay the labor and copy charges, if applicable. Payment shall be made to the District prior to commencing the production process. The provisions of the Rules of Procedure and Florida law must be followed consistently and accurately.

5. To the extent applicable, the District, and not the District Manager or Records Custodian as an entity, shall charge the requesting party the special charge, which amount shall be consistent with Florida law. The District Manager may, consistent with and only pursuant to the terms of the Agreement between the District and the District Manager, charge the District the applicable public records response fees as set forth therein and established within the Agreement.

6. If not clear, the requesting party should be asked to identify whether they wish to simply inspect the records or obtain copies.

7. Florida's public records law does not require the District to answer questions regarding the records produced.

**Processing Responsive Records:**

1. After the above process is followed, for documents that are readily available, there should not be any charge for the labor in retrieving the requested documents, but any copies purchased by the requesting party will be charged according to the District's adopted fee schedule.
2. Records are only required to be produced in the format(s) in which they exist.
3. All electronic records must be sent by a file transfer method to the Records Custodian. Any record that can be produced for review by District staff electronically must be produced in that medium. Should District Persons elect to provide records that are capable of being produced electronically in hard format, such individual shall not be entitled to reimbursement for copy or printing charges. It is within the Record Custodian's discretion to determine whether a record is capable of being produced electronically. District Persons shall make their best efforts to produce records for review by District staff as economically and efficiently as possible.
4. District Persons shall use their best efforts to electronically store public record e-mail according to the conventions of their e-mail system and retain it electronically pursuant to the District's retention schedule.
5. The technical details and methods of storing, retrieving and printing e-mail depend on the e-mail system in use. Consult with the Records Custodian or District Manager for guidance should questions arise.
6. Public records retention is governed by the Florida Department of State, Division of Library and Information Services, general record schedules and the District's adopted Record Retention schedule. Should District Persons have any questions regarding retention or disposition of records, please contact the Records Custodian or District Counsel.

\_\_\_\_\_ COMMUNITY DEVELOPMENT DISTRICT  
**TRACKING RECEIPT FOR PUBLIC RECORDS REQUESTS**  
(to be completed by District Staff/Employees only)

**Name of employee receiving public records request:**

\_\_\_\_\_

**Department where request received:**

\_\_\_\_\_

**Date public records request received:**

\_\_\_\_\_

**Form of public records request (check one):**

- Letter
- E-Mail
- Telephone
- In Person
- Other \_\_\_\_\_

**Name and contact information of requester (only if given – do not ask):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Public Records Requested (use additional paper if needed):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date of District Response:**

\_\_\_\_\_

**Fees Charged, if any:**

\_\_\_\_\_