



Rizzetta & Company

Cascades at Groveland Community Development District

Board of Supervisors' Meeting January 20, 2021

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

www.cascadesatgrovelandcdd.org

CASCADES AT GROVELAND COMMUNITY DEVELOPMENT DISTRICT

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

Board of Supervisors	James R. Pekarek Alan Martin Hubert D. Jackson Patrick Hession	Chair Assistant Secretary TBD TBD
District Manager	Bryan Radcliff	Rizzetta & Company, Inc.
District Counsel	Tucker Mackie	Hopping Green & Sams
District Engineer	Rey Malave	Dewberry BowyerSingleton

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

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

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (407) 472-2471. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

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

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

www.cascadesatgrovelandcdd.org

January 13, 2021

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 20, 2021, 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 Engineer
 - B.** District Counsel
 - C.** District Manager
- 4. BUSINESS ADMINISTRATION**
 - A.** Consideration of Candidates for Vacant Supervisor SeatTab 1
 - B.** Consideration of Resolution 2021-01, Designating Officers of the District.....Tab 2
 - C.** Consideration of the Minutes of the Board of Supervisors' Regular Meeting held August 19, 2020.....Tab 3
 - D.** Consideration of the Operation & Maintenance Expenditures for July – November 2020.....Tab 4
 - E.** Establishment of Audit Committee
- 5. BUSINESS ITEMS**
 - A.** Discussion Regarding Bond Refinancing and Private Placement with One Bank vs. Public Offering.....Tab 5
 - B.** Discussion Regarding Debt Related Matters
 - i. Discussion of Maximum O&M and DS Assessments for FY 2020-2021/ 2021 Tax Year Billed in November 2021
 - ii. Discussion of Use of Excess DS Funds for 5/1 Debt Paydown vs. Payment of Bond Refinancing Costs
 - iii. Debt Prepayment Amount for Payments Before 3/1/2021
 - E.** Consideration of Cascades at Groveland District Services Proposal 2020.....Tab 6
 - F.** Consideration of Resolution 2021-02, Budget Amendment Resolution.....Tab 7
 - G.** Consideration of Non-Disclosure Agreement with Lake County.....Tab 8
 - H.** Discussion Regarding Dead Live Oak – 110 Balmy Coast
 - I.** Discussion Regarding Final Pump of Storm Bains/Rebiling of Shea – Phases 3-6 Storm Drains
 - J.** Discussion Regarding Wall Vines and Landscaping – Pond/Swamp Perimeter
 - K.** Discussion Regarding Survey of Pond 20/Outlet D308 and Pond 120
- 6. SUPERVISOR REQUESTS**
- 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,
Bryan Radcliff
Bryan Radcliff
District Manager

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

Tab 1

Joseph DePergola
157 Balmy Coast Rd
Groveland, FL 34736
352-708-4787



I was born in January 1949, grew up in Brooklyn, NY, attended City College of New York, enlisted in the US Navy and served on the USS Wainwright during the Viet Nam conflict (1968-1972).

After completing my education and military service I relocated to Illinois and worked as a controls engineer/circuit designer/draftsman for an electrical control panel builder, and for the packaging division of Union Carbide Corporation. As a sales engineer for Rockwell Automation/Allen Bradley and for Honeywell/Micro Switch, my career allowed me to work continuously with the specifying, selling and implementation of Electrical Control, Sensor, and Safety Products.

Carol and I moved into Trilogy in 2012. I have been an active and involved member of the Trilogy Orlando Veterans Association (TOVA) serving as Secretary and as Director at Large for the past 4 years. We are both members of the Trilogy Entertainment and Arts Club (TEAC) participating in the many events taking place here.

I am computer literate, proficient in Power Point, Word, X-Cel, Publisher, and Adobe Acrobat.

I am interested in serving on the CDD Board and submit my resume' for consideration.

Michael Gris
Application For Open CDD Supervisor Position
Background Information

Business:

I was in sales and management, along with training and education, of pumping systems, drainage, irrigation and landscape related products and services while working for manufacturers, distributors and a contractor during my 40+ years in that field. While with the major category manufacturers named Rain Bird Corporation, Jacuzzi Bros. and Netafim USA, I interacted with irrigation contractors and distributors, well pump installers, landscape architects and municipalities in the field, one-on-one, to provide solutions to their issues and needs in order to increase revenues for my employers. I also did trade shows, workshops and seminars to educate engineers, designers and installers on the proper use of technical products and piping systems. Beyond working for those manufacturers, most of the my career was spent working in branch management and sales for the largest US distributor (now known as SiteOne Landscape Supply) of these same products. My career started in Michigan and then moved to Florida but I also covered multiple state territories in the northeast and southeast US. I have been retired from business for over two years now.

Personal:

I have lived at Trilogy Orlando since December of 2017. I am currently on the Safety and Security Committee that was formed earlier this year and now reports directly to the HOA Board. In joining the Safety and Security Committee, my goal was to help watch out for our entire community safety wise but also to be a voice of reason regarding cost containment of future expenditures. As for clubs, I am secretary of Trilogy Orlando Veterans Association and the Trilogy Orlando Pickleball Club.

I have been married to Catherine for 42 years and have three sons and six grandchildren.

I am a US citizen and a registered voter in Lake County. I would not seek the stipend compensation for the meetings during the year.

Michael Gris
816 Hidden Moss Dr.
352-404-6265

William Houppermans, PE

Vice President/Senior Project Manager

Education

BS, Civil Engineering, University of California - Berkeley, 1977
Post-graduate courses in Project Management

Licenses/Registrations

1981/Professional Registered Civil Engineer/CA/C-33116

Inactive Professional Engineering Registrations (can be activated):
Registered Professional Engineer:
2004/Florida/61287
2014/Virginia/0402054112
2012/North Carolina/038900
2012/Minnesota/49740
2009/Hawaii/PE-13647
1997/ Washington/34606
136471995/Utah/308299-2202
1994/Maryland/20646
1994/Pennsylvania/PE046661R
1984/Indiana/pe60020943

Years of Experience

With AECOM	2001-2017
Sound Transit	1997-2001
BRW	1995-1997
Kaiser Engineers	1980-1995
Bechtel	1978-1980

Awards

2012 Outstanding Technical Engineer of the year, Florida Engineering Society, Miami Chapter

William Houppermans is a senior project manager/design manager with over 40 years' civil engineering and transportation project experience specializing in program and project management for planning and engineering design and construction of transportation systems and public works projects.

Experience

Triangle Transit, Program Management Consulting Services, Raleigh, NC (Program Manager), 2010-2017. Mr. Houppermans was the program manager for a program management contract with Triangle Transit (aka Go Transit) to move forward plans for three distinct passenger rail projects in the Triangle Region. These projects were undertaken through the Federal Transit Administration (FTA) process for New Starts funding. The rail transit projects consist of fixed guideway solutions (light rail and commuter rail primarily) along 74 miles of rail corridors. The 20-mile Wake County light rail project is from the Northeast Regional Center south to Raleigh then west to Cary. The 17-mile Durham-Orange light rail project extends from Alston Ave. in Durham to the University of North Carolina in Chapel Hill. The 37-mile Durham-Wake commuter rail project runs from the Johnston County line to Raleigh to Durham.

The Alternative Analyses have been completed for all three corridors and the subsequent preliminary engineering and Environmental Impact Statement was completed for the Durham-Orange corridor culminating in a Record of Decision. The project has now entered final design (by another design team).

Miami-Dade Transit (MDT), Heavy Rail Transit, Miami, FL (Project Manager), 2005-2010. Mr. Houppermans was the project manager for MDT's Miami Intermodal Center to Earlington Heights line section. This project consists of 2.4 miles of elevated long-span guideway and a 4-level station located at the Miami Intermodal Center at the Miami International Airport. Construction value was over \$300M. Mr. Houppermans managed a diverse team of twelve specialty subcontractors and the Team was instrumental in over \$60M in savings regarding rearrangement of the station at the Intermodal Center, which resulted in significant reduction in walking distances (via pedestrian bridges) to three other modes of transit. The project recently opened in July 2012 and is now in revenue operations.

Fort Lauderdale International Airport, Planning Manager for their 2020 Vision program, 2001-2005. Managed the implementation of the FLL Airport's long-range vision plan for airport expansion which was developed through two years of planning. Mr. Houppermans led the planning for the 11-mile automated People Mover project from the Airport to the Port Everglades Cruise Ship Terminals. He also managed other

consultant teams on the design of airport related projects including taxiway improvements, a new international terminal, Federal Inspection and customs area expansion and other airport works projects.

Sound Transit, Sound Transit Light Project, Seattle, WA (Chief Engineer), 1997-2001. This federally funded 20-mile system (initially) consists of seven miles of tunnel, six miles of elevated track and seven miles of at-grade alignment with 18 stations. Mr. Houppermans supervised 20 consultant firms, performing final design and construction management services. He supervised the consultants' selection and negotiation processes, interactions with elected officials and policy makers, presentation of contracts and agreements to the Board of Directors, and significant public involvement. Mr. Houppermans was personally involved in the project receiving a full funding grant agreement from the FTA for the initial 12-mile segment now in operation. Mr. Houppermans oversaw all aspects of the engineering.

Utah Transit Authority, Light Rail Project, Salt Lake City, UT (Project Manager), 1995-1997. Mr. Houppermans managed a team of seven firms for this \$300-million, 15-mile light rail line which opened in 1999. Final design services included 17 stations, track work design and procurement, a maintenance yard and shop, bridges, ballasted track and paved track design, traffic engineering and utility relocation. The contract included all civil/structural facilities engineering as well as public involvement, right-of-way and surveying, and a complete geotechnical program. Low bids were received on all 12 construction contracts which reflected the overall quality of the design documents.

Los Angeles County Metropolitan Transit Authority, Light Rail Transit Project, Los Angeles, CA (Final Design Manager). Mr. Houppermans managed the final design of this 16-mile mid-corridor line section, relocating Southern Pacific freight tracks to make room for light rail. Included in the design was a railroad bridge, two pedestrian overpasses, a bicycle underpass, more than 30 railroad street grade crossings, underground electrical conduits, station platforms, a retaining wall, construction staging requirements, and all railroad alignments. The light rail "Blue" line opened in the late 1980s.

Sacramento Regional Transit District, South Corridor AA/DEIS, Sacramento, CA (Engineering Manager). Mr. Houppermans directed the engineering design effort for this 18-mile, two-corridor light rail extension, developing multiple alternatives for input to the environmental analysis team and selection of a locally preferred alternative. He supervised the planning, coordination, and interface with Union Pacific and Southern Pacific Railroad Transportation Company officials.

Sacramento Regional Transit District, Light Rail Transit Extension, Roseville, CA (Engineering Manager). Mr. Houppermans managed the preliminary engineering effort for this Sacramento Regional Transit District extension. Services included route alignment selection, coordination of freight track relocations with Southern Pacific Transportation Company, right-of-way determination, utility investigation and structural bridge designs.

Castro Valley Bay Area Rapid Transit (BART), BART Station, San Francisco, CA (Engineering Manager). Mr. Houppermans managed and coordinated all final design of civil, structural, mechanical and electrical engineering for this station, located in the I-580 median. Facilities included an underground concourse, elevated track way and

platform, two pedestrian tunnels, a traction power substation and parking lot. This station is now in operation as part of BART Dublin Line expansion program.

City of Chicago, Automated Guideway Transit System, Chicago, IL (Facilities Design Manager). Mr. Houppermans provided final design management of all facilities and electrification of the O'Hare Airport AGT System. This 2.5-mile \$100-million system consists of six stations and a mid-line storage and maintenance facility, traversing between expanded upper- and lower-level terminal frontage roads and serving structured and remote parking. This system opened in 1991.

Tri-Met, Hillsboro Light Rail Project, Portland, OR (Management Oversight and Review). Mr. Houppermans established project control procedures, civil and system integration, and performed overall project quality assurance and control reviews. He performed quality control review for the geotechnical reports, systems engineering contract packages, civil and facility engineering contract packages, cost estimates, and construction specifications.

Toronto Transit Commission, Value Engineering Studies, Toronto, ON and Miami, FL (Civil and Track Engineering). Mr. Houppermans participated on two value engineering teams performing civil engineering and constructability reviews. He reviewed the Allen Station on the Eglinton West Subway for the Toronto Transit Commission; this \$100-million heavy rail subway station links the Eglinton line with the existing Spadina Subway line via cross-connection passageways. He also completed the value engineering study for Miami's East/West Rail Corridor, which links the airport with the seaport and passes through the proposed Intermodal Center. The studies outlined the potential for significant cost savings.

Tab 2

RESOLUTION 2020-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF CASCADES AT GROVELAND COMMUNITY DEVELOPMENT DISTRICT APPOINTING 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 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.

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

PASSED AND ADOPTED THIS 20th DAY OF JANUARY, 2021.

**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 19, 2020, at 2:01 p.m. by phone teleconference at 1-929-205-6099, meeting ID: 932 3495 9960.**

Present and constituting a quorum:

James Pekarek	Board Supervisor, Chairman
Karen McMican	Board Supervisor, Vice Chair
Patrick Wellington	Board Supervisor, Assistant Secretary
Alan Martin	Board Supervisor, Assistant Secretary

Also present were:

Anthony Jeancola	District Manager, Rizzetta & Company, Inc.
Scott Brizendine	Manager, Financial Services, Rizzetta & Co., Inc.
Kayla Connell	Financial Services, Rizzetta & Co., Inc.
Tucker Mackie	District Counsel, Hopping, Green & Sams, P.A.
Rey Malave	District Engineer, Dewberry
Brett Sealey	MBS Capital Markets, LLC
Audience	Present

FIRST ORDER OF BUSINESS

Call to Order

Mr. Jeancola stated that today's meeting was being held via communications media technology pursuant to the Executive Order(s) by Governor DeSantis and pursuant to Section 120.54(5)(b)2., Florida Statutes

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.

THIRD ORDER OF BUSINESS

Staff Reports

A. District Engineer

Mr. Malave reviewed the memo regarding retention pond rainfall capacity and outflow specifications with the Board. The pond was designed to a 100-year storm event. St. John permit must also address 25-year 96-hour event. Pond 110 in Phase 3 has a pipe out of the pond that connects to Pond 20. The pipe may need to be inspected for the situation. Pond 20 is connected to pond 100.

An inspection was performed on Pond 130 in Phase 1 and it was noted that it did fill up during the last hurricane.

B. MBS Capital Markets

Mr. Sealy reviewed the presentation for bond financing.

It is likely that the District should proceed with a public offering as financing with the bank may not be viable. There is an outstanding HOA matter that may hinder rating and refinancing. The District should likely wait until the matter is resolved.

Three scenarios were reviewed as follows:

1. \$50,000.00 annual reduction in debt service
2. Estimate paid in full by 2029 – per unit estimated to be reduced to \$244.00, which is a reduction in interest paid by \$370,000.00
3. If total assessment increased to \$559.00, bonds would be paid in 2027 which is a \$95,000.00 reduction in interest paid

Mr. Pekarek is interested in paying bonds as soon as possible (options 2 or 3). Mr. Sealy stated that the District has the option to restructure the bonds to adjust maturity. Ms. Mackie indicated that a public hearing would be required and that the Board would need to agree to restructure maturity. Mr. Sealy estimated interest would be at 2.75% based on the current market. Mr. Wellington asked about savings. Mr. Sealey advised that option 1 would save the District \$50,000.00 a year. Mr. Wellington is in favor of option 1. Mr. Sealy stated that there is nothing that can preclude the District from accelerated payments. Mr. Pekarek is compelled to go with options 2 or 3 and wants to hold off until the HOA bankruptcy is resolved on October 16th. Mr. Sealy advised that the District would likely have a higher rating if it waits until after the bankruptcy is resolved. He also advised that a recent closing with the bank or another project would not allow for accelerated payments. Mr. Wellington asked about what type of rating the District would receive. Mr. Sealy said that S&P generally would not provide an A+ for Districts but that it's reasonable to assume that the District would get a triple B to A minus. Mr. Pekarek asked if fixed costs would be added to the principal. Mr. Sealy stated that the costs are either funded with funds on hand or with bond proceeds.

98 C. District Counsel
99 No Report.

100
101 D. District Manager
102 Mr. Jeancola advised that he received Mr. Justice's resignation from the
103 Board on August 18th, 2020. Mr. Pekarek provided a resume for a potential
104 candidate (Mr. Charles Nelson).
105

106 On a motion by Ms. McMican, seconded by Mr. Pekarek, with all in favor, the Board
107 accepted Mr. Justice's resignation from the Board effective August 18th, 2020, for Cascades
108 at Groveland Community Development District.
109

110 On a motion by Mr. Pekarek, seconded by Mr. Wellington, with all in favor, the Board
111 appointed Mr. Charles Nelson to the Board, for Cascades at Groveland Community
112 Development District.
113

114 Discussion ensued regarding.

115
116 *Motion to appoint Mr. Nelson was withdrawn by Mr. Pekarek and Mr. Wellington.*
117

118 Mr. Nelson introduced himself to the Board.
119

120 **FOURTH ORDER OF BUSINESS**

**Consideration of the Minutes of the
Board of Supervisors' Meeting held
May 20, 2020**

121
122
123
124 Mr. Jeancola reviewed the Minutes of the Board of Supervisors' meeting held on May
125 20, 2020 with the Board.
126

127 On Motion by Mr. Pekarek, seconded by Mr. Wellington, with all in favor, the Board
128 approved the Minutes of the Board of Supervisors' Regular Meeting held on May 20,
129 2020, with noted changes, for Cascades at Groveland Community Development District.
130

131
132 **FIFTH ORDER OF BUSINESS**

**Consideration of the Operation and
Maintenance Expenditures for April
through July 2020**

133 Mr. Jeancola reviewed the expenditures for April 2020 through June 2020 with the
134 Board of Supervisors. Discussion ensued.

135 On Motion by Mr. Pekarek, seconded by Mr. Wellington, with all in favor, the Board ratified
136 the Operation and Maintenance Expenditures for April 2020 (\$11,958.38), May 2020
137 (\$3,025.42), June 2020 (\$15,875.20), and July 2020 (\$6,433.38), for Cascades at
Groveland Community Development District.

SIXTH ORDER OF BUSINESS

Public Hearing on Fiscal Year 2020-2021 Final Budget

On a motion by Ms. McMican, seconded by Mr. Wellington, with all in favor, the Board opened the public hearing on Fiscal Year 2020-2021 Final Budget for Cascades at Groveland Community Development District.

Mr. Jeancola presented and reviewed Fiscal Year 2020-2021 Budget and Assessments. The District will maintain its current level of assessments. The total O&M is \$108,308.00 with reserves at \$6,015.00 and revenue at \$103,985.00. The net assessment revenue is \$110,000.00. There is a slight increase is due to the dry retention pond maintenance. The District will utilize the balance forward/general fund surplus to maintain the assessment level. The total assessments are \$484.69. The debt service assessment is \$346.45. The supplemental assessment is \$36.04 and the O&M assessment is \$102.20.

Mr. Hession asked how to retire the District as quickly as possible.

No other members of the public desired to provide public testimony or comment at this time.

On a motion by Mr. Martin, seconded by Mr. Pekarek, with all in favor, the Board closed the public hearing on Fiscal Year 2020-2021 Final Budget for Cascades at Groveland Community Development District.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2020-08,
Adopting Fiscal Year 2020-2021 Final
Budget**

Mr. Jeancola reviewed Resolution 2020-08 with the Board.

On Motion by Ms. McMican, seconded by Mr. Pekarek, with all in favor, the Board of Supervisors approved Resolution 2020-08, Adopting Fiscal Year 2020-2021 Final Budget, for Cascades at Groveland Community Development District.

EIGHTH ORDER OF BUSINESS

**Consideration of Resolution 2020-09
Imposing Special Assessments and
Certifying an Assessment Roll**

Mr. Jeancola presented and reviewed Resolution 2020-09 with the Board.

On a motion by Mr. Pekarek, seconded by Ms. McMican, with all in favor, the Board approved Resolution 2020-09, Imposing Special Assessments and Certifying an Assessment Roll, for the Cascades at Groveland Community Development District.

179 **NINTH ORDER OF BUSINESS** **Consideration of Resolution 2020-10,**
180 **Setting the Fiscal Year 2020/2021**
181 **Meeting Schedule**
182

183 Mr. Jeancola presented and reviewed Resolution 2020-10 with the Board.
184 Discussion ensued.
185

On a motion by Ms. McMican, seconded by Mr. Martin, with all in favor, the Board approved Resolution 2020-10, Setting the Fiscal Year 2020-2021 Meeting Schedule, for Cascades at Groveland Community Development District.

186
187 **TENTH ORDER OF BUSINESS** **Public Hearing on Amended and**
188 **Restated Rules of Procedure**
189

190 On a motion by Ms. McMican, seconded by Mr. Martin, with all in favor, the Board opened
191 the public hearing on Amended and Restated Rules of Procedure for Cascades at
192 Groveland Community Development District.

193
194 Mr. Jeancola presented the Amended and Restated Rules of Procedure to the
195 Board.

196
197 Ms. Mackie asked the Board if they preferred an overview. The Board did not.
198

199 No members of the public desired to provide public testimony or comment at this
200 time.
201

202 On a motion by Mr. Martin, seconded by Ms. McMican, with all in favor, the Board closed
203 the public hearing on Amended and Restated Rules of Procedure for Cascades at
204 Groveland Community Development District.

205
206 On a motion by Mr. Martin, seconded by Mr. Pekarek, with all in favor, the Board approved
207 Resolution 2020-11, Adopting Amended and Restated Rules of Procedure for Cascades at
208 Groveland Community Development District.

209
210 **ELEVENTH ORDER OF BUSINESS** **Acceptance of Arbitrage Rebate**
211 **Report, Series 2006 – LLS Tax**
212 **Solutions**
213

214 Mr. Jeancola presented and reviewed the Arbitrage Rebate Report, Series 2006
215 with the Board. There was no cumulative rebate liability.
216

217 On a motion by Mr. Wellington, seconded by Mr. Pekarek, with all in favor, the Board
218 approved the Arbitrage Rebate Report, Series 2006 from LLS Tax Solutions for Cascades
219 at Groveland Community Development District.

220
221

222 **TWELFTH ORDER OF BUSINESS** **Consideration of Motion to Direct U.S.**
223 **Bank to Utilize Excess Debt Service**
224 **Funds for a November 1, 2020**
225 **Extraordinary Payment**
226

227 This agenda item was tabled until further notice.
228

229 **THIRTEENTH ORDER OF BUSINESS** **Consideration of Landscape**
230 **Maintenance Addendum – Contours**
231 **Landscape**
232

233 Mr. Jeancola presented and reviewed the addendum with the Board. There was
234 an increase due to the labor market. Discussion ensued.
235

236 On a motion by Mr. Martin, seconded by Mr. Pekarek, with all in favor, the Board approved 237 the Landscape Maintenance Addendum from Contours Landscape for Cascades at 238 Groveland Community Development District.
--

239 **FOURTEENTH ORDER OF BUSINESS** **Determination of Debt Payoff Amount**
240 **for Period of September 1, 2020 –**
241 **March 1, 2021**
242
243

244 Mr. Jeancola discussed the debt payoff amount with the Board. He stated that the
245 approximate payoff amount would be \$2,612. 80 (for the period beginning on September
246 1, 2020 – March 1, 2021) dependent upon interest. Mr. Jeancola will confirm with finance.
247

248 **FIFTEENTH ORDER OF BUSINESS** **Supervisor Requests and Audience**
249 **Comments**
250

251 Mr. Pekarek would like to obtain bids to repair the bahia grass at Pond 50. He also
252 recommended that Ms. Mackie/HGS submit invoices before the May meeting. She will
253 make sure that Mr. Jeancola has all invoices that were previously submitted. General
254 discussion ensued.
255

256 Mr. Jeancola stated that the next regular meeting, if held, of the Board of Supervisors
257 is scheduled for Wednesday, October 21, 2020 at 2:00 p.m. at the Magnolia House Sports
258 Pavilion, located at 100 Falling Acorn Avenue, Groveland, FL 34736 or via
259 communications media technology if permissible.
260

261 There were no audience comments at this time.
262
263
264
265
266
267
268
269

270 **SIXTHTEENTH ORDER OF BUSINESS**

Adjournment

271

On Motion by Mr. Martin, seconded by Mr. Pekarek with all in favor, the Board adjourned the Board of Supervisors' Meeting at 3:49 p.m. for Cascades at Groveland Community Development District.

272

273

274

275

276

Assistant Secretary

Chairman/Vice Chair

DRAFT

Tab 4

CASCADES AT GROVELAND COMMUNITY DEVELOPMENT DISTRICT

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

Operation and Maintenance Expenditures July 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from July 1, 2020 through July 31, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$6,433.38**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Cascades at Groveland Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2020 Through July 31, 2020

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Campus Suite	002151	18663	Website & Compliance Services Q4 - FY19-20	\$ 384.38
Dewberry Engineers, Inc.	002150	1840826	Engineering Services 05/20	\$ 220.00
Rizzetta & Company, Inc	002148	INV0000050715	District Management Services 07/20	\$ 2,865.42
Rizzetta Technology Services, LLC	002149	INV0000005963	Website & EMail Hosting Services 07/20	\$ 160.00
Rolling Hills of Central Florida, Inc	002152	5182	Grounds Maintenance 05/20	\$ <u>2,803.58</u>
Report Total				\$ <u>6,433.38</u>

CASCADES AT GROVELAND COMMUNITY DEVELOPMENT DISTRICT

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

Operation and Maintenance Expenditures August 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from August 1, 2020 through August 31, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$9,717.77**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Cascades at Groveland Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2020 Through August 31, 2020

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
David W. Jordan Lake County Tax Collector	002169	Commission Bill 07/28/20	Commission Bill FY 19/20 02/01/20- 05/31/20	\$ 1,705.64
Karen F. McMican	002171	KM08192020	Board of Supervisors Meeting 08/19/2020	\$ 200.00
LLS Tax Solutions Inc.	002170	002024	Arbitrage Rebate Calculation Series 2006 PE 03/31/20	\$ 500.00
Orlando Sentinel Communications	002172	023174917000	Acct #CU00126744 Legal Advertising 07/20	\$ 1,283.13
Patrick G. Wellington	002173	PW08192020	Board of Supervisors Meeting 08/19/2020	\$ 200.00
Rizzetta & Company, Inc	002153	INV0000051726	District Management Services 08/20	\$ 2,865.42
Rizzetta Technology Services, LLC	002154	INV0000006064	Website & EMail Hosting Services 08/20	\$ 160.00
Rolling Hills of Central Florida, Inc	002155	5596	Grounds Maintenance 07/20	\$ <u>2,803.58</u>
Report Total				\$ <u>9,717.77</u>

CASCADES AT GROVELAND COMMUNITY DEVELOPMENT DISTRICT

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

Operation and Maintenance Expenditures September 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from September 1, 2020 through September 30, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$13,792.76**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Cascades at Groveland Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2020 Through September 30, 2020

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Hopping Green & Sams	002175	114441	General/Monthly Legal Services 03/20	\$ 717.50
Hopping Green & Sams	002175	115512	General/Monthly Legal Services 05/20	\$ 1,720.00
Hopping Green & Sams	002175	116178	General/Monthly Legal Services 06/20	\$ 187.50
Hopping Green & Sams	002179	116784	General/Monthly Legal Services 07/20	\$ 217.50
Rizzetta & Company, Inc	002176	INV0000052516	District Management Services 09/20	\$ 2,865.42
Rizzetta Technology Services, LLC	002177	INV0000006164	Website & EMail Hosting Services 09/20	\$ 160.00
Rolling Hills of Central Florida, Inc	002174	5096	Grounds Maintenance 08/20	\$ 3,164.42
Rolling Hills of Central Florida, Inc	002178	5316	Grounds Maintenance 09/20	\$ 3,164.42
Stahl & Associates Insurance	002180	Renewal FY 20/21	POL Liability Insurance FY20/21	<u>\$ 1,596.00</u>
Report Total				<u>\$ 13,792.76</u>

CASCADES AT GROVELAND COMMUNITY DEVELOPMENT DISTRICT

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

Operation and Maintenance Expenditures October 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from October 1, 2020 through October 31, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$14,747.72**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Cascades at Groveland Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2020 Through October 31, 2020

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Auto-Owners Insurance	002184	011263332 FY 20/21	POL Liability Insurance 09/25/20	\$ 1,906.00
Campus Suite	002182	18928	Website & Compliance Services Q1 - FY20/21	\$ 384.38
Hopping Green & Sams	002181	117419	General/Monthly Legal Services 08/20	\$ 1,017.50
Rizzetta & Company, Inc	002186	INV0000053313	District Management Services 10/20	\$ 2,865.42
Rizzetta & Company, Inc	002186	INV0000053559	Assessment Roll Preparation FY 20/21	\$ 5,250.00
Rizzetta Technology Services, LLC	002187	INV0000006366	Website & EMail Hosting Services 10/20	\$ 160.00
Rolling Hills of Central Florida, Inc	002185	5387	Grounds Maintenance 10/20	<u>\$ 3,164.42</u>
Report Total				<u>\$ 14,747.72</u>

CASCADES AT GROVELAND COMMUNITY DEVELOPMENT DISTRICT

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

Operation and Maintenance Expenditures November 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from November 1, 2020 through November 30, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$6,326.42**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Cascades at Groveland Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2020 Through November 30, 2020

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Department of Economic Opportunity	002192	83141	Special District Fee FY 20/21	\$ 175.00
Dewberry Engineers, Inc.	002191	1874510	Engineering Services 08/20	\$ 3,100.00
Grau and Associates, P.A.	002189	N42502058K53	Audit Services FYE 09/30/20	\$ 26.00
Rizzetta & Company, Inc	002190	INV0000054182	District Management Services 11/20	\$ 2,865.42
Rizzetta Technology Services, LLC	002188	INV0000006471	Website & EMail Hosting Services 11/20	\$ <u>160.00</u>
Report Total				\$ <u><u>6,326.42</u></u>

Tab 5

Presented By: MBS Capital Markets



MBS CAPITAL MARKETS, LLC

Cascades at Groveland CDD

August 19, 2020 (Updated Version – provided following Board Meeting)



The Series 2006 Bonds Overview

Series 2006 Bonds Overview

Overview Series 2006 Bonds:

- In March 2006, the District issued its \$5,600,000 Capital Improvement Revenue Bonds, Series 2006 (the "2006 Bonds").
- The 2006 Bonds are secured by special assessments (the "2006 Special Assessments") levied on 1,135 residential units in the District as a result of ten (10) landowners having previously prepaid the 2006 Special Assessments levied on their property.
- The District is currently levying special assessments in an amount equal to the revised per unit debt service assessment amount following the density increase to 1,145 units regardless of prior extraordinary mandatory redemptions from surplus collections and subsequent re-amortization of the 2006 Bonds. Further, the District is levying a per unit supplemental assessment as part of its O&M Assessment process that is being directed towards the accelerated principal repayment of the 2006 Bonds.

Current Status of the 2006 Bonds:

- Current 2006 Bonds par outstanding: \$3,290,000
- Callable: Anytime on or after May 1, 2016 @ par

Series	Par Outstanding	Average Coupon	Maturity
2006 Bonds	\$3,290,000	5.30%	May 1, 2036



Refunding Options/Credit Analysis

Achieving the best economic result for the District entails obtaining an investment grade rating from one of the rating agencies and, to the extent possible, a commitment from a bond insurer. Alternatively, the bonds could be privately-placed with a bank. However, more recently, the banks have shown little appetite for CDD refinancing transactions and have historically taken issue with extraordinary mandatory redemptions other than from landowner special assessment prepayments as provided for by Florida law.

The rating agencies, insurers or banks will review certain credit statistics including, without limitation, those below. Please note that the current HOA-related matter will likely be a hindrance to obtaining an investment grade rating and bond insurance. Accordingly, waiting for a resolution to that matter may be the best approach to obtaining a rating and credit enhancement.

Current Composition

- Level of vertical build-out (homes currently built)
- Assessed value of the land within the assessment area
- Value to lien analysis of each individual land use and product type within the assessment area
- Size of the assessment area

Diversification

- Top ten taxpayers in the assessment area
- Concentration of top ten taxpayers

Collection History

- History of delinquent taxes
- Success of tax certificate process



Structuring/Repayment Options

Provided below are multiple scenarios that have been analyzed assuming the ability to obtain an investment grade rating and bond insurance/surety bond. The assumed estimated average interest rate is 2.75% which, while consistent with current market conditions, is preliminary and subject to change. Further, we have assumed (i) fixed costs of issuance of \$150,000 which are subject to negotiation between the District and the respective parties to the transaction; (ii) underwriter’s discount of the greater of 1.5% or \$50,000; and (iii) bond insurance/surety bond costs of \$75,000 which are subject to change based upon the category of investment grade rating obtained and premium/surety bond quotes from bond insurers. Such costs would be paid from funds on deposit in the 2006 Bonds trust estate or with bond proceeds.

It is important to note that a scenario does not have to be chosen in conjunction with the refunding process. However, it will be necessary to provide disclosure of the intent to accelerate repayment of the refunding bonds in the offering memorandum. Accelerated repayment of the refunding bonds will likely affect the structure and the interest rate obtained.

Scenario 1 – Reduce Annual Debt Service Assessments

- Refunding results in annual debt service reduction of approximately \$50,000 when comparing debt service of refunding bonds to 2006 Bonds
- Annual per unit amount is estimated to reduce to \$244 (gross –inclusive of gross up for collection costs and allowance for early payment discount)
- Assessments are paid at reduced rate beginning with 2021 tax bill issued in November 2021 through the 2036 maturity

Scenario 2 – Maintain Current Aggregate Per Unit Levy (inclusive of Supplemental Assessment) *

- Annual per unit amount is \$382 (gross – inclusive of gross up for collection costs and allowance for early payment discount)
- Refunding bonds estimated to be paid in full in 2030
- Estimated reduction in total interest paid by approximately \$335,000 when compared to Scenario 1

Scenario 3 – Levy at FY17/18 Aggregate Per Unit Amount (inclusive of Supplemental Assessment) *

- Annual per unit amount is \$457 (gross – inclusive of gross up for collection costs and allowance for early payment discount)
- Refunding bonds estimated to be paid in full in 2028
- Estimated reduction in total interest paid by \$420,000 and \$85,000 when compared to Scenario 1 and Scenario 2, respectively

* Please note that further discussion and consideration regarding the manner of the surplus levy in Scenarios 2 and 3 is warranted.



Next Steps

Step 1: Transaction Considerations

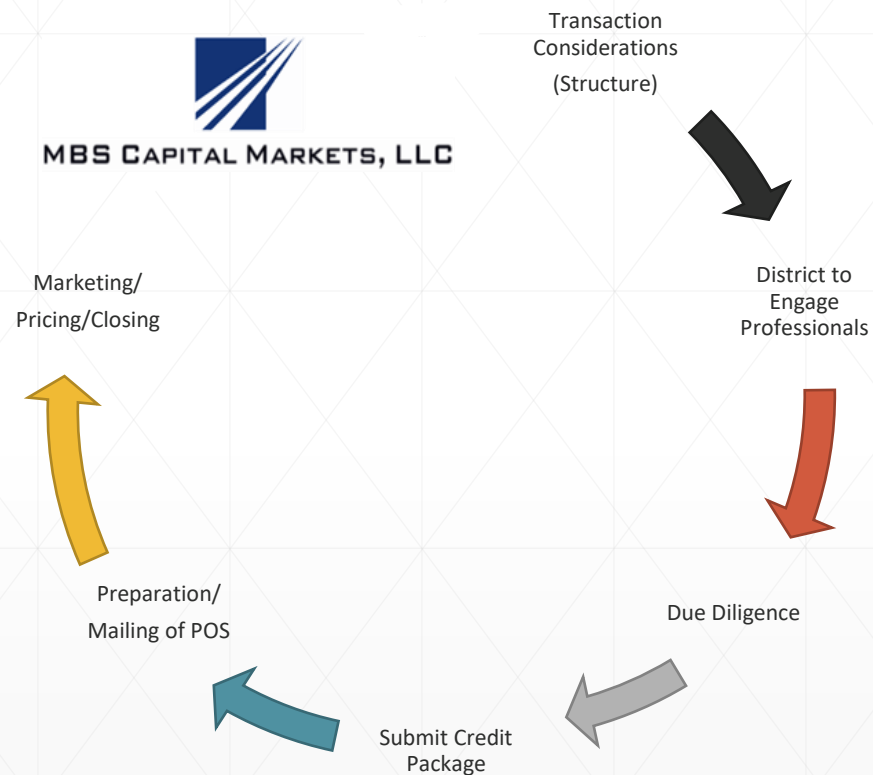
Step 2: District to Engage Professionals

Step 3: Due Diligence

Step 4: Submit Credit Package

Step 5: Preparation/Mailing of POS

Step 6: Marketing/Pricing/Closing



Timeline requires approximately 75 days to complete



Disclosures Regarding Underwriter's Role – MSRB Rule G-17

Disclosures Concerning the Underwriter's Role

- i. Municipal Securities Rulemaking Board Rule G-17 requires an underwriter to deal fairly at all times with both municipal issuers and investors;
- ii. The Underwriter's primary role is to purchase securities with a view to distribution in an arm's-length commercial transaction with the District and it has financial and other interests that differ from those of the District;
- iii. Unlike a municipal advisor, the Underwriter does not have a fiduciary duty to the District under the federal securities laws and is, therefore, not required by federal law to act in the best interests of the District without regard to its own financial or other interests;
- iv. The Underwriter has a duty to purchase securities from the District at a fair and reasonable price, but must balance that duty with its duty to sell municipal securities to investors at prices that are fair and reasonable; and
- v. The Underwriter will review the official statement for the District's securities in accordance with, and as part of, its responsibilities to investors under the federal securities laws, as applied to the facts and circumstances of the transaction.

Disclosure Concerning the Underwriter's Compensation

Underwriter's compensation that is contingent on the closing of a transaction or the size of a transaction presents a conflict of interest, because it may cause the Underwriter to recommend a transaction that it is unnecessary or to recommend that the size of the transaction be larger than is necessary.



Disclosures Regarding Underwriter's Role – MSRB Rule G-17

Payments to or from Third Parties. There are no undisclosed payments, values, or credits to be received by the Underwriter in connection with its underwriting of this new issue from parties other than the District, and there are no undisclosed payments to be made by the Underwriter in connection with this new issue to parties other than the District (in either case including payments, values, or credits that relate directly or indirectly to collateral transactions integrally related to the issue being underwritten). In addition, there are no third-party arrangements for the marketing of the District's securities.

Profit-Sharing with Investors. There are no arrangements between the Underwriter and an investor purchasing new issue securities from the Underwriter (including purchases that are contingent upon the delivery by the District to the Underwriter of the securities) according to which profits realized from the resale by such investor of the securities are directly or indirectly split or otherwise shared with the Underwriter.

Credit Default Swaps. There will be no issuance or purchase by the Underwriter of credit default swaps for which the reference is the District for which the Underwriter is serving as underwriter, or an obligation of that District.

Retail Order Periods. For new issues in which there is a retail order period, the Underwriter will honor such agreement to provide the retail order period. No allocation of securities in a manner that is inconsistent with a District's requirements will be made without the District's consent. In addition, when the Underwriter has agreed to underwrite a transaction with a retail order period, it will take reasonable measures to ensure that retail clients are bona fide.

Dealer Payments to District Personnel. Reimbursements, if any, made to personnel of the District will be made in compliance with MSRB Rule G-20, on gifts, gratuities, and non-cash compensation, and Rule G-17, in connection with certain payments made to, and expenses reimbursed for, District personnel during the municipal bond issuance process.

Discussion Regarding Debt Related Matters

i. Discussion of Maximum O&M and DS Assessments for FY 2020-2021/2021 Tax Year Billed in November 2021

ii. Discussion of Use of Excess DS Funds for 5/1 Debt Paydown vs. Payment of Bond Refinancing Costs

iii. Debt Prepayment Amount for Payments Before 3/1/2021

Tab 6

Quality Assurance Its easy to take someone's word that an activity is being executed correctly, but such confidence paves the path to mediocracy. Rizzetta is introducing a Quality Assurance program which will verify that Rizzetta procedures are being rigorously followed by auditing paper trails, checking websites and interviewing Board members. In the end, results will speak for themselves with visible improvements realized by both Clients and Rizzetta team members.

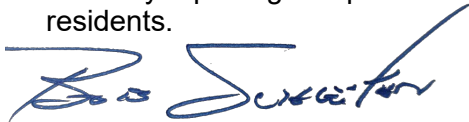
Training: Like most smaller organizations, the training has historically been "hands on" with personal attention by a single instructor using disparate training material. The outcome of this methodology has been as varied as the instructors. Rizzetta is standardizing continuous instruction and instruction material, which will now include quantitatively scored testing. Using "gut feel" will no longer be a metric to gage an individual's capabilities and competence. By using the "best of the best" as a basis, the outcome will be an overall improvement of company performance.

Communication: We recognize that the legislative and administrative world of Community Development Districts evolves, this is one reason we belong to so many associated professional organizations. We intend to be more proactive in reaching out to Board Supervisors to further educate them on changes affecting District operation. In the coming months Rizzetta newsletters will begin being systemically distributed to Supervisors to aid them in making the most informed decisions and actions for the benefit of their District.

Continuing Education: While all Rizzetta District Managers have a minimum of a bachelor's degree and have successfully passed their Florida Licensed Community Association Manager (LCAM) exam, we recognize this isn't the end of their education road, rather just the beginning. In early 2020 Rizzetta instituted regular mandatory training in a variety of professional areas. This educational focus will bear fruit in better District and Personnel Management helping all Districts realize their best operation and curb appeal.

On July 14th 2020 Jack Gaskins with the Special District Accountability Program at the Florida Department of Economic Opportunity sent a "Courtesy Reminder" to District Management companies identifying Community Development Districts which had failed to file their mandatory Annual Financial Report. **None** of the 94 special districts listed were managed by Rizzetta.

The entire Rizzetta team is dedicated to serving the Cascades of Groveland with the highest level of performance, integrity, and passion. At Rizzetta details matter. Deadlines matter. Impeccable financial statements matter. They matter to us because we know they reflect on your District. Rizzetta Districts have bills paid on time, financial statements delivered on time, statutory reporting completed on time and Districts realizing their fullest potential to their residents.



Bob Schleifer
C.O.O.
Rizzetta and Company



Rizzetta & Company



WHY CHOOSE RIZZETTA

We are one of the two “Original” Community Development District and Bond Management companies and **the only one still managing Districts statewide.**

Bond holders continue to be the largest debt holder for your District and they expect timely, correct payments. Bill Rizzetta was sitting at the table as the first Bonds were created and sold in Florida for a Community Development District. Today, he is the Chairman for the Committee of Legislative Affairs at the Association of Florida Community Developers (AFCD) a staunch lobbying organization for the governing of Community Development Districts. He still owns and operates his company that was established during those early days of CDD's. Further, Rizzetta is the only company in the state with these roots and involvement in the creation and governing of Community Development Districts. Rizzetta was created for District Management and has only grown into other areas. District Management was not an “add on” of a new business venture nor purchased by an out of state entity. Florida created and still Florida managed.



We have the most qualified District Management Team.

All District Management companies claim to be selling the same thing. They make their differentiating factor “who” they are selling to be your primary point of contact. At Rizzetta **you are contracting the entire firm with hundreds of years of combined experience** to manage your District. The District Manager that orchestrates your Board meetings, coordinates with vendors, and relentlessly ensures your District is in good standing with the State, is required to meet strict

Rizzetta minimum qualifications. Specifically, they will be a Florida Licensed Community Association Manager. We know this provides them a broad background in exceeding the expectations of all your residents. They will have a 4-year college degree because we know that if they spent that much time and effort on their own personal development, they will do the same for your district. They will be a Notary Public so documents can be quickly and legally signed at the Board meeting – ready for execution. Lastly, they will have completed the months long Rizzetta District Management training taught by instructors with decades of



Rizzetta & Company

experience in District Management. With Rizzetta, you are hiring exceptionally qualified District managers.



Rizzetta District Accounting has been tested and is the best in the business.

Our District Accounting has been audited over 3,000 times (each District is audited annually) with no findings of internal control issues or fraudulent activity. Auditors know we have clean books and superior processes when it comes to handling District money. Even other District Management companies use our Finance and Accounting services. Every penny of your District's money is accounted for and tracked. Monthly you receive a comprehensive financial

package (along with receipts for bills paid) which aligns with your budget so you can see the fiscal condition of your district. On an annual basis, these packages are used to create the framework for the District's budget and consequent assessments that are levied to your residents. There is never a question that can't be answered regarding why or how the District money was or planned to be spent. Better still, our financial package can be modified to meet your expectations without compromising the integrity of the accounting process.

We invest in our people

Human capital is our foremost investment. What we do is very labor intensive and finding the perfect fit for our culture is key to our success. Beginning with the initial screening process through to retirement, we are side by side with our people encouraging, developing, and training them to realize their own personal and professional best. Further, we relentlessly strive to create an environment in which they want to work while reinforcing a healthy work-life balance. We



are intent on promoting engagement amongst our employees and continually work to improve upon our culture and workplace environment. In addition to competitive salaries we offer:

Earned Time Off. In our team member's first year they have 3 weeks of "time off" to do whatever they want. After 5 years this increases to 4 weeks and after 10 years they have 5 full weeks to enjoy the fruits of their labor.

Paid Holidays: Nine (9) days a year there are national and religious holidays that Rizzetta believes necessary for team to enjoy and honor the reasons for the Holiday's origination.

Employee "Community Service Day" where **staff is paid to with engage and participate in their favorite charity or charity event.**



Rizzetta & Company

Comprehensive Medical Plan which can cover both the employee and their family if so desired. In addition to covering our staff for medical issues, we have **negotiated discounts** on:

- Gym memberships
- Nutritional products, Counseling, and administration
- Fitbit Devices, fitness apparel and fitness equipment
- Outdoor Family Getaways, Aventura products for new moms, pet supplies, and other Health and Wellness products
- Wishlife – a family communication platform
- Hotels

We additionally provide: Comprehensive **Dental Coverage**, **Eye care** and health at no cost to the employee, Personal and family **Financial Counseling**, a robust **Employee Assistance Program** at no cost to the employee.



We believe in not only individual and family health, but the relative professional “health” of our staff member which is why we have **Annual career coaching** sessions between the management and their staff.

We have Monthly **Birthday Celebrations** at each of our 8 facilities for everyone in the office to share a bit of cake, conversation, and good times to celebrate the individual’s that have birthdays in the month.

Annually we recognize a staff member’s **Service Anniversary** with a Certificate and gift card. On milestone (every 5 years) Anniversaries we have enhanced recognition with increased values on the gift cards as well as company-wide recognition at the annual Company Event.

Annual “Company Event” where all full-time staff are gathered at a venue to celebrate the organizational success in the prior year. **This event finishes with a “day off work” on the day following the formal event** (exclusive of paid holidays and Earned Time off).

Thanksgiving Luncheon and location gathering for all staff to enjoy a lunch together before feasting with their families.

Christmas Tree Trimming party at each location for staff to gather and decorate the tree while enjoying Holiday snacks to get “in the spirit” of the Christmas Holiday.

Annually we give a **Christmas “gift card”** to each Rizzetta staff member to thank them for



Rizzetta & Company

choosing Rizzetta as their employer and give them a head start on their holiday shopping.

Company **paid LCAM certifications** so that our staff never has reason to not be the best qualified and educated in the industry



Company **reimbursed smart phone costs** so our staff can be reached in emergencies – always.

Company **reimbursed Travel** to Districts so that Rizzetta can always be on-site when required with no out of pocket costs borne by our Staff.

“Casual” Friday Dress – marking the end of each successful work week.

Work from Home Option – but not required which allows our staff to work when and where they are most comfortable to exceed the expectation of each member of a District.

We put a lot of effort into Rizzetta to make it a unique environment for District Management staff to work, grow and eventually retire. We know, based on 34 years of experience, that these efforts will result in exceptional service to those Districts we are fortunate enough to service.



Rizzetta & Company



WHO WE ARE

Rizzetta & Company, Inc., is a Florida-based and family-owned professional community management firm that has been providing services to residential communities throughout the state since 1986. In our 30+ year existence we have grown to have 8 offices, each of which

has team members with diverse backgrounds dedicated to providing the highest quality services to our clients.

CORPORATE (16 Team Members)

3434 Colwell Avenue
Suite 200
Tampa, Florida 33614
Phone: (813) 514-0400
Fax: (813) 514-0401

PANAMA CITY BEACH (2 Team Members)

120 Richard Jackson Boulevard
Suite 220
Panama City Beach, Florida 32407
Phone: (850) 334-9055
Fax: (850) 334-9062

CITRUS PARK (22 Team Members)

12750 Citrus Park Lane
Suite 115
Tampa, Florida 33625
Phone: (813) 933-5571
Fax: (813) 935-6212

RIVERVIEW (29 Team Members)

9428 Camden Field Parkway
Riverview, Florida 33578
Phone: (813) 533-2950
Fax: (813) 935-2922

FORT MYERS (4 Team Members)

9530 Marketplace Road
Suite 206
Fort Myers, Florida 33912
Phone: (239) 936-0913
Fax: (239) 936-1815

ST. AUGUSTINE (13 Team Members)

2806 North Fifth Street
Unit 403
St. Augustine, Florida 32084
Phone: (904) 436-6270
Fax: (904) 436-6277

ORLANDO (15 Team Members)

8529 South Park Circle
Suite 330
Orlando, Florida 32819
Phone: (407) 427-2471
Fax: (407) 472-2478

WESLEY CHAPEL (27 Team Members)

5844 Old Pasco Road
Suite 100
Wesley Chapel, Florida 33544
Phone: (813) 994-1001
Fax: (813) 994-2100



Rizzetta & Company

We provide professional expertise in four areas – District Services, Association Services, Community Services, and Information Technology Services.

- **District Services:** As one of the oldest and largest Community Development District Management firms in the state, we provide professional management for over 100 Districts throughout the state of Florida.
- **Association Services:** We provide professional licensed portfolio and onsite management for over 160 Homeowners, Condominium and Commercial Property Owners Associations in Florida. This currently accounts for over 30,000 units in associations that will ultimately have near 40,000 total units when all communities have completed build-out.
- **Community Services:** Community Services has two practice areas of expertise; Amenity Services and Field Services. These services are offered to Community Associations and Community Development Districts and can be customized to fit the needs of a community.
- **Information Technology Services:** We provide professional information technology services for both Community Development Districts and Community Associations, this includes web site development and maintenance, Domain administration and corresponding email (Office 365) orchestration and electronic document repositories.

OUR HISTORY

Rizzetta & Company, Inc., was founded and incorporated in 1986 in Tampa, Florida by William Rizzetta. The original focus of the company was to provide assessment methodology services for Community Development Districts in association with issuance of municipal bonds.



As the company's reputation for excellent work and customer service grew, the practice expanded over the next thirty years by adding related services which resulted in today's "Full Service" organization. Below is a timeline of our growth through our first thirty years:

- **1986** – Rizzetta & Company, Inc. was founded by Bill Rizzetta.
- **1992** – Collection agent services were added for Community Development Districts to support the process of bond repayments.



Rizzetta & Company

- **1996** – Community Development District Management services were added.
- **1998** – As our reputation for outstanding performance spread, we were persuaded to add Association Management so Homeowner’s Associations could benefit from our experience and exceptional performance.
- **2008** – Countless clients requested our influence in improving the physical appearance and management of their assets. Rizzetta responded by move into the Amenity Management sector allowing Districts and Associations to realize the full potential of their properties and Clubhouses.
- **2009** – In those Districts under our management, there was the need for licensed, insured, and expert evaluations of the Landscaping so the Landscaping companies could provide nothing less than outstanding results. Rizzetta responded with our Field Services business unit.
- **2011** – With the departure of various companies from the marketplace, Continuing Disclosure services were added to provide various compliance reporting for Districts and Bondholders.
- **2015** – The continued growth in technology and changes to Florida Laws prompted Rizzetta to enter Technology Services to ensure all Districts and Associations could continue to provide mandated notice and electronic presence. Rizzetta Technology Services also provides the ability for our clients to have their own domains with effortless maintenance of their email and electronic storage of critical documentation.
- **2016** – Rizzetta & Company, Inc. celebrated its 30th anniversary.

OUR COMMITMENT TO INDUSTRY AND COMMUNITY

Being a leader in District Management means always being aware of industry related developments and sharing that knowledge with our peers. We support and encourage the continuing education of all staff by providing the resources needed for staff to attend classes and conferences. Rizzetta & Company holds memberships in the following professional organizations:

- **Association of Florida Community Developers (AFCD):** AFCD’s mission is to provide a leadership role in the creation of quality community development and the formulation of a responsible approach to the planning and development of Florida's future.



Rizzetta & Company

- **CFO Exchange Group (CFOx):** CFO Exchange Group (CFOx) is a protected, thought leadership, member-driven intelligence organization for top finance executives of Florida's small to mid-sized companies. CFOx empowers Florida's leading finance executives by providing a secure environment to cultivate relationships and interact with peers in the exchange of ideas, best practices, and experiences, and serve as a sounding board for technical and business matters.
- **Community Associations Institute (CAI):** CAI provides education, tools and resources to people who govern and manage homeowner associations, condominiums and other planned communities. Rizzetta & Company is both a member and a Chapter Sponsor of the Community Associations Institute.
- **Florida Association of Special District (FASD):** The mission of the Florida Association of Special Districts is to unify and strengthen special purpose government through education, the exchange of ideas and active involvement in the legislative process.
- **Florida Government Finance Officers Association (FGFOA):** The FGFOA was founded in 1937 and serves more than 2,700 professionals from state, county, and city governments, special districts, and private firms. The FGFOA is a professional resource that provides opportunities through education, networking, leadership, and information.
- **Florida Nursery, Growers and Landscape Association (FNGLA):** The association represents all walks of the industry--foliage, woody ornamental, citrus nurseries, floriculture producers, interiorscapers, retailers, allied suppliers, and landscape professionals. Landscape contractors, landscape designers, landscape architects and the like now have an association targeting their needs. Government representation & monitoring, professional education and marketing projects encompass just some of the services provided by FNGLA to members and the industry.
- **International Society of Arboriculture (ISA):** Through research, technology, and education, the International Society of Arboriculture promotes the professional practice of arboriculture and fosters a greater worldwide awareness of the benefits of trees.
- **Leadership Tampa Bay:** Leadership Tampa Bay is a non-profit organization that is governed by an independent board of directors who live and work in various parts of the Tampa Bay region. As a non-partisan, non-special interest forum for regional progress, Leadership Tampa Bay enhances awareness, education, and knowledge of major regional issues through learning experiences and discussion.
- **Tampa Bay Builders Association (TBBA):** The TBBA is a trade organization, which works diligently to fulfill its mission by providing important services to enhance the building industry in Pasco, Pinellas, and Hillsborough Counties. It is affiliated with the Florida Home Builders Association and the National Association of Home Builders and dates back to 1946.
- **The Northeast Florida Builders Association (NEFBA):** NEFBA, is the state's largest builders association. They have 70 years of history of networking, community outreach



and industry development. Their primary goal is to improve the quality of life for the citizens of Northeast Florida.

- **The Greater Tampa Chamber of Commerce:** The mission of the Greater Tampa Chamber of Commerce is to serve members and enhance the community by building business success. The chamber offers educational and networking opportunities, leadership development programs and government advocacy to protect and advance the interest of Tampa's business community.
- **Urban Land Institute, Tampa Bay (ULI):** The mission of the Urban Land Institute is to provide leadership in the responsible use of land and in creating and sustaining thriving communities worldwide.
- **Visit Tampa Bay:** The mission of Visit Tampa Bay is to create vibrant economic development for our community by collaboratively increasing visitation to Tampa Bay.

GIVING BACK TO THE COMMUNITIES

At Rizzetta, we believe in helping shape the communities in which we work by encouraging and sponsoring our staff to supporting and participating in charitable causes. We have found the personal rewards of helping, to grossly exceeding any investments made.



ANGEL TREE- MAKING A DIFFERENCE



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WHAT WE DO

The single most important factor in being successful is customer service. We understand that each client has certain unique characteristics. While all have similarities, our success comes from our ability to understand the nuances of each client and adapt our services as necessary. This approach generates the basis for long-term relationships with clients we have represented for nearly twenty years. Our service is community specific while ensuring the district is compliant with state statutes and fulfilling bond-holder obligations.

The Rizzetta approach to management services is simple; we execute what the Board decides. The Board of Supervisors serves as the governing body of the District and therefore sets the policies, service levels and quality of service expected. We as the District Manager implement those policies taking necessary action to exceed Board expectations.

When granted a new District, we work to get a clear understanding of the Board's expectations, as well as the cost effectivity of the existing vendors by reviewing their contracts and comparing to services provided to similar districts in the same geography. Using this information we create a billing matrix for our Accounting team to verify that every check being cut with District funds is earned and according to a legal contract.

DISTRICT MANAGEMENT

At Rizzetta, the **District Manager** is not a role filled by an individual, rather it is a commitment by an entire army of alert and motivated team members. We live with the understanding that we are entrusted with your District. While the Board may only see Rizzetta at meetings, the real work is being executed invisibly keeping your district legal, financially sound and in pristine condition. We understand that District Management is more than an individual orchestrating Board meetings, which is why we continually train our staff to be increasingly more effective in every physical aspect of your District. Landscaping and pond life cycle are just the beginning of the District Education at Rizzetta as we know the key to our success is your district looking as new as the day it was constructed. Given Rizzetta's physical footprint and extensive staffing resources, there is always a Rizzetta staff member in the vicinity of your district to inspect or deal with a particular vendor.

We drill our District Managers extensively on parliamentary procedure with mock Board meetings so that we are always prepared, regardless of the issue. Budget training and



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competency verification form the backbone for our Rizzetta budget workshops so each Board member is confident and comfortable when the budget is presented for Public discussion. We do this while ensuring all required state and local filings are done promptly always keeping your district from the ire of State authorities.

ADMINISTRATIVE SUPPORT AND RECORDKEEPING

Like many aspects of District Management, Rizzetta lead the way in the **Administrative Support** for our Community Development Districts. We electronically provide both preliminary (14 days prior to scheduled Board meetings) and final agendas to Board members saving tens of thousands of printed pages previously sent. We go one step further by providing the electronic tablets to Board members for use during the meetings. This electronic expertise allows immediate posting on the CDD website as required by Statutes. Within a week after a Board meeting, a brief meeting summary is sent derived from the Rizzetta archival system. Courtroom quality recordings are retained per Florida Statutes Chapter 119 allowing the verification of any word or action by listening to the actual event. These recordings are stored on our Raid 5 disk array which is redundantly backed up to both a local and cloud storage appliance.

DISTRICT (FUND) ACCOUNTING

Every day, our **Accounting Team** is paying vendors and maintaining your bank accounts per Governmental Accounting Standards. We use the **MIP Fund Accounting software** that is designed specifically for governmental and fund accounting. It provides customization allowing us to generate the financial activity reports that you request. This state-of-the-art software allows expedient and accurate processing of payables with vendors receiving payment within 10 days of invoice submittal. This is the package that allows us to produce 110 Board ready financial packages every month – on time.



Our highly educated accounting staff receive continual cross-functional training ensuring our solid and consistent District accounting is robust. The accounting processes have multi-level reviews to ensure proper internal control and accuracy. Before a check is cut from your funds, a minimum of 4 individuals have reviewed the expenditure for accuracy. There will never be a question of where “your money is”, accompanying the financial statements (which can be customized to meet your personal preference) is a brief recap of expenditures for Board edification. Additionally, the Accounting Team conducts asset tracking, investment tracking, capital program administration and requisition processing. Lastly, we file annual reports required by the State of Florida and monitor any, and all trust account activity. The Rizzetta accounting team has a reputation for its relentless efforts in being the unrivaled leader in District accounting.



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BOND ASSESSMENT, REVENUE COLLECTION AND REPORTING

Community Development District Bond issuance was the cornerstone on which Rizzetta was founded. Over **3 Billion dollars financed** and **250 Bonds closings** later, Rizzetta continues to be sought out by major developers, builders, community development districts and investment bankers when they are looking to issue Bonds for community infrastructure. The Rizzetta Assessment Methodology Reporting has been continually refined over the years creating a seamless interface between the District, the Bond holders, the Trustee, and the local Taxing authorities. As part of the bond issuance process our team will use our *proprietary methodology* to prepare an annual assessment roll and certification to the taxing authority, then collect the assessed amounts ensuring adequate funds are always available to meet the District's debt service and operations and maintenance obligations. Responding to property owner, developer/builder, bond holder, trustee, title company and general public questions and requests regarding District assessments is second nature to this team as they are constantly immersed in the finances for all Bonds.

FIELD SERVICES MANAGEMENT

One of the largest expenses in any planned community is landscape maintenance. It can convey a "Wow" factor to visitors, set a welcoming tone for the residents, and help to increase the home values with the community. Our Field Services team includes a Landscape Architect, former commercial landscape company account managers, and prior owners of landscape firms. Rizzetta & Co.'s Field Service Management team has a combined total of 82 years serving Florida community landscapes.



Each of our Field Services Managers are Best Management Practices certified in the state of Florida. Our team is committed to elevating the landscape maintenance in your District with detailed inspections, formal reporting, landscape planning, and effective vendor management strategies.

HOW WE DO IT

COMMUNITY ASSET MANAGEMENT PLAN: We perform a complete inventory of the community assets and provide an inventory report to the board.



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LANDSCAPE DESIGN: Landscape designer on staff available for landscape consultation, enhancements, and design.

LANDSCAPE AND IRRIGATION SPECIFICATION DEVELOPMENT: Develop a request for proposal (RFP) document to include a customized set of standards and specifications based on the community needs and budget. Conduct the bidding process, review, and prepare a bid tabulation document for the board. Assist the board with reviewing the bid tabulation and other pertinent information.

LANDSCAPE MAINTENANCE INSPECTIONS: Perform grounds inspections, provide the board with an inspection report, notify maintenance contractor of deficiencies in service, and obtain proposals for landscape projects.



LANDSCAPE TURNOVER INSPECTIONS: Attend landscape turnover meeting and participate in the inspection on behalf of the board. Follow up report provided.

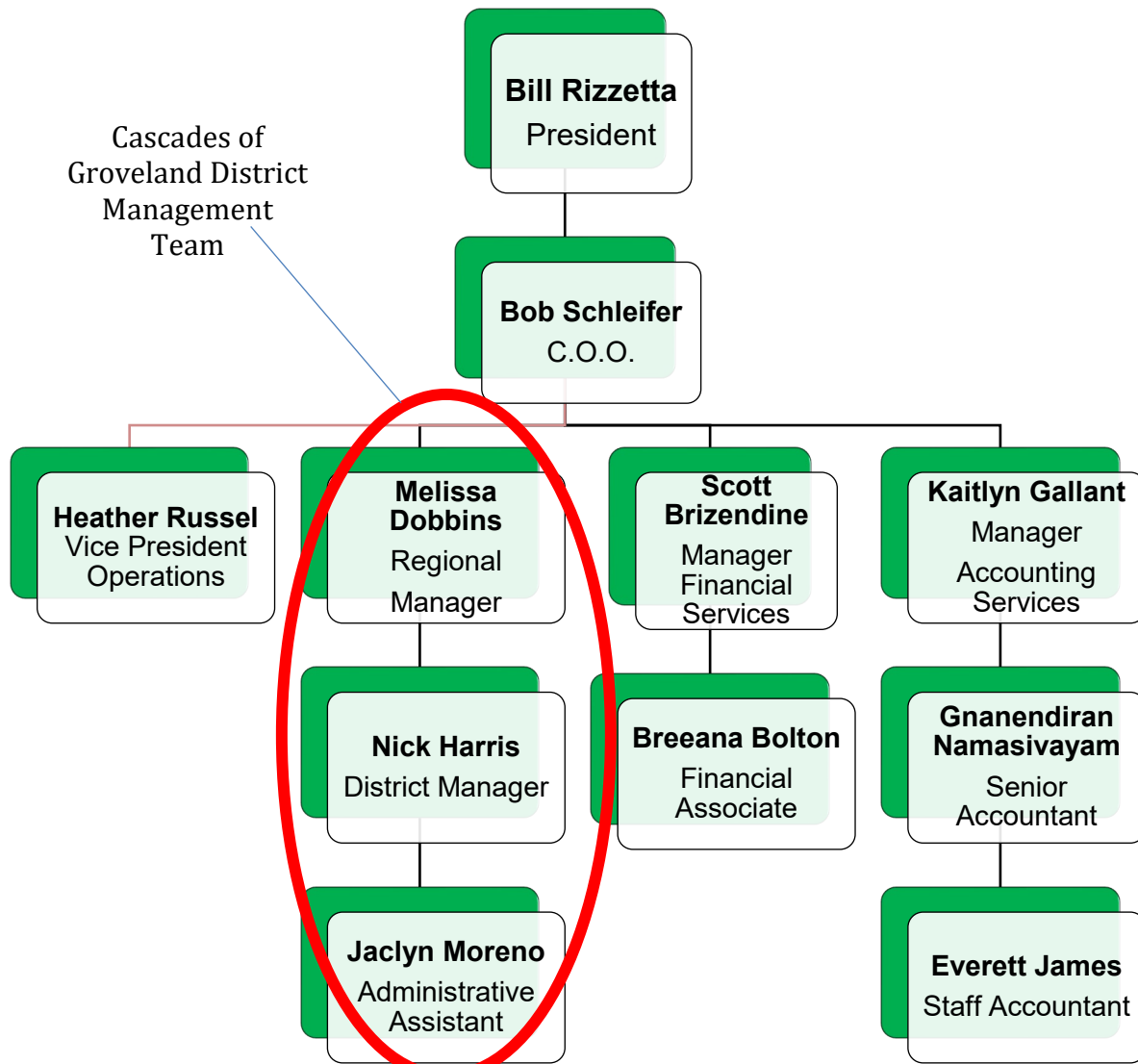
MASTER TASK PROJECT PLAN FOR MATURE COMMUNITIES: Develop a project plan specific to landscape replacement and enhancement for the common areas. Emphasis is on maturing landscape in the community and budgeting accordingly.

OUR PEOPLE

Rizzetta & Company prides itself on the experience and dedication of its collective staff. When you engage Rizzetta, you have a combined group with hundreds of years of experience at your service. Each team member is carefully selected, subject to criminal background check which scan local, county, state and federal databases for their present and previous residences spanning the prior 7 years. Sex offender, fraud and abuse registries are then searched to verify that there are no current wants or warrants for the individual. Civil records are searched and evaluated to the



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extent possible with prior employment verified. Lastly, all Rizzetta personnel are required to pass a 5 panel drug screening prior to being offered a position with us. As one of the first District Management companies in the state, Rizzetta offers our new staff best in class training followed by months of mentoring yielding exceptional District Management services consistently. We strive to improve the lives of our staff knowing that they will correspondingly go the extra mile for each client.

Bill Rizzetta is the founder and President of Rizzetta & Company and has been responsible for the overall operation of the firm since its inception. In that time, he participated in the establishment and management of over 150 Community Developments Districts in Florida which issued over \$3 Billion in bonds in over 250 separate transactions and managed over 170 Homeowners Associations.

He received his B.S. from the U.S.F. College of Engineering and his M.B.A. From U.S.F. School of Business. He has been qualified as an expert witness and provided testimony in:



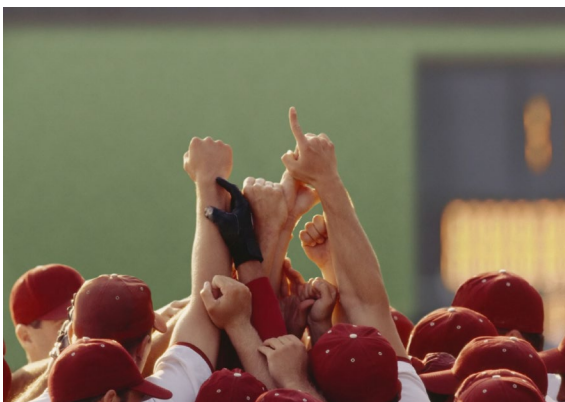
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bond validation hearings in circuit court; administrative hearings conducted by the State of Florida, local public hearings required for establishment of CDD's and the levy of special assessments and litigation regarding impact fee assessments.

He built Rizzetta on emphasizing the importance of giving back to the community and financially supports a variety of organizations including The Spring, Joshua House, Meals on Wheels, Athletes & Causes, Tampa Bay Heroes and the Shriners. He previously served on the Board of Directors of the Tampa Lighthouse for the Blind and currently serves on the Board of Directors of the Jason Ackerman Foundation.

Bob Schleifer is the newly appointed Chief Operating Officer tasked with overseeing all operational areas of the Rizzetta companies including District Services, Association Services, Field and Amenity Services, Information Technology, Human Resources and Marketing. Over his 30+ years in business he has gained broad experience in real estate (management, acquisition, site selection and tenant prep), information technology (software and database development, administration, procurement, and infrastructure design), manufacturing engineering, electrical (hardware) design, statistical analysis, logistics, law enforcement, market research and political consulting.

Bob received his B. S. in Electrical Engineering from the University of Minnesota Institute of Technology and his M.B.A. from U.S.F. School of Business with a concentration in Information Systems. Bob is a veteran of the United States Army Military Police Corps.



Heather Russel is our Vice President of Operations where she is responsible for contract management and compliance, staffing, customer service, business development and corporate association matters. Prior to her current position, Heather served for 17 years as the Director of Community Association Management, overseeing a team of management and support personnel.

Prior to joining Rizzetta Heather held positions as a portfolio Community Association Manager, an on-site manager and a Florida licensed real estate associate. She is a designated Association Management Specialist (AMS), Certified Manager of Community Associations (CMCA), is a Florida Licensed Community Association Manager (LCAM), and a Florida Notary Public.

Melissa Dobbins is a Regional District Manager for Rizzetta & Company and is responsible for oversight of St. Augustine office. Ms. Dobbins started with Rizzetta & Company, Inc. in 2006 as a District Manager in our Daytona Beach office.

Prior to joining Rizzetta & Company, Inc., Ms. Dobbins worked as an Education Administrator/Assistant Director in the public and private sector for over six years. Ms. Dobbins' responsibilities included development, training, evaluation, fiscal management, remediation and retention. She created safe, professional and fair environments by restoring quality control



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management and leadership tactics. In addition, she has diverse experience in sales and marketing while ensuring the highest standards and quality service at all times.

Ms. Dobbins graduated from the University of Florida with a degree in Business Administration and a Master's in Education Administration. She is also a Licensed Community Association Manager and a Notary Public in the State of Florida.

Scott Brizendine is the Manager of District Financial Services after beginning his employment with Rizzetta in 2005. While starting as District Manager he has evolved to overseeing the writing of assessment methodology reports for bond issuances, refunding's and restructures; authoring Statement of Estimated Regulatory Costs reports for establishment and amendment petitions; oversight of assessment roll processing and compliance responsibilities as Dissemination Agent and Disclosure Representative.



Prior to joining Rizzetta Scott worked in the Finance Department of the Walt Disney Corporation providing services in cash management, account reconciliation and financial reporting. He holds a bachelor's degree in Finance from Florida State University and is a licensed Community Association Manager and a Notary Public and graduate of the Leadership Tampa Bay Class of 2018.

Kaitlyn Gallant is the Manager of the District Accounting Services for Rizzetta. She started Rizzetta in 2006 as a Construction Accounting Clerk and has progressed to her current role where is responsible for all facets of district accounting, including preparation of financial statements, processing accounts payable and construction requisitions, reconciliation of bank statements, recording and collecting assessments, completing annual audits, and all other accounting processes that periodically require attention.

Kaitlyn received her bachelor's degree in International Business and Economics from Fitchburg State University in Massachusetts. As part of her coursework she studied abroad in London, England.

WHAT MAKES US BETTER

We are not a huge corporation that performs District Management as a side to the core business, nor are we managed from an office in another state, nor do we manage districts with just one or two people. All Rizzetta does, its sole business focus, is community management. The founder still comes to his Tampa office every day looking for ways to improve the performance of the company, not beholden to any other shareholders or "business partners".



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Bill believes that when a District engages Rizzetta, they are not contracting a singular District Manager, rather they are engaging 120+ like-minded professionals focused on relentless improvement. Further, they are securing a District Management solution as unique as their District, custom tailed to their needs. Rizzetta does not just strive for client satisfaction – our goal is client advocacy through exceptional service. **585 District Supervisors across the state choose Rizzetta for their District Management needs for these reasons.**

We provide electronic tablets for Board meetings so that the agenda can be flexible, without cutting down any trees. We not only record these meetings, but store the recording, prepare a cursory meeting summary, send it to you for review, then transcribe the meeting for public records. All this electronic media is stored first on our RAID 5 server (RAID technology eliminates the risk of data loss due to disk failure), then on our proprietary DATTO back-up system and finally copies are pushed (securely) to “the cloud”.



Our Landscape Management team is both feared and respected among area landscaping providers. This team examines every detail of the landscaping of your district. The hours of inspection are then summarized in a detailed, Board meeting-ready report which highlights recommendations for all areas needing attention. When followed, their advice will ensure that your district maintains the “like new” appearance.

We know our staff, their selection, training, mentoring, and overall well-being is what makes Rizzetta great. We work to foster an environment of personal and professional growth that helps staff realize the impact their contributions have on hundreds of other people living in the districts we support. Further, all Rizzetta staff are continuously trained to understand that its not about us, its about you – our managed Districts.



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OUR FEES

A delineation of services covered in this fee structure are covered subsequently in the section “Scope of Services”

Cascades of Groveland CDD		Annual Fee	Annual Per Unit
District Management		\$ 10,000	\$ 8.73
	Four (4) Meetings, Workshops, or Hearings Recording, notice, Administrative support Public records repository and distribution District Operations		
District Accounting		\$ 11,300	\$ 9.87
	Monthly Financial Package per GASB Budget prep and monthly monitoring		
Finance and Collections		\$ 3,200	\$ 2.79
	Tax collection and administration Estopple issuance Debt Management		
Tax Roll Assessments		\$ 4,000	\$ 3.49
	Develop Assessment Roll for Taxing Establish and administer off roll parcels		
Scope of Services Total		\$ 28,500	\$ 24.89

The fees stated are firm for 3 budget cycles starting in FY 2021 (current cycle).



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WHAT OUR CLIENTS SAY



D·R·HORTON
America's Builder

"Rizzetta & Company is currently managing three Districts that they helped us create in the Jacksonville area. I don't know of another management firm that has the continuity and stability of Rizzetta. I have dealt with Bill Rizzetta and Melissa Dobbins and I still do today. Professionalism and customer service have always been a hallmark of their organization."

Bob Porter, Senior VP Land, D. R. Horton, Inc., Jacksonville



"Rizzetta & Company has recently become the management for our Community Development District. Their positive impact within the community has been immediate. The responsiveness to issues and the professional manner in which they have been addressed has proven to be incomparable to previous management. We look forward to a relationship of many years with Rizzetta & Company."

Susie White, Former Chairperson, The Harbourage at Braden River Community Development District



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"Rizzetta's staff have been amazing to work with, their depth of knowledge in the CDD world made a very difficult process almost painless. The Rizzetta team's depth of experience in managing CDDs proved invaluable throughout the process. Every question or situation we presented was met with prior examples and knowledgeable guidance."

**Andy Smith, Regional Development Manager
at Freehold Communities**

OTHER SUPERVISORS YOU CAN ASK:

Bob Porter, Chairman

Cross Creek Community Development District
Jacksonville, Florida
Phone Number: (904) 268-2845
Email: rporter@drhorton.com

Johnny Lynch, Vice Chairman

Veranda Community Development District II
St. Lucie, Florida
Phone Number: (561) 401-2564
Email: jlynch@greenpointellc.com

Andrew Smith, Chairman

Trout Creek Community Development
District
St. Augustine, Florida
Phone Number: (904) 718-5739
Email: ats@freeholdcm.com



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Walter O'Shea, Chairman

SouthHaven Community Development District
St. Augustine, Florida
Phone Number: (904) 436-6270
Email: Seat5@SouthhavenCDD.org

Sandy Semanik, Chairman

Sandy Creek Community Development District
St. Augustine, Florida
Phone Number: (904) 338-7601
Email: jennie@sedaconstruction.com



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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.



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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 up to four (4) 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 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.
- 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.
- 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.
- 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 1st 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 30th 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. Issue lien releases for properties which prepay.
4. Coordinate with Trustee to confirm semi-annual interest payments and bond call amounts.
5. 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. Issue estoppel letters as needed for property transfers.

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) Annually compare current platted and un-platted lots to original development plan to ensure adequate collection of assessment revenue.
 - b) 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 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 Assessment Methodology Consultant.

D. Public Records Requests

1. Respond to all public records requests and provide official District records to requesting party on a timely basis;

E. Electronic communications/e-blasts;

F. Special information requests;

G. Amendment to District boundary;

H. Grant Applications;

I. Escrow Agent;



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- J. Continuing Disclosure/Representative/Agent;
- K. Community Mailings.

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.
- 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.
- C. Public records requests
 - 1. Respond to all public records requests and provide official District records to requesting party on a timely basis.



Tab 7

RESOLUTION 2021-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CASCADES AT GROVELAND COMMUNITY DEVELOPMENT DISTRICT ADOPTING AN AMENDED GENERAL FUND BUDGET FOR FISCAL YEAR 2019/2020, PROVIDING FOR APPROPRIATIONS; ADDRESSING CONFLICTS AND SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on August 21, 2019, the Board of Supervisors of the Cascades at Groveland Community Development District ("**Board**"), adopted Resolution 2019-04 providing for the adoption of the District's Fiscal Year 2019/2020 annual budget ("**Budget**"); and

WHEREAS, the District Manager, at the direction of the Board, has prepared an amended Budget, to reflect changes in the actual appropriations of the Budget; and

WHEREAS, Chapters 189 and 190, *Florida Statutes*, and Section 3 of Resolution 2019-04 authorize the Board to amend the Budget within sixty (60) days following the end of the Fiscal Year 2019/2020; and

WHEREAS, the Board finds that it is in the best interest of the District and its landowners to amend the Budget to reflect the actual appropriations; and

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

1. BUDGET AMENDMENT.

a. The Board has reviewed the District Manager's proposed amended Budget, copies of which are on file with the office of the District Manager and at the District's Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.

b. The amended Budget attached hereto as **Exhibit A** and incorporated herein by reference as further amended by the Board is hereby adopted in accordance with the provisions of sections 190.008(2)(a) and 189.016(6), *Florida Statutes*; provided, however, that the comparative figures contained in the amended Budget as adopted by the Board (together, "**Adopted Annual Budget**") may be further revised as deemed necessary by the District Manager to further reflect actual revenues and expenditures for Fiscal Year 2019/2020.

- c. The Adopted Annual Budget shall be maintained in the office of the District Manager and the District Records Office and identified as “The Adopted Budget for the Cascades at Groveland Community Development District for the fiscal year ending September 30, 2020, as amended and adopted by the Board of Supervisors effective _____, 2021.”

2. APPROPRIATIONS. There is hereby appropriated out of the revenues of the Cascades at Groveland Community Development District, the fiscal year beginning October 1, 2019, and ending September 30, 2020, the sums set forth below, to be raised by special assessments, which sums are deemed by the Board of Supervisors to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$ 103,985.00
DEBT SERVICE FUND	\$ 408,438.12
TOTAL ALL FUNDS	\$512,423.12

3. CONFLICTS. This Resolution is intended to amend, in part, Resolution 2019-04, which remains in full force and effect except as otherwise provided herein. All terms of Resolution 2019-04 that are not amended by this Resolution apply to the Adopted Annual Budget as if those terms were fully set forth herein. All District resolutions or parts thereof in actual conflict with this Resolution are, to the extent of such conflict, superseded and repealed.

4. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

5. EFFECTIVE DATE. This Resolution shall take effect as of _____, 2021.

Introduced, considered favorably, and adopted this 20th day of January 2021.

ATTEST:

**CASCADES AT GROVELAND
COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A:
Amended Fiscal Year 2019/2020 Budget



Rizzetta & Company

Cascades at Groveland Community Development District

<http://cascadesatgrovelandcdd.org>

Amended Adopted Budget for Fiscal Year 2019/2020

Presented by: Rizzetta & Company, Inc.

**8529 South Park Circle
Suite 330
Orlando, Florida 32819
Phone: 407-472-2471**

rizzetta.com

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Rizzetta & Company

GENERAL FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The General Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all General Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Interest Earnings: The District may earn interest on its monies in the various operating accounts.

Tax Roll: The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

Off Roll: For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

Developer Contributions: The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

Event Rental: The District may receive monies for event rentals for such things as weddings, birthday parties, etc.

Miscellaneous Revenues: The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

Facilities Rentals: The District may receive monies for the rental of certain facilities by outside sources, for such items as office space, snack bar/restaurants etc.

EXPENDITURES – ADMINISTRATIVE:

Supervisor Fees: The District may compensate its supervisors within the appropriate statutory limits of \$200.00 maximum per meeting within an annual cap of \$4,800.00 per supervisor.

Administrative Services: The District will incur expenditures for the day to today operation of District matters. These 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, overnight deliveries, facsimiles and phone calls.

District Management: The District as required by statute, will contract with a firm to provide for management and administration of the District's day to day needs. These services include the conducting of board meetings, workshops, overall administration of District functions, all required state and local filings, preparation of annual budget, purchasing, risk management, preparing various resolutions and all other secretarial duties requested by the District throughout the year is also reflected in this amount.

District Engineer: The District's engineer provides general engineering services to the District. Among these services are attendance at and preparation for monthly board meetings, review of construction invoices and all other engineering services requested by the district throughout the year.

Disclosure Report: The District is required to file quarterly and annual disclosure reports, as required in the District's Trust Indenture, with the specified repositories. This is contracted out to a third party in compliance with the Trust Indenture.

Trustee's Fees: The District will incur annual trustee's fees upon the issuance of bonds for the oversight of the various accounts relating to the bond issues.

Assessment Roll: The District will contract with a firm to maintain the assessment roll and annually levy a Non-Ad Valorem assessment for operating and debt service expenses.

Financial & Revenue Collections: Services include all functions necessary for the timely billing and 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. This line item also includes the fees incurred for a Collection Agent to collect the funds for the principal and interest payment for its short-term bond issues and any other bond related collection needs. These funds are collected as prescribed in the Trust Indenture. The Collection Agent also provides for the release of liens on property after the full collection of bond debt levied on particular properties.

Accounting Services: 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.

Auditing Services: The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting firm, once it reaches certain revenue and expenditure levels, or has issued bonds and incurred debt.

Arbitrage Rebate Calculation: The District is required to calculate the interest earned from bond proceeds each year pursuant to the Internal Revenue Code of 1986. The Rebate Analyst is required to verify that the District has not received earnings higher than the yield of the bonds.

Travel: Each Board Supervisor and the District Staff are entitled to reimbursement for travel expenses per Florida Statutes 190.006(8).

Public Officials Liability Insurance: The District will incur expenditures for public officials' liability insurance for the Board and Staff.

Legal Advertising: The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to meeting schedules, special meeting notices, and public hearings, bidding etc. for the District based on statutory guidelines

Bank Fees: The District will incur bank service charges during the year.

Dues, Licenses & Fees: The District is required to pay an annual fee to the Department of Economic Opportunity, along with other items which may require licenses or permits, etc.

Miscellaneous Fees: The District could incur miscellaneous throughout the year, which may not fit into any standard categories.

Website Hosting, Maintenance and Email: The District may incur fees as they relate to the development and ongoing maintenance of its own website along with possible email services if requested.

District Counsel: The District's legal counsel provides general legal services to the District. Among these services are attendance at and preparation for monthly board meetings, review of operating and maintenance contracts and all other legal services requested by the district throughout the year.

EXPENDITURES - FIELD OPERATIONS:

Deputy Services: The District may wish to contract with the local police agency to provide security for the District.

Security Services and Patrols: The District may wish to contract with a private company to provide security for the District.

Electric Utility Services: The District will incur electric utility expenditures for general purposes such as irrigation timers, lift station pumps, fountains, etc.

Streetlights: The District may have expenditures relating to streetlights throughout the community. These may be restricted to main arterial roads or in some cases to all streetlights within the District's boundaries.

Utility - Recreation Facility: The District may budget separately for its recreation and or amenity electric separately.

Gas Utility Services: The District may incur gas utility expenditures related to district operations at its facilities such as pool heat etc.

Garbage - Recreation Facility: The District will incur expenditures related to the removal of garbage and solid waste.

Solid Waste Assessment Fee: The District may have an assessment levied by another local government for solid waste, etc.

Water-Sewer Utility Services: The District will incur water/sewer utility expenditures related to district operations.

Utility - Reclaimed: The District may incur expenses related to the use of reclaimed water for irrigation.

Aquatic Maintenance: Expenses related to the care and maintenance of the lakes and ponds for the control of nuisance plant and algae species.

Fountain Service Repairs & Maintenance: The District may incur expenses related to maintaining the fountains within throughout the Parks & Recreational areas

Lake/Pond Bank Maintenance: The District may incur expenditures to maintain lake banks, etc. for the ponds and lakes within the District's boundaries, along with planting of beneficial aquatic plants, stocking of fish, mowing and landscaping of the banks as the District determines necessary.

Wetland Monitoring & Maintenance: The District may be required to provide for certain types of monitoring and maintenance activities for various wetlands and waterways by other governmental entities.

Mitigation Area Monitoring & Maintenance: The District may be required to provide for certain types of monitoring and maintenance activities for various mitigation areas by other governmental entities.

Aquatic Plant Replacement: The expenses related to replacing beneficial aquatic plants, which may or may not have been required by other governmental entities.

General Liability Insurance: The District will incur fees to insure items owned by the District for its general liability needs

Property Insurance: The District will incur fees to insure items owned by the District for its property needs

Entry and Walls Maintenance: The District will incur expenditures to maintain the entry monuments and the fencing.

Landscape Maintenance: The District will incur expenditures to maintain the rights-of-way, median strips, recreational facilities including pond banks, entryways, and similar planting areas within the District. These services include but are not limited to monthly landscape maintenance, fertilizer, pesticides, annuals, mulch, and irrigation repairs.

Irrigation Maintenance: The District will incur expenditures related to the maintenance of the irrigation systems.

Irrigation Repairs: The District will incur expenditures related to repairs of the irrigation systems.

Landscape Replacement: Expenditures related to replacement of turf, trees, shrubs etc.

Field Services: The District may contract for field management services to provide landscape maintenance oversight.

Miscellaneous Fees: The District may incur miscellaneous expenses that do not readily fit into defined categories in field operations.

Gate Phone: The District will incur telephone expenses if the District has gates that are to be opened and closed.

Street/Parking Lot Sweeping: The District may incur expenses related to street sweeping for roadways it owns or are owned by another governmental entity, for which it elects to maintain.

Gate Facility Maintenance: Expenses related to the ongoing repairs and maintenance of gates owned by the District if any.

Sidewalk Repair & Maintenance: Expenses related to sidewalks located in the right of way of streets the District may own if any.

Roadway Repair & Maintenance: Expenses related to the repair and maintenance of roadways owned by the District if any.

Employees - Salaries: The District may incur expenses for employees/staff members needed for the recreational facilities such as Clubhouse Staff.

Employees - P/R Taxes: This is the employer's portion of employment taxes such as FICA etc.

Employee - Workers' Comp: Fees related to obtaining workers compensation insurance.

Management Contract: The District may contract with a firm to provide for the oversight of its recreation facilities.

Maintenance & Repair: The District may incur expenses to maintain its recreation facilities.

Facility Supplies: The District may have facilities that required various supplies to operate.

Gate Maintenance & Repairs: Any ongoing gate repairs and maintenance would be included in this line item.

Telephone, Fax, Internet: The District may incur telephone, fax and internet expenses related to the recreational facilities.

Office Supplies: The District may have an office in its facilities which require various office related supplies.

Clubhouse - Facility Janitorial Service: Expenses related to the cleaning of the facility and related supplies.

Pool Service Contract: Expenses related to the maintenance of swimming pools and other water features.

Pool Repairs: Expenses related to the repair of swimming pools and other water features.

Security System Monitoring & Maintenance: The District may wish to install a security system for the clubhouse

Clubhouse Miscellaneous Expense: Expenses which may not fit into a defined category in this section of the budget

Athletic/Park Court/Field Repairs: Expense related to any facilities such as tennis, basketball etc.

Trail/Bike Path Maintenance: Expenses related to various types of trail or pathway systems the District may own, from hard surface to natural surfaces.

Special Events: Expenses related to functions such as holiday events for the public enjoyment

Miscellaneous Fees: Monies collected and allocated for fees that the District could incur throughout the year, which may not fit into any standard categories.

Miscellaneous Contingency: Monies collected and allocated for expenses that the District could incur throughout the year, which may not fit into any standard categories.

Capital Outlay: Monies collected and allocated for various projects as they relate to public improvements.

RESERVE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The Reserve Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Reserve Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Tax Roll: The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

Off Roll: For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

Developer Contributions: The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

Miscellaneous Revenues: The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

EXPENDITURES:

Capital Reserve: Monies collected and allocated for the future repair and replacement of various capital improvements such as club facilities, swimming pools, athletic courts, roads, etc.

Capital Outlay: Monies collected and allocated for various projects as they relate to public improvements.

DEBT SERVICE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The Debt Service Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Debt Service Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Special Assessments: The District may levy special assessments to repay the debt incurred by the sale of bonds to raise working capital for certain public improvements. The assessments may be collected in the same fashion as described in the Operations and Maintenance Assessments.

EXPENDITURES – ADMINISTRATIVE:

Bank Fees: The District may incur bank service charges during the year.

Debt Service Obligation: This would a combination of the principal and interest payment to satisfy the annual repayment of the bond issue debt.

**Amended Adopted Budget
Cascades at Groveland Community Development District
General Fund
Fiscal Year 2019/2020**

Chart of Accounts Classification	Budget for 2019/2020
REVENUES	
Special Assessments	
Tax Roll*	\$ 103,985
Off Roll*	\$ -
TOTAL REVENUES	\$ 103,985
Carry Forward from Prior Year	\$ -
TOTAL REVENUES AND BALANCE FORWARD	\$ 103,985
EXPENDITURES - ADMINISTRATIVE	
Legislative	
Supervisor Fees	\$ 1,600
Financial & Administrative	
Administrative Services	\$ 3,600
District Management	\$ 14,000
District Engineer	\$ 1,000
Disclosure Report	\$ 1,600
Trustees Fees	\$ 3,960
Assessment Roll	\$ 5,250
Financial & Revenue Collections	\$ 4,020
Accounting Services	\$ 12,765
Auditing Services	\$ 3,600
Arbitrage Rebate Calculation	\$ 500
Public Officials Liability Insurance	\$ 1,415
Legal Advertising	\$ 1,500
Dues, Licenses & Fees	\$ 175
Tax Collector /Property Appraiser Fees	\$ 200
Website Hosting, Maintenance, Backup	\$ 4,200
Legal Counsel	
District Counsel	\$ 8,000
Administrative Subtotal	\$ 67,385
EXPENDITURES - FIELD OPERATIONS	
Stormwater Control	
Dry Retention Pond Maintenance	\$ 35,000
Other Physical Environment	
General Liability Insurance	\$ 1,600

**Amended Adopted Budget
Cascades at Groveland Community Development District
General Fund
Fiscal Year 2019/2020**

Chart of Accounts Classification	Budget for 2019/2020
Field Operations Subtotal	
TOTAL EXPENDITURES	
EXCESS OF REVENUES OVER EXPENDITURES	

**Amended Adopted Budget
Cascades at Groveland Community Development District
Reserve Fund
Fiscal Year 2019/2020**

Chart of Accounts Classification	Budget for 2019/2020
REVENUES	
Special Assessments	
Tax Roll*	\$ 6,015
Off Roll*	\$ -
TOTAL REVENUES	\$ 6,015
Carry Forward from Capital Reserves	\$ 12,000
TOTAL REVENUES AND BALANCE FORWARD	\$ 18,015
EXPENDITURES	
Contingency	
Capital Reserves	\$ 18,015
TOTAL EXPENDITURES	\$ 18,015
EXCESS OF REVENUES OVER EXPENDITURES	\$ -

**Cascades at Groveland Community Development District
Debt Service
Fiscal Year 2019/2020**

Chart of Accounts Classification	Series 2006	Budget for 2019/2020
REVENUES		
Special Assessments		
Annual Debt Service ⁽¹⁾	\$369,953.17	\$369,953.17
Supplemental Debt Service Assessment ⁽²⁾	\$38,484.95	\$38,484.95
TOTAL REVENUES	\$408,438.12	\$408,438.12
EXPENDITURES		
Administrative		
Financial & Administrative		
Annual Debt Service Obligation	\$369,953.17	\$369,953.17
Supplemental Debt Service	\$38,484.95	\$38,484.95
Administrative Subtotal	\$408,438.12	\$408,438.12
TOTAL EXPENDITURES	\$408,438.12	\$408,438.12
EXCESS OF REVENUES OVER EXPENDITURES	\$0.00	\$0.00

Lake County Collection Costs (2%) and Early payment Discounts (4%) 6.0%

Gross assessments **\$434,508.64**

Notes:

Tax Roll County Collection Costs and Early payment Discount is 6.0% of Tax Roll. Budgeted net of tax roll assessments. See Assessment Table.

(1) Maximum Annual Debt Service less Prepaid Assessments received.

(2) Supplemental Debt Service less Prepaid Assessments received.

Cascades at Groveland Community Development District

FISCAL YEAR 2019/2020 O&M & DEBT SERVICE ASSESSMENT SCHEDULE

2019/2020 O&M Budget	\$110,000.00
County Collection Cost @ 2%	\$2,340.43
Early Payment Discounts @ 4%	\$4,680.85
2019/2020 Total:	\$117,021.28

2018/2019 O&M Budget	\$149,050.00
2019/2020 O&M Budget	\$110,000.00
Total Difference:	<u><u>-\$39,050.00</u></u>

	PER UNIT ANNUAL ASSESSMENT		Proposed Increase / Decrease	
	2018/2019	2019/2020	\$	%
Annual Debt Service - Single Family (Detached Residential Unit)	\$346.45	\$346.45	\$0.00	0.00%
Supplemental Debt Service - Single Family (Detached Residential Unit)	\$0.00	\$36.04	\$36.04	(1)
Operations/Maintenance - Single Family (Detached Residential Unit)	\$138.24	\$102.20	-\$36.04	-26.07%
Total	\$484.69	\$484.69	\$0.00	0.00%

(1) A proposed supplemental levy of the amounts to further reduce principal of Series 2006 Bonds outstanding. Annual assessment includes principal, interest, Lake County collection costs and early payment discount costs.

CASCADES AT GROVELAND

FISCAL YEAR 2019/2020 O&M & DEBT SERVICE ASSESSMENT SCHEDULE

TOTAL O&M BUDGET		\$110,000.00
COLLECTION COSTS @	2.0%	\$2,340.43
EARLY PAYMENT DISCOUNT @	4.0%	\$4,680.85
TOTAL O&M ASSESSMENT		<u>\$117,021.28</u>

LOT SIZE	UNITS ASSESSED		ALLOCATION OF O&M ASSESSMENT				TOTAL	TOTAL	PER LOT ANNUAL ASSESSMENT			
	O&M	SERIES 2006 DEBT SERVICE ^{(1) (2)}	EAU FACTOR	TOTAL EAU's	% TOTAL EAU's	TOTAL O&M BUDGET	SERIES 2006 DEBT SERVICE ASSESSMENT	SUP. 2007 DEBT SERVICE ASSESSMENT	O&M ⁽⁶⁾	ANNUAL DEBT SERVICE ⁽³⁾	SUP. DEBT SERVICE ⁽⁴⁾	TOTAL ⁽⁵⁾
Platted Parcels												
Detached Residential Unit	937	928	1.00	937.00	81.83%	\$95,763.26	\$321,505.60	\$33,445.12	\$102.20	\$346.45	\$36.04	\$484.69
Detached Residential Unit	208	208	1.00	208.00	18.17%	\$21,258.01	\$72,061.60	\$7,496.32	\$102.20	\$346.45	\$36.04	\$484.69
Total Platted	<u>1145</u>	<u>1136</u>		<u>1145.00</u>	<u>100.00%</u>	<u>\$117,021.28</u>	<u>\$393,567.20</u>	<u>\$40,941.44</u>				
LESS: Lake County Collection Costs (2%) and Early Payment Discounts (4%):						<u>(\$7,021.28)</u>	<u>(\$23,614.03)</u>	<u>(\$2,456.49)</u>				
Net Revenue to be Collected						<u>\$110,000.00</u>	<u>\$369,953.17</u>	<u>\$38,484.95</u>				

⁽¹⁾ Reflects 8 (eight) Series 2006 prepayments.

⁽²⁾ Reflects the number of total lots with Series 2006 debt outstanding.

⁽³⁾ Annual debt service assessment per lot adopted in connection with the Series 2006 bond issue. Annual assessment includes principal, interest, Lake County collection costs and early payment discount costs.

⁽⁴⁾ A proposed supplemental levy of the amounts to further reduce principal of Series 2006 Bonds outstanding. Supplemental assessment includes principal, interest, Lake County collection costs and early payment discount costs.

⁽⁵⁾ Annual assessment that will appear on November 2019 Lake County property tax bill. Amount shown includes all applicable county collection costs and early payment discounts (up to 4%) if paid

⁽⁶⁾ Note this assessment table reflects an equal per unit O&M assessment approved by the Board of Supervisors.

Tab 8

**NONDISCLOSURE AGREEMENT
FOR INFORMATION EXEMPT FROM PUBLIC DISCLOSURE
UNDER CHAPTER 119, FLORIDA STATUTES**

**BETWEEN THE LAKE COUNTY PROPERTY APPRAISER
AND CASCADES AT GROVELAND COMMUNITY DEVELOPMENT DISTRICT**

THIS NONDISCLOSURE AGREEMENT FOR INFORMATION EXEMPT FROM PUBLIC DISCLOSURE UNDER CHAPTER 119, FLORIDA STATUTES (Agreement”) is made and entered into this 27th day of May 2020, by and between **CASCADES AT GROVELAND COMMUNITY DEVELOPMENT DISTRICT**, (the “District”), a unit of special purpose government created pursuant to Chapter 190, Florida Statutes, as amended, whose address is c/o Rizzetta & Company, Inc., 12750 Citrus Park Ln, Suite 115, Tampa, Fl, 33625, and the **LAKE COUNTY PROPERTY APPRAISER**, (the “Property Appraiser”) a Constitutional Officer of the State of Florida, whose address is 320 West Main St. Suite A, Tavares, Florida 32778.

**SECTION I
Findings and Determinations**

The parties find and determine:

1. The Property Appraiser has the statutory responsibility to list and appraise all real and tangible personal property in the County each year for purposes of ad valorem taxation. During the normal course of business, the Property Appraiser acquires, stores, and maintains an abundance of property and ownership information, some of which is exempt from public disclosure; and
2. In order to carry out its contractual duties related to the production of non-ad valorem assessments and the delivery of a non-ad valorem tax roll to the Lake County Tax Collector, the District requires certain property and ownership information held by the Property Appraiser for properties within Lake County, Florida.

**SECTION II
Applicable Law and Regulations**

1. Chapter 119, Florida Statutes, provides that any records made or received by any public agency in the course of its official business are available for inspection, unless specifically exempted by the Florida Legislature; and
2. Section 119.071, Florida Statutes, contains multiple exemptions from disclosure under the mandatory access requirement of section 119.07(1), Florida Statutes. Under Section 119.071(4)(d)3., Florida

Statutes, an agency that is not the employer of, but is the custodian of records pertaining to, one of the persons enumerated in Section 119.071(4)(d), Florida Statutes, is required to maintain such person's exemption if the person or his or her employing agency submits a written request to the custodian; and

3. Section 119.071(4)(d), Florida Statutes, defines "Home Addresses" to mean the dwelling location at which an individual resides and includes the physical address, mailing address, street address, parcel identification number, plot identification number, legal property description, neighborhood name and lot number, GPS coordinates, and any other descriptive property information that may reveal the home address; and
4. The Office of the Attorney General of Florida ("Attorney General") released Advisory Legal Opinion 2017-05 on November 22, 2017 that noted a clear distinction is made between public records that are "exempt" from disclosure and records that are "confidential." "If information is made confidential in the statutes, the information is not subject to inspection by the public and may only be released to the persons or organizations designated in the statute.... If records are not confidential but are only exempt from the Public Records Act, the exemption does not prohibit the showing of such information." Based upon this distinction, the Attorney General concluded that when there is a statutory or substantial policy need for information that is otherwise exempt from disclosure under the Public Records Act, the information should be made available to the requesting agency or entity. The Attorney General also noted that there is nothing in Chapter 119, Florida Statutes, indicating that an exempt address loses its exempt status by being shared with another agency.

SECTION III

Purpose

1. The purpose of this Agreement is to facilitate the transfer between the Property Appraiser and the District of data elements maintained by the Property Appraiser that constitute Home Address as defined and that are exempt under Chapter 119, Florida Statutes, for which the Property Appraiser has received a request to withhold such Home Addresses from disclosure pursuant to Section 119.071(4)(d)3, Florida Statutes ("Exempt Home Addresses"); and
2. To ensure that Exempt Home Addresses retain their exempt status, and are withheld from disclosure in accordance with applicable law, once in the District's possession.

SECTION IV

Term

1. The term of this Agreement shall commence upon execution and shall continue and extend uninterrupted from year-to-year, automatically renewed for successive periods not to exceed one (1) year each; and
2. Either party has the right to terminate this Agreement by giving at least thirty (30) days' notice in writing to the other party to expire at the end of the initial or last renewal term.

SECTION V
Duties and Responsibilities of Property Appraiser

1. The Property Appraiser agrees to provide the Requesting Entity Exempt Home Addresses in the same manner that it provides the District with other non-exempt property and ownership information; and
2. The Property Appraiser agrees to clearly identify which properties contain Exempt Home Addresses. This information will be conveyed in the data file(s) using a field named NPR. The NPR field will contain a "1" if the parcel has an Exempt Home Address. Otherwise, the NPR field will contain a "0".

SECTION VI
Duties and Responsibilities of the District

1. The District agrees that Exempt Home Addresses will retain their exempt status once in the District's possession: and
2. To the extent permitted by applicable law, the District agrees to withhold from public disclosure Exempt Home Addresses identified by the Property Appraiser pursuant to Section V, above.

SECTION VII
Miscellaneous

1. The parties shall perform all their obligations under this Agreement in accordance with good faith and prudent practice.
2. If either party receives any letter, action, suit or investigation from a non-party to this Agreement regarding the withholding of the Exempt Home Addresses pursuant to this Agreement, the other party shall cooperate and assist the other parties in this agreement in defending claims to such Exempt Home Addresses. The parties agree that neither party shall be entitled to any additional fees and/or compensation for their cooperation and assistance under this paragraph of the Agreement.

3. Each party, as a state agency, political subdivision, or special unit of government as defined by Florida Statute § 190 & 768.28, shall indemnify each other party and defend and hold it harmless as to any claim, judgment or damage award whatsoever arising out of or related to that indemnifying party's own negligent or wrongful acts or omissions, to the extent permitted by law, and subject to the dollar limitations set forth in Florida Statute § 768.28. The parties understand that pursuant to Florida Statute § 768.28(19), no party is entitled to be indemnified or held harmless by another party for its own negligent or wrongful acts or omissions. Nothing herein is intended to serve as a waiver of sovereign immunity by any party to which sovereign immunity may be applicable, and each party claims all of the privileges and immunities and other benefits and protections afforded by Florida Statute § 163.01(9). The parties to this Agreement do not intend that this Agreement benefit any third party, and nothing herein should be construed as consent by a state agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of this Agreement.
4. This Agreement constitutes the entire Agreement between the parties with respect to the subject matter contained herein and may not be amended, modified, or rescinded unless otherwise provided in this Agreement, except in writing and signed by all the parties hereto. Should any provision of this Agreement be declared to be invalid, the remaining provisions of this Agreement shall remain in full force and effect, unless such provision found to be invalid alters substantially the benefits or the Agreement for either of the parties or renders the statutory and regulatory obligations unable to be performed. All prior agreements between the parties hereto, addressing the matters set forth herein, are hereby terminated and superseded by this Agreement.
5. This Agreement shall be governed by the laws of the State of Florida.
6. Written notice shall be given to the parties at the following addresses, or such other place or person as each of the parties shall designate by similar notice:

As to Property Appraiser:

The Honorable Carey Baker,
Lake County Property Appraiser
320 W. Main St. Suite A
Tavares, FL 32778

As to the Requesting Entity:

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


IN WITNESS WHEREOF, the parties have hereunto set, their hands and seals and such of them as are corporations have caused these presents to be signed by their duly authorized officers.

WITNESS


Signature

Michael W. Trestridge
Printed Name

LAKE COUNTY PROPERTY APPRAISER

By: 
Carey Baker

Date: 5/27/20

WITNESS

**CASCADES AT GROVELAND
COMMUNITY DEVELOPMENT DISTRICT**

Signature

Printed Name

By: _____
Signature

Printed Name

Title

Date