

**MONTERRA
COMMUNITY DEVELOPMENT DISTRICT**

DECEMBER 18, 2017

AGENDA PACKAGE

Monterra Community Development District

Inframark, Infrastructure Management Services
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December 11, 2017

Board of Supervisors
Monterra
Community Development District

Dear Board Members:

The regular meeting of the Board of Supervisors of the Monterra Community Development District will be held on Monday, December 18, 2017 at 6:00 p.m. at the Club at Monterra, located at 8451 Monterra Boulevard, Cooper City, Florida. Following is the advance agenda for the meeting:

1. Roll Call
 2. Supervisors' Requests and Audience Comments
 3. Approval of the Minutes of the November 20, 2017 Meeting
 4. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. HOA Representative
 - D. Clubhouse
 - i. Request for Approval
 - Mulch
 - Sod
 - Fencing
 - ii. Discussion of 5K Run in January of 2018
 - E. District Manager
 - i. Discussion Items
 - Hurricane Update
 - FEMA
 - Hurricane Invoice
 - Capital Schedule
 - Project Schedule
 - Equator Schedule
 - Audit Restatement Update
 - Parking Discussion
 - ii. Consideration of Resident's Request to Allow the Installation of a Fence and Removal of Section of Unused Concrete Access Ramp Encroaching Property
 - iii. Consideration of FPL Fence Repair
5. Financial Reports as of November 30, 2017
6. Adjournment

Monterra CDD
December 18, 2017

Enclosed is a copy of the minutes of the November 20, 2017 meeting. The Financial Statements will be provided under separate cover.

The balance of the agenda is routine in nature and staff will present and discuss their reports at the meeting. In the meantime, if you have any questions, please contact me.

Sincerely,

George Miller

George Miller
District Manager

MINUTES

**MINUTES OF MEETING
MONTERRA
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Monterra Community Development was held Monday, November 20, 2017 at 6:00 p.m. at the Club at Monterra, located at 8451 Monterra Boulevard, Cooper City, Florida.

Present and constituting a quorum were:

Ricardo Lowe
Massimo Pulcini
Susan Kooiman

Chairman
Assistant Secretary
Assistant Secretary

Also present were:

George Miller
Ginger Wald
Maria Mihailovschi
Stephen Bloom
Alan Baldwin

District Manager
District Counsel
Castle Group, LLC
Severn Trent Services
Severn Trent Services

FIRST ORDER OF BUSINESS

Roll Call

Mr. Lowe called the meeting to order. All Supervisors were present and a quorum was established.

SECOND ORDER OF BUSINESS

**Supervisors' Requests and Audience
Comments**

Mr. Lowe: I just want to give you some feedback I received from a couple of homeowners as well as from my observation regarding the rover. When they are roving around, a couple of people told me they are mostly on their phones, but you cannot really determine what they are doing. However, on November 5, 2017 between 11:00 and 12:00, he was driving down on Linear Park, and clearly he was just laughing loudly on the phone. I do not believe it was a business call.

George: Can you tell me what time?

Mr. Lowe: It was between 11:00 p.m. and 12:00 a.m., so it belongs to whomever works the shift at that time. The message really goes with the analogy I use, which is when you go to Disney World everyone is called a *cast member*. Everyone is performing, whether you are Mickey Mouse, Minnie Mouse or you are picking up the trash. The same thing here, everyone is performing, not for us, but really for the entire community.

Mr. Pulcini: You engage community members and talk to them.

Mr. Lowe: Nothing happened. This is just a heads-up issue.

George: I appreciate that sir. I will address it immediately.

Mr. Pulcini: With regards to security, several community members took the COP program at the Broward County Sheriff's Office and will be driving around with BSO. This is *Citizens on Patrol*. There will be no guns, but we can drive around in a patrol car and that may help a little bit with security, although, it will not be that often. There are approximately six of us in the community. We have to go at least three hours per month each, two per car. I am not certain about the hours.

George: It is a proactive approach and that way you guys can also see the other side of the coin. I know Ms. Mihailovschi had some challenges with the camera. Is all of that taken care of?

Ms. Mihailovschi: Yes.

George: I followed up with my guys before I arrived here and they told me you were all set. I always like to hear it from you as well.

Ms. Mihailovschi: They came to repair it today.

Mr. Pulcini: Is the motion working on the cameras?

George: Yes, sir. Everything is up 100%. We had a minor glitch and a minor issue, but we were able to take care of it.

Mr. Lowe: Thank you for attending.

George: Thank you, sir. I will address that right away. Please, as you know, I attend all of your meetings. Anything you all hear, let me know the sooner the better, and I promise you it is going to cease.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the October 25, 2017 Meeting

Each Board member received a copy of the Minutes of the October 25, 2017 meeting for review and approval.

Ms. Kooiman: I saw some minor issues, but I believe we got the gist of all of it.

On MOTION by Mr. Lowe seconded by Mr. Pulcini with all in favor, the Minutes of the October 25, 2017 Meeting were approved.

Ms. Kooiman: You were going to decide whether you wanted verbatim or summary after receiving your packet of minutes.

Mr. Pulcini: I would like verbatim. Do we need to vote on it, since we are continuing with verbatim?

Mr. Kooiman: We just need to give direction.

Mr. Pulcini: A couple of things I already discussed with Mr. Miller. This package did not include the financials, but they will in the future. It was just an oversight. Also, we were not asked what to include on the agenda, but we will be in the future.

Mr. Miller: It went from 51 pages to 10. The concern is whenever you summarize minutes, is there sufficient detail so that anyone looking at them would have an understanding of what the topic was, what the discussions were and vote that was held.

Mr. Pulcini: The more you summarize, the more you lose detail obviously. The more you lose detail, the more you lose exactly what we are trying to say.

Ms. Kooiman: I do not know.

Mr. Miller: I understand your words.

Mr. Pulcini: Maybe it is not important to know the details of what we are trying to say. No one reads it.

Mr. Miller: There are some of us who read it, as do I. I have been reading your detailed notes for the last 18 months. I have gone back and coming forward to try to get a sense of what Monterra really is. The recordings are kept for three years, so if a question were to come up, and they needed whoever was asking for the information, we could make that recording or a copy of the recording available. So, there is your detail, but to produce 71 pages two months ago and 51 pages today, the time and effort has to consider who your audience is and whether we are meeting their needs. It is the Board's decision. If you want detail, that is fine. I am familiar with one other District we have on the west coast in Tampa, which has a Court Reporter transcribing. I do not want to say that is overkill, but the cost alone was extraordinary. To the extent that we are absorbing that extra cost, we would not be reducing our bill you would say in theory, but you

would save your time in reading what occurred. I read all of our minutes, then I read the summary minutes and I think I got more out of the summary minutes than I did all the other minutes because I could focus in on the real question. What was the real item that we were focusing in on and asking you to make a decision on?

Ms. Kooiman: I was liking verbatim minutes for a long time and I switched because summary would be so much easier to read and I am looking at this one and chose a page, Page 5. It says, Mr. Lowe suggested doing a quarter of the committee now, as opposed to one small area every three months in order to get a better deal. He does not want to spend \$20,000 without the whole picture of the entire project. That is pretty clear. That is a nice summary because I worry about eliminating much of the conversation in between small issues which really are not pertinent.

Mr. Miller: One of the things that I think all of the Boards struggle with, at least the six meetings I have attended in the last month, I have gone back to Boards that I was in four years ago to see what has occurred in that District, also to re-acquaint myself with who some of their vendors are and see what quality work they are doing, so as when we get to that point in time if you need some suggestions or someone else to look for them, we are building a database for that purpose. The longest of the minutes for the meetings I attended last week which was on my own time, lasted 56 minutes. Are they as large as Monterra? No. Are they as complicated as Monterra? No, but is extremely efficient and that is what we are looking for, efficiency. Eventually, I hoped we would get to the point where we do not introduce a hard copy unless you absolutely need it and just provide it to you electronically so you can bring it in on your pad or laptop, as the case may be. When I read something I was given a Nook. I also have two different iPads. I use paper when I read. We have some Districts where four out of five members were getting theirs electronically and one member wanted a hard copy. We would still reduce the amount of paper used by 80%. As far as preparing the document, having it electronic makes it easy from that standpoint and faster for delivery time.

Mr. Pulcini: Once we start summarizing this summary is not bad. I have seen summaries that have only one sentence.

Mr. Miller: That is why we brought you a copy of this, if we were doing a summary for the last Board meeting, that is what you are looking at. That is the level of detail we normally provide. If you need a little more detail, I am sure we can do that.

Mr. Pulcini: Is the recording available to anyone if they want to listen to it?

Mr. Miller: It is available for three years.

Mr. Pulcini: I looked at it from the perspective of if I am the customer, I definitely prefer the summary because number one, I am here, so this is just a refresher of what happened. If they are the customer, again in the five years we have been doing this, it is only a handful of people that probably will be OK with the summary, but Barry, do you have any preference?

Barry: Please be more specific.

Mr. Pulcini: We are trying to decide whether we want to do a 17-page summary of the minutes, or the traditional 50-pager, that includes basically every sentence that is recorded.

Mr. Lowe: Do you want to see every word spoken or summary?

Barry: My wife actually reads it and the few people that read it, they count and it is not a big cost.

Mr. Pulcini: It is the same cost.

Barry: It is not just reading it. There were one or two times I needed to go back and do a Control F when I needed to look for a certain key word, and it was nice to have everything if it was the same. It is not like I am going to read it, but sometimes I might do a search.

A Resident: I would like to see everything because sometimes I cannot come to the meeting, but then afterwards I can just flip through and read them and see what happened. I think it is more for people who are not here to have the full minutes.

Ms. Kooiman: I would think with the summary to me it summarizes everything and it is pretty clear. I get lost reading those 71 pages honestly of *he said, she said*.

Barry: Did we do both this time?

Mr. Lowe: This time we got both, but we will decide which one to do.

Ms. Wald: You do not have to decide today. We are talking about it just to have a discussion, but we actually do not have to decide today.

Mr. Lowe: Do you think we should wait for Mr. Popowitz and Mr. Kuehnle?

Ms. Wald: You may want to wait.

Barry: Are the minutes accessible to homeowners?

Ms. Wald: Yes, they are always available.

Mr. Lowe: Let us wait for Mr. Popowitz and Mr. Kuehnle.

Ms. Wald: Leave it as is for now.

FOURTH ORDER OF BUSINESS Audit Committee Selection of Auditor

A. Ranking of the Audit Firm Proposals

Ms. Wald: You have to recess and reconvene to do the Audit Selection Committee if you are getting ready to move onto that or you may have a general discussion before you do that.

Mr. Lowe: Is this to decide to choose an auditor?

Ms. Wald: Yes. You are going to appoint yourself as the committee, but I do not recall whether you did so at the last meeting.

Mr. Miller: No, they did not.

Ms. Wald: First of all, you need to appoint yourselves as the Audit Selection Committee, and then you will recess and reconvene as the Board of Supervisors and then you will convene as the Audit Selection Committee, at which time you will discuss all of this. You will go through it, rank them and then you will recess and reconvene from that point.

Mr. Lowe: Do you want to do this at the end?

Ms. Wald: It does not matter to me. That is what you have to do.

Mr. Pulcini: Is this for the residents as well or just the Board?

Ms. Wald: You are just appointing yourselves as a Committee, as statutorily provided because most Audit Selection Committees are people other than the actual Board members. It is kind of silly because you are small, but it still needs to be done. It is easy. First, there would be a motion to appoint each one of the Supervisors as the Audit Selection Committee.

Mr. Lowe: Can this all be done today?

Ms. Wald: Yes, you can do it right now. Actually, I would recommend it.

Mr. Lowe: Can we convene today?

Ms. Wald: You are doing it all right now. First, you have to appoint yourselves.

On MOTION by Ms. Kooiman seconded by Mr. Pulcini with all in favor, the Board of Supervisors shall be the Audit Selection Committee.
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Ms. Wald: Now you are going to recess and reconvene at 6:16 p.m.

On MOTION by Mr. Lowe seconded by Ms. Kooiman with all in favor, the regular Board of Supervisors meeting was recessed at 6:16 p.m.

Ms. Wald: You are going to convene as the Audit Selection Committee at the same time, 6:16 p.m., and now you can discuss.

Ms. Kooiman: Do we need a motion to convene?

Ms. Wald: No.

Mr. Lowe: I trust that people glanced through their packages.

Ms. Kooiman: I like the \$4,000 proposal.

Ms. Wald: Is that Grau & Associates?

Ms. Kooiman: I believe so. One of them was \$3,000, one of them was \$4,000 and one of them was almost \$5,000.

Ms. Wald: Do you have a ranking sheet? I think that was provided to you.

Mr. Lowe: Yes.

Ms. Wald: What you have been provided with and was previously advertised was the points system for each one of the three that actually responded to the advertisement which was placed in the newspaper. I do now know if you did a recommendation.

Ms. Kooiman: I did not see a recommendation.

Ms. Wald: I think they summarized each one of them. No they did not make a recommendation, some District Managers do and some do not. What you will do is a point assignment for each proposer, do your tallying and then you will have your ranking.

Mr. Pulcini: So do we need to do that.

Ms. Wald: Yes.

Ms. Kooiman: I am sorry, I came unprepared, I have no writing utensil because I usually do everything electronically these days.

Mr. Lowe: I carry more than one.

Ms. Wald: It was a separate sheet.

Mr. Lowe: Second page, a separate sheet

Ms. Wald: It was a two pager; Maureen is making more copies if you cannot find it.

Mr. Lowe: No it is not part of the financial package. Perhaps we can discuss later.

Ms. Wald: You can discuss it right now. You do not even have to do it individually, you just need to do so as a collective committee. The main thing is to have the ranking of one, two and three from a legal perspective, with assistance from your District Manager.

Mr. Miller: After you have chosen one, two and three is easy.

Ms. Kooiman: I apologize I did not receive this email in the package. Do you remember where you send this and whether it was sent in the agenda package?

Ms. Wald: There are three proposals, one copy.

Ms. Kooiman: Let me look at these.

Ms. Wald: There is a summary sheet. You do not have to put this in writing, but you can have a discussion about it. Each individual supervisor does not have to send it to you. You just have to discuss it and come to an agreement as to one, two and three based on the criteria provided.

Mr. Pulcini: My recommendation is to hire the firm based on reputation.

Mr. Lowe Which one is number one?

Mr. Pulcini : I would pick Carr, Riggs and Ingram

Ms. Kooiman: Why do they have a better reputation?

Mr. Pulcini: Why does someone have a better reputation? Is it the quality of the work?

Ms. Kooiman: How is the quality of their work different? I was looking at all the clients which one of them had and one of them had many pages. I thought they were the higher quality.

Mr. Pulcini: Ask people who are in the business and they will tell you.

Ms. Kooiman: But I did not.

Mr. Pulcini: That would be the way to find out and they would know.

Ms. Kooiman: Did you?

Mr. Pulcini: Yes I did. I do not know them personally, I just asked and found out that they are.

Ms. Wald: What do you give for a total score for Berger Toombs?

Mr. Pulcini: I gave Carr Riggs a total score of 99, Grau 1 and Berger 0.

Ms. Wald: We need the total score.

Mr. Pulcini: That is the total score.

Ms. Wald: So you ranked CRI 1, Grau & Associates 2, and Berger Toombs 3.

Mr. Pulcini: Yes.

Mr. Lowe: My ranking is Grau is number one, Berger 2 and Carr 3.

Ms. Kooiman: I went with Grau as number one, Carr as number two and Berger as number three.

Ms. Wald: The good news you all agree on Berger. Someone has to do the motion for the ranking.

Ms. Kooiman MOVED to rank Grau & Associates as number one to perform the Fiscal Year 2017 Audit, and Mr. Lowe seconded the motion.

Mr. Pulcini: I say no because I believe Carr has a better reputation.

Mr. Lowe: Did you find anything negative on Grau?

Mr. Pulcini: No.

Mr. Lowe: Did you find anything negative on Berger?

Mr. Pulcini: No.

Mr. Lowe: What makes Carr have a better reputation than Grau?

Mr. Pulcini: The quality of work is what makes someone have a better reputation.

Mr. Lowe: Did you determine the quality of work of Grau and Berger are lower than Carr?

Mr. Pulcini: From the opinions I heard, yes.

Ms. Kooiman: How? That is what I am trying to get at. How are the qualities lower? Did they miss money? I looked at each page of really good clients so I am wondering what did the people you talk to say was the difference in quality.

Mr. Pulcini: No, that is not the way it works. Can you assist me in explaining the reputation of professional services?

Ms. Wald: What you have based upon your criteria as to what was advertised were multiple items on a point system, which was the ability of personnel to do the job. The experience of each one of the companies' in doing this type of work is the understanding of scope of work, since specifically you are dealing with Community Development Districts, that they understand that scope of work, and have the ability to furnish the required services and they have the capability to provide what they need to provide to the District at the end of the Fiscal Year to do the audit. The last one is the price. You assign each one of those point systems, so it is more than just one item; but a multitude of items.

Mr. Pulcini: If you want to look at numbers, they have many years of experience, 420 governmental entities versus 300. So they have more governmental entities than Grau, but that is not how we judge them but if you want empirical that is what you have, but still, I do not think that is how we want to judge them, so we base it on other professionals' opinions who work in the field, and how they determine that. How do you establish your reputation through time, through many years of working in the field through knowing a number of different people through the quality of your work? This is not something which can be pinpointed. They are probably qualified, probably all three are qualified. It is just that I showed this list to other CPAs and they said Carr, Riggs and Ingram is the better firm.

Ms. Kooiman: How many are CPAs?

Mr. Pulcini: Three, and they all said that, but it is a better firm.

Ms. Kooiman: I am trying to understand why they would say these guys were better if they did not have experience with both firms.

Mr. Pulcini: No, they have experience with all. These are all known firms so people have experience with these firms.

Ms. Kooiman: I am going with Grau.

Mr. Pulcini: That is fine you can.

Ms. Wald: Grau is a local firm in South Florida and Carr Riggs is regional, so Carr Riggs is bigger. In size, Carr is larger than Grau.

Mr. Lowe: That definitely yields some insight that we are not a multi-jurisdiction CDD, we do not have business outside our small four walls over here. I like Grau in addition to what has been said. They are close. For whatever it is worth, they are close to us and as Ms. Kooiman said there are many pages of CDD experience, the partners have 30 and 40 years. if I add up all their staff I am sure I will come up with a number of years of experience. I saw the three firms equally in terms of experience. I cannot speak of the reputation, but I can only go with the facts on our legal ranking system. Therefore, I will go with Grau.

ON VOICE VOTE with Ms. Kooiman and Mr. Lowe voting aye, and Mr. Pulcini voting nay, Grau & Associates was ranked number one to perform the Fiscal Year 2017 Audit.

Ms. Wald: You have to decide if there is any other business which needs to come before the Audit Selection Committee.

Mr. Lowe: Did you consider whether you will have Grau look over the misstatements in our current audits?

Ms. Wald: That is not how that was bid. It was just to do the audit as stated in the advertisement.

Mr. Lowe: What are we going to do?

Ms. Wald: We have to go back to our regular meeting.

Mr. Pulcini: You are still in the audit meeting.

Ms. Wald: That is correct, we are just in the Audit Selection Committee Meeting. If you do not have any further business as the Audit Selection Committee, you can adjourn.

On MOTION by Ms. Kooiman seconded by Mr. Pulcini with all in favor, the Audit Selection Committee Meeting was adjourned.

On MOTION by Mr. Lowe seconded by Ms. Kooiman with all in favor, the regular Board of Supervisors meeting was reconvened.

B. Authorization to Enter into a Three-Year Contract with the Selected Audit Firm

Ms. Wald: You have received the Audit Selection Committee recommendation to rank Grau and Associates number one, CRI number two and Berger Toombs number three.

Mr. Lowe: Do we accept that recommendation?

Ms. Wald: You would have to accept that recommendation as a motion and rank them as stated.

Ms. Kooiman MOVED to accept the recommendation from the Audit Selection Committee to select Grau & Associates to Perform the Fiscal Year 2017 Audit.

ON VOICE VOTE with Ms. Kooiman and Mr. Lowe voting aye, and Mr. Pulcini voting nay, the recommendation from the Audit Selection Committee to select Grau & Associates to Perform the Fiscal Year 2017 Audit, was accepted.

Ms. Kooiman: With regards to the question which Mr. Pulcini raised, did your firm not do an audit of us since you are getting everything from GMS? Do you know what is going in what bucket and what is labeled where?

Mr. Miller: Let me introduce to you the two other people from Severn Trent who are here. Mr. Ken Cassel who you met the last time will be here shortly. Mr. Stephen Bloom is the Finance Director from Severn Trent Services, and Mr. Alan Baldwin is the Accounting Manager. They will address your question.

Mr. Bloom: The short answer is no to go back to do that stuff, and we have not audited that. However, we are going to work with the prior firm to resolve any issues and ensure we are comfortable with those transactions as part of the bigger picture. We probably will have some discussions with Grau & Associates as well, even though it is not part of the bid. Just for the fact that the Board has said there is an issue they will automatically check because they go through the minutes as well. They will read this and hear this, and they will have discussions with us, and it will be checked again because they want to make sure anything they produce in your financials is accurate. As a result of you being concerned, it will trigger them going back and taking a look at it. Therefore, we will be looking at it from multiple angles.

Mr. Lowe: How are we going to address the reinstatement?

Mr. Pulcini: Currently, the suggestion that we received from the auditor cannot be considered because it seems like only \$1.2 million was transferred from the debt service account, so there was \$1.2 million and \$500,000, but we do need to divide it. The problem is that we probably had to do that in 2014 and 2015, but not 2016.

Ms. Kooiman: Is that not what you do?

Mr. Bloom: In terms of working with the restating it with them, we will work with the auditing firms too.

Mr. Pulcini: But there are other issues we have to look at.

Mr. Bloom: Again, restating is the end result, but before that is making sure that we are comfortable with the supporting documentation.

Mr. Pulcini: We are not comfortable yet.

Mr. Bloom: That is where we are not comfortable just yet between the \$1.7 Million, the \$1.2 Million. We just need them to be able to provide us the appropriate paperwork because again this is big dollars, and even though this is a prior audit, it will still be on your books carrying

forward, especially if it is going under assets. Therefore, it is important we are comfortable with that.

Mr. Lowe: I am still confused as to how we are going to resolve this item.

Mr. Pulcini: We cannot say what we are going to do without knowing it.

Mr. Lowe: Who is going to do that?

Mr. Bloom: Mr. Baldwin and I are going to work with the prior firm to get a handle on the documentation and what they want to restate, what they are proposing, and then we will bring it back to ensure everyone here is comfortable with it and then it will get done.

Mr. Lowe: The previous firm already proposed an adjustment.

Mr. Pulcini: We should not consider that.

Mr. Bloom: They did and we will still work with them.

Mr. Pulcini: That adjustment is incorrect, but they will come up with a new adjustment.

Ms. Kooiman: I think that we can talk about it forever and you say its incorrect and Mr. Lowe is not sure, so I believe we leave should it to the firms to discuss this with each other and get back to us.

Mr. Pulcini: Do not forget we have this responsibility, so leaving it up to them is good, they are looking for a solution, but we have to make sure they find the correct solution.

Ms. Kooiman: We are working towards that; I think they have said that multiple times they are going to talk to the prior auditor and the future auditor, and they are talking with GMS as well and everyone is gathering information. My point is that we can discuss this for another 30 minutes and still not get anywhere.

Mr. Lowe: At least I understand where we stand. Two minutes ago when we last discussed this I remember when the auditor was sitting there and gave us a copy of his proposed restatement, and that was the last time we discussed this issue.

Mr. Pulcini: Let me interject here. You asked me to speak with the auditor. I spoke to the auditor, after which I had a conference call with Severn Trent. That is when it was decided we spoke about the auditor said that was not good that we have to find a different solution. They are looking into it. I sent a summary to Severn Trent to forward to the Board from the last meeting.

Mr. Lowe: I do not have that.

Mr. Pulcini: I asked Bob to forward it.

Mr. Miller: I will investigate.

Ms. Kooiman: It was not on the agenda.

Mr. Miller: It was not on the agenda the last time. Therefore, we did not have this discussion.

Mr. Pulcini: I emailed it to Bob asking him to forward it to the Board. One thing the auditor asked if we wanted him to do or not is look into other items in the audit. Do we want him to look into the change orders?

Ms. Kooiman: No, as he is no longer our auditor.

Mr. Pulcini: If we do not have him look into it, it is a new auditor and that is a different scope. McDirmitt should be looking into that since he is our auditor until the new auditor takes over.

Ms. Kooiman: What else would he be looking into? Is it not just one item that was an issue or they put it in a reconstruction fund and it should not have been? This is from 2014/2015, or am I missing another discrepancy?

Mr. Pulcini: Yes, you are missing it.

Ms. Kooiman: What is the other discrepancy?

Mr. Pulcini: The other discrepancy is the change orders on the contracts.

Ms. Kooiman: What change orders are you referring to?

Mr. Pulcini: They do not have a name just change orders on the contract. I requested that all information be emailed to the rest of the Board and I requested Paul to do it, but I do not know whether he did it.

Ms. Kooiman: What is a change order in the contract?

Mr. Lowe: The contract is to move this over here for \$10 and now they will tell you \$11.

Mr. Pulcini: We had one contract for \$267,000 and the change order was \$1.6 Million, so the total contract was \$1.9 Million. The other contract was \$100,000 and the change order was \$533,000 so the total we spent was \$633,000. With a total of \$368,000 in the original contract, we spent \$2.51 Million.

Mr. Lowe: What is the issue with that?

Mr. Pulcini: That is my question. Why did we spend \$2.1 Million extra that was contracted? The CPA asked me we spent \$2.1 Million extra than was contracted. The CPA asked whether you want me to look into this.

Ms. Kooiman: We do not have that much money in the account.

Mr. Lowe: This goes back to 2014 with the developer.

Mr. Pulcini: This goes back.

Ms. Kooiman: Okay.

Mr. Pulcini: He asked whether you want me to look into this.

Ms. Kooiman: No.

Mr. Pulcini: Yes, as this is our money we spent.

Mr. Lowe: Are we chasing real money or is this just a re-class issue?

Mr. Pulcini: This is real money which the District spent.

Mr. Lowe: This is money that the District spent, but that does not necessarily mean it was inappropriate if the changeover was appropriate because things do go over budget.

Mr. Pulcini: Correct.

Mr. Lowe: That does not necessarily mean it is bad.

Mr. Pulcini: Do you want him to look at it and tell us whether it is appropriate?

Ms. Kooiman: The builder did it.

Mr. Pulcini: I cannot tell you if the builder did it. I do not know who did it.

Ms. Kooiman: What year?

Mr. Pulcini: It is a list of different items in different years.

Ms. Kooiman: What years?

Mr. Pulcini: I have no specific year.

Ms. Kooiman: If it falls before 2013 or 2014, it involves the builder still making those decisions, and that was his plan.

Mr. Pulcini: It is still District money though. Am I correct?

Ms. Wald: I do not know what ones you have. I cannot answer that question without seeing it.

Mary: We are still paying back the bonds every year. If the builder says yes pay these bills every year, we pay.

Ms. Kooiman: We refinanced the bonds so it was scrutinized.

Mary: I think what he is asking is did you overpay for things without knowledge? The developer agreed to overpay maybe and now we are paying four years later. Did that happen?

Ms. Kooiman: I do not know.

Mary: A \$200,000 contract should not have to total \$2 Million. That usually does not happen such as if you repair your roof and they tell you it is \$20,000 and you do not expect change orders and it ends up being \$200,000.

Mr. Lowe: There is a bottom line question for when you talk to Grau or the previous auditor. Is it okay for you to get into the detail enough just to provide us with a quick assessment of whether this investigation makes sense? I understand a lot of questions, and I understand going back several years, but unless someone tells me this is a cash issue or PNL impact, that is going to cause a restatement, and I am not certain we will be spending time wisely, but if there are any connections that there has been any impropriety, obviously we will respond. However, personally I need a quick assessment based on what you see.

Mr. Bloom: We can do that.

Mr. Lowe: Is that fair?

Ms. Kooiman: That sounds good to me.

Ms. Wald: One thing before you leave this entire section because you jump back to the other one and you actually have it listed on your agenda under section 4B is whether you want to have a motion to authorize the District Manager to move forward with going with Grau & Associates as number one and engage their services based on what they offered for the three-year agreement.

Mr. Lowe: Is this not always the case?

Ms. Wald: You did the ranking, then you have to do the second part, but we moved away from it before we finished.

Mr. Pulcini: How long did you decide to hire them?

Ms. Kooiman: For three years.

Ms. Wald: A motion was made.

Ms. Kooiman MOVED to engage the three-year service agreement of Grau & Associates to perform the Audits; and Mr. Lowe seconded the motion.

There being no further discussion,

On VOICE vote with Ms. Kooiman and Mr. Lowe voting aye, and Mr. Pulcini voting nay, engagement of a three-year service agreement with Grau & Associates to perform the Audits was approved.

FIFTH ORDER OF BUSINESS**Staff Reports****A. Attorney**

Ms. Wald: I have nothing to discuss.

Mr. Lowe: Do you have anything regarding parking?

Ms. Wald: I thought you were going to discuss that during Supervisors' Requests because it was not included as a line item. However, I can explain how engaging in parking rules is handled. If you choose to move forward to change the policy regarding District-owned public roads, you will have to engage in the rulemaking process. You already have Rules of Procedure. You would have to move through that process which includes two different advertisements, as it includes a Public Hearing. You basically would have a meeting like you have now with the public. The public may participate and you would have a draft set of rules. You will discuss it, then it would be advertised in summary form, you have a public meeting, and if you were happy with everything and there were not any substantial changes, the new policies would be adopted. Step two is the difficult part, which is enforcement. As we discussed earlier, you do not have police powers. Approximately two years ago, the legislature changed pursuant to Florida Statutes granting authority to special Districts which include Community Development Districts to engage the services of tow operating companies. You would have to engage the services of a towing company which is licensed to do business in Cooper City and also the County to enforce the rules because without enforcement, it is kind of silly just to have rules because it normally does not work that process. You can have many rules and as many laws as you want, but if you do not have an enforcement, after a period of time, people determine they are not going to do anything to you. That is the process that the District will have to follow and enter into if it choose to do so. To change those parking rules on a District-owned street, and also have that enforcement mechanism, that would be the way to do it.

Mr. Lowe: Can enforcement be assigned to the HOA?

Mr. Wald: What type of enforcement do you want to assign to the HOA?

Mr. Lowe: You obviously would need to have the parking violation officer, someone who would put on the sticker.

Ms. Wald: You would need to have someone to put on the sticker. Some tow companies will do that for a price, but some tow companies will not.

Mr. Lowe: It is probably cheaper to have a civilian drive around.

Ms. Wald: as part of your rules, that would be part of the process because the Statute actually requires notification, whether notification is by sticker or plaque. If you wanted to engage the services of a vendor to specifically do that and if the vendor is going to be the HOA, then you could do that.

A Resident: Can BSO ticket people for parking?

Ms. Wald: Not under our rules. They would be able to adhere to Chapter 316 and under the City and County's ordinances if they were in violation of Florida. Chapter 316 is a Florida motor vehicle Statute. Chapter 316 is the County ordinance and the City ordinance, and BSO has the authority to do that.

Mr. Pulcini: If you have a problem with parking you call BSO, they will come in. They will give a warning if the car is still there and issue a ticket after a certain amount of time.

Ms. Wald: These are all just different options. You first you have to look at whether you want to engage in the process. What I tell Boards is if they are looking at changing their Rules of Procedure or their rules and regulations that they have for one item, they may want to look at all they have, and if there needs to be an overhaul because it saves money, to do one advertisement for multiple items, and just have one or two Public Hearings for these or you do it all at one.

Mr. Lowe: Do we have any other rules which have come up within the year?

Ms. Wald: I do not know if you are having problems with anything else.

Mr. Miller: If I may, we ran into this because of Hurricane Irma in which we had situations where CDD property became the dumping ground for leaves and tree droppings. You incurred an expense to pick that up. Subsequently, we had another situation that in which we had another pile suddenly showing up on our side of the property. We do not know which resident across the street delivered it. It could be someone else, but the situation developed and you have incurred additional hardship. We got it off before the grass died which was prudent, but you may want to consider what do our rules say about putting trash on CDD property. I think you are going to have to write the rule to comment on that, because I could not find anything when I was reading the rules, either from the HOA or CDD.

Mr. Lowe: Getting back to the parking, my problem with the BSO, is that it is completely reactive and is not proactive. They do not control the gate looking for parking violations. The times that I call, they come, but it is 100% reactive. Secondly, the HOA is not enforcing any parking lot issues according to the rules and regulations.

Ms. Kooiman: We are caught between a rock and a hard place.

Mr. Lowe: It is the *wild west* out there and we cannot do anything as there is no enforcement. Most people are behaving properly, but the fact is there is no enforcement.

Ms. Kooiman: We are between a rock and a hard place because the HOA is saying you cannot park in the swale. and it says you cannot park on the street.

Mr. Lowe: You may park in the swale and listen to BSO.

Ms. Kooiman: If you end up parking on the swell while you are power washing your driveway, you receive a ticket from the HOA.

Mr. Pulcini: They stopped giving violations for that.

Ms. Kooiman: If you are parked on the street while power washing your driveway, you will receive a ticket from BSO.

Mr. Pulcini: No one comes out and gives you a ticket while you are washing your car. You are exaggerating a situation which does not exist.

Ms. Kooiman: When we had the Viper, we received a ticket from the HOA.

Ms. Kooiman: When I parked one tire was on the swale, and those are wide tires.

Mr. Pulcini: I do not know what happened.

Ms. Kooiman: This was two years ago and we still had the Viper.

Mr. Pulcini: They are not enforcing the parking right now.

Ms. Kooiman: Are you referring to the BSO or HOA?

Mr. Pulcini: I am referring to the HOA.

Ms. Wald: The District Manager and I can work on compiling something. I have a community which went through the rulemaking process and tonight they are engaging the service of a tow company to have the enforcement done. If that is something you want to do, we should get together and create some samples for discussion at a future meeting.

Mr. Pulcini: I have to attend a soccer game now.

Ms. Wald: If you leave we will no longer have a quorum and we will be done. Are we going to lose a quorum?

Mr. Pulcini: I believe so.

Ms. Wald: We will have to return.

Mr. Lowe: Is there anything for quick discussion?

Ms. Kooiman: Yes, paying our vendor.

Mr. Lowe: What do you need?

Ms. Kooiman: We have \$5,200 sitting out there or \$5,700 that our landscaper is waiting on for clearing trees after the hurricane.

Mr. Pulcini: I think we need the whole Board for that.

Mr. Miller: Technically, you already approved it, but we were told to hold the check because you had a question.

Mr. Pulcini: I believe Mr. Popowitz requested that, so I think we need him here.

Ms. Kooiman: How long should we hold it?

Mr. Pulcini: I am not certain.

Mr. Miller: We have a bill from your landscaper, which appears to be correct. The dollars seem in light of talking to other people and other expenses which occurred seems to be proper or very close to it, but obviously there are minor nuances.

Mr. Miller: The meeting was adjourned at 6:54 p.m., due to a loss of quorum.

George Miller
Assistant Secretary

Ricardo Lowe
Chairman

Fourth Order of Business

4Di.

Monterra Community Development District

Request for items approval

Item	Price	Vendor	Budget Line
Mulch around the community	\$42,550	East Coast Mulch	R&M Mulch
Sod replacement	\$8,250	Equator	Landscape Replacement Overall Project

Item	Location	Budget Line	Estimate 1	Estimate 2	Notes
Mulch	Throughout Monterra	R&M Mulch	East Coast Mulch \$42,550	Equator \$66,895	
Sod replacement	Throughout Monterra	Landscape Replacement Overall Project	Equator \$8,250	Total Tropic Landscaping \$8,295	

The ones in yellow are the recommended ones.

Mulch

Background: New mulch is supposed to be added at least once a year, the last time that mulch was added around Monterra was December 2016, The proposal has been divided into 3 sections, see attached map you can choose doing all 3 sections or some of them.

Recommendation: Select East Coast Mulch to do the job in all 3 sections, the yearly budget for mulch is \$50,000. East Coast will do the job by blowing the mulch, Equator is proposing to do it by hand. They propose to install Maleluca mulch or Australian Pine in the general area, and pine bark mulch in the Clubhouse.

Budget: The line item is Mulch

Sod replacement

Background: There are some common areas around Monterra where the sod was damaged due to hurricane debris sitting for a long time period.

Recommendation: Allow Equator to replace the damaged sod.

Budget: The line item is Landscape replacement Overall project.

Mulch around the community

PROPOSAL
EAST COAST MULCH

P.O. Box 1352

Jupiter, FL 33468

Phone: (561)627-5539 --- FAX: (561)972-7637

Proposal Submitted to:

Monterra

c/o Castle Group

ATTN: Marie Milhailovschi

PH: 954-374-9936

Email: mmihailovschi@castlegroup.com

Job Location/Description:

East Coast Mulch Corp. hereby proposes to supply, deliver and install mulch as follows:

Install Natural, Red, Black, Brown or Gold Mulch - 1.5" depth

Section 1 - All Monterra Blvd. Bella Terra entrance, Corta Bella entrance, Capistrano entrance, Vista del Sol and Vista del prado entrance and clubhouse, parking lot. Monterra Entrances (pine Island, Vista del Sol, University & Sheridan) Terramea Ave (or NW 84th Ave from Monterra Blvd to Sheridan entrance)

TOTAL INSTALLATION - \$14,000.00

Section 2 - Estada (Stirling Road and Pine Island Road), Pine Island road center island, Monterra (Pine Island road side) Stirling Road side (Monterra), University Dr. (Monterra Solano Ave, entrance, (University Dr), Solano Ave. exit (Monterra side by vista del sol gate) Monterra (Sheridan street wall).

TOTAL INSTALLATION - \$13,300.00

Section 3 - Linear park (north and south) all subdivisions (common areas) please note entrances excluded as these are included within section 1, all playgrounds, Sheridan Street (center island), Solano Ave (swale areas)

TOTAL INSTALLATION - \$11,200.00

Clubhouse - Pine bark Mulch

TOTAL INSTALLATION - \$4,050.00

All material is guaranteed to be as specified, and the above work is to be performed in accordance with specification submitted for the above work and completed in a substantial workmanlike manner for the sum of **\$ SEE ABOVE**
PAYMENT DUE UPON INSTALLATION.

Any alterations from above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents, or delays beyond our control. Owner

to carry fire, tornado and other necessary insurance upon above work. Workers' Compensation and Public Liability Insurance on above work to be taken by East Coast Mulch. Note: We may withdraw this proposal if not accepted within 30 days.

RESPECTFULLY SUBMITTED BY EAST COAST MULCH CORP.

BY: George Henry

DATE: 11/16/17

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to perform the work as specified above. Payment will be made as outlined above.

SIGNATURE: _____

PRINT NAME: _____ DATE: _____



Submitted To: Monterra CDD
Attn: Maria Mihailovschi LCAM
CC: Board of Directors

Proposal #: 53180

Date: October 24th, 2017

Project: Furnish and Install Mulch throughout property

You recently requested pricing information from our company. Our purpose is to provide Landscaping Services in accordance with specifications stated below and according to standard practices. This proposal is valid for sixty (30) days from the date of this proposal.

Specifications	Total
<p>- Furnish and install 1.5" Depth of Red Melaleuca Mulch to areas at Monterra, divided into 3 sections:</p> <p>Section 1: All Monterra entrances, Monterra Blvd, Terra mea, Bella Terra entrance, Corta Bella entrance, Capistrano entrance, Vista del Sol and Vista del prado entrance and clubhouse (excluded)</p> <p>CLUBHOUSE: Furnish and install Pine bark mulch to clubhouse area to all planting beds inside building and pool area.</p> <p>Section 2: Estada (stirling road and pine island road), Pine Island road center island, Monterra (Pine island road side) stirring road side (Monterra), University drive (monterra) Solano Ave entrance (University drive), Solano Ave exit (monterra side by vista del sol gate) Monterra (sheridan street wall)</p> <p>Section 3: Linear park (north and south), all Subdivisions (common areas) please note entrances excluded as these are included within section 1, All playgrounds, Sheridan street (center island), Solano Ave (swale areas)</p>	<p>\$29,050.00</p> <p>\$2,400.00</p> <p>\$16,275.00</p> <p>\$18,970.00</p>
GRAND TOTAL:	\$66,895.00

Notes:

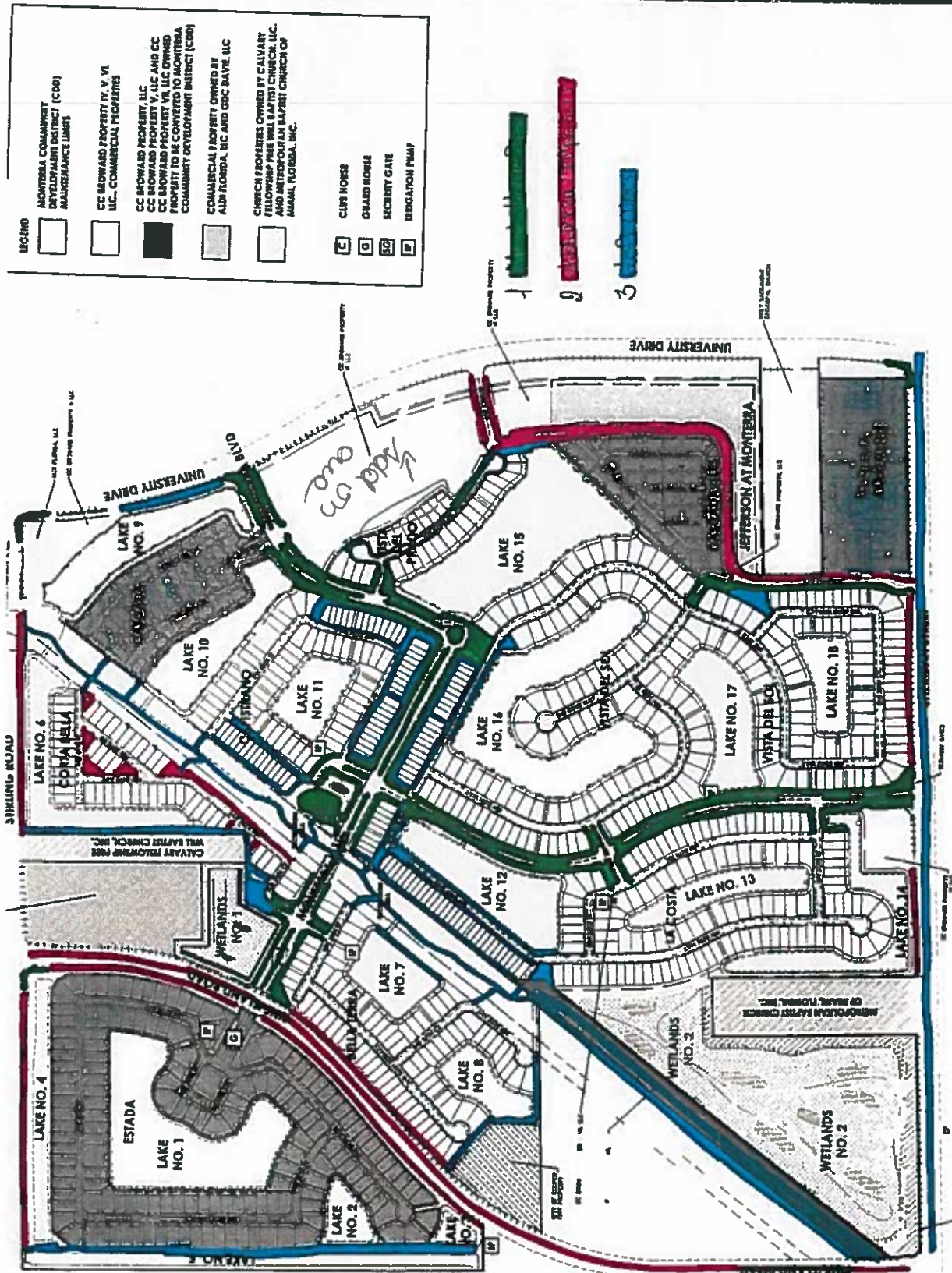
- o Mulch Material included in proposal is subject to availability at time of installation.
- o Board has option to choose all 3 sections or one, we recommend if one is chosen may be Section 1.

Exclusions:

- o All permits – landscaping.
- o Water meter, water tapping fees, any water use fees.
- o Survivability of plant material due to lack of water may not be guaranteed.

Our Guarantee: Equator Landscaping. is not liable or responsible for any loss, repair or replacement of any of the above mentioned due to high winds, hail, lightning storms, heavy rains, vandalism, floods, heat, construction, insect plagues or infestation, inadequate irrigation, tornadoes, hurricanes or other Acts of God.

Payment terms: A 50% (fifty percent) deposit is required prior to commencing work, final payment shall be due upon work completion.



Sod Replacement



Submitted To: Monterra CDD
Attn: Maria Mihailovschi
CC: Board of Directors

Proposal #: 53196

Date: October 9th 2017

Project: Sod replacements caused by hurricane debris piles.

You recently requested pricing information from our company. Our purpose is to provide Landscaping Services in accordance with specifications stated below and according to standard practices. This proposal is valid for sixty (60) days from the date of this proposal.

Specifications	Total
- Furnish and Install 21 pallets of St Augustine floratan sod to all areas affected by hurricane debris piles throughout entire property (CDD property only) areas located in Estada (both Sterling road and Pine Island road), Monterra (Sterling road and Pine Island road), Solano Ave, and Monterra University Drive entrance. (existing damaged area will be prep and cleaned damaged sod will be removed prior to new sod installation)	\$8,250.00
Note: Installation will be provided contingent to sod quality, Contractor shall ensure sod is pest and disease free.	

*Tax except certificate on file

Our Guarantee: Equator Landscaping. is not liable or responsible for any loss, repair or replacement of any of the above mentioned due to high winds, hail, lightning storms, heavy rains, vandalism, floods, heat, construction, insect plagues or infestation, inadequate irrigation, tornadoes, hurricanes or other Acts of God.

Total Tropic Landscaping, Inc.

P.O. Box 841053

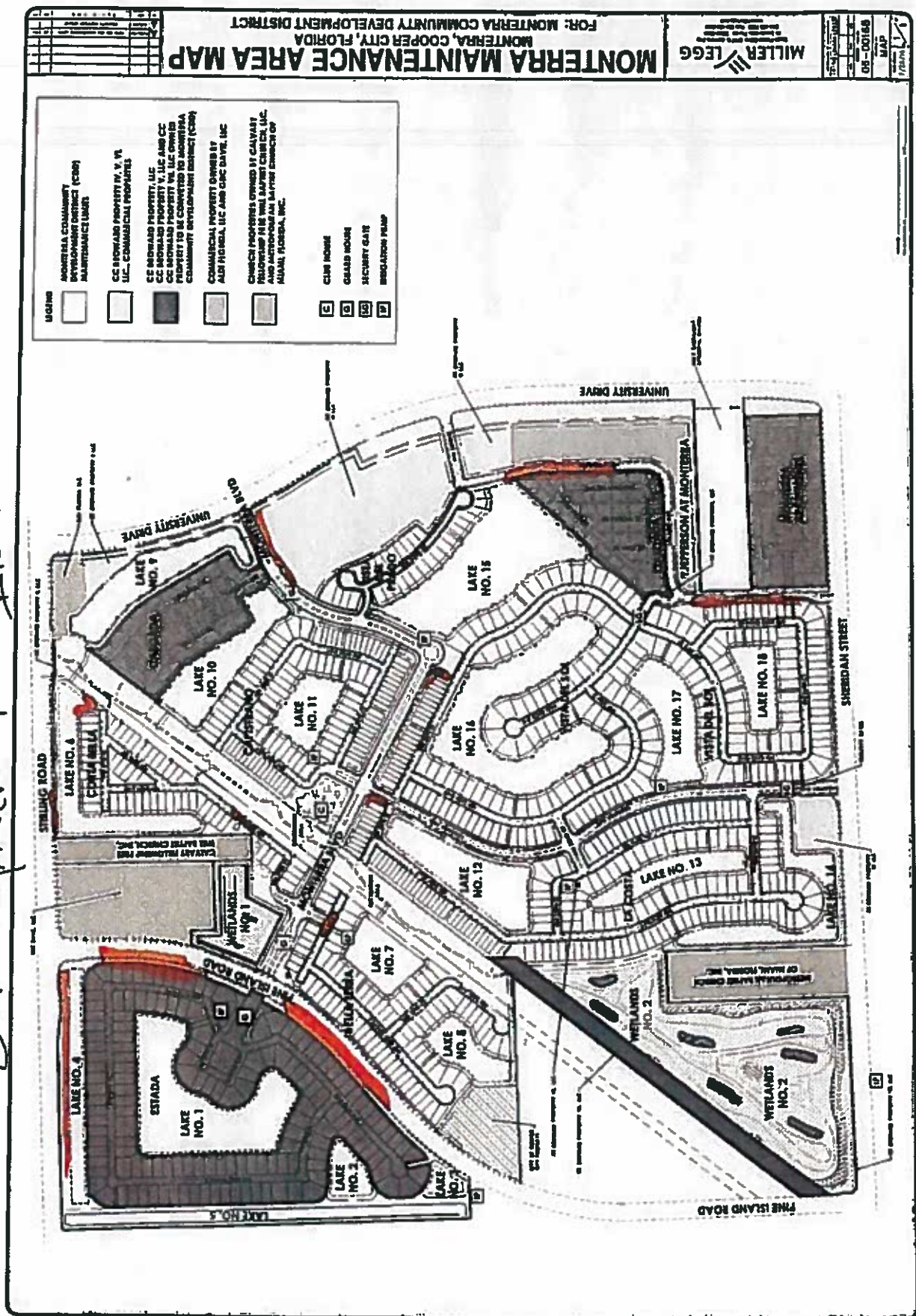
Pembroke Pines, FL 33084-1053

Estimate

Date	Estimate #
11/22/2017	261

Name / Address
Monterra Community Development 8451 Monterra Blvd Cooper City, FL 33024

			Project
Description	Qty	Rate	Total
Floritam Sod Pallets Total Tropic will furnish and install 21 pallets of St Augustine floratan sod to all areas affected by hurricane debris piles throughout entire property (CDD property only) areas located in Estada (both Sterling Road and Pine Island Road) Monterra (sterling road and pine island road) Solano Ave and Monterra's University Drive Entrance, Bella terra by lake's 7 entrance. Existing damaged area will be prep and cleaned, damaged sod will be removed prior to new sod installation. Installation will be provided contingent to sod quality, contractor shall ensure sod is pest and disease free.	21	395.00	8,295.00
Please respond via e-mail to request the work to be completed .		Total	\$8,295.00



4Eii.





Toll Free: 866-371-2008 Fax: 954-416-6544

www.designerfencecorp.com

Email: designerfence@gmail.com

CONTRACT

Name: Kennedy Army Phone: 561-889-8856 Email: _____

Address: 3198 NW 84th Terrace Community: Montena City: Cooper City Zip: _____

Linear Feet: 190 Height: 5 Gates: 2 Style: Picket Color: Bronze

Contract Price: \$ 5100

Deposit Paid: \$ 2550

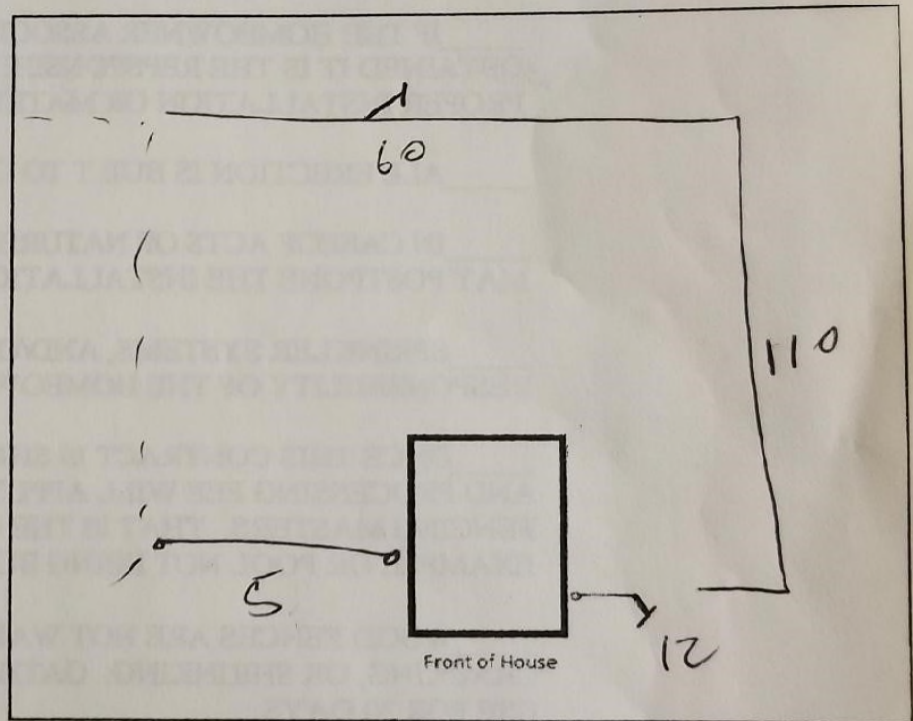
Check # _____

Credit Card Auth # _____

Contract Balance: \$ 2550

Plus permit fees and \$50.00 Processing Fee not included in the contract price

*FOR POOL ONLY: 2nd deposit is due two weeks prior to Installation



Contract Specifications:

Instal 190'00 5' High Bronze Aluminum
Picket Fence with 2 Gate

THE ABOVE PRICES, SPECIFICATIONS, AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. DESIGNER FENCE IS AUTHORIZED TO DO WORK DESCRIBED ABOVE. PAYMENTS ARE MADE AS ABOVE. FINAL BALANCE IS DUE AT THE END OF INSTALLATION. We understand the final inspection will be requested by the Contractor and will not hold back the final payment due at the end of installation.

SIGNATURE: _____

Date: 11/4/17

Property Id: 514104071090

**Please see map disclaimer



November 7, 2017

1:500

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0 5 10 20 m

Agenda Page #43

FINANCIALS

Monterra
Community Development District

Financial Report
November 30, 2017

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**Monterra
Community Development District**

Financial Statements

(Unaudited)

November 30, 2017

Balance Sheet
November 30, 2017

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2005A DEBT SERVICE FUND	SERIES 2015 DEBT SERVICE FUND	TOTAL
<u>ASSETS</u>				
Cash - Checking Account	\$ 899,076	\$ -	\$ -	\$ 899,076
Cash On Hand/Petty Cash	500	-	-	500
Due From Other Funds	-	77,106	185,856	262,962
Investments:				
SBA Account	184,362	-	-	184,362
SBA Account Reserves	346,232	-	-	346,232
Interest Account	-	-	217,742	217,742
Interest Account A	-	135,310	-	135,310
Prepayment Account	-	3,134	-	3,134
Prepayment Account A	-	2	-	2
Redemption Fund	-	-	11,582	11,582
Reserve Fund	-	-	253,201	253,201
Reserve Fund A	-	7	-	7
Revenue Fund	-	-	9,977	9,977
Revenue Fund A	-	123	-	123
Sinking fund	-	9	-	9
Prepaid Items	19,688	-	-	19,688
Deposits	16,305	-	-	16,305
TOTAL ASSETS	\$ 1,466,163	\$ 215,691	\$ 678,358	\$ 2,360,212
<u>LIABILITIES</u>				
Accounts Payable	\$ 48,305	\$ -	\$ -	\$ 48,305
Accrued Expenses	4,450	135,200	217,707	357,357
Retainage Payable	9,062	-	-	9,062
Due To Other Funds	262,962	-	-	262,962
TOTAL LIABILITIES	324,779	135,200	217,707	677,686

Balance Sheet
November 30, 2017

<u>ACCOUNT DESCRIPTION</u>	<u>GENERAL FUND</u>	<u>SERIES 2005A DEBT SERVICE FUND</u>	<u>SERIES 2015 DEBT SERVICE FUND</u>	<u>TOTAL</u>
<u>FUND BALANCES</u>				
Nonspendable:				
Prepaid Items	19,688	-	-	19,688
Restricted for:				
Debt Service	-	80,491	460,651	541,142
Assigned to:				
Operating Reserves	422,171	-	-	422,171
Reserves - Clubhouse	41,338	-	-	41,338
Reserves-Gates/Guardhouses	41,338	-	-	41,338
Reserves - Hurricane	41,338	-	-	41,338
Reserves- Irrigation System	41,338	-	-	41,338
Reserves - Landscape	41,338	-	-	41,338
Reserve - Lighting	20,669	-	-	20,669
Reserves - Pools	41,338	-	-	41,338
Reserves - Roads and Sidewalks	82,675	-	-	82,675
Reserve - Security Features	41,338	-	-	41,338
Reserve - Wall & Fence Perimeter	20,669	-	-	20,669
Unassigned:	286,147	-	-	286,147
TOTAL FUND BALANCES	\$ 1,141,384	\$ 80,491	\$ 460,651	\$ 1,682,526
TOTAL LIABILITIES & FUND BALANCES	\$ 1,466,163	\$ 215,691	\$ 678,358	\$ 2,360,212

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2017

ACCOUNT DESCRIPTION	Annual Adopted Budget	Year to date Budget	Year to date Actual	Committed Funds (1)	Budgetary Actual (2)	Forecasted Funds (3)	Projected Amount (4)	Variance Fav (UnFav) (5)
REVENUES								
TOTAL REVENUES	\$2,427,114	\$242,711	\$457,267	\$0	\$457,267	\$0	\$457,267	(\$1,969,847)
EXPENDITURES								
Administrative	98,440	44,246	49,181	-	49,181	-	49,181	49,260
Property management and security	520,246	86,708	84,587	424,898	509,485	-	509,485	10,761
Maintenance: Gate/Fence	71,183	11,864	8,989	25,045	34,034	-	34,034	37,149
Maintenance: Lakes	206,458	32,409	23,860	48,433	72,293	6,400	78,693	127,765
Maintenance: Landscape/Hardscape	788,010	131,335	95,585	330,787	426,372	42,550	468,922	319,088
Maintenance: Pool	23,900	3,933	3,725	16,740	20,465	-	20,465	3,435
Maintenance: Other	145,704	24,283	18,379	70,151	88,530	29,294	117,824	27,880
Utilities	236,300	39,383	38,957	27,067	66,024	-	66,024	170,276
Other Expenses	58,641	9,440	10,645	5,345	15,990	-	15,990	42,651
Contingency	278,232	22,326	5,218	107,345	112,563	121,285	233,848	44,384
TOTAL EXPENDITURES	2,427,114	405,927	339,126	1,055,811	1,394,937	199,529	1,594,466	832,648
Excess (deficiency) of revenues Over (under) expenditures	-	(163,216)	118,142	(1,055,811)	(937,670)	(199,529)	(1,137,199)	
Net change in fund balance	-	(163,216)	118,142	(1,055,811)	(937,670)	(199,529)	(1,137,199)	
FUND BALANCE, BEGINNING (10/1/2017)	1,023,243	1,023,243	1,023,243	-	1,023,243	-	1,023,243	
FUND BALANCE, ENDING	\$1,023,243	\$860,027	\$1,141,384	(\$1,055,811)	\$85,573	(\$199,529)	(\$113,956)	

Notes

- 1.) Committed Funds are balances from signed contracts which have not been paid yet.
- 2.) Budgetary actuals equals the amount spent year-to-date plus the balance of committed funds.
- 3.) Forecasted Funds are balances which are expected to be needed prior to year-end but no signed contract exists at this time.
- 4.) Projected amounts are the anticipated year-end balances for each category.
- 5.) Compares the projected amounts to the adopted budget. Favorable variances are positive; Unfavorable variances are negative.

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2017

ACCOUNT NO.	ACCOUNT DESCRIPTION	Annual Adopted Budget	Year to date Budget	Year to date Actual	Committed Funds	Budgetary Actual	Variance Fav (UnFav)
<u>REVENUES</u>							
361001	Interest - Investments	\$ -	\$ -	\$ 1,833	\$ -	\$ 1,833	\$ 1,833
363010	Special Assmnts- Tax Collector	2,427,114	242,711	455,488	-	455,488	(1,971,626)
363090	Special Assmnts- Discounts	-	-	(54)	-	(54)	(54)
TOTAL REVENUES		2,427,114	242,711	457,267	-	457,267	(1,969,847)
<u>EXPENDITURES</u>							
<u>Administrative</u>							
511001	P/R-Board of Supervisors	2,800	467	-	-	-	2,800
521001	FICA Taxes	214	36	-	-	-	214
531002	ProfServ-Arbitrage Rebate	1,800	-	-	-	-	1,800
531012	ProfServ-Dissemination Agent	1,800	300	139	-	139	1,661
531013	ProfServ-Engineering	15,000	2,500	-	-	-	15,000
531035	ProfServ-Property Appraiser	2,216	-	-	-	-	2,216
531045	ProfServ-Trustee Fees	10,500	2,625	2,625	-	2,625	7,875
531058	Attorney Fees	18,000	3,000	6,893	-	6,893	11,108
531094	ProfServ-Web Site Maintenance	500	83	28	-	28	472
532002	Auditing Services	4,200	700	-	-	-	4,200
541006	Postage and Freight	750	125	49	-	49	701
544025	Rentals & Leases	2,400	400	133	-	133	2,267
545001	Insurance - Property	25,743	25,743	22,883	-	22,883	2,860
545990	Insurance	7,242	7,242	6,676	-	6,676	566
547001	Printing and Binding	2,500	417	187	-	187	2,313
548002	Legal Advertising	1,500	250	-	-	-	1,500
549901	Other Current Charges	750	125	497	-	497	253
551002	Office Supplies	350	58	15	-	15	335
549070	Misc-Assessmnt Collection Cost	-	-	9,056	-	9,056	(9,056)
554020	Dues, Licenses, Subscriptions	175	175	-	-	-	175
Total Administrative		98,440	44,246	49,181	-	49,181	49,260
<u>Property management and security</u>							
531027	ProfServ-Mgmt Consulting Serv	53,045	8,841	7,397	44,204	51,601	1,444
534200	Onsite Maintenance	43,051	7,175	7,175	35,876	43,051	0
534201	Onsite Property Manager	26,697	4,449	4,449	22,248	26,697	1
534202	Attendant	112,845	18,808	18,808	94,038	112,846	(1)
534203	Security	284,608	47,435	46,758	228,533	275,291	9,317
Total Property management and security		520,246	86,708	84,587	424,898	509,485	10,761

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2017

ACCOUNT NO.	ACCOUNT DESCRIPTION	Annual Adopted Budget	Year to date Budget	Year to date Actual	Committed Funds	Budgetary Actual	Variance Fav (UnFav)
<u>Maintenance: Gate/Fence</u>							
546025	R&M-Fence	12,750	2,125	1,236	10,165	11,401	1,349
546034	R&M-Gate	38,000	6,333	2,657	14,880	17,537	20,463
546349	R&M-Access&Surveillance Systems	-	-	1,119	-	1,119	(1,119)
546960	Gate Transponders	7,000	1,167	2,858	-	2,858	4,142
546963	Gate Camera Systems	13,433	2,239	1,119	-	1,119	12,314
Total Maintenance: Gate/Fence		71,183	11,864	8,989	25,045	34,034	37,149
<u>Maintenance: Lakes</u>							
546075	R&M-Pump Station	23,338	3,890	9,895	-	9,895	13,443
546366	Lake & Wetlands Maintenance	28,320	4,720	4,720	23,600	28,320	-
546367	Pest Control-Midge Lake Banks	65,000	10,833	5,945	-	5,945	59,055
546368	Pest Control-Midge Lakes	50,000	8,333	-	8,333	8,333	41,667
546369	Mitigation Maintenance	19,800	3,300	3,300	16,500	19,800	-
546370	Mitigation Reporting	8,000	1,333	-	-	-	8,000
568131	Pump Station Reserve	12,000	-	-	-	-	12,000
Total Maintenance: Lakes		206,458	32,409	23,860	48,433	72,293	134,165
<u>Maintenance: Landscape/Hardscape</u>							
534058	Landscape Contract Administration	12,000	2,000	-	-	-	12,000
546059	R&M-Mulch	50,000	8,333	-	-	-	50,000
546070	R&M-Pest Control	101,000	16,833	8,889	-	8,889	92,111
546099	R&M-Trees and Trimming	30,000	5,000	-	21,500	21,500	8,500
546149	Royal Palm Treatment	15,000	2,500	-	-	-	15,000
546171	R&M-Pressure Washing	61,980	10,330	5,165	-	5,165	56,815
546193	Rust Control	9,600	1,600	1,600	-	1,600	8,000
546300	Landscape Maintenance	368,400	61,400	60,416	302,078	362,494	5,907
546338	Landscape Replacement	30,000	5,000	-	7,210	7,210	22,790
546339	Landscape Replacement-Annals	10,000	1,667	-	-	-	10,000
546930	Irrigation Maintenance	76,912	12,819	15,782	-	15,782	61,130
546932	Irrigation Repairs & Replacem.	23,118	3,853	3,733	-	3,733	19,385
Total Maintenance: Landscape/Hardscape		788,010	131,335	95,585	330,787	426,372	361,638
<u>Maintenance: Pool</u>							
546074	R&M-Pools	20,000	3,333	3,725	16,740	20,465	(465)
546962	Pool Furniture	3,600	600	-	-	-	3,600
554022	Pool Permits	300	-	-	-	-	300
Total Maintenance: Pool		23,900	3,933	3,725	16,740	20,465	3,435

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2017

ACCOUNT NO.	ACCOUNT DESCRIPTION	Annual Adopted Budget	Year to date Budget	Year to date Actual	Committed Funds	Budgetary Actual	Variance Fav (UnFav)
<u>Maintenance: Other</u>							
534159	Gym Equipment Maintenance	6,500	1,083	5,580	1,750	7,330	(830)
546001	R&M-General	58,400	9,733	3,731	9,601	13,332	45,068
546032	R&M-Fountain	-	-	550	-	550	(550)
546190	Janitorial Maintenance	66,254	11,042	5,980	56,400	62,380	3,874
546191	R&M - Water Feature	3,300	550	-	-	-	3,300
546192	IT Maintenance	1,750	292	450	-	450	1,300
546194	A/C Maintenance	3,500	583	-	2,400	2,400	1,100
546195	Tot Lot Maintenance	6,000	1,000	2,088	-	2,088	3,912
Total Maintenance: Other		145,704	24,283	18,379	70,151	88,530	57,174
<u>Utilities</u>							
541003	Communication - Telephone	7,500	1,250	4,520	23,190	27,710	(20,210)
543008	Electricity - Entrance	12,500	2,083	2,305	-	2,305	10,195
543012	Electricity - Pump Station	62,500	10,417	7,847	-	7,847	54,653
543013	Electricity - Streetlighting	114,500	19,083	19,195	-	19,195	95,305
543018	Utility - Water	16,500	2,750	374	3,877	4,251	12,249
543031	Electricity - Gate	-	-	54	-	54	(54)
543054	Electric - Monuments	300	50	35	-	35	265
543075	Electricity	22,500	3,750	4,627	-	4,627	17,873
Total Utilities		236,300	39,383	38,957	27,067	66,024	170,276
<u>Other Expenses</u>							
531082	Fire Alarm Monitoring	480	80	110	-	110	370
534094	Contracts-Fire Exting. Insp.	120	20	-	-	-	120
543018	Utility - Water	8,000	1,333	497	-	497	7,503
543020	Utility - Refuse Removal	5,000	833	775	-	775	4,225
544008	Lease - Copier	-	-	200	-	200	(200)
546196	Golf Cart	-	-	398	-	398	(398)
546375	Backflow Assembly Testing	170	28	-	-	-	170
546961	Gym Wipes	3,000	500	-	-	-	3,000
549028	Misc-Holiday Lighting	8,650	1,442	4,325	4,325	8,650	-
549052	Misc-Special Events	6,000	1,000	93	-	93	5,907
549066	Misc-Licenses & Permits	721	120	-	-	-	721
549903	Entry System-Key Fob	1,000	167	718	-	718	282
551002	Office Supplies	12,000	2,000	2,063	-	2,063	9,937
552077	Cleaning Supplies	5,500	917	864	-	864	4,636
552093	Water Cooler	3,000	500	342	1,020	1,362	1,638
552095	Electrical Supplies	3,000	500	260	-	260	2,740
568073	Reserve - Equipment	2,000	-	-	-	-	2,000
Total Other Expenses		58,641	9,440	10,645	5,345	15,990	42,651

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2017

ACCOUNT NO.	ACCOUNT DESCRIPTION	Annual Adopted Budget	Year to date Budget	Year to date Actual	Committed Funds	Budgetary Actual	Variance Fav (UnFav)
	<u>Contingency</u>						
549900	Misc-Contingency	133,957	22,326	-	-	-	133,957
568018	Capital Reserve	144,275	-	5,218	107,345	112,563	31,712
	Total Contingency	278,232	22,326	5,218	107,345	112,563	165,669
	TOTAL EXPENDITURES	2,427,114	405,927	339,126	1,055,811	1,394,937	1,032,177
	Excess (deficiency) of revenues						
	Over (under) expenditures	-	(163,216)	118,142	(1,055,811)	(937,670)	(937,670)
	Net change in fund balance	-	(163,216)	118,142	(1,055,811)	(937,670)	(937,670)
391000	FUND BALANCE, BEGINNING (OCT 1, 2017	1,023,243	1,023,243	1,023,243	-	1,023,243	
	FUND BALANCE, ENDING	\$ 1,023,243	\$ 860,027	\$ 1,141,384	(\$1,055,811)	\$85,573	

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2017

ACCOUNT NO.	ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>					
361001	Interest - Investments	\$ -	\$ -	\$ 1	\$ 1
363010	Special Assmnts- Tax Collector	419,250	41,925	78,679	36,754
363090	Special Assmnts- Discounts	-	-	(9)	(9)
TOTAL REVENUES		419,250	41,925	78,671	36,746
<u>EXPENDITURES</u>					
<u>Financial and Administrative</u>					
549090	Misc-Biological Treatment	-	-	1,564	(1,564)
Total Financial and Administrative		-	-	1,564	(1,564)
<u>Debt Service</u>					
571001	Principal Debt Retirement	150,000	-	-	-
572001	Interest Expense	270,400	135,200	135,200	-
Total Debt Service		420,400	135,200	135,200	-
TOTAL EXPENDITURES		420,400	135,200	136,764	(1,564)
Excess (deficiency) of revenues					
Over (under) expenditures		(1,150)	(93,275)	(58,093)	35,182
<u>OTHER FINANCING SOURCES (USES)</u>					
Contribution to (Use of) Fund Balance		(1,150)	-	-	-
TOTAL FINANCING SOURCES (USES)		(1,150)	-	-	-
Net change in fund balance		\$ (1,150)	\$ (93,275)	\$ (58,093)	\$ 35,182
391000	FUND BALANCE, BEGINNING (OCT 1, 2017)	138,584	138,584	138,584	
FUND BALANCE, ENDING		\$ 137,434	\$ 45,309	\$ 80,491	

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2017

ACCOUNT NO.	ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>					
361001	Interest - Investments	\$ -	\$ -	\$ 348	\$ 348
363010	Special Assmnts- Tax Collector	1,010,562	101,056	189,649	88,593
363090	Special Assmnts- Discounts	-	-	(23)	(23)
TOTAL REVENUES		1,010,562	101,056	189,974	88,918
<u>EXPENDITURES</u>					
<u>Financial and Administrative</u>					
549070	Misc-Assessmnt Collection Cost	-	-	3,770	(3,770)
Total Financial and Administrative		-	-	3,770	(3,770)
<u>Debt Service</u>					
571001	Principal Debt Retirement	580,000	-	-	-
572001	Interest Expense	435,413	217,707	217,707	-
Total Debt Service		1,015,413	217,707	217,707	-
TOTAL EXPENDITURES		1,015,413	217,707	221,477	(3,770)
Excess (deficiency) of revenues					
Over (under) expenditures		(4,851)	(116,651)	(31,503)	85,148
<u>OTHER FINANCING SOURCES (USES)</u>					
Contribution to (Use of) Fund Balance		(4,851)	-	-	-
TOTAL FINANCING SOURCES (USES)		(4,851)	-	-	-
Net change in fund balance		\$ (4,851)	\$ (116,651)	\$ (31,503)	\$ 85,148
391000	FUND BALANCE, BEGINNING (OCT 1, 2017)	492,154	492,154	492,154	
FUND BALANCE, ENDING		\$ 487,303	\$ 375,503	\$ 460,651	

Monterra
Community Development District

Supporting Schedules

November 30, 2017

MONTERRA COMMUNITY DEVELOPMENT DISTRICT

Summary Contract Schedule - Quarterly Cash Flow

As of November 30, 2017

Projects	Estimated Spending by Quarter				Total	Budget Account No.	Budget Line Decryption
	Q1	Q2	Q3	Q4			

Approved / Committed Contracts

Reoccurring Services

Field Services	\$20,664	\$61,992	\$61,992	\$63,913	\$208,561	Various	Various
Management Services	\$4,420	\$13,261	\$13,261	\$13,261	\$44,204	531027-51320	ProfServ-Mgmt Consulting Serv
Pool R&M	\$1,674	\$5,022	\$5,022	\$5,022	\$16,740	546074-53965	R&M-Pools
A/C Maintenance	\$0	\$1,200	\$0	\$1,200	\$2,400	546194-53970	A/C Maintenance
Landscaping	\$30,208	\$90,623	\$90,623	\$90,623	\$302,078	546300-53960	Landscape Maintenance
Lake & Wetlands Maintenance	\$2,360	\$7,080	\$7,080	\$7,080	\$23,600	546366-53955	Lake & Wetlands Maintenance
Mitigation Maintenance	\$1,650	\$4,950	\$4,950	\$4,950	\$16,500	546369-53955	Mitigation Maintenance
Gym R&M	\$175	\$525	\$525	\$525	\$1,750	534159-53970	Gym Equipment Maintenance
Security Services	\$22,853	\$68,560	\$68,560	\$68,560	\$228,533	534203-51320	Security
Pest Control	\$0	\$2,778	\$2,778	\$2,778	\$8,333	546368-53955	Pest Control-Midge Lakes
Refuse Service	\$388	\$1,163	\$1,163	\$1,163	\$3,877	543018-53975	Utility - Water
<i>Subtotal</i>	<i>\$84,392</i>	<i>\$257,154</i>	<i>\$255,954</i>	<i>\$259,075</i>	<i>\$856,576</i>		

Project / One-time R&M Costs

Gate - R&M	\$14,880	\$0	\$0	\$0	\$14,880	546034-53950	R&M-Gate
Telephone/Internet Upgrade	\$23,190	\$0	\$0	\$0	\$23,190	541003-53975	Communication - Telephone
Water supplies	\$0	\$1,020	\$0	\$0	\$1,020	552093-53980	Water Cooler
Fence R&M	\$10,165	\$0	\$0	\$0	\$10,165	546025-53950	R&M-Fence
Playground/Dog Park	\$0	\$29,532	\$29,532	\$0	\$59,063	568018-53985	Capital Reserve
Landscaping	\$7,210	\$7,167	\$7,167	\$7,167	\$28,710	Various	Various
Painting	\$1,751	\$0	\$0	\$0	\$1,751	546001-53970	R&M-General
Walls - R&M	\$0	\$20,870	\$0	\$0	\$20,870	568018-53985	Capital Reserve
Pavers	\$7,850	\$10,000	\$0	\$0	\$17,850	Various	Various
Holiday Lights	\$4,325	\$0	\$0	\$0	\$4,325	549028-53980	Misc-Holiday Lighting
Splash pad resurface	\$0	\$0	\$17,412	\$0	\$17,412	568018-53985	Capital Reserve
<i>Subtotal</i>	<i>\$69,371</i>	<i>\$68,588</i>	<i>\$54,110</i>	<i>\$7,167</i>	<i>\$199,236</i>		

TOTAL APPROVED	\$153,763	\$325,742	\$310,064	\$266,242	\$1,055,812		
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MONTERRA COMMUNITY DEVELOPMENT DISTRICT

Summary Contract Schedule - Quarterly Cash Flow

As of November 30, 2017

	Estimated Spending by Quarter						
Projects	Q1	Q2	Q3	Q4	Total	Budget Account No.	Budget Line Decryption
Unapproved Contracts / Forecasted Costs							
Hurricane repairs	\$0	\$36,750	\$0	\$40,350	\$77,100	549900-53985	Misc-Contingency
Pump repairs	\$0	\$6,400	\$0	\$0	\$6,400	546075-53955	R&M-Pump Station
Office R&M	\$0	\$0	\$0	\$3,694	\$3,694	546001-53970	R&M-General
Guardhouse R&M	\$0	\$0	\$1,575	\$1,575	\$3,150	546001-53970	R&M-General
Dog Park	\$0	\$1,050	\$0	\$0	\$1,050	568018-53985	Capital Reserve
Mulch	\$0	\$21,275	\$21,275	\$0	\$42,550	546059-53960	R&M-Mulch
Painting projects	\$0	\$0	\$43,135	\$22,450	\$65,585	Various	Various
TOTAL UNAPPROVED	\$0	\$65,475	\$65,985	\$68,069	\$199,529		
GRAND TOTAL	\$153,763	\$391,217	\$376,049	\$334,311	\$1,255,341		

MONTERRA COMMUNITY DEVELOPMENT DISTRICT

Detailed Contract Schedule - (Approved / Committed)

November 30, 2017

Contractor / Vendor	Project/Service Category	Date Board Approved	Description of Project/Service	Account Code	Account Description	Start Date	End Date	Annual Amount
5 Star Pool	Pool R&M	10/1/2013	Pool Maintenance	546074-53965	R&M-Pools	10/1/2013		\$20,088
A/C Technologies	A/C Maintenance	9/14/2015	Preventative Maintenance 2 times per yr / 5 A/C systems	546194-53970	A/C Maintenance	10/1/2015	9/1/2018	\$2,400
AT&I Systems	Gate - R&M	11/4/2017	Entry Gates maintenance	546034-53950	R&M-Gate	12/11/2017	12/29/2017	\$4,200
Castle Group, LLC	Field Services	2/28/2017	Management Fees	534200-51320/ 534201-51302/ 534202-51302/ 534159-53970/ 546190-53970	Onsite Maintenance & Property Management / Attendant / Gym Equip Maint. / Janitorial Maint.	2/28/2017	2/28/2018	\$247,968
Comcast	Telephone/Internet Upgrade	10/25/2017	Comcast telephones & internet upgrade	541003-53975	Communication - Telephone	12/1/2017	12/29/2017	\$23,190
Eco Blue Aquatic	Lake & Wetlands Maintenance		Lake Maintenance	546366-53955	Lake & Wetlands Maintenance	Ongoing		\$28,320
Eco Blue Aquatic	Mitigation Maintenance		Mitigation Maintenance	546369-53955	Mitigation Maintenance	Ongoing		\$19,800
Equator Landscaping	Landscaping	10/14/2016	Landscaping	546300-53960	Landscape Maintenance	10/14/2016	10/14/2019	\$362,493
Gym Source	Gym R&M	5/18/2015	Gym Source Preventative Maintenance	534159-53970	Gym Equipment Maintenance	9/18/2017	9/18/2018	\$2,100
Inframark	Management Services	10/25/2017	District Management Services	531027-51320	ProfServ-Mgmt Consulting Serv	10/21/2017	10/25/2020	\$53,045
Kent Security of Palm Beach Inc.	Security Services	10/19/2015	Security	534203-51320	Security	11/16/2015		\$274,240
Tropical Touch Gardens Center, Inc.	Landscaping	7/19/017	Tree Trimming	546099-53960	R&M-Trees and Trimming	7/19/2017		\$21,500
Tropical Plant Services	Pest Control		Mosquito and Pest Control	546368-53955	Pest Control-Midge Lakes	As needed	month to month	\$8,333
Ultimate Bus Svs	Water supplies	12/5/2017	Water supplies	552093-53980	Water Cooler	Held legal		\$1,020
AT&I Systems	Gate - R&M	10/25/2017	Gates Preventative Maintenance	546034-53950	R&M-Gate	11/11/2017	11/11/2018	\$4,080
Waste Management	Refuse Service		Refuse Service	543018-53975	Utility - Water	monthly	monthly	\$4,652
ASAP	Fence R&M	10/25/2017	Fence repair around Monterra	546025-53950	R&M-Fence	12/1/2017	12/29/2017	\$10,165

MONTERRA COMMUNITY DEVELOPMENT DISTRICT

Detailed Contract Schedule - (Approved / Committed)

November 30, 2017

Contractor / Vendor	Project/Service Category	Date Board Approved	Description of Project/Service	Account Code	Account Description	Start Date	End Date	Annual Amount
AT&I Systems	Gate - R&M	11/4/2017	Entry Gates control panel	546034-53950	R&M-Gate	12/11/2017	12/29/2017	\$6,600
Magical Displays	Holiday Lights		2017 Christmas Seasonal Lighting	549028-53980	Misc-Holiday Lighting			\$8,650
Creative Shades Solutions, Inc.	Playground/Dog Park	8/21/2017	Shades over playgrounds and Dog Park	568018-53985	Capital Reserve	8/21/2017	60 days from permit issue	\$78,750
Equator Landscaping	Landscaping	12/5/2017	La costa hedge replacement	546338-53960	Landscape Replacement	12/1/2017	12/29/2017	\$7,210
First Choice	Painting	10/25/2017	Splash pad equipment paint	546001-53970	R&M-General	12/1/2017	12/29/2017	\$1,751
People'sChoice	Walls - R&M	10/25/2017	Columns and Perimeter wall painting	568018-53985	Capital Reserve	12/1/2017	open	\$20,870
Sousa Construction	Pavers	10/25/2017	Root barrier installation for pavers area in Corta Bella	546001-53970	R&M-General	12/1/2017	12/29/2017	\$7,850
Specialty Surfaces	Splash pad resurface	8/21/2017	Splash pad resurface	568018-53985	Capital Reserve	9/5/2017	12/31/2017	\$17,412
TBD	Pavers	8/21/2017	Pavers along NW 85th Dr in Corta Bella	568018-53985	Capital Reserve	12/1/2017	open	\$10,000
TOTAL								<u>\$1,246,687</u>

MONTERRA COMMUNITY DEVELOPMENT DISTRICT
Detailed Contract Schedule - (Unapproved / Forecasted)

November 30, 2017

Contractor / Vendor	Project/Service Category	Description of Project/Service	Account Code	Account Description	Annual Amount
ASAP	Fence R&M	Extra fences repairs	546025-53950	R&M-Fence	TBD
Creative Shades	Dog Park	Addtl permit cost for FREE dog park canopies	568018-53985	Capital Reserve	\$1,050
East Coast Mulch	Mulch	Mulch	546059-53960	R&M-Mulch	\$42,550
Eco Blue	Pump repairs	Aerator pump repair	546075-53955	R&M-Pump Station	\$6,400
Equator	Hurricane repairs	Stake trees and removal after the Hurricane	549900-53985	Misc-Contingency	\$40,350
Equator	Hurricane repairs	Hurricane damage sod replacement	549900-53985	Misc-Contingency	\$8,400
Equator	Hurricane repairs	Hurricane damage replacement trees	549900-53985	Misc-Contingency	TBD
Equator	Hurricane repairs	Hurricane dead palm tree removal	549900-53985	Misc-Contingency	\$7,800
Equator	Hurricane repairs	Hurricane damage tree stump removal	549900-53985	Misc-Contingency	\$12,255
Total Tropical Landscaping	Hurricane repairs	Sod replacement ; Hurricane damage	549900-53985	Misc-Contingency	\$8,295
People's Choice	Painting projects	Additional columns and perimeter walls painting	568018-53985	Capital Reserve	\$43,135
People's Choice	Painting projects	Dog park painting	546001-53970	R&M-General	\$1,475
People's Choice	Painting projects	Clubhouse interior painting	546001-53970	R&M-General	\$8,350
People's Choice	Painting projects	Clubhouse exterior painting & dumpster	546001-53970	R&M-General	\$12,625
TBD	Office R&M	Office/MPR room & Billiards Room carpet replacement	546001-53970	R&M-General	\$3,694
TBD	Guardhouse R&M	Guardhouse tile replacement	546001-53970	R&M-General	\$3,150
TBD	Office R&M	Wood floor base and cabinets re install after flooring work	546001-53970	R&M-General	TBD
TOTAL					\$199,529

MONTERRA COMMUNITY DEVELOPMENT DISTRICT

Capital Reserve Plan - Fiscal Year 2017 - 2023

Reserve Description	Balance as of FY2017	Estimated Reserve Additions by Fiscal Year						Balance as of FY2023
		2018	2019	2020	2021	2022	2023	
Operating Reserves	573,736	-	-	-	-	-	-	573,736
Clubhouse	41,338	39,316	-	50,000	50,000	50,000	50,000	280,654
Gates/Guardhouses	41,338	20,000	-	-	-	-	-	61,338
Hurricane	41,338	-	8,662	-	-	-	-	50,000
Irrigation System	41,338	13,348	50,000	50,000	50,000	50,000	-	254,686
Landscape	41,338	10,322	-	-	-	-	-	51,660
Lighting	20,669	10,322	-	-	-	-	-	30,991
Pools	41,338	10,322	-	15,000	-	-	-	66,660
Roads and Sidewalks	82,675	10,322	-	15,000	-	25,000	5,000	137,997
Security Features	41,338	20,000	-	-	-	-	-	61,338
Wall & Fence Perimeter	20,669	10,322	50,000	100,000	250,000	100,000	100,000	630,991
Total	\$ 987,115	\$ 144,275	\$ 108,662	\$ 230,000	\$ 350,000	\$ 225,000	\$ 155,000	\$ 2,200,052
Cummulative Total	\$ 987,115	1,131,390	1,240,052	1,470,052	1,820,052	2,045,052	2,200,052	

MONTERRA COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Bank Account

For the Period from 11/01/2017 to 11/30/2017

(Sorted by Check / ACH No.)

Pymt Type	Check / ACH No.	Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
SUNTRUST BANK - GF - (ACCT# XXXXX0134)									
Check	5001	11/14/17	Vendor	City of Cooper City	41457-101217	Invoice 000002	Prepaid Items	155000	\$496.91
Check	5002	11/14/17	Vendor	City of Cooper City	41456-102317	Invoice 000003	Prepaid Items	155000	\$334.08
Check	5003	11/20/17	Vendor	PETTY CASH	103117-PC	PETTY CASH OCT 2017	Office Supplies	001-551002-53980	\$47.99
Check	5003	11/20/17	Vendor	PETTY CASH	103117-PC	PETTY CASH OCT 2017	Misc-Special Events	001-549052-53980	\$58.42
Check	5003	11/20/17	Vendor	PETTY CASH	103117-PC	PETTY CASH OCT 2017	R&M-General	001-546001-53970	\$275.50
Check	5004	11/22/17	Vendor	AT&I	WO-0176	REBOOT READER @ VISTA DEL SOL ENTRANCE GATE	R&M-Gate	001-546034-53950	\$85.00
Check	5004	11/22/17	Vendor	AT&I	19471	GATE PREVENTIVE MAINT	R&M-Gate	001-546034-53950	\$226.80
Check	5004	11/22/17	Vendor	AT&I	WO-0428	GATE REPAIRS /SHERIDAN/VISTA/PINE ISLAND	R&M-Gate	001-546034-53950	\$546.00
Check	5004	11/22/17	Vendor	AT&I	19457	RFID HEADLAMP TAGS	Gate Transponders	001-546960-53950	\$2,782.50
Check	5005	11/22/17	Vendor	A&A PLAYGROUND SERVICES	31390	PARTIALY COATED CHAINS - GREEN	Tot Lot Maintenance	001-546195-53970	\$2,088.00
Check	5005	11/22/17	Vendor	A&A PLAYGROUND SERVICES	31389	REPAIR TENNIS POST	Janitorial Maintenance	001-546190-53970	\$314.00
Check	5006	11/22/17	Vendor	Waste Management, Inc.	0694155-2237-9	REFUSE REMOVAL NOV 2017	Utility - Refuse Removal	001-543020-53980	\$387.71
Check	5007	11/22/17	Vendor	Castle Group	MGT-110117-145	MGMT FEES NOV 2017	Attendant	001-534202-51320	\$3,167.79
Check	5007	11/22/17	Vendor	Castle Group	MGT-110117-145	MGMT FEES NOV 2017	Attendant	001-534202-51320	\$6,235.98
Check	5007	11/22/17	Vendor	Castle Group	MGT-110117-145	MGMT FEES NOV 2017	Golf Cart	001-546196-53980	\$2,832.92
Check	5007	11/22/17	Vendor	Castle Group	MGT-110117-145	MGMT FEES NOV 2017	Gym Equipment Maintenance	001-534159-53970	\$1,176.75
Check	5007	11/22/17	Vendor	Castle Group	MGT-110117-145	MGMT FEES NOV 2017	Gym Equipment Maintenance	001-534159-53970	\$392.25
Check	5007	11/22/17	Vendor	Castle Group	MGT-110117-145	MGMT FEES NOV 2017	Gym Equipment Maintenance	001-534159-53970	\$1,046.00
Check	5007	11/22/17	Vendor	Castle Group	MGT-110117-145	MGMT FEES NOV 2017	Onsite Maintenance	001-534200-51320	\$3,587.58
Check	5007	11/22/17	Vendor	Castle Group	MGT-110117-145	MGMT FEES NOV 2017	Onsite Property Manager	001-534201-51320	\$2,224.73
Check	5007	11/22/17	Vendor	Castle Group	MGT-110117-145	MGMT FEES NOV 2017	Golf Cart	001-546196-53980	\$199.00
Check	5008	11/22/17	Vendor	COMCAST	102617-4432	BILL PRD OCT 2017 - 8495752501544432	Communication - Telephone	001-541003-53975	\$150.75
Check	5008	11/22/17	Vendor	COMCAST	102117-4707	BILL PRD OCT 2017 8495752511014707	Communication - Telephone	001-541003-53975	\$292.81
Check	5008	11/22/17	Vendor	COMCAST	102117-0131	BILL PRD OCT 2017	Communication - Telephone	001-541003-53975	\$254.29
Check	5008	11/22/17	Vendor	COMCAST	102617-6934	BILL PRD OCT 2017 8495752511016934	Communication - Telephone	001-541003-53975	\$196.99
Check	5008	11/22/17	Vendor	COMCAST	110217-6762	BILL PRD 11/10-12/09/17	Communication - Telephone	001-541003-53975	\$652.94
Check	5009	11/22/17	Vendor	City of Cooper City	92217-41782	BILL PRD 8/11-9/21/17	Utility - Water	001-543018-53975	\$40.06
Check	5010	11/22/17	Vendor	Eco Blue Aquatic	2325	LAKE/MITIGATION MAINT NOV 2017	Lake & Wetlands Maintenance	001-546366-53955	\$2,360.00
Check	5010	11/22/17	Vendor	Eco Blue Aquatic	2325	LAKE/MITIGATION MAINT NOV 2017	Mitigation Maintenance	001-546369-53955	\$1,650.00
Check	5011	11/22/17	Vendor	FedEx	5-970-63996	POSTAGE 10/13/17	Postage and Freight	001-541006-51302	\$14.90
Check	5012	11/22/17	Vendor	Equator Landscaping	32711	LAWN CARE / PREVENTIVE SVCS NOV 2017	Landscape Maintenance	001-546300-53960	\$7,551.94
Check	5012	11/22/17	Vendor	Equator Landscaping	32711	LAWN CARE / PREVENTIVE SVCS NOV 2017	Landscape Maintenance	001-546300-53960	\$7,551.94
Check	5012	11/22/17	Vendor	Equator Landscaping	32711	LAWN CARE / PREVENTIVE SVCS NOV 2017	Landscape Maintenance	001-546300-53960	\$7,551.94
Check	5012	11/22/17	Vendor	Equator Landscaping	32711	LAWN CARE / PREVENTIVE SVCS NOV 2017	Landscape Maintenance	001-546300-53960	\$7,551.93
Check	5013	11/22/17	Vendor	Magical Displays	102417	HOLIDAY LIGHTS	Misc-Holiday Lighting	001-549028-53980	\$2,162.50
Check	5013	11/22/17	Vendor	Magical Displays	102417	HOLIDAY LIGHTS	Misc-Holiday Lighting	001-549028-53980	\$2,162.50
Check	5015	11/22/17	Vendor	Office Depot	9697306000001	OFFICE SUPPLIES	Office Supplies	001-551002-53980	\$106.69
Check	5015	11/22/17	Vendor	Office Depot	969387289001	OFFICE SUPPLIES	Office Supplies	001-551002-53980	\$6.78
Check	5015	11/22/17	Vendor	Office Depot	969386298001	OFFICE SUPPLIES	Office Supplies	001-551002-53980	\$113.98
Check	5015	11/22/17	Vendor	Office Depot	971231163001	CLEANING SUPPLIES	Cleaning Supplies	001-552077-53980	\$152.47
Check	5015	11/22/17	Vendor	Office Depot	971231222001	CLEANING SUPPLIES	Cleaning Supplies	001-552077-53980	\$34.02

MONTERRA COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Bank Account

For the Period from 11/01/2017 to 11/30/2017

(Sorted by Check / ACH No.)

Pymt Type	Check / ACH No.	Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
Check	5015	11/22/17	Vendor	Office Depot	972156154001	OFFICE SUPPLIES	Office Supplies	001-551002-53980	\$193.78
Check	5015	11/22/17	Vendor	Office Depot	972837442001	OFFICE SUPPLIES	Office Supplies	001-551002-53980	\$3.39
Check	5015	11/22/17	Vendor	Office Depot	972837921001	OFFICE SUPPLIES	Office Supplies	001-551002-53980	\$140.15
Check	5015	11/22/17	Vendor	Office Depot	973887357001	OFFICE SUPPLIES	Office Supplies	001-551002-53980	\$199.45
Check	5015	11/22/17	Vendor	Office Depot	977080643001	OFFICE SUPPLIES	Office Supplies	001-551002-53980	\$219.57
Check	5015	11/22/17	Vendor	Office Depot	977080703001	COFFEE SUPPLIES	Office Supplies	001-551002-53980	\$10.07
Check	5015	11/22/17	Vendor	Office Depot	978202930001	CLEANING SUPPLIES	Cleaning Supplies	001-552077-53980	\$38.58
Check	5015	11/22/17	Vendor	Office Depot	978203026001	OFFICE/COFFEE SUPPLIES	Cleaning Supplies	001-552077-53980	\$82.04
Check	5015	11/22/17	Vendor	Office Depot	978203026001	OFFICE/COFFEE SUPPLIES	Office Supplies	001-551002-53980	\$185.37
Check	5015	11/22/17	Vendor	Office Depot	978203027001	COFFEE/CLEANING SUPPLIES	Cleaning Supplies	001-552077-53980	\$10.49
Check	5015	11/22/17	Vendor	Office Depot	978203027001	COFFEE/CLEANING SUPPLIES	Office Supplies	001-551002-53980	\$37.89
Check	5015	11/22/17	Vendor	Office Depot	973887688001	COFFEE SUPPLIES	Office Supplies	001-551002-53980	\$33.90
Check	5015	11/22/17	Vendor	Office Depot	975197820001	COFFEE SUPPLIES	Office Supplies	001-551002-53980	\$139.68
Check	5015	11/22/17	Vendor	Office Depot	975197850001	DOGGIE WASTE BAGS	Cleaning Supplies	001-552077-53980	\$195.98
Check	5016	11/22/17	Vendor	Ready Refresh by Nestle	07J0009720640	WATER COOLER	Water Cooler	001-552093-53980	\$68.48
Check	5016	11/22/17	Vendor	Ready Refresh by Nestle	07J0009591322	WATER COOLER	Water Cooler	001-552093-53980	\$273.70
Check	5017	11/22/17	Vendor	Research Irrigation, Inc	35252	IRRIGATION RENOVATIONS	Irrigation Repairs & Replacem.	001-546932-53960	\$1,485.00
Check	5017	11/22/17	Vendor	Research Irrigation, Inc	35273	OCT 2017 IRR MAINT	Irrigation Maintenance	001-546930-53960	\$645.80
Check	5017	11/22/17	Vendor	Research Irrigation, Inc	35273	OCT 2017 IRR MAINT	Irrigation Maintenance	001-546930-53960	\$2,893.89
Check	5017	11/22/17	Vendor	Research Irrigation, Inc	35273	OCT 2017 IRR MAINT	Irrigation Maintenance	001-546930-53960	\$432.00
Check	5017	11/22/17	Vendor	Research Irrigation, Inc	35296	MNTHLY IRR MAINT NOV 2017	Irrigation Maintenance	001-546930-53960	\$1,174.50
Check	5017	11/22/17	Vendor	Research Irrigation, Inc	35296	MNTHLY IRR MAINT NOV 2017	Irrigation Maintenance	001-546930-53960	\$391.50
Check	5017	11/22/17	Vendor	Research Irrigation, Inc	35296	MNTHLY IRR MAINT NOV 2017	Irrigation Maintenance	001-546930-53960	\$1,044.00
Check	5017	11/22/17	Vendor	Research Irrigation, Inc	35295	MNTHLY VALVE MAINT NOV 2017	Irrigation Maintenance	001-546930-53960	\$3,295.00
Check	5017	11/22/17	Vendor	Research Irrigation, Inc	35321	IRR REPAIRS - TARAMEA BLVD LAKE	Irrigation Repairs & Replacem.	001-546932-53960	\$1,350.00
Check	5018	11/22/17	Vendor	Star Pools, Inc	38240	MTHLY POOL SVC NOV 2017	R&M-Pools	001-546074-53965	\$1,400.00
Check	5018	11/22/17	Vendor	Star Pools, Inc	38201	2 POOL DRAIN GRATES	R&M-Pools	001-546074-53965	\$640.00
Check	5018	11/22/17	Vendor	Star Pools, Inc	38184	Invoice 000006	R&M-Pools	001-546074-53965	\$285.00
Check	5018	11/22/17	Vendor	Star Pools, Inc	38239	FOUNTAIN SVC NOV 2017	R&M-Fountain	001-546032-53970	\$275.00
Check	5019	11/22/17	Vendor	The Gym Doc	944	GYM EQUIP PREVENTIVE MAINT OCT 2017	Gym Equipment Maintenance	001-534159-53970	\$175.00
Check	5019	11/22/17	Vendor	The Gym Doc	943	GYM EQUIP PREVENTIVE MAINT SEPT 2017	Gym Equipment Maintenance	001-534159-53970	\$175.00
Check	5020	11/22/17	Vendor	Total Entry Control	32578	9/26/17 SVC PINE ISLAND GATE W/GEAR BOX	R&M-Gate	001-546034-53950	\$345.89
Check	5020	11/22/17	Vendor	Total Entry Control	32332	RESET UNIVERSITY CONTROLLER	R&M-Gate	001-546034-53950	\$120.00
Check	5020	11/22/17	Vendor	Total Entry Control	32715	PINE ISLAND SWING GATE REPAIR	R&M-Gate	001-546034-53950	\$95.00
Check	5020	11/22/17	Vendor	Total Entry Control	32639	FARPOINTE DATA PROXIMITY CARDS	Entry System-Key Fob	001-549903-53980	\$718.00
Check	5020	11/22/17	Vendor	Total Entry Control	32577	ACTIVATED TAGS 021-4151 TO 021-4550	R&M-Gate	001-546034-53950	\$418.00
Check	5020	11/22/17	Vendor	Total Entry Control	32821	REPLACED CONTROL SYSTEMS	Gate Transponders	001-546960-53950	\$75.00
Check	5021	11/22/17	Vendor	Tropical Plant and Pest Services	10122017EMONT	MOSQUITO CONTROL	R&M-Pest Control	001-546070-53960	\$135.00
Check	5021	11/22/17	Vendor	Tropical Plant and Pest Services	10122017EMONT	MOSQUITO CONTROL	R&M-Pest Control	001-546070-53960	\$135.00
Check	5021	11/22/17	Vendor	Tropical Plant and Pest Services	10122017EMONT	MOSQUITO CONTROL	R&M-Pest Control	001-546070-53960	\$136.00
Check	5021	11/22/17	Vendor	Tropical Plant and Pest Services	10272017EMONT	MIDGE CONTROL LAKE BANK	Pest Control-Midge Lake Banks	001-546367-53955	\$2,680.00
Check	5021	11/22/17	Vendor	Tropical Plant and Pest Services	11012017MONTBEE	BEE REMOVAL @ 3217 NW 84 WAY	R&M-Pest Control	001-546070-53960	\$150.00
Check	5021	11/22/17	Vendor	Tropical Plant and Pest Services	10272017EMONT-OCT	OCT 2017 PEST CONTROL/FERTILIZATION	R&M-Pest Control	001-546070-53960	\$3,787.50

MONTERRA COMMUNITY DEVELOPMENT DISTRICT

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Check	5021	11/22/17	Vendor	Tropical Plant and Pest Services	10272017EMONT-OCT	OCT 2017 PEST CONTROL/FERTILIZATION	R&M-Pest Control	001-546070-53960	\$1,262.50
Check	5021	11/22/17	Vendor	Tropical Plant and Pest Services	10272017EMONT-OCT	OCT 2017 PEST CONTROL/FERTILIZATION	R&M-Pest Control	001-546070-53960	\$3,283.34
Check	5021	11/22/17	Vendor	Tropical Plant and Pest Services	08032017EMONT	MIDGE CONTROL AUG 2017	Pest Control-Midge Lake Banks	001-546367-53955	\$2,680.00
Check	5022	11/22/17	Vendor	VISS Technology, LLC	307958	MTHLY MAINT/ANALYTICAL SVCS	R&M-Access&Surveillance Systems	001-546349-53950	\$1,119.44
Check	5023	11/22/17	Vendor	Zogics, LLC	47688	WELLNESS CTR WIPES	Electrical Supplies	001-552095-53980	\$259.90
Check	5024	11/22/17	Vendor	People's Choice Pressure Cleaning	12927	PRESSURE CLEANING 10/27/17	R&M-Pressure Washing	001-546171-53960	\$5,165.00
Check	5024	11/22/17	Vendor	People's Choice Pressure Cleaning	359	POWER WASH SHERIDAN ST PERIMETER WALL BOTH SIDES	Capital Reserve	001-568018-53985	\$5,217.50
Check	5025	11/22/17	Vendor	Billing, Cochran, Lyles,	144876	GEN COUNSEL THRU SEPT 2017	Attorney Fees	001-531058-51302	\$2,907.50
Check	5026	11/22/17	Vendor	KENT SECURITY OF PALM BEACH, INC.	20029731	SECURITY SVC OCT 2017	Security	001-534203-51320	\$22,940.00
Check	5027	11/22/17	Vendor	ALL PAVING & SEALCOATING, LLC	2976	SEALCOAT/STRIPING	R&M-General	001-546001-53970	\$2,326.10
Check	5028	11/22/17	Vendor	ASAP GATE PLUS, LLC	20108318	INSTALL E-PLEX2000 LOCK @ GATE 5	R&M-Fence	001-546025-53950	\$617.80
Check	5028	11/22/17	Vendor	ASAP GATE PLUS, LLC	20108319	INSTALL E-PLEX2000 LOCK @ GATE 6	R&M-Fence	001-546025-53950	\$617.80
Check	5029	11/22/17	Vendor	RUST TECH SERVICES, INC.	153235	MAINT IRR STAINING @ PUMP STATION NOV 2017	Rust Control	001-546193-53960	\$360.00
Check	5029	11/22/17	Vendor	RUST TECH SERVICES, INC.	153235	MAINT IRR STAINING @ PUMP STATION NOV 2017	Rust Control	001-546193-53960	\$120.00
Check	5029	11/22/17	Vendor	RUST TECH SERVICES, INC.	153235	MAINT IRR STAINING @ PUMP STATION NOV 2017	Rust Control	001-546193-53960	\$320.00
Check	5030	11/22/17	Vendor	XEROX CORPORATION	091042284	NOV 2017 COPY MACHINE USAGE	Office Supplies	001-551002-53980	\$193.92
Account Total									\$144,745.74

Total Amount Paid	\$144,745.74
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