

**MONTERRA  
COMMUNITY DEVELOPMENT DISTRICT  
AGENDA PACKAGE  
JUNE 18, 2018**

**Monterra  
Community Development District**

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**Inframark, Infrastructure Management Services**  
210 North University Drive • Suite 702 • Coral Springs, Florida 33071  
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June 11, 2018

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, June 18, 2018 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. Approval of Agenda
3. Approval of the Minutes of the May 21, 2018 Meeting
4. Approval of May 31, 2018 Financial Statements
5. Audience Comments
6. Consideration of Proposal for Conversion of Irrigation Zones
7. Staff Reports
  - A. Attorney
    - i. Discussion of Encroachment Agreement
  - B. Engineer
    - i. Discussion of Lake Report
  - C. Clubhouse
  - D. District Manager
    - i. Website and Monthly Newsletter
    - ii. Report Concerning Inspection by the CDD Insurance Carrier
    - iii. Equator Invoices
8. Supervisors' Requests
9. Adjournment

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

## **Second Order of Business**

## **Monterra Community Development District**

### **Board of Supervisors**

- ☐ Ricardo Lowe, Chairman
- ☐ Greg Popowitz, Vice Chairman
- ☐ Susan Kooiman, Assistant Secretary
- ☐ Massimo Pulcini, Assistant Secretary
- ☐ Avi Ciechanowiecki, Assistant Secretary
- ☐ George Miller, District Manager
  - ☐ Kenneth Cassel, Secretary
  - ☐ Ginger Wald, District Counsel

### **Agenda for Regular Meeting**

Monday, June 18, 2018 – 6:00 p.m.

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- 2. Approval of Agenda**
- 3. Approval of the Minutes of the May 21, 2018 Meeting**
- 4. Approval of May 31, 2018 Financial Statements**
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- 7. Staff Reports**
  - A. Attorney
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  - C. Clubhouse
  - D. District Manager
    - i. Website and Monthly Newsletter
    - ii. Report Concerning Inspection by the CDD Insurance Carrier
    - iii. Equator Invoices
- 8. Supervisors' Requests**
- 9. Adjournment**

The next Meeting is scheduled for Monday, July 16, 2018 at 6:00 p.m.

#### **District Office**

Inframark  
210 North University Drive, Suite 702  
Coral Springs, Florida 33071  
(954) 603-0033

#### **Meeting Location**

Club at Monterra  
8451 Monterra Boulevard  
Cooper City, Florida 33024  
(954) 374-9936

## **Third Order of Business**

**MINUTES OF MEETING  
MONTERRA  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Monterra Community Development District was held Monday, May 21, 2018 at 6:00 p.m. at the Club at Monterra, located at 8451 Monterra Boulevard, Cooper City, Florida.

Present and constituting a quorum were:

Greg Popowitz	Vice Chairman
Susan Kooiman	Assistant Secretary
Massimo Pulcini	Assistant Secretary
Avi Ciechanowiecki	Assistant Secretary

Also present were:

George Miller	District Manager
Kenneth Cassel	Secretary
Stephen Bloom	Treasurer
Ginger Wald	District Counsel
Joaquin Mojica	District Engineer
Maria Mihailovschi	Castle Group
Josh Antoine	Castle Group
Jorge Castro	Kent Security
2 BSO Officers	
Numerous Residents and Members of the Public	

*Due to a failure of the audio equipment, the first part of the meeting has been summarized based on the District Manager's notes.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Miller called the meeting to order. Supervisors and staff introduced themselves, and a quorum was established.

## SECOND ORDER OF BUSINESS

### Approval of Agenda

Mr. Miller presented the agenda for the meeting and the following amendments were requested:

- Under the *Eighth Order of Business*, under *Clubhouse*, *Enhanced Security Discussion – Kent Security*, will be moved to the beginning of the meeting.
- Under the *Eighth Order of Business*, *Engineer* will be discussed right after *Enhanced Security Discussion*.

## EIGHTH ORDER OF BUSINESS

### Staff Reports

#### C. Clubhouse

##### ii. Enhanced Security Discussion – Kent Security

- A discussion concerning access issues at the gate was held, and Inframark will publish post orders for all residents to view.
- The Board discussed the addition of cameras and other technology to enhance the overall security, including off-site monitoring.
- Mr. Jorge Castro of Kent Security indicated a proposal should be received on Tuesday, May 22, 2018.

*The recording started at this point.*

Mr. Ciechanowiecki: It is perhaps a larger investment, but it is a much more long-term solution.

Mr. Popowitz: I am in 100% agreement, but if we wait until the next meeting it may be a problem.

Mr. Ciechanowiecki: What is the leeway of time you require to get the technology proposal versus how much head time do we have to give you to get the additional head count, if we do the rover?

Mr. Castro: I need one week to 10 days, that way I can set a schedule and create a report.

Mr. Ciechanowiecki: I understand what you are saying.

Mr. Castro: Ms. Mihailovschi will have your technology proposal first thing tomorrow morning.

Mr. Popowitz: Even if we decide 100% or whatever the decision is on doing the proposal, it is still going to take time to implement. It is not going to be effective until this summer.

Mr. Ciechanowiecki: Hypothetically, if we were to go down the road of Kent, how long would that be for the installation, roll-out and everything else?

Mr. Castro: It is hard to say, sir, only because it all depends on whether you accept Option A, which is two cameras or *Option Z*, which is 100 cameras.

Ms. Mihailovschi: I am probably going to have to approve it next month, so you will have until June.

Mr. Castro: You will need electrical and all the services which go along with it.

Mr. Popowitz: It is cumbersome.

Mr. Ciechanowiecki: Perhaps we should make a motion because it is the same cost.

Mr. Popowitz: Is it the same cost to include the vehicle?

Mr. Ciechanowiecki: It is.

Mr. Castro: It is the same cost as last year, yes. It is \$1,200 per month.

Mr. Ciechanowiecki: that is if we get the additional person, not just the vehicle.

Ms. Wald: What is the difference with substituting the vehicle for the golf cart?

Mr. Castro: The difference is that a car is much more visible.

Mr. Ciechanowiecki: I am referring to cost.

Mr. Castro: You are looking at \$900. I believe the golf cart is \$350 per month, roughly \$850 to \$900 is the difference between the vehicles.

Ms. Kooiman: I think as a resident honestly, as opposed to just switching out one vehicle for another, I think I would prefer the extra person driving around.

Mr. Castro: It really was effective last year. Either way, with regards to the overlap of the car and golf cart, because now remember the golf cart can get in places where the car cannot, you have the little park over here. You can ride the golf cart on the sidewalk and it does have the amber light, although it is small, but it is still a deterrent. It all depends on what your budgetary number of hours, but it was very effective last year.

Mr. Popowitz: It was actually \$5,000 total.

Ms. Kooiman MOVED to approve the addition of an extra security vehicle and security officer for the summer until school starts, at the same rate as last year in an amount not to exceed \$5,000; and Mr. Ciechanowiecki seconded the motion.

*Residents were permitted to voice their opinions.*

A Resident: It does not affect us at Cascada Isle.

Mr. Pulcini: Personally, I would rather wait for the cameras.



Mr. Ciechanowiecki: I agree with that, but unfortunately, you are going to have about a month where you have no coverage regardless.

Mr. Pulcini: We still have a rover.

Mr. Ciechanowiecki: I understand, but this is the heightened time of issues, in June and July.

A Resident: We ran it for three months last year and I think it was July and August, correct? The time they were out of school, you ran it for those 90 days.

Mr. Popowitz: That is what we did last year, otherwise, we would have kept the rover last year.

Mr. Pulcini: It did help.

There being no further discussion,

On VOICE vote with Mr. Popowitz, Ms. Kooiman and Mr. Ciechanowiecki voting aye; and Mr. Pulcini voting nay, the prior motion was approved.

Mr. Ciechanowiecki: I think the question is, and I think Ms. Wald can give us the guidance, what is the expectation of the gates? Do guests have to show, do they not have to show? Can we direct? Can we not direct? I think the biggest issue we are having is ultimately these are public streets. People can come in here if they so choose.

Ms. Wald: You can ask at the gates. The officer can ask at the gates. They have to let them in, as they are public streets.

Mr. Ciechanowiecki: Understood.

Ms. Wald: You can ask.

Mr. Ciechanowiecki: What is the training at the gates and for the officers of the gates where that is the point that we get to versus these are public streets, come in?

Mr. Castro: We do not train, in fact, that word does not come out of our mouth at all. The way that we treat your community, we treat it like every other gated community. When a visiting vehicle pulls up, the guards are trained to read the driver, ask for identification and where they are going. Once they retrieve the identification, they look up the resident information in the system, they call the resident to let them know they have a visitor. The way we train is that if the resident is not home, and if the resident does not confirm the call from the gate, the visitor is asked to turn

around and come back for a second try. If they do not want to wait, they are welcome to leave. However, if they push the issue that they need to come in, now they are holding up the line, and we open the gate.

Mr. Ciechanowiecki: Understood. Realistically, I think 99% of our homeowners are still confused as to public, non-public and all of these issues. The fact that guests would even know that these are public roads is a concern to me.

Mr. Popowitz: Can we get Ms. Wald's comments on whether the circle-back policy is acceptable?

Ms. Wald: Again, if someone says they are coming in, they cannot be stopped.

Mr. Castro: We offer little resistance if they say they are not showing identification, and they have to be let in. At that point, we are not getting into an altercation. We try to avoid any liability to the CDD and the HOA.

Mr. Ciechanowiecki: I am perfectly understanding of that. I think the question gets to, and here is where we are seeing some resistance, and perhaps it is an issue this month issue versus a past six-month issue, it is that the line gets long and people get wary.

Ms. Kooiman: You guys have to do something when it goes out to block the street.

Mr. Ciechanowiecki: That is a good point to understand as well. Again, I think that the fact of when these lengthy wait times occur, it will probably be isolated to a few times per week.

Ms. Kooiman: Friday nights, maybe.

An Unidentified Speaker: maybe the weekend when you have most activity, like parties in the community.

Mr. Ciechanowiecki: There may be exceptions. Habitually on a Friday or a Saturday night and then obviously seasonal throughout the year, a few days throughout the year that those will exceed. Do we have a faction into those times in which additional coverage is needed to mitigate that length of time those queues build up?

Mr. Castro: on my cost not an expense to the HOA or the CDD, I have pulled a rove supervisor off of the road and I brought them out here when the gate reports that there is heavy flow of traffic, maybe the early evening hours, 6:00 p.m. to about 9:00, 10:00 or 11:00 p.m. on a Friday or Saturday night or when there is the Super Bowl or other holiday weekends. I do that just out of courtesy to a large community like you and I do not charge for that.

Mr. Popowitz: to the information aspect, is there a way that we can get at least a basic procedure that what you are doing obviously not that it is a public road, anyone can get in, so we can post it on the website as a forum for community members, which says, if you have a problem go and point to the website, this is what the procedure is, this is how it is being handled?

Mr. Castro: I would have your management drop off a memo. I can give you the whole story, or just an access control page, highlighting the key points.

Mr. Ciechanowiecki: The fun thing is once you sit in these roles, you get a lot of calls, so that is always a lot of fun. One of the biggest concerns I have heard is the call-back to the homes to let them know whether a vendor has come to the home or something has come in and I am hearing vast disparity. Personally, I get calls all of the time.

Ms. Kooiman: We get calls and some people I know for a fact have changed the phone number and forgotten to tell these guys.

Mr. Castro: That is important.

Ms. Kooiman: We have to take some responsibility.

Ms. Mihailovschi: That is why I sent that form not too long ago to update information, but we did not get anything back.

Mr. Ciechanowiecki: Is there not an on-line tool that we could just have people update their information to?

Ms. Mihailovschi: I also sent a letter.

Mr. Ciechanowiecki: Do they have to come physically in here to change it?

Ms. Mihailovschi: No, they can do it from the app.

Ms. Castro: This creates a big challenge for us.

Mr. Ciechanowiecki: At the end of the day, I just want to make sure we address the issues from the community at the same time and try to create a harmonious environment.

A Resident: I know my cleaning lady comes, but the last time she said, they recognized me from last time, they should say go right in. I have specific orders they are to ask anyone who comes to my house to please call me. Most of us have our decal and paid for it. I asked so many residents and it bothers me very much that they will make them call at the gate and because they are residents they have to go in. Why do they have to collect everyone else in the community? I live here and they do not even check. I have seen it.

Mr. Popowitz: Technically, what is stopping someone from doing that?

Ms. Wald: They are public roads. Let me give you an example. I pull up on the public road, I do not take out my identification and I say, can I come in here and they are saying we need to see your identification, I say, I will not show you my identification. Why are you here? None of your business and I test them and some fail and some do not. I have not done it at your community.

Mr. Popowitz: I really want to go in and say, I am Mickey Mouse, let me in.

Mr. Ciechanowiecki: We have a right to ask for identification. They are not obligated to show it, but we may ask for it.

Ms. Wald: What the residents need to know, I know Kent Security already knows us from other communities, residents need to know that whomever asks, they can come in, they do not have to be asked and they do not have to make the phone call and those things do not have to happen because this is not a closed community. You have soft gates. The difference is you have monitored soft gates versus other communities which do not even have that. Keep in mind it is a deterrent because you do not want just anyone coming in and if people see that and they are up to no good, usually they turn around. It is also good for when you have workers come here, whether it is the cleaning lady or some type of construction worker, the gate sees them, the gate can write down the information that Joe's Plumbing truck just came in here, they say they are going to such and such an address, and then you have rover patrol which can keep an eye on that. That is really what you are receiving as the benefit from having your soft gate monitored on a public roadway.

A Resident: they should call and tell people from other Cooper City places that they are coming.

Mr. Pulcini: We do not control that.

A Resident: Regarding the calling to the resident, several times people come to my house with no call. I call the gate and say why didn't you call me? I did call you. Which number did you call? They say my number, but no one called. I look again. In other cases, they say it is an open gate and we do not have to call you. That is ridiculous. All we ask is that you call. If someone is coming to my home, call me. It is not happening.

Ms. Kooiman: Ms. Wald just said we do not have to, but it would be nice.

Mr. Popowitz: We are saying for the policy that they should call. If that is not occurring, they should be trying harder to call.

A Resident: Are we paying for them to call?

Mr. Ciechanowiecki: It is a request of our procedure at the gates.

Mr. Popowitz: It is not in a contract. It is just something we asked them to do. If they are not doing that or there is a disconnect with telephone numbers, let us try to resolve that on a one to one basis, but policy-wise, Kent is supposed to call when a visitor comes in.

A Resident: There are a lot of people complaining about that.

An Unidentified Speaker: Is there something you can send me which I will put on the official HOA page?

Mr. Ciechanowiecki: I think we should develop clear and concise expectations and put it out there so everyone knows. It will be called, *Rules of Engagement*.

Ms. Wald: They are called post orders. They are not rules because you have not adopted formal rules as the CDD and there is no real reason to do so at this point. These are the post orders which have been created through your security professional, also knowing the limitations you have as being public roads. If you do not like the post orders, obviously those can be changed. The post orders you have are basically what was just stated by Kent Security. I think it would be beneficial for those to be provided to Ms. Mihailovschi and Mr. Miller, so they can be provided to each one Board member, also posting it on the website itself and then when we come back for another meeting and they can be discussed if you wish to have those changed.

Mr. Pulcini: You will review the post orders.

Ms. Wald: I will review them for you if you want me to do so.

Mr. Ciechanowiecki: When you guys initially came in, you gave the potential option of a digital system. I think at that time it was an outside monitor. I do not recall the exact verbiage, but at that time it would have been essentially a screen or something that you could have called, like a virtual security guard. How would that have worked in this environment?

Ms. Wald: That is going to be difficult. They have them in some communities, but it is different roads, so it is different. It is difficult because with that system, you actually push-button to call in and tell who you are and where you are going. They have already taken a picture of my license plate. They already know who I am because I am already in the system to be allowed in. Since we hold our meetings in the community at the clubhouse, we have told them the meetings have to be open. What we have told the person behind the call box is that if anyone comes up and say they are going to the meeting, you must let them in. They are still taking a picture of the

license plate, in fact, but you must let them in. It does get backed up, as it is not a quick system. For every single one, they are going to have to let them in and it is an expensive system.

Mr. Ciechanowiecki: I am asking what is one versus the other, not cost-wise, but in actual procedure of calling. I think what you will hear from the community is they prefer the call-out versus the identification-check more than anything else, the notification someone is actually coming to their residence versus a person just showing up.

Mr. Popowitz: To that point, if someone does have a problem that they did not get a call, there should be a checklist to determine whether the numbers coincide, because otherwise, it is just a blind game. Maybe you called and it did not connect or maybe it is a wrong telephone number.

Ms. Mihailovschi: When we have the wrong telephone number, usually the guards mark the right number on their report and I go into the system and change them.

Mr. Castro: We cross-reference all that we are seeing to what is actually on the report.

Mr. Popowitz: I think that if there is someone who has a complaint besides just blaming Kent Security saying they did not do this, let us try to help facilitate the results.

Ms. Mihailovschi: For example, someone was arrested that was living in La Costa and he moved to Vista del Sol. I was told and went into the system to make sure they actually moved and I moved him, but they never came to register at the clubhouse. They were in the system, but they are still living here.

Mr. Ciechanowiecki: I think having these engagement post orders is a good idea.

Ms. Kooiman: There should be a reminder to use the University gate where the people can find us.

Mr. Ciechanowiecki: 100%. That is a viable system.

*The record shall reflect Mr. Castro exited the meeting.*

## **B. Engineer**

Mr. Miller: Earlier, I sent to all of the Board members a revised prioritization of the work on the lakes, what they would do on them. I did not know if you had any additional questions, but I did ask Miller-Legg to be here and I see Mr. Mojica is here. Recognizing that everyone's time is precious, I wanted to move it from down on the list up here.

Mr. Ciechanowiecki: I personally do not have any questions.

Ms. Kooiman: I did not because I looked at it and thought that makes sense. I wish we could afford to do it all at one time, but we cannot.

Mr. Popowitz: Is there anything that needs to be done regularly?

Mr. Ciechanowiecki: There are multiple things, but I would think we would need to discuss what that is at the next meeting.

Ms. Wald: You probably need to make it an actual agenda item and put it as part of the book for another meeting.

*The record shall reflect Mr. Mojica exited the meeting.*

**SECOND ORDER OF BUSINESS                      Approval of Agenda (Continued)**

Mr. Miller: I would request a motion to approve the agenda with the changes we have just done.

There being no further discussion,

On MOTION by Ms. Kooiman, seconded by Mr. Ciechanowiecki, with all in favor, the agenda for the meeting was approved as amended.
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**THIRD ORDER OF BUSINESS                      Approval of the Minutes of the  
April 16, 2018 Meeting**

Mr. Miller stated each Board member received a copy of the Minutes of the April 16, 2018 Meeting, and requested any additions, corrections or deletions.

Mr. Miller stated there was a correction which was suggested earlier on Page 3, simply to change the reference to the *three* proposals for the RFP to *all*. We rejected all of them which were presented at that point.

Ms. Kooiman: I was happy with the minutes actually.

Mr. Pulcini: I have the same comment I had last time. I would like to see the verbatim minutes.

Ms. Kooiman MOVED to approve the Minutes of the April 16, 2018 Meeting, as amended, and Mr. Popowitz seconded the motion.
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There being no further discussion,

On VOICE vote with Mr. Popowitz, Ms. Kooiman and Mr. Ciechanowiecki voting aye, and Mr. Pulcini voting nay, the prior motion was approved.

Ms. Kooiman: What was the reason for not accepting the minutes?

Mr. Pulcini: Did you find out about the verbatim minutes?

Mr. Miller: If the Board gives us direction to do them verbatim, we will do so.

Mr. Pulcini: A specific example is, as I was reading the security section and the reason why I want the full verbatim is we specifically and from my understanding of how we record the minutes, the meeting last time was that we asked for specific, I asked four or five times in my verbiage about monitored cameras and I do not see that reflected here at all. In verbatim it would be showing that and here it just appears we are asking Kent for direction. My guidance was to look for monitoring and I thought it was going to be not just Kent, but other security companies as well. That is why I prefer verbatim.

Mr. Ciechanowiecki: At the last meeting we discussed getting verbatim and you told us, Mr. Miller, that you would come back to us letting us know if there would be a possible increase in price. Can you find out if the price would be higher or the same?

Mr. Miller: The price would be the same. That would be partially offset because we want to deliver them electronically and not hard copy, which raises a question. Over the last two weeks I have sent at least seven emails to the Board members. Are you receiving my emails?

Mr. Pulcini: I am.

Ms. Kooiman: Yes.

Mr. Ciechanowiecki: It is difficult to say. I am not sure which one you are talking about.

Ms. Wald: There were emails which were sent to a drop box.

Mr. Ciechanowiecki: I answered you. I could not access the drop box, but I received the email.

Mr. Pulcini MOVED to approve preparation of minutes verbatim and Mr. Popowitz seconded the motion.



On VOICE vote with Mr. Popowitz, Mr. Pulcini and Mr. Ciechanowiecki voting aye, and Ms. Kooiman voting nay, the prior motion was approved.

Mr. Pulcini: It is just a good record for homeowners and it is searchable.

**FOURTH ORDER OF BUSINESS**

**Approval of April 30, 2018 Financial Statements**

Mr. Miller presented the April 30, 2018 Financial Statements for the Board's review and approval.

Mr. Miller: It starts on Page 15 of your agenda book.

There being no comments or questions from the Board,

On MOTION by Mr. Ciechanowiecki, seconded by Ms. Kooiman with all in favor, the April 30, 2018 Financial Statements were approved.

**FIFTH ORDER OF BUSINESS**

**Audience Comments**

Hearing no comments from the audience, the next order of business followed.

**SIXTH ORDER OF BUSINESS**

**Discussion of RFPs for Landscaping Services**

Mr. Miller: Previously I sent you the RFP request we sent out as well as the three proposals from various vendors. We also had, and in front of you, I added another one in case you did not have it, which is a scoresheet for you to rank the three proposals.

Ms. Wald: It was in the package and you had the actual proposal specifications with all the documents that were sent out as part of the package. It was advertised as stated within the Notice of Proposal, and you then received the responses which are attached in your agenda booklet, and they were received on or before 2:00 p.m. on May 3, 2018.

Mr. Miller: Correct.

Ms. Wald: You opened those proposals, as stated and those are what are in your packet here.

Mr. Miller: Correct.

Ms. Wald: Therefore, it is up to the Board members to review them.

Mr. Miller: Page 254 is a recap in simple terms of who the vendors were, when we received the bid, their offered price and my observers. You may have Page 255 which is a blank form, for which I apologize.

Ms. Wald: On Page 86 is your scoring sheet. That was also approved.

Mr. Ciechanowiecki: I apologize for my ignorance. I know that when we made the request, we asked for certain things like tracking the hurricane schedule.

Ms. Wald: What you asked for is actually included and starts on Page 44 through 86.

Mr. Popowitz: There were some things which were not required.

Mr. Ciechanowiecki: That is what I was trying to get to.

Mr. Miller: The only thing we suggested for which we could not make a requirement, was an electronic tracking system. We asked them to give us a comment on how they would track their equipment.

Mr. Pulcini: I believe at the time we asked for the hurricane schedule.

Mr. Popowitz: That was actually part of it.

Ms. Wald: If you go to Page 80 to 81, that is where it is.

Mr. Popowitz: Are we obligated to take the lowest qualified bidder?

Ms. Wald: What you have done previously is accepted the lowest, most responsive bid which is what the Statute provides for, but you have specifically assigned criteria and a scoring system where you have included price as part of your scoring system, which is what I identified on Page 86, and so that is what you had previously approved. Each potential bidder received this and they provided those responses that these were the points which were going to be assigned and so this is where the responsiveness comes in. Each one of those potential bidders knew they needed to have the ability, personnel, experience, understanding, scope of work, the ability to furnish the required services and also price. You also have Rules of Procedure for Monterra Community Development District which sets forth similar criteria and your predecessors have previously provided that as well. As long as you are staying within that selection of evaluation criteria, providing those assigned numbers, and viewing the calculation at the bottom, you are selecting the lowest and most responsible bidder.

Mr. Popowitz: Do you think it is worth it from a process standpoint to go through this?

Ms. Wald: You can do it any way you wish. This is where the freedom comes as to a recommendation from your District Manager how you would like to do it and how you would like

to provide the points system. What Mr. Miller pointed out to you just to make it a little easier is on Page 254. He provided the three packet figures which are in here with when they were received and the price they were providing, of course, but the rest of it is based on what you have reviewed as Supervisors and how you wish to go ahead and provide the points system. You may do them individually or you may do them as a collective unit. There is no reason as specifically as to how you have to do it, but since you have done the criteria, my suggestion would be to go through each vendor, and you have three, and provide those numbers under an individual 20-point system. I would defer to Mr. Miller on however his recommendations would be regarding this.

Mr. Pulcini: I do not see a Certificate of Insurance for Earthcare.

Mr. Miller: What I received is what you have.

Mr. Pulcini: Did you review the packages?

Mr. Miller: I have. I am not in the process of scoring this, since I do not have a vote.

Mr. Pulcini: Is a Certificate of Insurance required?

Mr. Miller: That was one of the criteria.

Mr. Popowitz: You are saying that Earthcare does not have a Certificate of Insurance. They did not provide it.

Ms. Wald: Where was it as a requirement? I know they have to have it.

Mr. Miller: We required a \$1 Million policy and I will be happy to find it.

Ms. Wald: Ms. Mihailovschi found it on Page 61. Thank you.

Mr. Pulcini: How should we do this? Do we assign specific vendors, like Vendor A, B or C?

Mr. Miller: The scoresheet I gave you on Page 254 was in the order in which I received them.

Ms. Wald: On Page 62 so all are aware under the 2.24 Insurance Provision, it states they must have insurance at the time of the execution of the contract. It states, *At the time of execution of the Contract, the Contractor will file with the Owner certificates of such insurance, acceptable to the Owner. These certificates shall contain a provision that the coverage afforded under the policies will not be cancelled or materially changed until at least thirty (30) days prior written notice has been given to the Owner.* I do not see specifically where it had to be the COI provided as part of the response to the RFP. If it was, then a bidder or proposer did not do it and it would be a disqualification, but it does not appear it was specifically a requirement.

Ms. Kooiman: As long as they had it by the time they started the contract.

Ms. Wald: They would need to have it by the time the contract is executed.

Ms. Kooiman: That makes sense to me.

Ms. Wald: Those minimum amounts are required, that is correct.

Mr. Ciechanowiecki: They cannot be excluded, just to be clear.

Ms. Wald: I think it is also fair with what Mr. Miller is saying, he opened the packets and went through each one to make sure they were complete regarding the requirements, and you have stated that each one of the three you placed in the agenda packet met those minimum requirements.

Mr. Miller: Correct. We had two other people request for the information, but they chose not to bid.

Mr. Pulcini: You invited all three of those vendors today and I do not see them. They do not have to be here today.

Mr. Miller: They do not have to be here today.

Ms. Wald: It is not mandatory as part of the bid package.

Mr. Miller: each one of them was invited.

Ms. Wald: That is not required, so you cannot take that into consideration. You have to do it based on the selection and evaluation criteria.

Mr. Popowitz: Does anyone object to going vendor by vendor?

Ms. Kooiman: That sounds good to me.

Mr. Pulcini: Did anyone check references? Did anyone call?

Ms. Kooiman: I had every intention of going by and looking at some of the properties they had done and with all of this rain, it could have been looking perfect last week and this week it is going to look terrible. There was no point in doing that.

Mr. Pulcini: Do we have any experience or feedback regarding these three vendors, anything to advise before we move through scoring?

Mr. Popowitz: I think everyone knows BrightView because they were a prior vendor.

Ms. Kooiman: I know it is a new crew, and I tried to look at it objectively from that point of view, had they said actually that they would put Mr. Eddie Goodall back here, I would hire them *in a heartbeat* because he was good, but it is the same company more or less and we have to get on them and, of course, they would not be doing pest and fertilization issues, but those were some of the problems where they had issues before, but overall, we did have some problems with the

employees taking off their shirts and just kind of lounging around and not being fully professional, so that stuck in my mind and the quality of work was not what I would have liked. I think any of the vendors we can actually get up there, but past history put a minus element in my review. With regards to Earthcare, I read their letters and their grammar was not up to par for what I would expect to be a professional response, and if they overlooked that much detail in a professional response to win a bid of \$300,000 and more, it concerns me what they would overlook on our property.

Mr. Pulcini: That is which company?

Ms. Kooiman: Earthcare.

Mr. Popowitz: In Deer Point, they have an app that checks people in and out.

Mr. Ciechanowiecki: It is called, *Find my Phone*.

Ms. Wald: Remember, you have to keep it to what was provided.

Mr. Pulcini: Can we use the size of the company?

Ms. Wald: Go to Page 86 and that is the ability to furnish required services. What I want each one of you to keep in mind, for every single one of these, is you have each one of the categories to provide the scoring and having the ability to handle first the required services, the scope of work that was provided in here is having the manpower and the equipment that was already put in the bid package to make sure they have that. That is something you provide a score for. As stated, if they feel they made it by 100%, then there is your 20, for example. If you do not believe they have it, but, they have some of it, you are going to score them lower, but that is only on one of the categories. You are going to have to score each category because that is how you set up the process. You can do it individually or as a collective unit, that part is whatever you decide to do.

Mr. Popowitz: Do you guys want to do it collectively or individually and just compare?

Ms. Kooiman: I am fine doing it individually comparing.

Ms. Wald: Start with BrightView first.

Mr. Popowitz: BrightView – *Ability of Personnel*. Does anyone have any comments? We had some comments from Ms. Kooiman about the ability of the personnel.

Ms. Kooiman: They do have extensive resources and they are good about safety to where they make their guys wear safety vests when they are mowing next to a lake.

Mr. Pulcini: They seem qualified.

Ms. Wald: *Ability of Personnel* is the section you are on now.

Mr. Pulcini: Is that PHD the ability of personnel?

Mr. Ciechanowiecki: Do you want me to read the descriptions so we all stay on topic?

Mr. Pulcini: They seem extremely experienced.

Mr. Popowitz: We had to oversee them.

Ms. Wald: The second part is experience. The experience will have to be taken into consideration.

Mr. Popowitz: Does anyone have a recommended score for BrightView?

Mr. Pulcini: I will give it 20.

Mr. Ciechanowiecki: I will give it 20.

Ms. Kooiman: I will give a 20 on that one.

Mr. Popowitz: I am giving them a 17.

Ms. Wald: So we have 20, 20 and 17.

Mr. Miller: That was under *Ability of Personnel*.

Mr. Ciechanowiecki: For Vendor A.

Ms. Wald: BrightView.

Mr. Miller: That was Vendor A.

Mr. Ciechanowiecki: Vendor B, which is the Green Experts under the same category.

Mr. Popowitz: I saw they had two trucks they were dedicating to the community.

Mr. Ciechanowiecki: That is the *Ability of Personnel*. You are thinking about *Ability to Furnish the Required Services*. It did not seem like they had a similar structure to the other companies which provided bids.

Mr. Pulcini: They wrote a memo, that Earthcare will only have fully trained personnel on this contract. I do not think that satisfies our curiosity for their calculations. I will give them a 5.

Mr. Ciechanowiecki: I give them a 10.

Ms. Kooiman: For Earthcare?

Mr. Ciechanowiecki: Yes.

Mr. Pulcini: Earthcare or Green?

Mr. Ciechanowiecki: Vendor B.

Mr. Popowitz: You cannot do that because not everyone is running with the same Vendor B.

Mr. Ciechanowiecki: It is A, B and C.

Ms. Wald: Just use their names instead of letters.

Mr. Ciechanowiecki: Green Experts.

Ms. Wald: *Ability of Personnel*.

Ms. Kooiman: I gave them a 20 on that.

Mr. Ciechanowiecki: I would agree with that.

Ms. Wald: 20 for Ms. Kooiman and 20 for Mr. Ciechanowiecki.

Mr. Pulcini: Where?

Mr. Ciechanowiecki: For the Green Experts, *Ability of Personnel*.

Ms. Kooiman: Jeremiah Palmer.

Mr. Pulcini: I am not seeing where this is.

Mr. Ciechanowiecki: They had a similar setup to BrightView, the amount of people, the thoroughness of how they describe the work.

Ms. Kooiman: They put in the President.

Mr. Ciechanowiecki: They created a structure of communication.

Mr. Pulcini: Where does it say they have experts?

Ms. Kooiman: They have for a corporate structure.

Mr. Pulcini: I see that now, but I do not see anything education-wise.

Mr. Popowitz: There is an Account Manager bio on Page 226.

Ms. Kooiman: This is the account, not the guy who actually is doing it.

Mr. Popowitz: They did an assessment, and I believe that goes to their abilities to assess what is needed.

Ms. Kooiman: They do have arborists.

Ms. Wald: Green Experts – *Ability of Personnel*.

Mr. Popowitz: 19.

Ms. Wald: Now you are on Earthcare. Mr. Pulcini already gave them a 5.

Mr. Ciechanowiecki: I say 10 and that is being polite.

Ms. Kooiman: For Earthcare for the *Ability of Personnel*, I am going to give them a 15.

Mr. Popowitz: 13.

Ms. Wald: The next one is *Experience*, which I am going to let Ms. Mihailovschi read out loud.

Ms. Mihailovschi: *Experience: Past record and experience of the bidder in similar projects, volume of work previously performed by Bidder; past performance in other Community Development Districts or similar properties, for example, residential or mixed use communities, similar or greater in size, and consistent with the nature, extent and variety of landscaping installed and maintained within Monterra.*

Mr. Ciechanowiecki: BrightView.

Mr. Pulcini: The experience BrightView has is incredible. They do huge projects.

Mr. Popowitz: Didn't we learn last time there are franchises?

Mr. Pulcini: Do we know which franchise this one is?

Mr. Ciechanowiecki: We do not know.

Ms. Kooiman: They merged, so I do not know if they are not really franchises.

Ms. Wald: You can only go by what they provided you, and so if you do not believe they provided all the information you believe is required to give them whatever that score may be, you give them the score based upon the information they provided to you with the experience as of the parameters read by Ms. Mihailovschi.

Mr. Ciechanowiecki: Can you include the past experience of the vendor?

Ms. Wald: You can do past experience.

Mr. Popowitz: We are not there now.

Ms. Wald: If you had BrightView before, and their past experience can be taken into consideration with this experience, what are you going to give them?

Ms. Kooiman: I am going to give them a 10.

Mr. Ciechanowiecki: I will give them a 15.

Mr. Pulcini: 20.

Mr. Popowitz: I will go with 15.

Ms. Wald: Green Experts, same criteria.

Ms. Kooiman: I give them a 20.

Mr. Ciechanowiecki: I will give them a 15.

Mr. Pulcini: 15.

Mr. Popowitz: 17.

Ms. Wald: Earthcare.

Ms. Kooiman: 5.



Mr. Ciechanowiecki: 5.

Mr. Pulcini: 2.

Mr. Popowitz: 5.

Ms. Wald: The next one, *Understanding of Scope of Work*.

Ms. Mihailovschi: *Extent to which the proposal demonstrates an understanding of the District's needs for the services requested. Bidder's qualification for additional services not requested in bid package, i.e., design work, etc.*

Ms. Kooiman: I was impressed they gave us a review, but then they put in some areas which we do not own, like the canals on University. I am sorry, not Brightview. I am going to strike that comment. I am going to give them a 15.

Mr. Ciechanowiecki: I will give them a 20.

Mr. Pulcini: Why only 15?

Ms. Kooiman: I am basing it on what they have done before and they did not understand the scope of work before because they missed a whole lot of parts.

Mr. Pulcini: I am counting on different people. I do not recognize the names.

Ms. Kooiman: You would not recognize them anyway, as you were not on the ground with them.

Mr. Pulcini: 20.

Ms. Wald: Mr. Pulcini is giving 20 for the *Scope of Work*.

Mr. Popowitz: I think they understand the scope, whether or not they actually do it, I am not sure. I would say 17.

Ms. Wald: Green Experts, same category, *Scope of Work*. Ms. Kooiman?

Ms. Kooiman: 20. I am sorry, that was an 18.

Mr. Ciechanowiecki: I would say 20 as well.

Mr. Pulcini: 18.

Mr. Popowitz: 18.

Ms. Wald: We are moving right along. Next, Earthcare, *Scope of Work*.

Ms. Kooiman: 10.

Mr. Ciechanowiecki: 10.

Mr. Pulcini: 10.

Mr. Popowitz: I am going to go with 9.

Ms. Wald: Now, we are on to the next one.

Ms. Mihailovschi: *Ability to Furnish the Required Services. Extent to which the proposal demonstrates the adequacy of Bidder's financial resources and stability as a business entity necessary to complete the services required; proof of adequate equipment and machinery owned; proof of required licenses and certifications; extra certifications held; etc.*

Ms. Wald: Ms. Kooiman, BrightView Ability.

Ms. Kooiman: 20.

Mr. Ciechanowiecki: 20.

Mr. Pulcini: 20.

Mr. Popowitz: 18.

Ms. Wald: Green Experts, same category, *Ability*.

Ms. Kooiman: 20.

Mr. Ciechanowiecki: I will take 15.

Mr. Pulcini: 15.

Mr. Popowitz: 17.

Ms. Wald: Earthcare.

Ms. Kooiman: I gave them a zero.

Ms. Wald: You have to give them a point.

Ms. Kooiman: 2.

Mr. Ciechanowiecki: I am being generous with a 5.

Mr. Pulcini: A 5.

Mr. Popowitz: They only have one truck. I will give them a 5.

Ms. Wald: The last category, *Price*. That one is easy. I do not think you have to read that.

BrightView, Ms. Kooiman.

Ms. Kooiman: I am going with a 10.

Ms. Wald: I think those were summarized by Mr. Miller.

Mr. Popowitz: \$417,3112; \$517,725; and \$339,000.

Mr. Ciechanowiecki: 10 for me.

Mr. Pulcini: 15.

Mr. Popowitz: I would say 20.

Ms. Wald: Green Experts.

Ms. Kooiman: I think they are actually realistic. I gave them a 20 on that. You have been bidding on the lowest bidder so many times.

Ms. Wald: *Points will be awarded based upon the bid price for rendering of the services and reasonableness of said price to the services.*

Ms. Kooiman: Green Experts, I gave a 20. I think they actually understand what they are doing here.

Mr. Ciechanowiecki: I understand that, but they are the most expensive. I will give them a 5.

Mr. Pulcini: 1.

Mr. Popowitz: 12.

Ms. Wald: Earthcare price.

Ms. Kooiman: 1. Excuse me, I will give them 2.

Mr. Ciechanowiecki: I will give them a 12 on price.

Mr. Pulcini: 15.

Mr. Popowitz: 8.

Ms. Wald: Someone will have to add all of this up.

Ms. Kooiman: On the one side of things, if we re-hire BrightView, my concern is how do we explain to residents that we fired them for cause before and then a year later we are re-hiring the same company?

Mr. Popowitz: We are using the criteria we have based on the bids which were given to us, and if they are the best contractor right now, we have no choice.

Ms. Kooiman: I actually think Green Experts is better being they said they had arborists on site.

Mr. Popowitz: Again, this is not a unilateral decision of let us choose one, we have to follow these criteria based on who submitted a bid. If we had 10 bids, we would have many more choices.

Mr. Ciechanowiecki: I would agree. There is clearly a situation of another Equator here with Earthcare, we can all understand that.

Ms. Kooiman: Oh no, Equator was much better than Earthcare. I worked with Hector and he learned.

Mr. Ciechanowiecki: That is even more clear. What was the cause of what they were terminated for?

Ms. Kooiman: They were not fertilizing correctly at all. They were not applying pesticides correctly.

Mr. Ciechanowiecki: Those were removed.

Ms. Kooiman: They were not trimming our hedges at all the way they were supposed to. They were using weed eaters where they should not up against the trees. The mowing was not consistent. They were really killing our grass. It has to go with UF standards instead of their standards. The trimming of the shrubs was absolutely inconsistent. They never even looked at trees. They did trim our trees at one point and they killed most of them.

*Numerous discussions were being held at once.*

Mr. Pulcini: Let us hope things will be better now that we have new management, if that is the choice.

Ms. Kooiman: It is still the same management company here.

Mr. Pulcini: I am saying from out as far as Mr. Miller being here and Ms. Mihailovschi being here as controlling the vendor. If they do not do the job, we can go back out again. It is unfortunate.

Ms. Kooiman: They gave us about the same bid as before and they could not live up to it. Why are they going to live up to it now?

Ms. Wald: You are doing individual scoring. You are going to discuss everyone's individual score and you are going to have to do it as a collective unit.

Mr. Popowitz: If two of us vote for *Vendor A* and two of us vote for *Vendor B* it totals a lot. I added my individual scores and Green Experts was number one and BrightView was number two. If two Board members have Green Experts as the first choice and two Board members have BrightView as the first choice, we are locked and do not have a collective total.

Ms. Wald: You do not have to have it that way. If you are based on those numbers, whoever is number one, you all have the same, it is pretty easy.

Mr. Popowitz: If there are a lot, there is a problem. How do you track this?

Ms. Kooiman: This is when we need Mr. Lowe here to look at numbers here.

Mr. Ciechanowiecki: Perhaps we should write the scores on a separate sheet of paper.

Mr. Popowitz: When she is done, you can cross-reference it against mine and that way it is easier.

Ms. Kooiman: Make sure you do not count something twice.

*Numerous conversations were going on at once.*

Mr. Popowitz: I have Green Experts. Mr. Pulcini has BrightView as number one, Mr. Ciechanowiecki has BrightView as number one and Ms. Kooiman has Green Experts as number one.

Ms. Wald: Remember, this is just as individuals that you were coming up with these points. You still have to act as a collective body, so therefore, based upon this information, you can, as a collective body, give the total numbers for each criteria under the vendors, and then you will probably come up with a number one, a number two and a number three.

Mr. Popowitz: We have a total number of votes for BrightView as 337, adding up all four Board members' votes. For Earthcare, we have a total of 153 and for Green Experts we have 315.

Ms. Wald: Based upon the weighted for each one and each one of the Supervisors providing their point total, the total points would be that BrightView is number one, Green Experts is number two and Earth Care is number three. A motion is required for ranking of the proposals.

Mr. Ciechanowiecki MOVED to rank the landscape maintenance contractors' proposals as follows: BrightView as number one, Green Experts as number two and Earthcare as number three; and Mr. Popowitz seconded the motion.
--

Ms. Kooiman: I am impressed that Green Experts actually came out to review the property. They were the only ones who really walked through it and contacted one of our guys that works here already on the property. However, they made some remarks about the mulch which were totally incorrect, saying that we do have Pine Bark Mulch at the clubhouse, but we did it for a reason and they said it attracts ants and termites and I said no, but maybe I am wrong, so I searched through the Internet and I could find no valid university or any other supportive body of knowledge that is respectful, that would say that was true, so this guy was just reaching out on his own for things. That did earn them a *ticky point* in my book, but again actually they did look, so that was a good thing.

Mr. Popowitz: I liked the proposal by Green Experts. I think just the price is much higher.

On VOICE vote with Mr. Popowitz, Mr. Pulcini and Mr. Ciechanowiecki voting aye, and Ms. Kooiman voting nay, the prior motion was approved.

Ms. Wald: I need a motion for the District Manager and District Counsel to proceed with number one, in preparing and entering into the contract based on what was provided in the proposal.

On MOTION by Mr. Ciechanowiecki, seconded by Mr. Popowitz, with all in favor, the District Manager and District Counsel were authorized to proceed with preparing and entering into a contract with the number-one ranked landscape vendor, BrightView Landscape Services, based on what was provided in the proposal.

Mr. Popowitz: I am just curious about the wording of the new contract versus the old contract and whether they are getting a raise.

Mr. Pulcini: The only concern that I had and I think this can be addressed in the contract is that specifically around hurricane pricing, I saw that BrightView was just a blanket hourly and that did not work well for us the last time. Can we make a request to get an actual pricing breakdown because other vendors did supply it here, as to this would cost  $x$  and this would cost  $y$ ?

Ms. Wald: What I will do, Mr. Miller with your District management, is go through what you have on the proposal based upon the information they provided including those numbers being provided as to hurricane or storm preparedness, and put together something based upon that and also make it as part of the agreement overall. With that, once that agreement is prepared, Mr. Miller will send it to each Supervisor for any further comment prior to sending it over to BrightView.

Mr. Miller: If they accept it, your questions will be answered.

Mr. Pulcini: Just again, concern because of what we experienced last hurricane season.

Ms. Kooiman: They will have large trees moving versus small trees moving.

Ms. Wald: Any other comments as to the agreement itself, feel free to email Mr. Miller and myself and we will take that into consideration.

Ms. Kooiman: I want to see if they have contracts for Annuals.

Ms. Wald: Just go ahead and email us and we will address those in a draft agreement.

Mr. Miller: We will be revising the budget. The budget we will be working on tonight will have to be reflective of these new numbers.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Proposal for Conversion  
of Irrigation Zones**

Mr. Miller: We noted in a number of our weekly drive-arounds the area along Sheridan Street was not being watered sufficiently. We asked Research Irrigation to give us a proposal to change the heads, and you will find that proposal on Page 257 of your agenda package.

Mr. Popowitz: Is this on the outside or the inside?

Mr. Miller: This is between our wall and the right-of-way, from the sidewalk up.

Ms. Kooiman: This should be from the sidewalk to the wall, because the area from the sidewalk to the street belongs to the city and that is really confusing.

Mr. Miller: if you go by right now, it is well-watered. At least part of it is probably underwater.

Mr. Popowitz: It is essentially increasing our water capacity for that area to water.

Mr. Miller: As one of the criteria, we changed out the heads because of the way it is zoned, but we could not just change a few heads. In order to balance the water usage, we had to do the whole length of Sheridan Street. In some cases, we had smaller ones and now we are going to ones which will reach out to the street.

Mr. Pulcini: What pump will be handling this?

Mr. Miller: It will be the same one which handled it before, but I do not know which pump.

Mr. Ciechanowiecki: Are you concerned about the capacity?

Mr. Pulcini: Are you concerned with increasing the capacity?

Mr. Miller: No. It is the direction and the type of water coming out. Is it a fine mist or is it bigger drops? We are using a rotary type which is going to be spraying it rather than misting it down, but it is going to be the same water usage as before.

Mr. Pulcini: There will be more water volume.

Mr. Miller: Yes.

Mr. Popowitz: I am just assuming I know because when you started this, there is obviously an observation we are not getting enough water over there.

Mr. Miller: Correct.

Mr. Ciechanowiecki: For my clarification, here it says 42 rotors, but here I see it includes 84 of these type of pop-up valves and 84 of these other type of pop-up valves. Is it a total of 42 rotors or is it a total of 168 spray heads?

Mr. Miller: When we put the rotors in, we have to change some of the other heads to balance it. That is where you are seeing the pop-up heads for the shrub zone. That puts out a different volume of water than a turf zone head. So, it is re-balancing the entire system.

Mr. Ciechanowiecki: they are changing essentially 168 sprinkler heads.

Ms. Kooiman: Yes.

Mr. Ciechanowiecki: I am just trying to quantify this \$8,000.

Ms. Kooiman: To give everyone background, they installed them, of course, when we were building, to be able to water all of the new bushes, and they did it from when they were building the place. Now that the hedges are grown, they do not need nearly the water they are getting, but the turf still does.

Mr. Miller: We are trying to get away from over-watering the trees and the bushes, but redirecting it to the grass which needs it.

Ms. Kooiman: When they were young, of course, they needed it, but now at maturity they do not.

Mr. Pulcini: Should we get another estimate?

Mr. Ciechanowiecki: It seems expensive.

Mr. Miller: That is including the labor.

Mr. Ciechanowiecki: The valve can cost on average from \$10 to \$12. They are charging you 400% of the cost and material for labor. It seems expensive, honestly.

Mr. Pulcini: It just seems expensive. Maybe we should not do this.

Mr. Miller: They are our primary contractor. I will be happy to go out for someone else to give us a bid against it.

Mr. Ciechanowiecki: That is why I was asking how many rotors, etcetera.

Mr. Miller: We have to remove what is there.

Mr. Ciechanowiecki: I understand.

Mr. Miller: We will also have to re-pipe and re-plumb, and in some cases, re-position.

Mr. Ciechanowiecki: I understand. I do not think there is any harm in asking someone else.



Mr. Miller: Absolutely not. If that is the Board's wish, we will be happy to get someone to do that.

Mr. Ciechanowiecki: I think again, it is raining right now, so we are OK for another month if we need to postpone it.

Ms. Kooiman: We can postpone it.

Mr. Popowitz: It is not pressing. Can we plant some more Palm Trees?

Mr. Pulcini: Speaking of irrigation, while it was raining torrentially, irrigation was on.

Ms. Mihailovschi: We noticed the same thing. We sent the technicians to check what is going on because we only get emails from La Costa, and I do not get any from the other pumps because usually when it rains it shuts off the pump and sends me an email. The technicians will check it sometime this week.

Mr. Popowitz: Just to re-group on this, we are tabling this to the next meeting in order to obtain better quotes.

Mr. Miller: Yes.

Ms. Kooiman: I did not know this, but the rain sensors go for if it gets one-quarter of an inch the day before, they do not go, so if it did not rain a quarter of an inch the prior day, that is probably the reason they went off. I do not know when they went off.

Mr. Ciechanowiecki: I was going to say, I think this week we were good though.

Ms. Kooiman: I just do not know when they went. At least we do not have to worry about the lakes being low anymore.

## **EIGHTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

Ms. Wald: Everyone should have received their Form 1's in the mail. I am referring to your Form 1 statement which you have to file every year. If you have not received it in the mail, please go to the Supervisor of Elections website. Hopefully you saved the one from last year, except for Mr. Ciechanowiecki, because he just did one and sent it in. Make sure you send it by the deadline of July 1, 2018. It is your individual responsibility. It is not a responsibility of the Board. Please do not forget to do that. Everyone needs to get that in. It is your individual responsibility. I will remind you again next month. It is always good to start reminding you early. Mr. Miller has on there the number of registered voters which is required to be provided as well, but along with that, I do not know exactly what Seats are up for election in November, but please

keep in mind that you have your deadline with the Supervisor of Elections to submit your applications. It is noon June 18<sup>th</sup> through noon June 22<sup>nd</sup> at the Supervisors of Elections in Broward County. It is, again, your individual responsibility if you choose to do so. This information is also on the Supervisor of Elections website.

Mr. Popowitz: Is there anything about the tree situation?

Ms. Wald: I finally got in touch with Ms. Boev and had a discussion with her on the telephone to explain to her that we were not an HOA, provided what a CDD meant and she understood. She also stated she was representing the gentleman on a limited basis, and so I suggested to her that Mr. Miller and Mr. Suarez actually have a conversation, and that this can be resolved because I provided her the information of the Board's directive and motion from the last meeting, and Mr. Miller had the authority in an email not to exceed for removal of the tree and to coordinate those efforts with Mr. Suarez.

Mr. Miller: I visited with him and his attitude was positive. He did not really know why I was coming, but be that as it may, we walked the property and saw exactly what it was. I understood the reason he was concerned. In front of the fence which he installed, which is on his property, he had a tremendous amount of plantings and there was no way we were going to get a stump grinder in without major destruction to his plantings. I made the decision that we were going to flush cut to the ground and we would remove what was left of the stump either chemically or manually, meaning with an axe and people, if necessary and he said OK. I said based on this my people are going to come up, walk along the easement area and remove the tree. We will not be on your property at all. Is that alright with you? Well of course, and he said fine, thank you. We walked the property and I found two other trees which were in the same condition which we also removed. His tree was removed, I visited it last week, and part of our other discussion here is we have another neighbor whose hedges were planted in that area and it is very difficult to walk onto our easement because they need to be cut back to the property line. That is an aside. He seems happy at this point. I told him when his fence man came to repair the fence if he was having trouble with the roots that were under it, to contact me and we would have the offending roots removed. We were not going to touch his fence, I wondered if that is the case, then he is supposed to take the fence because his plants are tied to it, and move it temporarily, give it some root area and we will just chop out the roots and the fence will go down. As of last week, we removed the tree, but the fence has not been repaired, but that is his choice. Basically, you cannot see his fence

because of his plantings and he may leave it there and everything is copasetic, but the tree is gone. The question is, do we or do we not replace the tree in that area? I would recommend against it. All the trees in that area, the ground because of where the street is, and it kind of slopes up and then it slopes down, is difficult to walk because it is not a 4-0 slope, it is something closer to a 40-degree angle and the trees which are there to try and hold themselves up are running roots back toward the properties. That is why we took out the other two trees which were so offensive in that area because they were ready to go. I did not want to take out any more of our fencing along the perimeter, along the street there. As far as I know, we are done with it. The cost to remove the tree is \$350. We are still holding some of monies, I know my account people are here listening to me and that is why. It was budgeted for \$1,000. If we have to remove the stump for whatever reason, obviously we would be using a few more of those dollars. My thought is I would probably release that back within 60 days, if we do not have to take it out, then we will take that out of community funds.

Mr. Ciechanowiecki: Those are great overall results.

Mr. Miller: He was very pleasant once I got there. I cannot understand why we had the difficulty we did.

Ms. Kooiman: For the benefit of the Board, if we do not like the gate being holes where the trees were, we can install Palms because the roots of the Palms will get no bigger than this. They do not uplift fences.

Mr. Popowitz: Maybe note this for the next time we have a Palm installed.

Mr. Miller: On the outside of our fence, between our fence and the road, that area is hedged. We do have a lot of dead plants in that, but in his particular area, they are a little sparse, but if you are driving by on the road, you do not even notice it. I did not notice that the tree was not there, and I was looking for it, so it did not appear to be an eyesore.

**C. Clubhouse (Continued)**

**i. Quotes for Guardhouse Repairs**

Ms. Mihailovschi: A couple of months ago, I know that I presented the material for the tiles and refurbishing of the cabinets, but the two companies, again, because the of the conditions from the service agreement, were not in accordance with that, so they decided not to do the job. Mr. Antoine requested two proposals from two different companies, mostly construction companies. The one that came closest to the other proposal we needed to have is the Miliani

Construction Corp. The other one, I do not know what happened, but it was \$14,750, and the Miliani was \$6,574.

Mr. Miller: We are looking for two things. First, a motion to rescind the prior Board approval for the two contracts with \$3,100 worth of tile and \$3,400 to do the cabinetry work in there. Once that is rescinded, I would be looking for a motion to accept the proposal from Miliani at \$6,574.

On MOTION by Ms. Kooiman, seconded by Mr. Pulcini, with all in favor, the motions made at the February 19, 2018 Meeting to repair tile and cabinetry at the Pine Island guardhouse was rescinded.

Ms. Kooiman MOVED to approve the estimate from Miliani Construction Corp. for Pine Island guardhouse repairs in the amount of \$6,574; and Mr. Pulcini seconded the motion.

Mr. Pulcini: What is the difference between these two estimates?

Ms. Mihailovschi: Both proposals are for the same items. There is no difference. This one is proposing to dispose stuff between the floor and the tiles in which someone dropped something really hard and broke the tile. I think he is overpriced. His presentation was slightly better because he gave us an architectural floor plan with the cabinets, but I do not believe the work which needs to be done there is worth \$14,000.

Mr. Popowitz: How much was the price we had before?

Ms. Wald: It was \$3,150 with Ajami which was the tile wall to wall, and JV Woodwork Services was \$3,280.

Mr. Pulcini: That is fine.

There being no further discussion,

On VOICE vote with all in favor, the prior motion was approved.

Mr. Miller: One of the Board members requested some information and also requested consideration for the purchase of a weatherproof ping pong table and/or a foosball table.

Mr. Ciechanowiecki: I am saying for the outside patio right around the pool area and it did not have to be these specifically, I was mentioning them in general.

Ms. Kooiman: Is there room for this?

Ms. Mihailovschi: You may find next to your papers documentation which is going to show you the numbers.

Mr. Miller: I did a rather extensive survey and I have the documents here if anyone wants to look at them. The company in question that we had here, is Kelter which is a German company. They make absolutely excellent items. However, I think there is a better urban foosball outdoor table than the one they were referring to. It is more expensive, unfortunately, but I think there is a difference. The difference between an American foosball machine and a European foosball machine is safety. The American machines, can be found at Costco. I will point out from personal experience and I am biased on this, you notice that over to the right-hand side of the piece of equipment, you see two handles on the left, an open bar, a handle, an open bar and an open bar. When the person on the other side slams the ball in, and you are too close to it, it hurts. The European version is slightly different. You will notice those handles do not penetrate all the way through. What they have is a supporting bar and the outside bar with the net on it. My concern is you have young kids running by and there is no padding on those poles when they come through.

Mr. Ciechanowiecki: I appreciate the input. I would have never thought of that myself.

Ms. Mihailovschi: I remember the other day we went to a place where they were like that and I was being careful.

Mr. Ciechanowiecki: I appreciate you finding this additional information. That is awesome. The recommendation was again we have these beautiful outdoor areas, we have a beautiful clubhouse, more people coming out with more things to do, and the pool table is used indoors constantly. I think more activities in the clubhouse will always be positive.

Mr. Miller: The ping pong table raised other considerations. This particular model they have is Kelter, which is one of the top three brands out there according to my research. I have a concern over the size and flimsiness of the legs that are out at the end. I am concerned that again, we are not all adults playing this. We have some youngsters coming in. Their primary competitor, is this one. What does a ping pong table cost? Well, it ranges from \$169 for an outside model, which I suggest will last maybe two weeks, to \$4,500 which cities buy and install in parks. They are either stainless steel or concrete. They do not bolt in a hurricane because you bolt them down. I like this particular model. I think I have a bigger blow-up picture of that, you notice right here around the legs, the legs are about the same size internally, but they have this resin guard around

it. It makes it a little broader, it makes the table a little bit heavier, but I think from a situation where we are having children coming around, I would be a little more inclined to go that way. I looked at the feasibility, this is, as you see, a special deal for \$1,000. This one happens to be made in France, but there are others. They make another model here, the Kelter 5 Champ, I have a picture of that down here, but it is similar to what we had here. That is the picture I wanted to blow up. They make a product which looks like this, but it has a solid base on it that can be bolted down. Today I was out by the pool trying to figure out where I would put a ping pong table. With the cross winds and the swirling winds coming from this building, I would not be able to give you a recommendation right now. I also like this as opposed to some of them. This one has larger wheels. Once it is collapsed or folded together, which I do not show here very well, they come together and you can roll it into the building when it is not in use. Yes, they have covers and all those kinds of things, but the concern that we have there is, is it a sail sitting out there in a vertical position? Is it a wing if it is sitting down local? If we are under a heavy storm area or an anticipated storm area, we fold it and roll it in next to the Men's Room in front of the coke machine if necessary, or some other place temporarily, so my recommendation would be a mobile unit and as I say, I recommend it would be the 250S or equivalent. For some reason, that was not available. The equivalent would be made as we see here and this particular brand says that it is better than the Champ model.

Mr. Ciechanowiecki: Thank you for the thoroughness of this. I am really impressed.

Ms. Kooiman: I would not have thought of these options.

Mr. Miller: One other thing that I mentioned. The first thing I did was call your insurance company because my concern was whether or not we are creating a nuisance issue, which then raised a question, does this increase any kind of a potential liability we have? That came up as a discussion we had here two weeks ago when our insurance company made an inspection of the facility. I mentioned that in an email to you all. I am still waiting for the report, but they were very complimentary of our signage, particularly, around the pool. They had a couple of suggestions as I would hope they would uncover a few things. We had a piece of rebar down near one of our pumps that the guy stepped on and said this is a trip hazard. They were concerned about our lakes and we had just taken delivery that day of the new signs we are putting up about the *No Swimming, No Wading, No Fishing, No Boating*, which I understand residents' concerns over that or lack of we are not allowed to use it. You are right, you are not allowed to use it. Those are

drainage ponds. We call them lakes, but they are really drainage facilities and we use the water for irrigation there, not recreational. I will be the bad guy on that, because I do not like it. My recommendation is that if it is the Board's wish to proceed, and acquire one of these, foosball seems to be the most logical initially because that is smaller and can be positioned, they are not on wheels. Maybe we can develop some idea of where it might be. The other concern I have is many times people around the pool and they like it reasonably quiet. When we bring these two items out there, the noise level will increase somewhat significantly, not a reason not to have it, but a reason the Board needs to at least be aware of.

Mr. Popowitz: We also wanted to be able to control the equipment because those paddles and balls need to be part of the process.

Ms. Mihailovschi: We can ask for clubhouse identification and when they bring it back, we will give it to them.

Mr. Ciechanowiecki: I like the suggestion of starting off with the foosball table. I think that is very reasonable and see how that works and then we may choose to go with the ping pong table.

Ms. Kooiman: I think it is an excellent idea to have a foosball and ping pong table.

Mr. Miller: Also, if, for some reason, it does not work outdoors very well, it can be put inside next to the pool table where the round table is that no one sits.

An Unidentified Speaker: What equipment do you need? It is just a ball. You need to leave your license for a ball?

Mr. Ciechanowiecki: People are going to take it home.

Ms. Kooiman: It is going to disappear.

Mr. Ciechanowiecki: We do not want to have to spend, and I am sure there is a cost to the right. It is not just a ping pong ball.

The Unidentified Speaker: You just have to spray the poles so they do not squeak.

Mr. Ciechanowiecki: This is an outdoor rated table.

Mr. Miller: They do recommend a silicone spray which they sell for \$9 per can.

The Unidentified Speaker: Someone has to spray.

Mr. Miller: Right.

Mr. Pulcini MOVED to approve the purchase of a Kelter foosball table in the amount of \$999; and Mr. Ciechanowiecki seconded the motion.

Mr. Miller: Perhaps we can suggest a not to exceed number in case we run into shipping costs depending on where we buy it from.

Mr. Ciechanowiecki: Where was it from?

Mr. Miller: That particular one happened to be from Amazon or it could have been from the source store I was looking at.

Ms. Wald: It would be a motion to authorize your District Manager to proceed with purchasing a European foosball table in an amount not to exceed whatever you choose.

Mr. Pulcini MOVED to amend the prior motion to authorize the District Manager to proceed with purchasing a European foosball table in an amount not to exceed \$1,200; and Mr. Popowitz seconded the amended motion.

There being no further discussion,

On VOICE vote with all in favor, the prior, amended motion was approved as discussed.

The Unidentified Speaker: Is that going to be bolted down?

Mr. Miller: No, it is movable.

Ms. Kooiman: We will bring it in.

Mr. Miller: Normal rains are not a problem, but if a hurricane comes, yes we will move it.

**D. District Manager**

**i. Distribution of the Proposed Budget for Fiscal Year 2019 and Consideration of Resolution 2018-08 Approving the Budget and Setting the Public Hearing**

Mr. Miller: We recommend a Public Hearing date of August 20, 2018. Mr. Stephen Bloom of our office is present today and is the head of our accounting functions and if you have a question, he is in a position to speak to it. Mr. Ken Cassel from Inframark is also present.



Mr. Pulcini: I see that actual ending balance for reserves is \$975, and in 2019 it is \$993. As we are going now without the increase in landscaping, we are only going to save \$20,000 in reserves. Is that correct?

Mr. Bloom: There is not going to be that much in reserves. Are you referring to 2018 or 2019?

Mr. Pulcini: This is between 2018 and 2019. We went from \$975 to \$993, which is approximately \$20,000.

Mr. Bloom: Keep in mind the hurricane expenditures you incurred this year that are kind of eating into that, as well as the fact this is just an estimate right now through April.

Mr. Popowitz: This is setting the cap, correct? We cannot exceed this, but we can always reduce it or reallocate it.

Mr. Miller: We can reallocate it internally. We will be doing some of that over the next six months because of the way we had expenditures in the first six months. We have our R&M Budget General pretty well exhausted. We have other monies in other R&M functions, and at some point we may want to consider this budget breaking each invoice down in three categories which seems to be counterproductive.

Mr. Ciechanowiecki: Why would you say that, just for my understanding?

Mr. Miller: The labor intensiveness of breaking each bill down. Once we get it in, the system runs with it and we go from there. It is simply a function and why is it necessary to break down the cost of the bottled water supply between the gatehouse and here? We are doing that. We are down to that level across the board in most cases.

Mr. Popowitz:  $X$  percentages go to the gatehouse and  $x$  percentages go here.

Mr. Ciechanowiecki: I see what you are talking about.

Mr. Pulcini: I am wondering why we may be doing that, because other communities may be participating at different levels and different parts, so they may be carrying a percentage of the cost. That is why we have to assign a certain percentage on costs.

Mr. Miller: Basically, Ms. Mihailovschi, correct me if I am wrong. When breaking down our expenses, it is basically the secured area, which is basically within the area of our confines, we have the linear park and overall operations.

Ms. Mihailovschi: That is the clubhouse, the secured area.

Mr. Pulcini: Cascada and Cascada Isle, for example, can use the clubhouse, and, therefore, participate in the expenses of the clubhouse, but do not participate in the expanse of the guardhouse. That is where we separate them, and I think everyone participates in the expense of the park, so that is why it is complicated because every community participates at different levels in their expenditures.

Mr. Bloom: If you look at starting to mirror that point on Page 279 of your agenda package, I included in the different allocation tables to that point and it certainly makes things more complicated, but you can see each table.

Ms. Wald: It is not in agenda package. Perhaps you can put it up on the screen. I will send it to you. It needs to be added to the website and since we really only have one member of the public here, do you want a copy of the proposal we are discussing now?

The Unidentified Speaker: That would be nice.

Mr. Bloom. You do have to divide the different departments by overall project in the linear parks, but it does not mean there are not any items in there that we can consolidate. Lakes are separate, and those are some of the *bigger ticket items*, and then clubhouse, so you can see the breakdown.

Mr. Pulcini: One thing that concerns me is that these allocations were made originally I believe, based on run-off studies and these were run-off studies which were made based on the community that was supposed to be different than what was actually built. Is it possible these allocations would be different today after the community has been built?

Mr. Bloom: It is certainly possible. What I have seen in other communities, is that they would have a company come in and look for a new methodology depending upon whether or not there are significant changes.

Mr. Pulcini: These expenses were allocated this way based on some models they had. What would be the reason? It may be different. It may be more or it may be less. Other communities may be paying more or less, I do not know. It may be more correct to do this based on what the community looks like today. This was made when the community was designed differently.

Ms. Kooiman: I think Paul re-did it to where everything was counted after it was built.

Mr. Popowitz: There was only a limited snapshot.

Mr. Bloom: Most of these are really based off of number of units. The one you are talking about is run-off from the lakes. There is a run-off percentage here.

Mr. Pulcini: I just want to make it clear once we include all of our expenses, the budget will look different.

Mr. Ciechanowiecki: I understand that.

Mr. Popowitz: We still need to assess the total.

Mr. Ciechanowiecki: I am going to ask a question which has probably been brought up before, perhaps not for you, but I am sure you have been sitting on this Board for long enough that you can tell me the answer, and I apologize for asking this. Obviously different associations and parcels or whatever you want to call it, pay toward different things, and I have tried to ask the question, but I have not gotten a clear response and maybe that is a question for Ms. Wald. Why doesn't Estada partake into the clubhouse?

Mr. Popowitz: They do not have access because they have to pay for it.

Mr. Ciechanowiecki: Why don't we give them access and help them contribute toward it? They are already coming here as guests anyway.

Ms. Kooiman: They can be using the pool only as guests.

Ms. Mihailovschi: They can purchase a membership.

Ms. Kooiman: The way they were designed in the first place to where Estada was, I think, the first initial construction, and then we came in and I think they were given the choice at the time with the structure of the bonds, but they did not partake in the payment of the bonds the way we did.

Mr. Ciechanowiecki: That makes sense.

Mr. Pulcini: In the original design, everyone had their own clubhouse.

Mr. Ciechanowiecki: That is why I am asking. They do not have a clubhouse, they do not have a pool, they do not have anything, so perhaps we should consider including them in the costs.

Mr. Popowitz: That may be their choice up front. We do not know what that is at this point.

Ms. Kooiman: It all depends on how the bonds are structured so that would be a question for Ms. Wald.

Mr. Ciechanowiecki: Since Estada does not have a clubhouse, does this go back to the bonds?

Mr. Popowitz: He is asking why are they not part of essentially, the clubhouse allocation.

Mr. Ciechanowiecki: Can we just include them in the budget?

Ms. Wald: you cannot just automatically do that. I do not know how it was originally set up. I would have to go back and look at that, but that being said, based upon what you are saying, I am going to make certain assumptions, and those assumptions would be they were not part of the original bond funds used in the issuance for the purchase of the clubhouse from the developer because they probably were put in first, but again, these are complete assumptions.

Mr. Popowitz: I think they gave us the clubhouse, correct?

Ms. Pulcini: It was gifted to us. The developer did so.

Ms. Wald: Regardless of how it was done, I am 93% sure it goes back to the bond allocations and how it was completed.

Mr. Ciechanowiecki: I know they have an option to pay for a membership here which I believe can be done.

Ms. Wald: The public can proceed through your rules and regulations, and purchase that membership because it is a Community Development District clubhouse, not a private clubhouse. Again, more likely than not, it was from the original issuance bond funds. You cannot just automatically go back and do it. It would be virtually impossible.

Mr. Ciechanowiecki: This way, how you guys got it broken down was very instructive to who pays for what. I had that question from before, but now it makes sense.

Mr. Popowitz: We have a Resolution to look at, correct?

Mr. Miller: On the agenda Page 290, you have a Resolution of the Board of Supervisors of the Monterra Community Development District approving a Proposed Budget for Fiscal Year 2019 and setting a Public Hearing thereon pursuant to Florida law and providing for an effective date. We are saying that the Public Hearing on Approved Budget would be set for Monday, August 20, 2018 at 6:00 p.m. in this room. The District Manager is hereby directed to submit a copy of the Proposed Budget to Broward County at least 60 days prior to the Hearing. Notice of this Public Hearing should be published in a manner prescribed by Florida law in accordance with Section 189.016 Florida Statutes. The District Secretary is further directed to post this Proposed Budget on the District's website at least two days before the Budget Hearing as set forth in Section 2. It will be passed and adopted this 21<sup>st</sup> day of May this year, signed by Mr. Popowitz as the Vice Chair.

There being no further discussion,

On MOTION by Mr. Pulcini, seconded by Mr. Ciechanowiecki, with all in favor, Resolution 2018-08, Approving a Proposed Budget for Fiscal Year 2019 and Setting a Public Hearing Thereon Pursuant to Florida Law to be held Monday, August 20, 2018 at 6:00 p.m., at the Club at Monterra, located at 8451 Monterra Boulevard, Cooper City, Florida 33024, and Providing for an Effective Date, was adopted.

**ii. Equator Billing**

Mr. Miller: We have the final billing from Equator. This is the last bill which they submitted to me.

Mr. Pulcini: Where is this located?

Mr. Miller: It is on Page 268.

Mr. Pulcini: Does final mean we will not receive any more bills?

Mr. Miller: I will strike the word final. Ms. Wald and I were speaking about this before the meeting. He listed on his original invoice a late fee cost. However, under the terms of the agreement he signed, instead of \$3,535, the worst case would be \$931.50. This delay in payment was because the Board approved and then rescinded or directed not to release payment, as we were working through the entire process.

Mr. Popowitz: The agreement not to exceed \$931, is from the contract.

Mr. Miller: Correct.

Mr. Popowitz: These invoices were not covered under the contract because they were for hurricane work, which is not part of the actual contract.

Mr. Ciechanowiecki: Is that what this is for?

Mr. Miller: It is. The invoice he makes reference to, Number 32714, was for over \$40,000. There was \$7,000 for additional clean-up on that same bill. The whole bill was over \$48,000.

Mr. Pulcini: Didn't we agree to pay an amount not exceeding that?

Mr. Popowitz: yes, but he did not obviously agree.

Mr. Pulcini: I understand that. That is what we agreed upon. Now we have to review that statement.

Mr. Popowitz: Does he have the right to charge us late fees?

Ms. Wald: I can tell you this because I did not know what these invoices were for, but when I did see this as part of the agenda package, I went back to the original agreement because I did not know if this was part of the agreement or something else, and with that, Section 3 of the original agreement, not necessarily the hurricane, but the original agreement, provides a late fee charge of 1% per month of the amount when it is 45 days past due. The hurricane clean-up was not part of the original agreement, so that clause would not specifically apply to it. As you recall, it was approved without any terms. With that, he could have made a claim and I think we talked about this before, under the Prompt Payment Act, but he did not.

Mr. Popowitz: If the late fees were not approved in the actual hurricane inspection, can you do it on an invoice subsequently to that?

Ms. Wald: He can do whatever he wants.

Mr. Popowitz: Is that going to impact usury laws based on the amount?

Ms. Wald: I would not say usury laws since everything was done basically after the fact on an ad hoc basis. He is going to have to say this is the work I did. This is what you owe me. You failed to pay it. Late fees are not part of that.

Mr. Ciechanowiecki: a 101 count of late fees, like when, where how?

Mr. Popowitz: The fact that he did not give a reason.

Mr. Miller: He says that bill was for November 8, 2017 and was finally paid on March 12, 2018. That is where he gets his 101 days.

Mr. Popowitz: Is he getting \$35 per day?

Mr. Ciechanowiecki: That is correct.

Mr. Popowitz: That is ridiculous.

Ms. Wald: I think someone needs to contact him.

Mr. Popowitz: I will give him \$35 per month.

Ms. Wald: We do not have the back-up invoices. We do not have what this is all based on. We do not have the information as to what the Board originally agreed to after the fact as to the work being done, and if late fees were part of that, then fine. If it was not part of it, he is not entitled to them. He does not have standing, but if he did, then he can make an argument.

Ms. Kooiman: Do you need to call him? Would that help?

Ms. Wald: No.

Ms. Kooiman: If he were to try to force the issue and take us to court, would it be the little person versus the big person?

Mr. Ciechanowiecki: If this is for the hurricane clean-up, there was no late fee clause in that agreement.

Ms. Mihailovschi: I think he included it on the invoice.

Mr. Miller: He included it on the original invoice.

Mr. Popowitz: I think he included it on all of the invoices.

Ms. Kooiman: He says it was on the original invoice.

Mr. Popowitz: I can tell you he added items about attorney's fees and other information.

Mr. Pulcini: He changed the invoices.

Ms. Wald: That is what I am saying. You do not have that information in front of you in the packet today. All you have is you owe me this amount of money for late fees without the rest of the back-up, and without having that information, you could possibly approve if you wish to be done with it, but this does not say final, this does not say there are any invoices outstanding. What would make sense would be to obtain from him, is what he is saying he is owed to finalize this.

Mr. Popowitz: I would like to see not just statements that we have paid, but the original ones that he sent because I believe they change over time.

Mr. Pulcini: He did make some mistakes with the billing hours. The hours changed from one invoice to the other. Even if we had that clause in the contract, we should not have been charged for mistakes made on his invoice.

Mr. Popowitz: Let us get the support and then we will deal with that.

Ms. Wald: I think you need all of the back-up.

Mr. Miller: We will table this one to next month.

Mr. Pulcini: Make sure we do not have this clause in the next contract.

### **iii. Website and Monthly Newsletter**

Mr. Miller: I have been too busy on other items, and I have not accomplished what I wanted to on that, so I will table it.

Mr. Popowitz: Did reserves give you the irrigation schedule, irrespective of it being updated?

Mr. Miller: No.

Mr. Popowitz: They have not given it to you.

Mr. Miller: Not yet. We are working on it.

**iv. Encroachment of Residents onto CDD Property**

Mr. Miller: We have created Agenda Page 294 on the complete file, a four-column listing of various items. We supplemented that with information in the form of photos of the types and quantities of where items are attached and we also have some that are questionable. For example, if you go to any of the pages like my Page 310, we are looking at overhead shots of part of our communities, and from the Broward County Property Appraisers overhead cameras, we see items which may well be encroachments on ours.

Ms. Kooiman: Back when I worked for the Township of Woodlands, Texas, when we knew of a trampoline that was on our property versus a resident's we had them remove it because we were going to be held liable for any injuries that occurred. Is that the same situation here?

Ms. Wald: Let me go broader. Any of these properties, and we are presuming they are homeowners, in which the encroachment has occurred whether it is by a fence, landscaping, bungee cords, a bounce house or a trampoline, the CDD can inform that homeowner they need to remove it and failure of them to do so, would be handled by the CDD. The CDD also can remove any item on its property, such as any veritable entity which should not be there.

Mr. Miller: What I would like to point out based on the photos we are looking at here, in some cases where the line is drawn, it is clear that we have something. In other photos we see, it could be a shadow of the fence. While we have gone out in those areas where we knew items were attached, we have specific photos showing the attachment.

Ms. Kooiman: I did not understand what that one was.

Mr. Miller: This pie-shaped area not in the big square, but next to it, is all common property leading down to the lake. I am surprised we do not have a pump in there. This is obvious to me looking at this one, that we have plantings which have come over the line.

Mr. Ciechanowiecki: I think that may be our plantings.

Mr. Miller: This is the type of thing that we would need to take a close look at to include, and in some cases, we may actually have to get a survey done, which will be expensive. I bring that to you simply as an observation. Some of these are clearer than others.

Mr. Ciechanowiecki: Just for my understanding, you are talking about this right here, correct?

Mr. Miller: No. I am looking at the other side of it. I am looking at this area.



Mr. Ciechanowiecki: Technically speaking, there are two, because both of them are inside of these lines. I believe this is our landscaping.

Mr. Miller: It may be.

Mr. Ciechanowiecki: Is this as you are coming to Vista del Sol?

Ms. Kooiman: This area as you enter Vista del Sol, is ours.

Mr. Ciechanowiecki: That is right and I would think this is ours too.

Ms. Kooiman: This side here is ours, but I do not know how far.

Mr. Miller: I think what we are looking for here is some guidance and direction from the Board as to how you want us to pursue or not as the case may be.

Mr. Pulcini: I requested this because I want to settle this with the homeowners and legitimize the homeowner's position with the District. I do not want to remove anyone's fence. I think it is OK for the homeowner to take care of that property, as long as the homeowner agrees to do so. The District does not have to enter. If the District needs to enter, there will be an agreement.

Ms. Wald: I provided a draft encroachment agreement which did not have any information on it other than as to each one individual homeowner, it gives you an idea of what an encroachment agreement would look like and that the District would be demanding from each one homeowner to enter onto the property if they wanted to maintain whatever encroachment they had placed on the property. That is something you can do. You have to give the guidelines also as to what type of encroachments are acceptable and not acceptable, landscaping, fencing, those types of things because as part of the encroachment agreement we are requiring that property owners maintain that and also to provide us with indemnification of both homes.

Ms. Kooiman: Part of the issue is that after a hurricane, we were trying to remove trees that fell and people who placed their fences to the wall, sure they were maintaining that little spot, but we could not get through their property to get to the trees that we needed because we had two, three or four in a row in the way they fell. Basically, we are right now saying whatever you want to build onto the CDD property is OK, and it is impeding our ability to maintain what we are required to maintain.

Mr. Popowitz: Isn't this just essentially formalizing that if we have to remove it because we have the right to move it, it is going to be at their cost?

Mr. Pulcini: It is already there, so we are not allowing anything that already exists, we are just acknowledging that it exists and the homeowner is acknowledging that they are encroaching on CDD property and that we may have to get in there.

Mr. Popowitz: Also it alleviates the problem of having this occur when we actually need it as opposed to now when we say if you do not want to grant us this easement, we will take it over now as opposed to waiting for when we need it.

Mr. Ciechanowiecki: In the future, the HOA may have to be more careful on granting permission when they place fences.

Ms. Kooiman: It is beyond fences too. It is people putting the trampolines out there.

Mr. Pulcini: I think that is two different issues though. I think the fence is one.

Ms. Wald: What do you want to limit it to? I can say other perspectives of CDDs as long as it is not encroaching and that stops the CDD from performing its regular maintenance functions or emergency functions. Fences, landscaping, pavers, rocks, pergolas, and other things you normally would see and people do on their own property for that type of enhancement, should have encroachment agreements. No, you normally do not see things that can be readily improved such as trampolines or those types of things. Those are all movable objects which are easy to slide over, and with the trampoline that is not attached to the ground if it is in the encroachment, they should just be advised it is in the encroachment and they should move it. I would not suggest that as part of an encroachment agreement, but the types of items which are more of the permanent nature, like fence, landscaping and pavers, should be part of an encroachment agreement. Those are the ones you would be looking into for encroachment, if the Board chooses to do so.

Ms. Kooiman: I know of one home in which they extended their pool decking out to where we could not access the turnoff for the water sprinklers on our sprinklers, so it was a challenge there, where they prevented us from getting to where we needed.

Ms. Wald: That is part of the encroachment agreement in which the positive of having it is now you must have something formalized versus nothing. You are not just turning a blind eye, so to speak, to it occurring. With the encroachment agreement you have it set for protection that is being provided to the District, and the secondary part of it, if it becomes an issue, the District has to get to that area, the owner is required to remove it once they are put on notice. If the owner fails to do so, of course, the District is going to do the work.

Ms. Kooiman: That is a lot better.

Ms. Wald: That is as opposed to what you have now, which is nothing.

Mr. Popowitz: I like formalizing it.

Ms. Wald: If you are going to allow it, this is the way to do it. If you are not going to allow it, start telling people.

Mr. Popowitz: I think we should deal with the situation we have and then try to enforce it more, so we do not have these situations in the future.

Mr. Pulcini: We should be more careful of where fences go from now on.

Ms. Kooiman: They built them without permission.

Ms. Wald: They are supposed to apply for permits which they must have as part of the encroachment agreement and along with that, it has to be provided and what you should do from the HOA perspective that if it does go through the Architectural Review Committee, or whatever you have from the HOA, that the CDD is contacted and that the CDD is now made aware of it, and they can provide the encroachment agreement which can be executed if this Board approves that process, and we have done that in other communities where we did not want to come every single month to approve a slew of encroachment agreements. It gave the authority to the District Manager under certain guidelines to approve an encroachment agreement we prepared.

Mr. Pulcini: Are we going to approve an encroachment agreement?

Mr. Popowitz: we are not ready yet.

Mr. Pulcini: Was it not prepared?

Ms. Wald: All I provided to you from the last meeting was kind of a sample of what one would look like.

Mr. Pulcini: Are there instructions?

Ms. Wald: You need to determine who you need encroachment agreements with. I cannot tell you that information.

Mr. Pulcini: Here is the list.

Ms. Wald: This does not tell me anything. What are they?

Mr. Ciechanowiecki: They might be fence; they might be landscaping.

Ms. Wald: I will get together with Mr. Miller, and I will have them provide the information on what they think the encroachments are because they may not even exist. I will prepare, based on the information provided because we need a legal description, are draft encroachment agreements for each one of them, if that is what you are wishing me to do, and bring it back to the

next Board meeting and if this Board approves them, the individuals can be contacted. In the meantime, my suggestion would be to contact each individual and let them know it has come to our attention they have this. It is encroaching on CDD property and the Board will be discussing at its meeting on June 18<sup>th</sup>, whether they are going to prevent that through an encroachment agreement and suggest you appear. That is just direction, if you choose to do it that way or not.

Mr. Pulcini: Is it expensive?

Mr. Ciechanowiecki: That was my next question.

Ms. Wald: No. The ones which are fences, we are only dealing with the fences, it is going to be in this format. The changes which would have to be made is looking up and making sure we have the correct property owners, which has to be researched, unfortunately. Staff can research that for me. I do not have a research app. The other thing I need is the legal description. I do not have to look every single one of these up. If you are directing staff to provide me that information, the cost that you are looking at is just for each of these agreements based on doing something simple like fences.

Mr. Ciechanowiecki: There are 26 fence items on here which is the logical number.

Ms. Wald: If that information is provided to me, we will start working on it and we will bring it back to the next meeting. We have direction, and I think it is clear what you want to do and we can take it from there.

**v. New Fence to Secure the HOA**

Mr. Miller: The HOA approved one of the two bids I received for them to put a fence in that area today.

Mr. Pulcini: Is that at the pump area?

Mr. Miller: Yes. We will remove their fence from our pump where it currently is attached, we will come down inside the property leaving the bushes between the back side of the pump, pass through their fence through the bushes and run it down to the water line. This was one of the two options I gave them. They decided they did not want the fence on the inside of the bushes. They did not want to see it, so it is on the outside. Secondly, we are installing a five-foot fence instead of the four-foot fence which is there. The concern was people are coming around the fence and most people can step over a four-foot fence. I am not worried about it. If that is not sufficient down the road, we can always increase it to six. What we have right there now is a four-foot high six feet long fence next to the pump, which is terribly inadequate. It is on our property. The fence

will be there. We will have to secure the building permit. They already have a bid. They are paying for it. They are paying us. We will pay for it initially and then we will bill them. It costs \$3,925. I used this particular fence vendor at a different facility. He does excellent work. You just have to be patient with him. He is a little bit slow, but he does good quality work and he was \$500 cheaper than the current company, ASAP.

Mr. Ciechanowiecki: Do you need a motion on this?

Mr. Miller: You gave me direction to get that information to them and go forward at a previous meeting. I do not believe a motion is necessary. This is just an update.

**vi. Report on Number of Registered Voters (2,268)**

Mr. Miller: I have the memorandum which came from Dr. Brenda Snipes office, the Supervisor of Elections. There are 2,268 registered voters in the Monterra CDD.

Ms. Wald: I did find your Seat numbers on the website. Mr. Ciechanowiecki, your Seat 5 is up, Mr. Pulcini we already know. He is in the last landowner's seat and his Seat 4 is up as well as Seat 2, held by Ms. Kooiman, all in November 2018. The Chair and Vice Chair Seats are fine. They are not up until 2020.

**NINTH ORDER OF BUSINESS**

**Supervisors' Requests**

Mr. Ciechanowiecki: The HOA has made a request of me through social events. They are coming up with a schedule of vendors to come to the clubhouse and provide classes. Ms. Mihailvoschi works with them closely on any vendor that comes into the clubhouse and needs to have a Certificate of Liability Insurance and business tax receipts, so any vendor they will bring in those items. The first one they have requested for the Board's purview is a Kung Fu Black Belt Academy across the road. They are looking to bring them in on a bi-weekly basis. They would do three separate classes, one for toddlers, one for teenagers and one for adults.

Ms. Kooiman: Where are they going to do this?

Mr. Ciechanowiecki: They could do it in this room. That is acceptable to us, but again, this would be the first of many potential vendors, and the goal is to instead of doing big social events throughout the year, is to just bring a couple of vendors in through a calendar period, putting them in a calendar environment that can be on websites, etcetera, whether it be Zumba or pool aerobics or yoga or whatever it is for consideration. I do not know how you guys want to handle this or if this is an approval on a one case basis. I just wanted to bring it up to the Board.

Ms. Wald: We have handled this in different ways in different Districts where the District actually owns the cost. Some Districts contract the services themselves with the different vendors and because you want to make sure that you have the liability covered, you want to make sure the insurance is placed and you also want to be able to provide that service to everyone who comes into the clubhouse. If it is going to be a fee based service, you also have to make sure it is commensurate to what is being provided and collected. When it is not a fee based service, which is what Mr. Ciechanowiecki had told me with the HOA, they would not be doing that. The HOA would be handling any cost directly with the vendor, we will not be charging any money, so it would be a service, again, for people that come into the clubhouse, as part of the community. That takes a little bit of the difference out of it. One thing that you could do that other Districts have done is you can always have something called a Facility Use Agreement, and it is really because the HOA is providing the service that the CDD normally could provide, as part of the clubhouse, but the HOA is the one that is taking on the burden of doing it. It would be an agreement with the HOA and the CDD and it would provide for use of the facility. That being said, it could be per basis as to each type of work it is or we have done this in other communities where either the Club Facilities Manager or the District Manager is provided the authority to approve under certain guidelines as to the HOA providing that. This information is also included in the Facility Use Agreement because they want to make sure, and it is usually the Club Manager, that it is not going to conflict with anything else that is already occurring with the clubhouse, checking the schedules and making sure this is here, this is there. It really does work well with the Clubhouse Manager, especially when you have a good Clubhouse Manager providing those services. That is something we could put together if the Board is interested. We can bring it back to the next meeting and if you are also interested in having that authority provided to the Clubhouse Manager to make those decisions, then we can include some of those guidelines. If you want to give me some feedback as to the type of guidelines you are looking at, please give me those. I will put together a basic agreement with a bunch of blanks. Again, we will have to send it out to each one of you and you can provide feedback of what you would like to see in that before the next meeting. Of course, you would do that individually to me, not to violate the Sunshine Law.

Mr. Pulcini: I would like to have feedback from you on what the guidelines should be.

Ms. Wald: Obviously, you are not going to have any type of event that is going to be in violation of what you have for your insurance already for the clubhouse, but the type of classes provided will be what the Board is most comfortable with.

Mr. Ciechanowiecki: Everything is doable. It is fine to do things for an appropriate price. We have this lady that is going to charge us \$150 for a two-hour period, which is affordable.

Ms. Kooiman: How come her competitor did not get a shot at it?

Mr. Ciechanowiecki: We approached multiple different people.

Ms. Wald: Again, the CDD is getting out of it and the agreement is being contracted with the HOA, as long as they are providing service to the community, and the individuals who are coming in are not being charged, we are fine. It is if the CDD wants to get involved and now the CDD is the one getting vendors is where the charge is at. That is not what is being proposed by Mr. Ciechanowiecki to engage with the HOA to perform those services because the HOA would be handling the cost. The vendor is not charging the individuals. We are basically giving the space, the use of the facilities. I will just prepare a Facilities Use Agreement.

Mr. Ciechanowiecki: I would like to get a list for the HOA of the requirements for the vendor regarding insurance and other issues.

Ms. Wald: We are going to have the requirements of the HOA. The HOA is going to have to make that decision because the other thing we need to do is coordinate an agreement, but I think that is becoming too complicated. I think it is just easier to deal with the HOA.

#### **TENTH ORDER OF BUSINESS**

#### **Adjournment**

There being no further business,

On MOTION by Mr. Ciechanowiecki, seconded by Mr. Pulcini with all in favor, the meeting was adjourned at approximately 8:56 p.m.

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George Miller  
Assistant Secretary

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Greg Popowitz  
Vice Chairman

## **Fourth Order of Business**



**Monterra  
Community Development District**

*Financial Report*

*May 31, 2018*

## Table of Contents

<b><u>FINANCIAL STATEMENTS</u></b>	<b>Page #</b>
Balance Sheet - All Funds .....	1 - 2
Statement of Revenues, Expenditures and Changes in Fund Balance	
<u>General Fund</u>	
Summary Report .....	3
Detailed Report .....	4 - 7
<u>Debt Service Funds</u> .....	8 - 9
 <b><u>SUPPORTING SCHEDULES</u></b>	
Trend Report - General Fund .....	10
Non-Ad Valorem Special Assessments Schedule .....	11
Accounts Payable Report .....	12 - 15
Accrued Expenses Report .....	16
Payment Register .....	17 - 20
Summary Contract Schedule - Quarterly Cash Flow .....	21 - 22
Detailed Contract Schedules .....	23 - 25
Beginning Fund Balance Tracker .....	26
Capital Reserve Plan .....	27

**Monterra  
Community Development District**

**Financial Statements**

**(Unaudited)**

**May 31, 2018**

**Monterra  
Community Development District**

**Supporting Schedules**

**May 31, 2018**

**Balance Sheet**  
May 31, 2018

<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>
<b><u>ASSETS</u></b>				
Cash - Checking Account	\$ 632,116	\$ -	\$ -	\$ 632,116
Cash On Hand/Petty Cash	500	-	-	500
Accounts Receivable	55	-	-	55
Due From Other Funds	-	-	36,466	36,466
Investments:				
SBA Account	937,732	-	-	937,732
SBA Account Reserves	349,294	-	-	349,294
Interest Account	-	-	41	41
Interest Account A	-	14	-	14
Prepayment Account	-	3,134	-	3,134
Prepayment Account A	-	2	-	2
Redemption Fund	-	-	11,599	11,599
Reserve Fund	-	-	253,584	253,584
Reserve Fund A	-	7	-	7
Revenue Fund	-	-	967,026	967,026
Revenue Fund A	-	30,933	-	30,933
Sinking fund	-	9	-	9
Deposits	16,305	-	-	16,305
<b>TOTAL ASSETS</b>	<b>\$ 1,936,002</b>	<b>\$ 34,099</b>	<b>\$ 1,268,716</b>	<b>\$ 3,238,817</b>
<b><u>LIABILITIES</u></b>				
Accounts Payable	\$ 77,603	\$ -	\$ -	\$ 77,603
Accrued Expenses	26,250	-	-	26,250
Due To Other Funds	6,188	-	-	6,188
<b>TOTAL LIABILITIES</b>	<b>110,041</b>	<b>-</b>	<b>-</b>	<b>110,041</b>

**Balance Sheet**  
May 31, 2018

<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>
<b><u>FUND BALANCES</u></b>				
<b>Restricted for:</b>				
Debt Service	-	34,099	1,268,716	1,302,815
<b>Assigned to:</b>				
Operating Reserves	425,078	-	-	425,078
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
<b>Unassigned:</b>	987,504	-	-	987,504
<b>TOTAL FUND BALANCES</b>	<b>\$ 1,825,961</b>	<b>\$ 34,099</b>	<b>\$ 1,268,716</b>	<b>\$ 3,128,776</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 1,936,002</b>	<b>\$ 34,099</b>	<b>\$ 1,268,716</b>	<b>\$ 3,238,817</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending May 31, 2018

ACCOUNT DESCRIPTION	Annual Adopted Budget	Year to date Actual	Committed Funds (1)	Forecasted Funds (2)	Total Projected Amount (3)	Variance To Budget Fav (UnFav) (4)	Total Projected As a % of Budget (5)
<b>REVENUES</b>							
<b>TOTAL REVENUES</b>	<b>\$2,427,114</b>	<b>\$2,420,473</b>	<b>33,269</b>	<b>-</b>	<b>\$2,453,742</b>	<b>\$26,628</b>	<b>101.1%</b>
<b>EXPENDITURES</b>							
Administrative	98,440	87,100	1,000	-	88,100	10,340	89.5%
Property management and security	520,246	340,388	183,860	-	524,248	(4,002)	100.8%
Maintenance: Gate/Fence	71,183	72,667	4,306	-	76,973	(5,790)	108.1%
Maintenance: Lakes	206,458	93,704	26,760	-	120,464	85,994	58.3%
Maintenance: Landscape/Hardscape	788,010	576,848	238,362	-	815,210	(27,200)	103.5%
Maintenance: Pool	23,900	15,516	6,696	-	22,212	1,688	92.9%
Maintenance: Other	145,704	105,118	73,127	9,949	188,194	(42,490)	129.2%
Utilities	236,300	157,446	1,551	-	158,997	77,303	67.3%
Other Expenses	58,641	34,099	503	-	34,602	24,039	59.0%
Contingency	278,232	87,614	31,771	1,050	120,435	157,797	43.3%
<b>TOTAL EXPENDITURES</b>	<b>2,427,114</b>	<b>1,570,500</b>	<b>567,935</b>	<b>10,999</b>	<b>2,149,435</b>	<b>277,679</b>	<b>88.6%</b>
Excess (deficiency) of revenues Over (under) expenditures	-	849,973	(534,666)	(10,999)	304,307	304,307	
Net change in fund balance	-	849,973	(534,666)	(10,999)	304,307	304,307	
<b>FUND BALANCE, BEGINNING (10/1/2017)</b>	<b>975,988</b>	<b>975,988</b>	<b>-</b>	<b>-</b>	<b>975,988</b>	<b>-</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$975,988</b>	<b>\$1,825,961</b>	<b>(\$534,666)</b>	<b>(\$10,999)</b>	<b>\$1,280,295</b>	<b>\$304,307</b>	

**Notes**

- 1.) Committed Funds are balances from signed contracts which have not been paid yet.
- 2.) Forecasted Funds are balances which are expected to be needed prior to year-end but no signed contract exists at this time.
- 3.) Total Projected amounts are the anticipated year-end balances for each category.
- 4.) Compares the total projected amounts to the adopted budget. Favorable variances are positive; Unfavorable variances are negative.
- 5.) Compares the total projected amounts as a percentage (%) of the adopted budget.

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending May 31, 2018

ACCOUNT DESCRIPTION	Annual Adopted Budget	Year to date Actual	Committed Funds	Forecasted Funds	Total Projected Amount	Variance To Budget Fav (UnFav)	Total Projected As a % of Budget
<b>REVENUES</b>							
Interest - Investments	\$ -	\$ 8,268	\$ -	\$ -	\$ 8,268	\$ 8,268	0.0%
Room Rentals	-	200	-	-	200	200	0.0%
Interest - Tax Collector	-	826	-	-	826	826	0.0%
Rental Income	-	250	-	-	250	250	0.0%
Non Resident Fee	-	60	-	-	60	60	0.0%
Membership Cards	-	705	-	-	705	705	0.0%
Special Assmnts- Tax Collector	2,427,114	2,393,845	33,269	-	2,427,114	-	100.0%
Gate repair refunds	-	3,895	-	-	3,895	3,895	0.0%
Decal headlamp/windshield	-	8,575	-	-	8,575	8,575	0.0%
Other Miscellaneous Revenues	-	3,349	-	-	3,349	3,349	0.0%
Gate Bar Code/Remotes	-	415	-	-	415	415	0.0%
Access Cards	-	85	-	-	85	85	0.0%
<b>TOTAL REVENUES</b>	<b>2,427,114</b>	<b>2,420,473</b>	<b>33,269</b>	<b>-</b>	<b>2,453,742</b>	<b>26,628</b>	<b>101.1%</b>
<b>EXPENDITURES</b>							
<b>Administrative</b>							
P/R-Board of Supervisors	2,800	-	-	-	-	2,800	0.0%
FICA Taxes	214	-	-	-	-	214	0.0%
ProfServ-Arbitrage Rebate	1,800	-	-	-	-	1,800	0.0%
ProfServ-Dissemination Agent	1,800	139	-	-	139	1,661	7.7%
ProfServ-Engineering	15,000	9,610	-	-	9,610	5,390	64.1%
ProfServ-Property Appraiser	2,216	2,216	-	-	2,216	-	100.0%
ProfServ-Trustee Fees	10,500	9,768	-	-	9,768	732	93.0%
Attorney Fees	18,000	32,038	-	-	32,038	(14,038)	178.0%
ProfServ-Web Site Maintenance	500	732	-	-	732	(232)	146.4%
Auditing Services	4,200	-	-	-	-	4,200	0.0%
Postage and Freight	750	215	-	-	215	535	28.7%
Rentals & Leases	2,400	133	-	-	133	2,267	5.5%
Insurance - Property	25,743	22,883	-	-	22,883	2,860	88.9%
Insurance	7,242	6,676	-	-	6,676	566	92.2%
Printing and Binding	2,500	870	-	-	870	1,630	34.8%
Legal Advertising	1,500	511	-	-	511	989	34.1%
Other Current Charges	750	895	-	-	895	(145)	119.3%
Office Supplies	350	214	1,000	-	1,214	(864)	346.9%
Dues, Licenses, Subscriptions	175	200	-	-	200	(25)	114.3%
<b>Total Administrative</b>	<b>98,440</b>	<b>87,100</b>	<b>1,000</b>	<b>-</b>	<b>88,100</b>	<b>10,340</b>	<b>89.5%</b>



**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending May 31, 2018

ACCOUNT DESCRIPTION	Annual Adopted Budget	Year to date Actual	Committed Funds	Forecasted Funds	Total Projected Amount	Variance To Budget Fav (UnFav)	Total Projected As a % of Budget
<b><u>Property management and security</u></b>							
ProfServ-Mgmt Consulting Serv	53,045	36,843	17,600	-	54,443	(1,398)	102.6%
Onsite Maintenance	43,051	28,701	14,350	-	43,051	(0)	100.0%
Onsite Property Manager	26,697	18,698	8,899	-	27,597	(900)	103.4%
Attendant	112,845	75,230	37,615	-	112,845	-	100.0%
Security	284,608	180,916	105,395	-	286,311	(1,703)	100.6%
<b>Total Property management and security</b>	<b>520,246</b>	<b>340,388</b>	<b>183,860</b>	<b>-</b>	<b>524,248</b>	<b>(4,002)</b>	<b>100.8%</b>
<b><u>Maintenance: Gate/Fence</u></b>							
R&M-Fence	12,750	19,360	-	-	19,360	(6,610)	151.8%
R&M-Gate	38,000	25,164	4,306	-	29,470	8,530	77.6%
Gate Transponders	7,000	5,811	-	-	5,811	1,189	83.0%
Gate Camera Systems	13,433	9,587	-	-	9,587	3,846	71.4%
Misc-Hurricane Expense	-	12,745	-	-	12,745	(12,745)	0.0%
<b>Total Maintenance: Gate/Fence</b>	<b>71,183</b>	<b>72,667</b>	<b>4,306</b>	<b>-</b>	<b>76,973</b>	<b>(5,790)</b>	<b>108.1%</b>
<b><u>Maintenance: Lakes</u></b>							
R&M-Pump Station	23,338	12,034	-	-	12,034	11,304	51.6%
Lake & Wetlands Maintenance	28,320	18,880	9,440	-	28,320	-	100.0%
Pest Control-Midge Lake Banks	65,000	19,590	10,720	-	30,310	34,690	46.6%
Pest Control-Midge Lakes	50,000	26,000	-	-	26,000	24,000	52.0%
Mitigation Maintenance	19,800	13,200	6,600	-	19,800	-	100.0%
Mitigation Reporting	8,000	4,000	-	-	4,000	4,000	50.0%
Pump Station Reserve	12,000	-	-	-	-	12,000	0.0%
<b>Total Maintenance: Lakes</b>	<b>206,458</b>	<b>93,704</b>	<b>26,760</b>	<b>-</b>	<b>120,464</b>	<b>85,994</b>	<b>58.3%</b>
<b><u>Maintenance: Landscape/Hardscape</u></b>							
Landscape Contract Administration	12,000	-	-	-	-	12,000	0.0%
R&M-Mulch	50,000	42,550	-	-	42,550	7,450	85.1%
R&M-Pest Control	101,000	68,431	33,333	-	101,764	(764)	100.8%
R&M-Trees and Trimming	30,000	-	21,500	-	21,500	8,500	71.7%
Royal Palm Treatment	15,000	1,934	-	-	1,934	13,066	12.9%
R&M-Pressure Washing	61,980	48,066	20,660	-	68,726	(6,746)	110.9%
Rust Control	9,600	6,400	3,200	-	9,600	-	100.0%
Landscape Maintenance	368,400	254,739	136,049	-	390,788	(22,388)	106.1%
Landscape Replacement	30,000	11,025	-	-	11,025	18,975	36.8%
Landscape Replacement-Annals	10,000	385	-	-	385	9,615	3.9%

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending May 31, 2018

ACCOUNT DESCRIPTION	Annual Adopted Budget	Year to date Actual	Committed Funds	Forecasted Funds	Total Projected Amount	Variance To Budget Fav (UnFav)	Total Projected As a % of Budget
Irrigation Maintenance	76,912	45,992	23,620	-	69,612	7,300	90.5%
Irrigation Repairs & Replacem.	23,118	32,819	-	-	32,819	(9,701)	142.0%
Misc-Hurricane Expense	-	64,507	-	-	64,507	(64,507)	0.0%
<b>Total Maintenance: Landscape/Hardscape</b>	<b>788,010</b>	<b>576,848</b>	<b>238,362</b>	<b>-</b>	<b>815,210</b>	<b>(27,200)</b>	<b>103.5%</b>
<b><u>Maintenance: Pool</u></b>							
R&M-Pools	20,000	14,661	6,696	-	21,357	(1,357)	106.8%
Pool Furniture	3,600	180	-	-	180	3,420	5.0%
Pool Permits	300	675	-	-	675	(375)	225.0%
<b>Total Maintenance: Pool</b>	<b>23,900</b>	<b>15,516</b>	<b>6,696</b>	<b>-</b>	<b>22,212</b>	<b>1,688</b>	<b>92.9%</b>
<b><u>Maintenance: Other</u></b>							
Gym Equipment Maintenance	6,500	2,148	700	-	2,848	3,652	43.8%
R&M-General	58,400	42,032	48,647	9,949	100,628	(42,228)	172.3%
Janitorial Maintenance	66,254	44,337	22,085	-	66,422	(168)	100.3%
R&M - Water Feature	3,300	4,977	-	-	4,977	(1,677)	150.8%
IT Maintenance	1,750	1,435	-	-	1,435	315	82.0%
A/C Maintenance	3,500	353	1,695	-	2,048	1,452	58.5%
Tot Lot Maintenance	6,000	2,951	-	-	2,951	3,049	49.2%
Misc-Hurricane Expense	-	6,885	-	-	6,885	(6,885)	0.0%
<b>Total Maintenance: Other</b>	<b>145,704</b>	<b>105,118</b>	<b>73,127</b>	<b>9,949</b>	<b>188,194</b>	<b>(42,490)</b>	<b>129.2%</b>
<b><u>Utilities</u></b>							
Communication - Telephone	7,500	14,449	-	-	14,449	(6,949)	192.7%
Electricity - Entrance	12,500	9,069	-	-	9,069	3,431	72.6%
Electricity - Pump Station	62,500	33,844	-	-	33,844	28,656	54.2%
Electricity - Streetlighting	114,500	75,310	-	-	75,310	39,190	65.8%
Utility - Water	16,500	9,036	1,551	-	10,587	5,913	64.2%
Electricity - Gate	-	54	-	-	54	(54)	0.0%
Electric - Monuments	300	190	-	-	190	110	63.3%
Electricity	22,500	15,494	-	-	15,494	7,006	68.9%
<b>Total Utilities</b>	<b>236,300</b>	<b>157,446</b>	<b>1,551</b>	<b>-</b>	<b>158,997</b>	<b>77,303</b>	<b>67.3%</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending May 31, 2018

ACCOUNT DESCRIPTION	Annual Adopted Budget	Year to date Actual	Committed Funds	Forecasted Funds	Total Projected Amount	Variance To Budget Fav (UnFav)	Total Projected As a % of Budget
<b><u>Other Expenses</u></b>							
Fire Alarm Monitoring	480	410	-	-	410	70	85.4%
Contracts-Fire Exting. Insp.	120	106	-	-	106	14	88.3%
Utility - Water	8,000	-	-	-	-	8,000	0.0%
Utility - Refuse Removal	5,000	3,102	-	-	3,102	1,898	62.0%
Lease - Copier	-	1,831	-	-	1,831	(1,831)	0.0%
Golf Cart	-	1,550	503	-	2,053	(2,053)	0.0%
Backflow Assembly Testing	170	-	-	-	-	170	0.0%
Gym Wipes	3,000	1,767	-	-	1,767	1,233	58.9%
Misc-Holiday Lighting	8,650	8,650	-	-	8,650	-	100.0%
Misc-Special Events	6,000	152	-	-	152	5,848	2.5%
Misc-Licenses & Permits	721	-	-	-	-	721	0.0%
Entry System-Key Fob	1,000	1,264	-	-	1,264	(264)	126.4%
Office Supplies	12,000	10,392	-	-	10,392	1,608	86.6%
Cleaning Supplies	5,500	2,989	-	-	2,989	2,511	54.3%
Water Cooler	3,000	1,600	-	-	1,600	1,400	53.3%
Electrical Supplies	3,000	286	-	-	286	2,714	9.5%
Reserve - Equipment	2,000	-	-	-	-	2,000	0.0%
<b>Total Other Expenses</b>	<b>58,641</b>	<b>34,099</b>	<b>503</b>	<b>-</b>	<b>34,602</b>	<b>24,039</b>	<b>59.0%</b>
<b><u>Contingency</u></b>							
Misc-Contingency	133,957	-	12,865	-	12,865	121,092	9.6%
Capital Reserve	144,275	87,614	18,906	1,050	107,570	36,705	74.6%
<b>Total Contingency</b>	<b>278,232</b>	<b>87,614</b>	<b>31,771</b>	<b>1,050</b>	<b>120,435</b>	<b>157,797</b>	<b>43.3%</b>
<b>TOTAL EXPENDITURES</b>	<b>2,427,114</b>	<b>1,570,500</b>	<b>567,935</b>	<b>10,999</b>	<b>2,149,435</b>	<b>277,679</b>	<b>88.6%</b>
Excess (deficiency) of revenues Over (under) expenditures	-	849,973	(534,666)	(10,999)	304,307	304,307	
Net change in fund balance	-	849,973	(534,666)	(10,999)	304,307	304,307	
<b>FUND BALANCE, BEGINNING (OCT 1, 2017)</b>	<b>975,988</b>	<b>975,988</b>	<b>-</b>	<b>-</b>	<b>975,988</b>	<b>-</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 975,988</b>	<b>\$ 1,825,961</b>	<b>(\$534,666)</b>	<b>(\$10,999)</b>	<b>\$1,280,295</b>	<b>\$304,307</b>	

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending May 31, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>REVENUES</u></b>				
Interest - Investments	\$ -	\$ -	\$ 41	\$ 41
Special Assmnts- Tax Collector	-	-	30,774	30,774
Special Assmnts- CDD Collected	419,250	419,250	-	(419,250)
<b>TOTAL REVENUES</b>	<b>419,250</b>	<b>419,250</b>	<b>30,815</b>	<b>(388,435)</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Debt Service</u></b>				
Principal Debt Retirement	150,000	150,000	-	150,000
Interest Expense	270,400	270,400	135,300	135,100
<b>Total Debt Service</b>	<b>420,400</b>	<b>420,400</b>	<b>135,300</b>	<b>285,100</b>
<b>TOTAL EXPENDITURES</b>	<b>420,400</b>	<b>420,400</b>	<b>135,300</b>	<b>285,100</b>
Excess (deficiency) of revenues Over (under) expenditures	(1,150)	(1,150)	(104,485)	(103,335)
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Contribution to (Use of) Fund Balance	(1,150)	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(1,150)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ (1,150)	\$ (1,150)	\$ (104,485)	\$ (103,335)
<b>FUND BALANCE, BEGINNING (OCT 1, 2017)</b>	<b>138,584</b>	<b>138,584</b>	<b>138,584</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 137,434</b>	<b>\$ 137,434</b>	<b>\$ 34,099</b>	

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending May 31, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>REVENUES</u></b>				
Interest - Investments	\$ -	\$ -	\$ 926	\$ 926
Interest - Tax Collector	-	-	347	347
Special Assmnts- Tax Collector	1,010,562	1,010,562	992,995	(17,567)
<b>TOTAL REVENUES</b>	<b>1,010,562</b>	<b>1,010,562</b>	<b>994,268</b>	<b>(16,294)</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Debt Service</u></b>				
Principal Debt Retirement	580,000	580,000	-	580,000
Interest Expense	435,413	435,413	217,706	217,707
<b>Total Debt Service</b>	<b>1,015,413</b>	<b>1,015,413</b>	<b>217,706</b>	<b>797,707</b>
<b>TOTAL EXPENDITURES</b>	<b>1,015,413</b>	<b>1,015,413</b>	<b>217,706</b>	<b>797,707</b>
Excess (deficiency) of revenues Over (under) expenditures	(4,851)	(4,851)	776,562	781,413
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Contribution to (Use of) Fund Balance	(4,851)	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(4,851)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ (4,851)	\$ (4,851)	\$ 776,562	\$ 781,413
<b>FUND BALANCE, BEGINNING (OCT 1, 2017)</b>	<b>492,154</b>	<b>492,154</b>	<b>492,154</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 487,303</b>	<b>\$ 487,303</b>	<b>\$ 1,268,716</b>	

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending May 31, 2018

Account Description	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	YTD Total
<b>Total Revenues</b>	<b>1,004</b>	<b>447,422</b>	<b>1,658,896</b>	<b>23,367</b>	<b>172,122</b>	<b>26,915</b>	<b>69,506</b>	<b>21,238</b>	<b>2,420,470</b>
<b>Expenditures</b>									
Administrative	40,205	5,824	5,753	227	6,667	7,002	11,148	10,274	87,100
Property management and security	15,255	69,929	44,419	42,276	43,022	40,499	42,476	42,511	340,387
Maintenance: Gate/Fence	2,585	6,488	15,223	13,341	12,163	6,543	2,852	13,470	72,665
Maintenance: Lakes	17,170	6,690	7,860	9,275	7,780	19,275	1,790	23,865	93,705
Maintenance: Landscape/Hardscape	57,172	42,195	71,621	59,924	148,668	48,604	74,538	74,125	576,847
Maintenance: Pool	2,325	1,400	1,400	1,600	2,637	1,400	1,575	3,179	15,516
Maintenance: Other	9,879	8,500	11,068	17,622	8,423	12,453	6,337	30,836	105,118
Utilities	18,852	19,806	22,117	20,564	20,772	17,784	18,565	18,985	157,445
Other Expenses	8,232	2,413	3,284	2,487	2,847	2,145	3,477	9,214	34,099
Contingency	-	5,218	13,059	-	-	-	69,337	-	87,614
<b>Total Expenditures</b>	<b>171,675</b>	<b>168,463</b>	<b>195,804</b>	<b>167,316</b>	<b>252,979</b>	<b>155,705</b>	<b>232,095</b>	<b>226,459</b>	<b>1,570,496</b>
Excess (deficiency) of revenues Over (under) expenditures	<b>(170,671)</b>	<b>278,959</b>	<b>1,463,092</b>	<b>(143,949)</b>	<b>(80,857)</b>	<b>(128,790)</b>	<b>(162,589)</b>	<b>(205,221)</b>	<b>849,974</b>

**Non-Ad Valorem Special Assessments**  
**Broward County Tax Collector - Collection Report**  
For the Fiscal Year Ending September 30, 2018

**TOTAL - ALL PRODUCT TYPES**

Date	Description	Gross Amount	(Discounts)/ Penalties	(Collection Cost)	Net Amount Received
<b>ASSESSMENTS LEVIED FY 2018</b>					\$ 3,467,830
Allocation %					99%
11/21/2017	11/1 - 11/14/17	754,098	(30,282)	(14,476)	709,340
12/8/2017	11/1 - 11/30/17	2,197,070	(87,726)	(41,972)	2,067,372
12/12/2017	12/1 - 12/5/17	116,208	(4,539)	(2,233)	109,435
12/29/2018	12/6 - 12/19/17	90,961	(3,070)	(1,758)	86,133
1/12/2018	12/1 - 12/31/17	76,187	(2,270)	(1,478)	72,438
2/15/2018	1/1 - 1/31/18	230,966	(6,317)	(1,495)	223,154
3/15/2018	2/1 - 2/28/18	35,678	(352)	(707)	34,620
4/13/2018	3/1 - 3/31/18	96,190	-	(1,924)	94,266
5/15/2018	4/1 - 4/30/18	20,776	505	(426)	20,855
<b>TOTAL</b>		<b>\$ 3,618,133</b>	<b>\$ (134,052)</b>	<b>\$ (66,468)</b>	<b>\$ 3,417,613</b>
					% Collected 99%

Allocation by Fund		
General Fund	Series 2005 Debt Serv. Fund	Series 2015 Debt Serv. Fund
\$ 2,427,118	\$ 30,150	\$ 1,010,561
69.99%	0.87%	29.14%
479,136	-	230,203
1,456,765	2,062	608,545
72,177	-	37,259
60,032	-	26,101
49,533	-	22,905
172,370	28,712	22,072
24,830	-	9,790
63,988	-	30,278
15,014	-	5,841
<b>\$ 2,393,845</b>	<b>\$ 30,773</b>	<b>\$ 992,995</b>
99%	102%	98%

<b>TOTAL OUTSTANDING</b>	<b>\$ 50,217</b>
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<b>\$ 33,273</b>	<b>\$ (623)</b>	<b>\$ 17,567</b>
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**TOTAL - BREAKDOWN BY PRODUCT TYPE**

Product Code	Product Description	Amount Levied	Net Amount Received	Net Amount Outstanding
MR	MultiFamily - 2F	\$ 112,228	\$ 112,325	\$ (96)
MS	Townhome - 2F	225,038	225,923	(884)
MT	SF 34'	208,896	209,411	(515)
MU	SF 34' -La Costa	107,206	107,415	(209)
MV	SF 50'	1,116,024	1,100,768	15,256
MW	SF 50'- Bella Terra	215,204	212,163	3,041
MX	SF 65'	738,590	710,492	28,098
MY	SF 65' Estada	362,598	356,161	6,437
MZ	Townhome - 2H	224,634	222,290	2,345
MN	Commercial	157,410	160,665	(3,255)
<b>TOTAL</b>		<b>\$ 3,467,830</b>	<b>\$ 3,417,613</b>	<b>\$ 50,217</b>

**Aged Accounts Payable**

Monterra CDD

(Detail, aged as of May 31, 2018)

Aged by due date.

Document Number is External Document No.

Vendor: No.: &lt;&gt;V00032

No.	Name	Document		Balance Due	Aged Overdue Amounts				Doc. Curr.
		Type	Number		Current	Up To 30 Days	31 - 60 Days	Over 60 Days	
1	INFRAMARK, LLC		Phone:	281- 504-1321	Contact:				
	5/25/2018 MAY 2018 MGMNT SERVICES	Invoice	30723	4,907.62	0.00	4,907.62	0.00	0.00	
1	Total Amount Due			4,907.62	0.00	4,907.62	0.00	0.00	
					0.00%	100.00%	0.00%	0.00%	
V00002	AT&I		Phone:	(866) 436-3516	Contact:				
	5/29/2018 REPLACE EXIT ARM VISTA D	Invoice	WO-012204	438.00	0.00	438.00	0.00	0.00	
	5/30/2018 GATE ARM SHEER PIN REPL	Invoice	WO-021130	90.50	0.00	90.50	0.00	0.00	
	5/31/2018 VISTA DEL SOL REPAIR	Invoice	WO-012256	85.00	85.00	0.00	0.00	0.00	
V00002	Total Amount Due			613.50	85.00	528.50	0.00	0.00	
					100.00%	0.00%	0.00%	0.00%	
V00004	FPL		Phone:		Contact:				
	6/7/2018 4/18-5/18/18 ELEC ACH	Invoice	051818 ACH	16,759.71	16,759.71	0.00	0.00	0.00	
V00004	Total Amount Due			16,759.71	16,759.71	0.00	0.00	0.00	
					100.00%	0.00%	0.00%	0.00%	
V00006	Castle Group		Phone:	18003375850	Contact:				
	6/1/2018 MAY 2018 MGMT FEES	Invoice	MCT-060118-14	20,863.00	20,863.00	0.00	0.00	0.00	
V00006	Total Amount Due			20,863.00	20,863.00	0.00	0.00	0.00	
					100.00%	0.00%	0.00%	0.00%	
V00007	COMCAST		Phone:		Contact:				
	5/26/2018 VISTA DEL SOL	Invoice	052618-44432 A	144.85	0.00	144.85	0.00	0.00	
	5/26/2018 UNIT GRDHSE	Invoice	052618-16934 A	194.33	0.00	194.33	0.00	0.00	
	6/12/2018 SHERIDAN GRD GATE	Invoice	052118-ACH	177.58	177.58	0.00	0.00	0.00	
V00007	Total Amount Due			516.76	177.58	339.18	0.00	0.00	
					100.00%	0.00%	0.00%	0.00%	
V00014	Office Depot		Phone:		Contact:				
	6/13/2018 OFFICE SUPPLIES	Invoice	137771296001	60.32	60.32	0.00	0.00	0.00	
	6/17/2018 OFFICE SUPPLIES	Invoice	140687432001	27.73	27.73	0.00	0.00	0.00	



# Aged Accounts Payable

Monterra CDD

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(Detail, aged as of May 31, 2018)

No.	Name	Document			Aged Overdue Amounts				Doc. Curr.
		Type	Number	Balance Due	Current	Up To 30 Days	31 - 60 Days	Over 60 Days	
6/23/2018	OFFICE SUPPLIES	Invoice	142172318001	134.99	134.99	0.00	0.00	0.00	
V00014	Total Amount Due			223.04	223.04	0.00	0.00	0.00	
					100.00%	0.00%	0.00%	0.00%	
V00016	Research Irrigation, Inc		Phone:	(305)863-9390	Contact:				
5/30/2018	5/1 THRU 5/31/18 MAINTENAN	Invoice	35918	4,262.10	0.00	4,262.10	0.00	0.00	
V00016	Total Amount Due			4,262.10	0.00	4,262.10	0.00	0.00	
					0.00%	100.00%	0.00%	0.00%	
V00017	5 Star Pools, Inc		Phone:	(954) 665-1818	Contact:				
4/1/2018	MAY 2018 POOL SVC	Invoice	39603	1,400.00	0.00	0.00	1,400.00	0.00	
5/31/2018	REPAIR 2 POOL PUMP LID O	Invoice	40328	152.00	152.00	0.00	0.00	0.00	
V00017	Total Amount Due			1,552.00	152.00	0.00	1,400.00	0.00	
					100.00%	0.00%	0.00%	0.00%	
V00018	The Gym Doc		Phone:	954-825-1618	Contact:				
5/1/2018	MAY EQUIP MAINT	Invoice	1302	175.00	0.00	175.00	0.00	0.00	
V00018	Total Amount Due			175.00	0.00	175.00	0.00	0.00	
					0.00%	100.00%	0.00%	0.00%	
V00019	Total Entry Control		Phone:		Contact:				
5/26/2018	PANEL REBOOTING	Invoice	33933	145.00	0.00	145.00	0.00	0.00	
V00019	Total Amount Due			145.00	0.00	145.00	0.00	0.00	
					0.00%	100.00%	0.00%	0.00%	
V00020	Tropical Plant and Pest Services		Phone:		Contact:				
5/21/2018	SUPPLIES FOR TREE SURVE	Invoice	5212018EMON	784.13	0.00	784.13	0.00	0.00	
5/29/2018	MAY 2018 PEST CONTROL S	Invoice	5292018EMON	8,333.34	0.00	8,333.34	0.00	0.00	
V00020	Total Amount Due			9,117.47	0.00	9,117.47	0.00	0.00	
					0.00%	100.00%	0.00%	0.00%	

**Aged Accounts Payable**

Monterra CDD

Agenda Page 474

(Detail, aged as of May 31, 2018)

No.	Name	Document			Aged Overdue Amounts				Doc. Curr.
		Type	Number	Balance Due	Current	Up To 30 Days	31 - 60 Days	Over 60 Days	
V00023	People's Choice Pressure Cleaning		Phone:	(954) 445-8033	Contact:				
5/25/2018	MAY CLEANING	Invoice	13541	5,165.00	0.00	5,165.00	0.00	0.00	
V00023	Total Amount Due			5,165.00	0.00	5,165.00	0.00	0.00	
					0.00%	100.00%	0.00%	0.00%	
V00024	Billing, Cochran, Lyles,		Phone:		Contact:				
4/30/2018	4/02-4/30/18 GEN COUNSEL	Invoice	149417	3,510.00	0.00	0.00	3,510.00	0.00	
V00024	Total Amount Due			3,510.00	0.00	0.00	3,510.00	0.00	
					0.00%	0.00%	100.00%	0.00%	
V00026	PETTY CASH		Phone:		Contact: PETTY CASH				
5/21/2018	Petty Cash 5/1-5/31/18	Invoice	053118	411.71	0.00	411.71	0.00	0.00	
V00026	Total Amount Due			411.71	0.00	411.71	0.00	0.00	
					0.00%	100.00%	0.00%	0.00%	
V00029	ASAP GATE PLUS, LLC		Phone:	954.538.3626	Contact:				
5/10/2018	REINSTALL 7 LINEAR POSTS	Invoice	20109129	1,232.00	0.00	1,232.00	0.00	0.00	
5/30/2018	GATE 2 INSTALL NEW LOCK	Invoice	20109388	617.80	0.00	617.80	0.00	0.00	
V00029	Total Amount Due			1,849.80	0.00	1,849.80	0.00	0.00	
					0.00%	100.00%	0.00%	0.00%	
V00044	ALM MEDIA LLC		Phone:		Contact:				
5/23/2018	BRD CANDIDATES NOTICE	Invoice	I000318552-052	78.10	0.00	78.10	0.00	0.00	
V00044	Total Amount Due			78.10	0.00	78.10	0.00	0.00	
					0.00%	100.00%	0.00%	0.00%	
V00052	ULTIMATE BUSINESS SERVICES		Phone:		Contact:				
4/19/2018	COFFEE SUPPLIES	Invoice	PR-54555	358.15	0.00	0.00	358.15	0.00	
6/2/2018	COFFEE SUPPLIES	Invoice	PR-55413	253.15	253.15	0.00	0.00	0.00	
V00052	Total Amount Due			611.30	253.15	0.00	358.15	0.00	
					100.00%	0.00%	0.00%	0.00%	
V00056	FLORIDA DEPT OF HEALTH		Phone:		Contact:				
3/22/2018	PERMIT RENEWAL FEE	Invoice	06-BID-3695431	175.00	0.00	0.00	0.00	175.00	

# Aged Accounts Payable

Monterra CDD

(Detail, aged as of May 31, 2018)

No.	Name	Document			Aged Overdue Amounts				Doc. Curr.
		Type	Number	Balance Due	Current	Up To 30 Days	31 - 60 Days	Over 60 Days	
3/22/2018	PERMIT RENEWAL FEE	Invoice	06-BID-3695428	325.00	0.00	0.00	0.00	325.00	
V00056	Total Amount Due			500.00	0.00	0.00	0.00	500.00	
					0.00%	0.00%	0.00%	100.00%	
V00057	HD SUPPLY FACILITIES MAINTENANC	Phone:	800-798-8888		Contact:				
6/17/2018	BACKPAK BLOWER TUBE	Invoice	9163257702	349.00	349.00	0.00	0.00	0.00	
V00057	Total Amount Due			349.00	349.00	0.00	0.00	0.00	
					100.00%	0.00%	0.00%	0.00%	
V00059	TOTAL TROPIC LANDSCAPING	Phone:			Contact:				
5/31/2018	INSTALL 3 GAL COCO PLUM	Invoice	8831	1,335.00	1,335.00	0.00	0.00	0.00	
V00059	Total Amount Due			1,335.00	1,335.00	0.00	0.00	0.00	
					100.00%	0.00%	0.00%	0.00%	
V00079	WELCH TENNIS COURTS, INC	Phone:			Contact:				
5/25/2018	DWN PYMT FOR INSTALLATI	Invoice	2460	1,250.00	0.00	1,250.00	0.00	0.00	
V00079	Total Amount Due			1,250.00	0.00	1,250.00	0.00	0.00	
					0.00%	100.00%	0.00%	0.00%	
V00080	MILIANI CONSTRUCTION CORP	Phone:			Contact:				
5/25/2018	50% DEPOSIT CERAMIC TILE	Invoice	I-ACS-06-86	3,287.00	0.00	3,287.00	0.00	0.00	
V00080	Total Amount Due			3,287.00	0.00	3,287.00	0.00	0.00	
					0.00%	100.00%	0.00%	0.00%	
V00081	TINLOF OF TECHNOLOGIES, INC	Phone:			Contact:				
5/31/2018	MAY COPIES	Invoice	MAY - 2 OF 60	121.34	121.34	0.00	0.00	0.00	
V00081	Total Amount Due			121.34	121.34	0.00	0.00	0.00	
					100.00%	0.00%	0.00%	0.00%	
Report Total Amount Due (USD)				77,603.45	40,318.82	31,516.48	5,268.15	500.00	
					65.27%	31.53%	2.93%	0.27%	

**Accrued Expenses**

**May 31, 2018**

<u>Vendor</u>	<u>Service Period</u>	<u>Description</u>	<u>Amount</u>
Billing, Cochran, Lyles	May-18	Legal services	\$3,750
Kent Security Of Palm Beach, Inc.	May-18	Security services	\$22,500
<b>Total</b>			<b><u>\$26,250</u></b>

# **MONTERRA COMMUNITY DEVELOPMENT DISTRICT**

## **Payment Register by Bank Account**

For the Period from 5/01/2018 to 5/31/2018

(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
<b><u>SUNTRUST BANK - GF - (ACCT# XXXXX0134)</u></b>									
Check	5302	05/02/18	Vendor	Billing, Cochran, Lyles,	148716	2/26-3/30/18 GEN COUNSEL	Attorney Fees	001-531058-51302	\$3,725.00
Check	5303	05/07/18	Vendor	AT&I	20225	MAY GATE PREVENT MAINT	R&M-Gate	001-546034-53950	\$340.00
Check	5303	05/07/18	Vendor	AT&I	20269	REPR ENTRY SWING GATE	R&M-Gate	001-546034-53950	\$355.00
Check	5304	05/07/18	Vendor	HIQ SERVICES CORP.	17-167	PAVER REPAIR SERVICE	R&M-General	001-546001-53970	\$4,070.00
Check	5305	05/09/18	Vendor	Castle Group	MGT-100117-147	OCT 2017 MGMT FEES	Onsite Maintenance	001-534200-51320	\$3,587.59
Check	5305	05/09/18	Vendor	Castle Group	MGT-100117-147	OCT 2017 MGMT FEES	Onsite Property Manager	001-534201-51320	\$2,224.72
Check	5305	05/09/18	Vendor	Castle Group	MGT-100117-147	OCT 2017 MGMT FEES	Attendant	001-534202-51320	\$3,167.79
Check	5305	05/09/18	Vendor	Castle Group	MGT-100117-147	OCT 2017 MGMT FEES	Attendant	001-534202-51320	\$6,235.98
Check	5305	05/09/18	Vendor	Castle Group	MGT-100117-147	OCT 2017 MGMT FEES	Janitorial Maintenance	001-546190-53970	\$1,176.75
Check	5305	05/09/18	Vendor	Castle Group	MGT-100117-147	OCT 2017 MGMT FEES	Janitorial Maintenance	001-546190-53970	\$392.25
Check	5305	05/09/18	Vendor	Castle Group	MGT-100117-147	OCT 2017 MGMT FEES	Janitorial Maintenance	001-546190-53970	\$1,046.00
Check	5305	05/09/18	Vendor	Castle Group	MGT-100117-147	OCT 2017 MGMT FEES	Janitorial Maintenance	001-546190-53970	\$2,832.92
Check	5306	05/09/18	Vendor	HIQ SERVICES CORP.	17-178	FINAL PAYMENT	R&M-General	001-546001-53970	\$9,500.00
Check	5307	05/15/18	Vendor	The Gym Doc	1210	PREVENTATIVE MAINTENANCE 3/1	1080	001-534159-53970	\$175.00
Check	5308	05/15/18	Vendor	AT&I	WO-011770	GATE ARM REPR - 5/4/18	R&M-Gate	001-546034-53950	\$85.00
Check	5309	05/15/18	Vendor	A&A PLAYGROUND SERVICES	31500	GATE FOR CLIMBER	R&M-General	001-546001-53970	\$545.00
Check	5310	05/15/18	Vendor	Castle Group	MGT-050118-139	APRIL 2018 MGMT FEES	Onsite Property Manager	001-534201-51320	\$3,713.33
Check	5310	05/15/18	Vendor	Castle Group	MGT-050118-139	APRIL 2018 MGMT FEES	Onsite Property Manager	001-534201-51320	\$2,224.75
Check	5310	05/15/18	Vendor	Castle Group	MGT-050118-139	APRIL 2018 MGMT FEES	Attendant	001-534202-51320	\$9,403.75
Check	5310	05/15/18	Vendor	Castle Group	MGT-050118-139	APRIL 2018 MGMT FEES	Janitorial Maintenance	001-546190-53970	\$1,250.00
Check	5310	05/15/18	Vendor	Castle Group	MGT-050118-139	APRIL 2018 MGMT FEES	Janitorial Maintenance	001-546190-53970	\$392.25
Check	5310	05/15/18	Vendor	Castle Group	MGT-050118-139	APRIL 2018 MGMT FEES	Janitorial Maintenance	001-546190-53970	\$1,046.00
Check	5310	05/15/18	Vendor	Castle Group	MGT-050118-139	APRIL 2018 MGMT FEES	Janitorial Maintenance	001-546190-53970	\$2,832.92
Check	5310	05/15/18	Vendor	Castle Group	CELL-0418-054	CELLPHONE PROP MGR 4/16/18	Onsite Property Manager	001-534201-51320	\$49.99
Check	5311	05/15/18	Vendor	Eco Blue Aquatic	2535	MAY LAKE/MITIGATION MAINT	Lake & Wetlands Maintenance	001-546366-53955	\$2,360.00
Check	5311	05/15/18	Vendor	Eco Blue Aquatic	2535	MAY LAKE/MITIGATION MAINT	Mitigation Maintenance	001-546369-53955	\$1,650.00
Check	5311	05/15/18	Vendor	Eco Blue Aquatic	2535	MAY LAKE/MITIGATION MAINT	Pest Control-Midge Lakes	001-546368-53955	\$6,000.00
Check	5311	05/15/18	Vendor	Eco Blue Aquatic	2501	APRIL LAKE/MITIGATION MAINT	Lake & Wetlands Maintenance	001-546366-53955	\$2,360.00
Check	5311	05/15/18	Vendor	Eco Blue Aquatic	2501	APRIL LAKE/MITIGATION MAINT	Mitigation Maintenance	001-546369-53955	\$1,650.00
Check	5311	05/15/18	Vendor	Eco Blue Aquatic	2501	APRIL LAKE/MITIGATION MAINT	Pest Control-Midge Lakes	001-546368-53955	\$10,000.00
Check	5312	05/15/18	Vendor	Equator Landscaping	32774	PLANT REPLACEMENT	Landscape Maintenance	001-546300-53960	\$2,350.00
Check	5312	05/15/18	Vendor	Equator Landscaping	32781	LANDSCAPE MAINT	Landscape Maintenance	001-546300-53960	\$14,473.75
Check	5312	05/15/18	Vendor	Equator Landscaping	32781	LANDSCAPE MAINT	Landscape Maintenance	001-546300-53960	\$4,484.42
Check	5312	05/15/18	Vendor	Equator Landscaping	32781	LANDSCAPE MAINT	Landscape Maintenance	001-546300-53960	\$11,958.33
Check	5312	05/15/18	Vendor	Equator Landscaping	32781	LANDSCAPE MAINT	Landscape Maintenance	001-546300-53960	\$804.00
Check	5313	05/15/18	Vendor	Office Depot	127806772001	CLEANING SUPPLIES	Cleaning Supplies	001-552077-53980	\$52.29
Check	5314	05/15/18	Vendor	Research Irrigation, Inc	35863	VALVE MAINT - APRIL 2018	Irrigation Maintenance	001-546930-53960	\$3,295.00
Check	5314	05/15/18	Vendor	Research Irrigation, Inc	35864	IRR MAINT MAY 2018	Irrigation Maintenance	001-546930-53960	\$1,174.50
Check	5314	05/15/18	Vendor	Research Irrigation, Inc	35864	IRR MAINT MAY 2018	Irrigation Maintenance	001-546930-53960	\$391.50
Check	5314	05/15/18	Vendor	Research Irrigation, Inc	35864	IRR MAINT MAY 2018	Irrigation Maintenance	001-546930-53960	\$1,044.00

# MONTERRA COMMUNITY DEVELOPMENT DISTRICT

## Payment Register by Bank Account

For the Period from 5/01/2018 to 5/31/2018

(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	5315	05/15/18	Vendor	5 Star Pools, Inc	39850	APRIL 2018 FOUNTAIN SVC	R&M - Water Feature	001-546191-53970	\$275.00
Check	5315	05/15/18	Vendor	5 Star Pools, Inc	40058	GUARD HOUSE REPAIRS	R&M - Water Feature	001-546191-53970	\$457.00
Check	5315	05/15/18	Vendor	5 Star Pools, Inc	40058	GUARD HOUSE REPAIRS	R&M-Pools	001-546074-53965	\$26.00
Check	5315	05/15/18	Vendor	5 Star Pools, Inc	39851	APRIL 2018 POOL SVC	R&M-Pools	001-546074-53965	\$1,400.00
Check	5316	05/15/18	Vendor	Tropical Plant and Pest Services	4272018EMONT	APRIL2018 PEST CONTROL SERVICE	R&M-Pest Control	001-546070-53960	\$3,584.50
Check	5316	05/15/18	Vendor	Tropical Plant and Pest Services	4272018EMONT	APRIL2018 PEST CONTROL SERVICE	R&M-Pest Control	001-546070-53960	\$3,164.00
Check	5316	05/15/18	Vendor	Tropical Plant and Pest Services	4272018EMONT	APRIL2018 PEST CONTROL SERVICE	R&M-Pest Control	001-546070-53960	\$1,262.50
Check	5316	05/15/18	Vendor	Tropical Plant and Pest Services	4272018EMONT	APRIL2018 PEST CONTROL SERVICE	Royal Palm Treatment	001-546149-53960	\$322.34
Check	5317	05/15/18	Vendor	VISS Technology, LLC	309511	MAY MAINT/ANALYTIC SRV	Gate Camera Systems	001-546963-53950	\$1,119.44
Check	5318	05/15/18	Vendor	PETTY CASH	043018	Petty Cash 4/1-4/30/18	Office Supplies	001-551002-53980	\$4.93
Check	5318	05/15/18	Vendor	PETTY CASH	043018	Petty Cash 4/1-4/30/18	R&M-General	001-546001-53970	\$46.08
Check	5318	05/15/18	Vendor	PETTY CASH	043018	Petty Cash 4/1-4/30/18	Misc-Special Events	001-549052-53980	\$1.51
Check	5318	05/15/18	Vendor	PETTY CASH	043018	Petty Cash 4/1-4/30/18	Gym Equipment Maintenance	001-534159-53970	\$3.37
Check	5319	05/15/18	Vendor	KENT SECURITY OF PALM BEACH, INC.	20030554	APRIL 2018 SEC SVC	Security	001-534203-51320	\$22,236.00
Check	5320	05/15/18	Vendor	ASAP GATE PLUS, LLC	20108961	REPAIRED GATE #3 BELLA TERRA	R&M-Fence	001-546025-53950	\$177.00
Check	5321	05/15/18	Vendor	RUST TECH SERVICES, INC.	162303	MAY 2018 MAINT	Rust Control	001-546193-53960	\$360.00
Check	5321	05/15/18	Vendor	RUST TECH SERVICES, INC.	162303	MAY 2018 MAINT	Rust Control	001-546193-53960	\$120.00
Check	5321	05/15/18	Vendor	RUST TECH SERVICES, INC.	162303	MAY 2018 MAINT	Rust Control	001-546193-53960	\$320.00
Check	5322	05/15/18	Vendor	MONTERRA CDD	5072018-2015	SSESSMENT TRFR SERIES 2015	Due From Other Funds	131000	\$30,278.11
Check	5323	05/15/18	Vendor	ULTIMATE BUSINESS SERVICES	100013118-6	SVC EQUIPMENT	Water Cooler	001-552093-53985	\$45.95
Check	5323	05/15/18	Vendor	ULTIMATE BUSINESS SERVICES	100013118-6	SVC EQUIPMENT	Water Cooler	001-552093-53980	\$45.95
Check	5323	05/15/18	Vendor	ULTIMATE BUSINESS SERVICES	PR-55139	COFFEE SUPPLIES	Office Supplies	001-551002-53980	\$351.70
Check	5324	05/15/18	Vendor	FLORIDA DEPT OF HEALTH	06-BID-3695431	***Voided Voided***			\$0.00
Check	5324	05/15/18	Vendor	FLORIDA DEPT OF HEALTH	06-BID-3695428	***Voided Voided***			\$0.00
Check	5325	05/15/18	Vendor	MILLER, LEGG & ASSOCIATES, INC	0600168-00127	PROF SRVC 4/2-4/14/18	ProfServ-Engineering	001-531013-51302	\$4,995.00
Check	5326	05/17/18	Vendor	Office Depot	132288658001	OFFICE SUPPLIES	Office Supplies	001-551002-53980	\$71.08
Check	5326	05/17/18	Vendor	Office Depot	127716869001	CLEANING SUPPLIES	Cleaning Supplies	001-552077-53980	\$15.16
Check	5326	05/17/18	Vendor	Office Depot	127715868001	OFFICE SUPPLIES	Office Supplies	001-551002-53980	\$12.34
Check	5326	05/17/18	Vendor	Office Depot	127715868001	OFFICE SUPPLIES	Cleaning Supplies	001-552077-53980	\$97.99
Check	5326	05/17/18	Vendor	Office Depot	127817266001	OFFICE SUPPLIES	Office Supplies	001-551002-53980	\$52.20
Check	5326	05/17/18	Vendor	Office Depot	127715536001	OFFICE SUPPLIES	Cleaning Supplies	001-552077-53980	\$216.56
Check	5326	05/17/18	Vendor	Office Depot	127715536001	OFFICE SUPPLIES	Office Supplies	001-551002-53980	\$45.88
Check	5326	05/17/18	Vendor	Office Depot	128357067001	CLEANING SUPPLIES	Cleaning Supplies	001-552077-53980	\$33.24
Check	5327	05/18/18	Vendor	AT&I	WO-011899	RPR PINE ISLAND EXIT GATE	R&M-Gate	001-546034-53950	\$90.50
Check	5327	05/18/18	Vendor	AT&I	WO-011977	SHERIDAN GATE REPAIR	R&M-Gate	001-546034-53950	\$85.00
Check	5327	05/18/18	Vendor	AT&I	WO-011953	VIKING MOTOR 5/10/18	R&M-Gate	001-546034-53950	\$691.20
Check	5328	05/18/18	Vendor	Office Depot	128357336001	CLEANING SUPPLIES	Cleaning Supplies	001-552077-53980	\$18.95
Check	5329	05/18/18	Vendor	JBK TREES LLC	9020	REMOVAL OF 2 POINCIANA TREES	Landscape Maintenance	001-546300-53960	\$800.00
Check	5330	05/21/18	Vendor	AT&I	WO-011922	GATE ARM REPR - 5/8/18	R&M-Gate	001-546034-53950	\$85.00
Check	5330	05/21/18	Vendor	AT&I	WO-012029	RESET PANALS @ VISTA DEL SOL	R&M-Gate	001-546034-53950	\$127.50
Check	5330	05/21/18	Vendor	AT&I	WO-012051	GATE REPR UNIVERSITY RESIDENT	R&M-Gate	001-546034-53950	\$85.00
Check	5331	05/21/18	Vendor	Total Entry Control	33882	REMOTE IT SUPPORT	R&M-Gate	001-546034-53950	\$75.00

# MONTERRA COMMUNITY DEVELOPMENT DISTRICT

## Payment Register by Bank Account

For the Period from 5/01/2018 to 5/31/2018

(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	5332	05/21/18	Vendor	Tropical Plant and Pest Services	03282018EMONTMOSQ	MOSQUITO CONTROL SERVICE	R&M-Pest Control	001-546070-53960	\$203.00
Check	5332	05/21/18	Vendor	Tropical Plant and Pest Services	03282018EMONTMOSQ	MOSQUITO CONTROL SERVICE	R&M-Pest Control	001-546070-53960	\$203.00
Check	5332	05/21/18	Vendor	Tropical Plant and Pest Services	5102018MONTMOSQUITO	WETLANDS MOSQUITO TREATMENT	R&M-Pest Control	001-546070-53960	\$203.00
Check	5332	05/21/18	Vendor	Tropical Plant and Pest Services	5102018MONTMOSQUITO	WETLANDS MOSQUITO TREATMENT	R&M-Pest Control	001-546070-53960	\$203.00
Check	5332	05/21/18	Vendor	Tropical Plant and Pest Services	5102018MONTMOSQUITO	WETLANDS MOSQUITO TREATMENT	Lake & Wetlands Maintenance	001-546366-53955	\$585.00
Check	5332	05/21/18	Vendor	Tropical Plant and Pest Services	05152018MM	MIDGE CONTROL LAKE BANK	Pest Control-Midge Lake Banks	001-546367-53955	\$2,680.00
Check	5333	05/21/18	Vendor	Zogics, LLC	64919	WELLNESS CENTER WIPES	Gym Wipes	001-546961-53980	\$519.80
Check	5334	05/21/18	Vendor	People's Choice Pressure Cleaning	13352	PRESSURE WASHING	R&M-Pressure Washing	001-546171-53960	\$2,324.25
Check	5334	05/21/18	Vendor	People's Choice Pressure Cleaning	13352	PRESSURE WASHING	R&M-Pressure Washing	001-546171-53960	\$774.75
Check	5334	05/21/18	Vendor	People's Choice Pressure Cleaning	13352	PRESSURE WASHING	R&M-Pressure Washing	001-546171-53960	\$2,066.00
Check	5335	05/21/18	Vendor	ASAP GATE PLUS, LLC	20109301	REPAIR CHAIN LINK FENCE	R&M-Fence	001-546025-53950	\$5,500.00
Check	5335	05/21/18	Vendor	ASAP GATE PLUS, LLC	20109274	ADDED FENCE & INSTALLED FAN	R&M-Fence	001-546025-53950	\$400.00
Check	5336	05/21/18	Vendor	XEROX FINANCIAL SERVICES LLC	093164367	***Voided Voided****			\$0.00
Check	5336	05/21/18	Vendor	XEROX FINANCIAL SERVICES LLC	1150407	***Voided Voided****			\$0.00
Check	5337	05/21/18	Vendor	ULTIMATE BUSINESS SERVICES	PR-55301	COFFEE SUPPLIES	Office Supplies	001-551002-53980	\$316.48
Check	5338	05/21/18	Vendor	MILLER, LEGG & ASSOCIATES, INC	0600168-00126	PROF SRVC 3/6-4/14/18	ProfServ-Engineering	001-531013-51302	\$1,400.00
Check	5339	05/21/18	Vendor	JBK TREES LLC	9018	REMOVAL OF 1 TREE W/STUMP	Landscape Maintenance	001-546300-53960	\$350.00
Check	5339	05/21/18	Vendor	JBK TREES LLC	9019	REMOVAL OF 1 BISMARCK TREE	Landscape Maintenance	001-546300-53960	\$500.00
Check	5340	05/21/18	Vendor	HIQ SERVICES CORP.	17-180	RPR PAVERS & WTR TANK RENTAL	R&M-General	001-546001-53970	\$450.00
Check	5341	05/21/18	Vendor	HOOVER PUMP	140844	CORTA BELLA-BELLA TERRA	R&M-Pump Station	001-546075-53955	\$110.00
Check	5342	05/21/18	Vendor	XEROX FINANCIAL SERVICES LLC	1150407	SERVICE 5/1-5/21/18	Rentals & Leases	001-544025-53980	\$153.13
Check	5343	05/23/18	Vendor	Castle Group	MGT-040118-145	ONSITE MAINTENANCE	Onsite Maintenance	001-534200-51320	\$199.00
Check	5344	05/23/18	Vendor	Magical Displays	RACDD-041618	FINAL PYMT - HOLIDAY LIGHTS	Misc-Holiday Lighting	001-549028-53980	\$2,162.50
Check	5344	05/23/18	Vendor	Magical Displays	RACDD-041618	FINAL PYMT - HOLIDAY LIGHTS	Misc-Holiday Lighting	001-549028-53980	\$2,162.50
Check	5345	05/23/18	Vendor	Research Irrigation, Inc	35814	APR IRRIG PARTS REPLACE MAINT	Irrigation Repairs & Replacem.	001-546932-53960	\$542.55
Check	5345	05/23/18	Vendor	Research Irrigation, Inc	35814	APR IRRIG PARTS REPLACE MAINT	Irrigation Repairs & Replacem.	001-546932-53960	\$120.00
Check	5345	05/23/18	Vendor	Research Irrigation, Inc	35814	APR IRRIG PARTS REPLACE MAINT	Irrigation Repairs & Replacem.	001-546932-53960	\$2,919.00
Check	5346	05/23/18	Vendor	Tropical Plant and Pest Services	4042018EMONTBEE	BEE REMOVAL	R&M-Pest Control	001-546070-53960	\$100.00
Check	5346	05/23/18	Vendor	Tropical Plant and Pest Services	4102018MONTMOSQUITO	WETLANDS MOSQUITO TREATMENT	R&M-Pest Control	001-546070-53960	\$203.00
Check	5346	05/23/18	Vendor	Tropical Plant and Pest Services	4102018MONTMOSQUITO	WETLANDS MOSQUITO TREATMENT	R&M-Pest Control	001-546070-53960	\$203.00
Check	5346	05/23/18	Vendor	Tropical Plant and Pest Services	4102018MONTMOSQUITO	WETLANDS MOSQUITO TREATMENT	Lake & Wetlands Maintenance	001-546366-53955	\$585.00
Check	5346	05/23/18	Vendor	Tropical Plant and Pest Services	04182018MM	MIDGE CONTROL LAKE BANK	Pest Control-Midge Lake Banks	001-546367-53955	\$2,680.00
Check	5347	05/23/18	Vendor	People's Choice Pressure Cleaning	13450	PRESSURE WASHING	R&M-Pressure Washing	001-546171-53960	\$2,324.25
Check	5347	05/23/18	Vendor	People's Choice Pressure Cleaning	13450	PRESSURE WASHING	R&M-Pressure Washing	001-546171-53960	\$774.75
Check	5347	05/23/18	Vendor	People's Choice Pressure Cleaning	13450	PRESSURE WASHING	R&M-Pressure Washing	001-546171-53960	\$2,066.00
Check	5348	05/23/18	Vendor	KENT SECURITY OF PALM BEACH, INC.	20030427	SECURITY SVC MARCH 2018	Security	001-534203-51320	\$22,942.00
Check	5349	05/23/18	Vendor	XEROX FINANCIAL SERVICES LLC	093164367	BILL PRD 2/21-3/29/18	Office Supplies	001-551002-53980	\$60.69
Check	5350	05/23/18	Vendor	SULLIVAN ELECTRIC & PUMP INC	8798	VIRTUAL SCADA CELL SVC SUBS CRT	R&M-Pump Station	001-546075-53955	\$479.55
Check	5351	05/23/18	Vendor	COMPLIANCESIGNS, INC.	72588	CUSTOM PARKING SIGNS	R&M-General	001-546001-53970	\$1,082.60
Check	5352	05/23/18	Vendor	WAYNE AUTOMATIC	665779	ANNUAL MON 5/1/18-4/30/19	Fire Alarm Monitoring	001-531082-53980	\$300.00
Check	5353	05/23/18	Vendor	LSJ CORP	49840	CLEARANCE SIGN	R&M-General	001-546001-53970	\$500.00
Check	5354	05/25/18	Vendor	AT&I	WO-012079	VISTA DEL SOL GATE REPR	R&M-Gate	001-546034-53950	\$85.00

# MONTERRA COMMUNITY DEVELOPMENT DISTRICT

## Payment Register by Bank Account

For the Period from 5/01/2018 to 5/31/2018

(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	5355	05/25/18	Vendor	Waste Management, Inc.	0810436-2237-2	MAY WASTE SRV 8 YD DUMPSTER	10-10385-93004	001-543020-53980	\$387.71
Check	5356	05/25/18	Vendor	Office Depot	135773174001	INK	Office Supplies	001-551002-53980	\$24.68
Check	5356	05/25/18	Vendor	Office Depot	135184043001	TWLS/TISSUE/TAPE	Cleaning Supplies	001-552077-53980	\$130.12
Check	5356	05/25/18	Vendor	Office Depot	135184043001	TWLS/TISSUE/TAPE	Office Supplies	001-551002-53980	\$27.29
Check	5356	05/25/18	Vendor	Office Depot	135184217001	DISINFECTANT	Cleaning Supplies	001-552077-53980	\$19.58
Check	5356	05/25/18	Vendor	Office Depot	135772206001	BATTERY/INK	Office Supplies	001-551002-53980	\$113.75
Check	5357	05/25/18	Vendor	Research Irrigation, Inc	35703	MAR IRR REPRS	Irrigation Repairs & Replacem.	001-546932-53960	\$2,108.45
Check	5357	05/25/18	Vendor	Research Irrigation, Inc	35703	MAR IRR REPRS	Irrigation Repairs & Replacem.	001-546932-53960	\$108.65
Check	5358	05/25/18	Vendor	ULTIMATE BUSINESS SERVICES	PR-54814	COFFE SUPPLY SERVICE	Office Supplies	001-551002-53980	\$419.00
Check	5359	05/29/18	Vendor	AT&I	WO-012121	PINE ISLAND GATE REPAIR	R&M-Gate	001-546034-53950	\$85.00
Check	5360	05/29/18	Vendor	5 Star Pools, Inc	39795	REBUILD FNTN MOTOR	R&M-Pools	001-546074-53965	\$921.00
Check	5360	05/29/18	Vendor	5 Star Pools, Inc	39795	REBUILD FNTN MOTOR	R&M - Water Feature	001-546191-53970	\$2,320.00
Check	5361	05/30/18	Vendor	AT&I	20335	RFID WINDSHIELD TAGS	Gate Transponders	001-546960-53950	\$1,476.50
Check	5362	05/30/18	Vendor	Office Depot	136424619001	CLEANING SUPPLIES	Cleaning Supplies	001-552077-53980	\$99.72
Check	5363	05/30/18	Vendor	5 Star Pools, Inc	39602	MAY 2018 FOUNTAIN SVC	R&M - Water Feature	001-546191-53970	\$275.00
ACH	DD039	05/17/18	Vendor	COMCAST	44432-042618	VISTA DEL SOL	Communication - Telephone	001-541003-53975	\$144.85
ACH	DD040	05/15/18	Vendor	City of Cooper City - ACH	042518-41782 ACH	3/19-4/23/18 WTR UTILITY ACH	Utility - Water	001-543018-53975	\$38.62
ACH	DD041	05/14/18	Vendor	COMCAST	42118-14707 ACH	UNIT GRDHSE	Communication - Telephone	001-541003-53975	\$155.38
ACH	DD042	05/23/18	Vendor	COMCAST	050218-16762 ACH	BILL PRD 5/10 6/09/18	Communication - Telephone	001-541003-53975	\$545.06
ACH	DD043	05/17/18	Vendor	COMCAST	042618-16934 ACH	UNIT GRDHSE	Communication - Telephone	001-541003-53975	\$194.33
Account Total									\$268,646.25

Total Amount Paid	\$268,646.25
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**MONTERRA COMMUNITY DEVELOPMENT DISTRICT**  
**Summary Contract Schedule - Quarterly Cash Flow**  
As of May 31, 2018

		Estimated Spending by Quarter			
Projects	Q3	Q4	Total	Budget Acct No.	Budget Line Description
Approved / Committed Contracts					
Reoccurring Services					
A/C Maintenance	\$495	\$1,200	\$1,695	546194-53970	A/C Maintenance
Field Services	\$20,863	\$62,589	\$83,452	Multiple	Multiple
Gym - R&M	\$175	\$525	\$700	534159-53970	Gym Equipment Maintenance
Irrigation Maintenance	\$5,905	\$17,715	\$23,620	546930-53960	Irrigation Maintenance
Lake & Wetlands Maintenance	\$2,360	\$7,080	\$9,440	546366-53955	Lake & Wetlands Maintenance
Landscaping	\$31,721	\$104,328	\$136,049	546300-53960	Landscape Maintenance
Management Services	\$4,250	\$13,350	\$17,600	531027-51320	ProfServ-Mgmt Consulting Serv
Mitigation Maintenance	\$1,650	\$4,950	\$6,600	546369-53955	Mitigation Maintenance
Office Equipment	\$400	\$600	\$1,000	551002-53980	Office Supplies
Pest Control	\$11,013	\$33,040	\$44,053	Multiple	Multiple
Pool - R&M	\$1,674	\$5,022	\$6,696	546074-53965	R&M-Pools
Pressure washing	\$5,165	\$15,495	\$20,660	546171-53960	R&M-Pressure Washing
Refuse Service	\$388	\$1,163	\$1,551	543018-53975	Utility - Water
Rust Control	\$800	\$2,400	\$3,200	546193-53960	Rust Control
Security Services	\$22,853	\$71,742	\$94,595	534203-51320	Security
Subtotal	\$109,712	\$341,199	\$450,911		
Project / One-time R&M Costs					
Cabinet replacements	\$3,287	\$0	\$3,287	546001-53970	R&M-General
Gate - R&M	\$3,286	\$1,020	\$4,306	546034-53950	R&M-Gate
Hurricane repairs	\$11,665	\$0	\$11,665	549900-53985	Misc.-Contingency
Landscaping	\$15,000	\$6,500	\$21,500	Multiple	Multiple
Pavers	\$10,000	\$0	\$10,000	Multiple	Multiple
Painting Project	\$28,423	\$16,938	\$45,360	546001-53970	R&M-General
Recreation Equipment	\$1,200	\$0	\$1,200	549900-53985	Misc.-Contingency
Security Services	\$3,600	\$7,200	\$10,800	534203-51320	Security
Walls - R&M	\$8,906	\$0	\$8,906	568018-53985	Capital Reserve
Subtotal	\$85,367	\$31,658	\$117,024		
TOTAL APPROVED	\$195,079	\$372,857	\$567,935		

**MONTERRA COMMUNITY DEVELOPMENT DISTRICT**  
**Summary Contract Schedule - Quarterly Cash Flow**  
 As of May 31, 2018

Projects	Estimated Spending by Quarter		Total	Budget Acct No.	Budget Line Description
	Q3	Q4			
Unapproved Contracts / Forecasted Costs					
Dog Park	\$1,050	\$0	\$1,050	568018-53985	Capital Reserve
Guardhouse - R&M	\$1,575	\$1,575	\$3,150	546001-53970	R&M-General
Office - R&M	\$0	\$3,694	\$3,694	546001-53970	R&M-General
Painting projects	\$0	\$1,475	\$1,475	Multiple	Multiple
Streetlights - R&M	\$1,630	\$0	\$1,630	546001-53970	R&M-General
TOTAL UNAPPROVED	\$4,255	\$6,744	\$10,999		
GRAND TOTAL	\$199,334	\$379,601	\$578,935		

# **MONTERRA COMMUNITY DEVELOPMENT DISTRICT**

## **Detailed Contract Schedule - (Approved / Committed)**

May 31, 2018

Contractor / Vendor	Project/Service Category	Date Board Approved	Description of Project/Service	Account Code	Account Description	Annual Amount	Amount Spent	Amount Remaining
5 Star Pool	Pool - R&M	10/1/2013	Pool Maintenance	546074-53965	R&M-Pools	\$20,088	\$13,392	\$6,696
A/C Technologies	A/C Maintenance	9/14/2015	Preventative Maintenance (2 times per yr / 5 A/C systems)	546194-53970	A/C Maintenance	\$2,400	\$705	\$1,695
AT&I Systems	Gate - R&M	10/25/2017	Gates Preventative Maintenance	546034-53950	R&M-Gate	\$4,080	\$2,720	\$1,360
AT&I Systems	Gate - R&M	11/4/2017	Entry Gates maintenance	546034-53950	R&M-Gate	\$4,200	\$1,254	\$2,946
Brightview Landscaping	Landscaping	5/21/2018	Landscaping	546300-53960	Landscape Maintenance	\$104,328	\$0	\$104,328
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.	\$247,968	\$164,516	\$83,452
Eco Blue Aquatic	Lake & Wetlands Maintenance		Lake Maintenance	546366-53955	Lake & Wetlands Maintenance	\$28,320	\$18,880	\$9,440
Eco Blue Aquatic	Mitigation Maintenance		Mitigation Maintenance	546369-53955	Mitigation Maintenance	\$19,800	\$13,200	\$6,600
Equator Landscaping	Landscaping	10/14/2016	Landscaping	546300-53960	Landscape Maintenance	\$283,972	\$252,252	\$31,721
The Gym Doc	Gym - R&M	5/18/2015	Gym Source Preventative Maintenance	534159-53970	Gym Equipment Maintenance	\$2,100	\$1,400	\$700
Inframark	Management Services	10/25/2017	District Management Services	531027-51320	ProfServ-Mgmt Consulting Serv	\$51,729	\$34,129	\$17,600
Kent Security of Palm Beach Inc.	Security Services	10/19/2015	Security	534203-51320	Security	\$274,240	\$179,645	\$94,595
Kent Security of Palm Beach Inc.	Security Services	5/21/2018	Security - roving security	534203-51320	Security	\$10,800	\$0	\$10,800
Miliana Construction Corp.	Cabinet replacements	5/21/2018	Repair the tile floor and the cabinets	546001-53970	R&M-General	\$6,574	\$3,287	\$3,287
People's Choice	Walls - R&M	10/25/2017	Columns and Perimeter wall painting	568018-53985	Capital Reserve	\$20,870	\$11,964	\$8,906

# **MONTERRA COMMUNITY DEVELOPMENT DISTRICT**

## **Detailed Contract Schedule - (Approved / Committed)**

May 31, 2018

Contractor / Vendor	Project/Service Category	Date Board Approved	Description of Project/Service	Account Code	Account Description	Annual Amount	Amount Spent	Amount Remaining
People's Choice	Pressure washing		Pressure washing	546171-53960	R&M-Pressure Washing	\$61,980	\$41,320	\$20,660
RCI Painting and Waterproofing	Painting Project	4/16/2018	Paint the Guardhouse, Monument Sign and the Tower	546001-53970	R&M-General	\$11,485	\$0	\$11,485
RCI Painting and Waterproofing	Painting Project	4/16/2018	Paint exterior walls	546001-53970	R&M-General	\$33,875	\$0	\$33,875
Research Irrigation, Inc	Irrigation Maintenance		Irrigation Maintenance	546930-53960	Irrigation Maintenance	\$70,860	\$47,240	\$23,620
Rust Tech Services	Rust Control		Rust Control	546193-53960	Rust Control	\$9,600	\$6,400	\$3,200
Master Brick & Tile	Pavers	8/21/2017	Pavers along NW 85th Dr in Corta Bella	568018-53985	Capital Reserve	\$10,000	\$0	\$10,000
TBD	Recreation Equipment	5/21/2018	PingPong and Foosball tables	549900-53985	Misc-Contingency	\$1,200	\$0	\$1,200
Total Tropical Landscaping	Hurricane repairs	3/18/2018	Removal of deal Palm trees	549900-53985	Misc-Contingency	\$13,000	\$1,335	\$11,665
Tropical Touch Gardens Center, Inc.	Landscaping	7/19/2017	Tree Trimming	546099-53960	R&M-Trees and Trimming	\$21,500	\$0	\$21,500
Tropical Plant and Pest Services	Pest Control		Pest Control	546367-53955	Pest Control-Midge Lake Banks	\$32,160	\$21,440	\$10,720
Tropical Plant and Pest Services	Pest Control	1/15/2018	Pest Control	546070-53960	R&M-Pest Control	\$100,000	\$66,667	\$33,333
Waste Management	Refuse Service		Refuse Service	543018-53975	Utility - Water	\$4,652	\$3,101	\$1,551
Xerox	Office Equipment	2/19/2018	Copier contract	551002-53980	Office Supplies	\$1,400	\$400	\$1,000
<b>Total</b>						<b>\$1,453,181</b>	<b>\$885,246</b>	<b>\$567,935</b>

# **MONTERRA COMMUNITY DEVELOPMENT DISTRICT**

## **Detailed Contract Schedule - (Unapproved / Forecasted)**

May 31, 2018

Contractor / Vendor	Project/Service Category	Description of Project/Service	Account Code	Account Description	Annual Amount
Creative Shades	Dog Park	Addtl permit cost for FREE dog park canopies	568018-53985	Capital Reserve	\$1,050
Lighting of Tomorrow	Streetlights - R&M	Replace two (2) broken photo cells street light, and upgrade four (4) light assemblies with 150W LED lights.	546001-53970	R&M-General	1,630
People's Choice	Painting projects	Dog park painting	546001-53970	R&M-General	1,475
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
<b>TOTAL</b>					<b><u>\$10,999</u></b>

# **MONTERRA COMMUNITY DEVELOPMENT DISTRICT**

Beginning Fund Balance Tracker

May 31, 2018

Reporting Period	Balance	Difference	Notes
October 2017	\$1,006,463		
November 2017	\$1,026,150	\$19,687	Correct prepaid balance - Creative Shades
December 2017	\$1,023,243	(\$2,907)	Accrue September 2017 legal invoice
January 2018	\$994,544	(\$28,699)	Accrue September 2017 Hurricane Expenses
February 2018	\$975,988	(\$18,556)	Accrue September 2017 Hurricane Expenses
March 2018	\$975,988	\$0	
April 2018	\$975,988	\$0	
May 2018	\$975,988	\$0	

# **MONTERRA COMMUNITY DEVELOPMENT DISTRICT**

Fund Balance Report - (Fiscal Year 2017-2023)

Description	Balance as of FY2017	Estimated Reserve Additions by Fiscal Year						Estimated Balance as of FY2023
		2018	2019	2020	2021	2022	2023	
Fund Balance								
Reserved Balances (Assigned)								
Operating Reserves	562,609	-	-	-	-	-	-	562,609
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 Fund Balance	\$ 975,988	\$ 144,275	\$ 108,662	\$ 230,000	\$ 350,000	\$ 225,000	\$ 155,000	\$ 2,188,925

## **Sixth Order of Business**



**RESEARCH IRRIGATION, INC.**

11700 N.W. 102nd RD #10 • MIAMI, FLORIDA 33178

PHONE: 305-863-9390 • FAX: 305-863-9221

**PROPOSAL**

PROPOSAL SUBMITTED TO: <b>MONTERRA CDD</b>		PHONE	DATE <b>03/29/2018</b>
STREET:		JOB NAME <b>MONTERRA</b>	
CITY, STATE, ZIP CODE		JOB LOCATION <b>SHERIDAN STREET</b>	
ATTENTION:	FAX:	NOTE	

We hereby submit specifications and estimates for:

**CONVERT EXISTING ROTOR ZONE ALONG SHERIDAN STREET – (42) ROTORS – APPROX  
1,260' TO SPRAY HEADS****INCLUDES:**

- 84 - #1806 RAINBIRD POP-UP WITH PIPE & FITTINGS (TURF ZONE)
- 84 - #1806 RAINBIRD POP-UP WITH PIPE & FITTINGS (SHRUB ZONE)
- 1 - #200 PEB AUTO VALVE WITH VALVE BOX
- 1 - #FD 101 VALVE DECODER

**DOES NOT INCLUDE:**

- LANDSCAPE RESTORATION

**\$7,980.00****We Propose** hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:**SEVEN THOUSAND NINE HUNDRED EIGHTY DOLLARS****dollars \$ 7,980.00**

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized  
Signature \_\_\_\_\_**KENNETH R. BING, PRESIDENT**

Note: This proposal may be withdrawn by us if not accepted within 30 days.

**Acceptance of Proposal—**

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

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

## **Seventh Order of Business**

**7Dii.**

## Monterra Community Development District

**Date of Visit:** April 27th, 2018 at 9:00am  
**Field Manager:** George Miller, District Manager, (561) 630-4922, George.Miller2@inframark.org  
**Address:** 8451 Monterra Blvd, Cooper City, FL 33024  
**Other Attendees:** Andrew Boyd, Brent Grimmel, Ryan Rupnarain, Tara Sanatan

### Visit Overview:

The purpose of the visit on the above referenced date was to allow our team gain a better understanding of the Monterra Community Development District which consists of 487 acres including 18 ponds, and 2 wetland areas. The CDD also has an easement on FP&L property where a walking trail, basketball court, and tennis court are maintained known as Linear Park. Amenities owned by the CDD include 3 playgrounds, one pool, and a clubhouse. Day to day management of these amenities is provided by Castle Group.

The visit allowed us to support the CDD's loss control efforts by identifying hazards that could lead to accidents and claims and discuss recommendations to remediate any loss producing conditions. While we did not have the opportunity to observe all areas owned and/or maintained by the CDD, we feel that the areas we were able to observe are representative of the general condition of the property. The visit also provides the opportunity to confirm that the property schedule on file accurately reflects what is owned by the CDD. Please see the Property Schedule updates/questions section at the end of this report for more information.

### Loss Control Observations

#### Strengths:

- The district is overall very well maintained.
- The embankments around the ponds appeared to be adequately sloped and stabilized with sod.
- Pond signage prohibiting swimming, boating and fishing has been ordered and will be installed in the near future.
- Wetlands are maintained by a qualified maintenance company.
- Certificates of insurance with additional insured status in the CDD's favor are obtained from all vendors operating on site.
- CCTV cameras are located in and around the clubhouse and amenity areas.
- Canopies have been installed above playgrounds, providing protection from the accelerated wear associated with direct sunlight while also keeping playground surfaces at tolerable temperatures.
- Children under 16 are not permitted in the fitness center even with adult supervision.

## Recommendations:

- **Rec. 01 Playground Signage** – Signage and/or labels should be posted in all playground areas or on the equipment to provide guidance as to the age appropriateness of playground equipment. This helps in keeping children from using equipment not designed by the manufacturer for their age, size, and ability. Signage should also remind parents and guardians that children should be supervised at all times.



- **Rec. 02 Playground Inspection and Maintenance** – At this time, the playgrounds are on a quarterly maintenance plan. Considering adding monthly inspections to help identify any deficiencies such as inadequate or displaced loose fill surfacing or any other hazards. An inspection checklist developed by the Consumer Product Safety Commission is included at the end of this letter and is a helpful tool in conducting routine inspections.

Handbook for Public Playground Safety

**APPENDIX A: SUGGESTED GENERAL MAINTENANCE CHECKLISTS**

<p><b>Surfacing (12.4)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Adequate protective surfacing under and around the equipment.</li> <li><input type="checkbox"/> Install/replace surfacing</li> <li><input type="checkbox"/> Surfacing materials have not deteriorated.</li> <li><input type="checkbox"/> Replace surfacing</li> <li><input type="checkbox"/> Other maintenance: _____</li> <li><input type="checkbox"/> Loosefill surfacing materials have no foreign objects or debris.</li> <li><input type="checkbox"/> Remove trash and debris</li> <li><input type="checkbox"/> Loosefill surfacing materials are not compacted.</li> <li><input type="checkbox"/> Rake and fluff surfacing</li> <li><input type="checkbox"/> Loosefill surfacing materials have not been displaced under heavy use areas such as under swings or at slide exits.</li> <li><input type="checkbox"/> Rake and fluff surfacing</li> </ul> <p><b>Drainage (12.4)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The entire play area has satisfactory drainage, especially in heavy use areas such as under swings and at slide exits.</li> <li><input type="checkbox"/> Improve drainage</li> <li><input type="checkbox"/> Other maintenance: _____</li> </ul> <p><b>General Hazards</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> There are no sharp points, corners or edges on the equipment (13.4).</li> <li><input type="checkbox"/> There are no missing or damaged protective caps or plugs (13.4).</li> <li><input type="checkbox"/> There are no hazardous protrusions (13.2 and Appendix B).</li> <li><input type="checkbox"/> There are no potential clothing entanglement hazards, such as open S-hooks or protruding bolts (12.5.2, 13.2, 13.3.1 and Appendix B).</li> <li><input type="checkbox"/> There are no crush and shearing points on exposed moving parts (13.1).</li> <li><input type="checkbox"/> There are no trip hazards, such as exposed footings or anchoring devices and roots, rocks, or any other obstacles in a use zone (13.6).</li> </ul>	<p><b>Security of Hardware (12.5)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> There are no loose fastening devices or worn connections.</li> <li><input type="checkbox"/> Replace fasteners</li> <li><input type="checkbox"/> Other maintenance: _____</li> <li><input type="checkbox"/> Moving parts, such as swing hangers, marriage-round bearings, and track rides, are not worn.</li> <li><input type="checkbox"/> Replace part</li> <li><input type="checkbox"/> Other maintenance: _____</li> </ul> <p><b>Durability of Equipment (12.5)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> There are no rust, rot, cracks, or splinters on any equipment (check carefully where it comes in contact with the ground).</li> <li><input type="checkbox"/> There are no broken or missing components on the equipment (e.g., handrails, guardrails, protective barriers, steps, or rungs).</li> <li><input type="checkbox"/> There are no damaged fences, benches, or signs on the playground.</li> <li><input type="checkbox"/> All equipment is securely anchored.</li> </ul> <p><b>Lead-based Paint (12.5.4)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Paint (especially lead paint) is not peeling, cracking, chipping, or chalking.</li> <li><input type="checkbox"/> There are no areas of visible lead-based paint chips or accumulation of lead dust.</li> <li><input type="checkbox"/> Mitigate lead paint hazards</li> </ul> <p><b>General Upkeep of Playgrounds (14)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> There are no user modifications to the equipment, such as strings and ropes tied to equipment, swings looped over top rails, etc.</li> <li><input type="checkbox"/> Remove string or rope</li> <li><input type="checkbox"/> Correct other modification</li> <li><input type="checkbox"/> The entire playground is free from debris or litter such as tree branches, soda cans, bottles, glass, etc.</li> <li><input type="checkbox"/> Clean playground</li> <li><input type="checkbox"/> There are no missing trash receptacles.</li> <li><input type="checkbox"/> Replace trash receptacle</li> <li><input type="checkbox"/> Trash receptacles are not full.</li> <li><input type="checkbox"/> Empty trash</li> </ul>
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**NOTES:**

DATE OF INSPECTION: \_\_\_\_\_ INSPECTION BY: \_\_\_\_\_

- **Rec. 03 Linear Park Walkway Signage** – Please consider adding signage at the entry points for the walkway areas within Linear Park to advise users of potential slippery conditions.



- **Rec. 04 Sidewalk Maintenance** – Consider adopting a preventative maintenance program for sidewalks that includes routine inspections for cracks, elevation changes and other deficiencies along with the associated repairs. Include procedures to provide warnings and restrict access to those areas where hazards may be present and/or where repairs are being conducted.





- **Rec. 05 Pool Signage** – There is currently a pool rules sign at the pool area that is visible when leaving the pool area and entering the clubhouse. Ideally, the sign should be visible in order to advise pool users of the rules before entering the pool. Consider relocating the sign to wall perpendicular to the current location for increased visibility to those entering the pool area.



- **Rec. 06 Gate Arm Pads** – Consider the addition of padding to the underside of the gate arms at community entrances. This will help reduce the risk of damage to resident and guest vehicles should the gate close down on a vehicle as a result of a malfunction or other reason.



- **Rec. 07 Boat Ramps** – The CDD prohibits the use of boats in the community lakes. Signs will be added to communicate this to residents and guests in the near future. An additional step to consider would be the addition of a chain or other barrier to restrict access to the ramp to authorized users only.



### Property Schedule Updates/Questions

- 1) The values for the Irrigation Pump Station and Controllers (Units 1-6) have been increased from \$50,000 to \$75,000 per Mr. Miller's request.
- 2) Please update the Playground value (Unit 11) to include the newly added shade structures. Two other playgrounds have been added (Units 18-19) which should have similar values.
- 3) The Swimming Pool & Splash Pad (Unit 13) has been separated from the Clubhouse (Unit 12) to minimize the impact of a Named Storm percentage deductible. Please provide the updated values for these separate units.
- 4) Please confirm the contents value for the Clubhouse (Unit 12) is adequate to include the fitness center equipment if the CDD is responsible for insuring.
- 5) Does the CDD own the fitness center equipment or is it leased?
- 6) Does the CDD own the Perimeter Fencing (Unit 24) both around the community as well as along the FP&L easement? If so, is this property described as Metal Gates (Unit 9) or Walls (Unit 8) or should it be added to the schedule as additional property?

### Items to be added to the schedule:

- Please see attached SOV for the Property and Inland Marine tabs. Items in purple are changes or additions to the property schedule. Items in yellow are missing information or need confirmation. Items in red are marked for deletion.



Egis Insurance & Risk Advisors

Thank you for your recommendations and observations contained in your site visit report dated April 27, 2018.

We have taken the following steps to address your concerns:

Recommendation 01: We have discussed this with staff and are now waiting for delivery of appropriate signage now on order.

Recommendation 02: Currently we have been inspecting the playground equipment on a monthly basis. Thank you for the suggested checklist, we are going to incorporate it or something very similar in the very near future.

Recommendation 03: An order for appropriate signage has been placed.

Recommendation 04: Warning cones and caution tape has been placed in the offending sidewalk area while we secure bids to correct the broken concrete.

Recommendation 05: We are considering this relocation at this time.

Recommendation 06: Four of our arms now have underside padding, an order for padding for the rest of the arms was placed.

Recommendation 07: As you recall we had just received the new signage to be placed around the lakes. These signs strictly prohibit Boating , one will be installed adjacent to each boat ramp.

We are working to provide you with the values/cost of the item you have identified as well as completing the schedule of value (SOV) and that will be forwarded as soon as it is completed.