

**MONTERRA
COMMUNITY DEVELOPMENT DISTRICT**

AGENDA PACKAGE

OCTOBER 21, 2019

Monterra Community Development District

Inframark, Infrastructure Management Services

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October 14, 2019

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 Monday, October 21, 2019 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 (**Page 4**)
3. Approval of the Minutes of the September 16, 2019 Meeting (**Page 6**)
4. Approval of September 30, 2019 Financial Statements (**Page 15**)
5. Audience Comments
6. Landscaping – BrightView
7. Continuing Business
 - A. Encroachment Issues
8. Staff Reports
 - A. Attorney
 - B. Engineer
 - i. Consideration of Additional Service Agreement for Lake Bank Repair (**Page 44**)
 - C. Clubhouse – Items for Approval
 - i. Entry Fountain Motor (**Page 48**)
 - ii. Veteran's Discount on CDD Assessment (**Page 52**)
 - iii. Hoover Irrigation Pump Preventative Maintenance Contract (**Page 56**)
 - iv. Tree Removal (**Page 60**)
 - D. District Manager
 - i. Consideration of Fiscal Year 2019 Audit Engagement Letter (**Page 69**)
 - ii. Motion to Assign Fund Balance (**Page 75**)
 - iii. Ratification of District Manager Expenditures (**Page 77**)
9. Supervisors' Requests
10. 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

- | | |
|---|---|
| <ul style="list-style-type: none"> □ Ricardo Lowe, Chairman □ Greg Popowitz, Vice Chairman □ Susan Kooiman, Assistant Secretary □ Hardeep Anand, Assistant Secretary □ Avi Ciechanowiecki, Assistant Secretary | <ul style="list-style-type: none"> □ George Miller, District Manager/Secretary □ Ginger Wald, District Counsel □ Joaquin Mojica, District Engineer |
|---|---|

Agenda for Regular Meeting

Monday, October 21, 2019 – 6:00 p.m.

- 1. Roll Call**
- 2. Approval of Agenda (Page 4)**
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 - D. District Manager
 - i. Consideration of Fiscal Year 2019 Audit Engagement Letter **(Page 69)**
 - ii. Motion to Assign Fund Balance **(Page 75)**
 - iii. Ratification of District Manager Expenditures **(Page 77)**
- 9. Supervisors’ Requests**
- 10. Adjournment**

The next Meeting is scheduled for Monday, November 18, 2019 at 6:00 p.m.

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, September 16, 2019 at 6:00 p.m. at the Club at Monterra, located at 8451 Monterra Boulevard, Cooper City, Florida.

Present and constituting a quorum were:

Ricardo Lowe	Chairman
Greg Popowitz	Vice Chairman
Susan Kooiman	Assistant Secretary
Hardeep Anand	Assistant Secretary
Avi Ciechanowiecki	Assistant Secretary

Also present were:

George Miller	District Manager
Ginger Wald	District Counsel
Maria Mihailovschi	Castle Group
Jose Zepeda	BrightView Landscaping
Estate Management Services Representative	
Numerous Residents	

The following is a summary of the discussions and actions taken at the September 16, 2019 Monterra Community Development District's Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call (Recording Time Stamp 00:00.7)

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

SECOND ORDER OF BUSINESS

Approval of Agenda (Recording Time Stamp 00:10.4)

Mr. Miller presented the agenda for the meeting and the following items were added:

- *Introduction of Mr. Jose Zepeda, New Branch Manager under Landscaping.*

- *Lake Bank Erosion and Reconsideration of the Hoover Pump Invoice under Continuing Business.*

Mr. Ciechanowiecki MOVED to approve the Agenda as amended; and Ms. Kooiman seconded the motion.

- Ms. Kooiman commented this was a lot of additional material. She recommended that if any large documents do not make the original agenda, they should go to the next agenda.

There being no further amendments,

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

THIRD ORDER OF BUSINESS

Approval of the Minutes of the August 19, 2019 Meeting (Recording Time Stamp 0:04:19)

Mr. Lowe stated each Board member received a copy of the Minutes of the August 19, 2019 Meeting, and requested any additions, corrections or deletions.

There being none,

On MOTION by Ms. Kooiman, seconded by Mr. Ciechanowiecki, with all in favor, the Minutes of the August 19, 2019 Meeting were approved.

FOURTH ORDER OF BUSINESS

Approval of August 31, 2019 Financial Statements (Recording Time Stamp 0:04:29)

Mr. Lowe presented the August 31, 2019 Financial Statements for the Board's review and approval.

- Mr. Lowe noted on Page 7 the fund balance of \$1,402,380.

On MOTION by Mr. Ciechanowiecki, seconded by Ms. Kooiman, with all in favor, the August 31, 2019 Financial Statements were approved.

- Ms. Kooiman commented roads and sidewalks are increasing, as indicated on Page 22. Mr. Lowe commented they are just estimates.

FIFTH ORDER OF BUSINESS

Audience Comments (Recording Time Stamp 0:09:40)

Mr. Lance Perry clarified their proposal for iguana removal was \$4,000 for the entire year, not per month.

- A resident wants to know when the repairs and landscaping of the wall will be done. Ms. Mihailovschi will be preparing a proposal for presentation at the next meeting. Mr. Miller will look at the area during the next drive-through this Wednesday. The encroachment issue was discussed by Ms. Wald, and she suggested a motion in this regard.

On MOTION by Ms. Kooiman, seconded by Mr. Ciechanowiecki, with all in favor, the District Manager was authorized to engage the services of the lowest-cost vendor for clean-up and re-landscaping of the wall in Vista del Prado in an amount not to exceed \$8,000.

SIXTH ORDER OF BUSINESS

Public Hearing for Rulemaking (Recording Time Stamp 0:25:48)

- A. Public Hearing to Consider Adoption of a Rule Amendment Regarding Use of Pool Flotation Devices and Other Recreational Items at the District's Pool (Recording Time Stamp 0:25:48)**

On MOTION by Ms. Kooiman, seconded by Mr. Ciechanowiecki, with all in favor, the regular business meeting was suspended.

On MOTION by Ms. Kooiman, seconded by Mr. Ciechanowiecki, with all in favor, the Public Hearing to consider adoption of a rule amendment regarding use of pool flotation devices and other recreational items at the District's pool, was opened.

- The Board discussed Exhibit A. Ms. Wald read it into the record.

On MOTION by Mr. Ciechanowiecki, seconded by Ms. Kooiman, with all in favor, the amendment to the rule was approved.

B. Consideration of Resolution 2019-06, Adopting Said Rule (Recording Time Stamp 0:30:08)

On MOTION by Ms. Kooiman, seconded by Mr. Ciechanowiecki, with all in favor, Resolution 2019-06, Amending the District's Rules for Utilization of Pool Flotation Devices and Other Pool Recreational Items at the District's Pool; Providing a Severability Clause; Providing an Effective Date, was adopted.

On MOTION by Ms. Kooiman, seconded by Mr. Ciechanowiecki, with all in favor, the Public Hearing to consider adoption of a rule amendment regarding use of pool flotation devices and other recreational items at the District's pool, was closed.

On MOTION by Ms. Kooiman, seconded by Mr. Ciechanowiecki, with all in favor, the regular business meeting was reconvened.

EIGHTH ORDER OF BUSINESS

Continuing Business (Recording Time Stamp 0:30:57)

B. Encroachment Issues (Recording Time Stamp 0:31:03)

A resident, Mr. Jesse Dreher, discussed the certified letter he received advising him he needed to remove his encroaching fence.

- The fence was installed in 2011 and approved before he purchased the home in 2015.
- His landscaper has maintained the grass outside of the fence.
- Their pool was approved by the City.
- In accordance with the original design, the property must be set back 10 feet from the lake.
- The Board does not want to set a precedent by approving this item.
- There are a number of other encroachments in the District.

- Ms. Wald indicated there is uncertainty as to whether or not the fence was placed in the appropriate location.
- Ms. Wald presented two options:
 - The location of the back fence be removed and placed outside the District property onto the homeowner's property, or
 - Provide an encroachment agreement with the homeowner, in which the homeowner is permitted to encroach onto the District's property. However, accessibility by the CDD would still be an issue.
- Ms. Wald commented in the past, the Board directed the District Manager to send a letter to the homeowner giving them until September 30th to remove the encroachments in the open space.
- Ms. Wald also mentioned the owner would be utilizing public land and preventing others from doing the same.
- The Board was in favor of standing by their original decision to require the homeowner to remove the encroaching fence, but to give him 30 additional days to comply.

On MOTION by Mr. Ciechanowiecki, seconded by Ms. Kooiman, with all in favor, Mr. Jesse Dreher's deadline to remove the fence which is encroaching onto CDD property, has been extended from September 30, 2019 to October 31, 2019.

SEVENTH ORDER OF BUSINESS

Landscaping – BrightView (Recording Time Stamp 0:57:44)

- A. Introduction of Mr. Jose Zepeda, New Branch Manager (Recording Time Stamp 0:57:47)**
 - Mr. Miller introduced Mr. Zepeda. Jennifer will still be involved with the property.
 - Ms. Kooiman commented the weeds need to be removed. The grass is high in many places. Ms. Kooiman warned Mr. Zepeda that if this does not change, she will raise the issue to the Board of finding a new landscaper.
 - Rain has been an issue.
 - Trees are overhanging the sidewalk on Sheridan Street.
 - There is a lack of consistency with the landscaping, according to the Board.

- Mr. Zepeda promised the Board a better team to handle landscaping needs in one month.

EIGHTH ORDER OF BUSINESS

Continuing Business (Continued) (Recording Time Stamp 1:13:00)

A. Consideration of Wetlands Mitigation Proposals (Recording Time Stamp 1:13:00)

- Mr. Miller presented proposals from EarthBalance, The Lake Doctors, Solitude Lake Management and Estate Management Services.
- EarthBalance only works on wetlands preserve areas, and The Lake Doctors do not work on wetlands preserve areas. However, the two companies do work together.
- The total for The Lake Doctors to do the midge control is \$49,500. The CDD was paying ECO Blue \$50,000 for the same service.
- The selected company will do weed control up to the high water mark or littoral shelf.
- All proposers assured Mr. Miller they will be using EPA-approved products.
- A representative from Estate Management Services spoke and responded to Board members' questions.

On MOTION by Mr. Ciechanowiecki, seconded by Mr. Lowe, with all in favor, the proposal from Estate Management Services for wetlands mitigation and midge control in the amount of \$58,208, was approved.

- Ms. Wald will prepare an agreement for their signature.

C. Lake Bank Erosion (Recording Time Stamp 1:30:11)

- Mr. Miller discussed his handout.

The record shall reflect Mr. Popowitz joined the meeting at approximately 7:30 p.m.

- Areas marked in red on the map are considered a high priority.
- Mr. Lowe suggested spending \$375,000 in one year, and making it a four-year plan, as opposed to six years. There are safety issues in some of these areas and six years seems too far out.
- Ms. Kooiman is concerned with homeowners discharging their pool water into the lakes.

- Ms. Wald commented that all homeowners should be advised of this work and if there are any encroachments, they should be removed or the CDD will do so.
 - Mr. Lowe advised the amount of \$380,000 will come from the assessment increase, and \$266,000 will come from Reserves.
 - Mr. Ciechanowiecki suggested dividing the work into linear feet instead of dollar amounts, and spreading the work out over two years.
 - Ms. Wald commented the District Engineer will have to prepare the scope of work for the RFP, and it will have to be presented for Board approval at the next meeting.
- D. Reconsideration of the Hoover Invoice (Recording Time Stamp 1:54:56)**
- This proposal for maintenance was approved at last month's meeting. It was too high.
 - They have an on-line access program for \$4,800.

Mr. Ciechanowiecki MOVED to approve the invoice from Hoover Pumping Systems in the amount of \$4,800 for the on-line access program, and Mr. Popowitz seconded the motion.

Upon further discussion,

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

NINTH ORDER OF BUSINESS

Staff Reports (Recording Time Stamp 1:57:28)

A. Attorney (Recording Time Stamp 1:57:28)

There being no report, the next item followed.

B. Engineer

i. Consideration of Additional Service Agreement for the Annual Engineer's Report (Recording Time Stamp 1:57:30)

- Mr. Miller presented the above agreement with a revised scope and reduced amount.

On MOTION by Ms. Kooiman, seconded by Mr. Ciechanowiecki, with all in favor, the Additional Service Agreement for Professional Services with Miller Legg & Associates, Inc. for the Annual Engineer's Report in the amount of \$5,000, was approved.

C. Clubhouse

i. Hurricane Report (Recording Time Stamp 1:58:43)

- The gates must be opened in advance of the storm. Mr. Ciechanowiecki is concerned with security of the District. He suggested in the future, giving Ms. Mihailovschi authorization to spend up to \$1,000 to keep the gates closed for as long as possible before the storm.
- Ms. Mihailovschi noted each storm is different.

D. District Manager

i. Ratification of District Manager Expenditures (Recording Time Stamp 2:01:34)

- A new reader was needed for one of the pumps in the amount of approximately \$5,300.

TENTH ORDER OF BUSINESS

Supervisors' Requests (Recording Time Stamp 2:02:14)

- Installation of the noise cancellation materials is ongoing. Mr. Miller will do the installation.
- The iguana catchers pulled 143 iguanas between yesterday and today. Mr. Ciechanowiecki requested a monthly report.
- Ms. Kooiman requested solar-powered lighting on one of the signs near the clubhouse on the opposite side of Monterra Boulevard, where the ground dips, to prevent tripping hazards. Mr. Miller will obtain a quote.

ELEVENTH ORDER OF BUSINESS

Adjournment (Recording Time Stamp 2:07:04)

There being no further business,

On MOTION by Mr. Lowe, seconded by Mr. Ciechanowiecki, with all in favor, the meeting was adjourned at approximately 8:07 p.m.
--

George Miller
Secretary

Ricardo Lowe
Chairman

Fourth Order of Business

**Monterra
Community Development District**

*Financial Report
September 30, 2019*

Prepared by:



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**Monterra
Community Development District**

Financial Statements

(Unaudited)

September 30, 2019

Balance Sheet
September 30, 2019

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2005A DEBT SERVICE FUND	SERIES 2015 DEBT SERVICE FUND	TOTAL
<u>ASSETS</u>				
Cash - Checking Account	\$ 540,220	\$ -	\$ -	\$ 540,220
Cash On Hand/Petty Cash	500	-	-	500
Accounts Receivable	2,239	-	-	2,239
Investments:				
SBA Account	606,023	-	-	606,023
SBA Account Reserves	361,056	-	-	361,056
Interest Account	-	-	90	90
Interest Account A	-	43	-	43
Prepayment Account	-	3,134	-	3,134
Prepayment Account A	-	46	-	46
Principal	-	-	263	263
Redemption Fund	-	-	11,982	11,982
Reserve Fund	-	-	253,022	253,022
Reserve Fund A	-	8	-	8
Revenue Fund	-	-	248,477	248,477
Revenue Fund A	-	293	-	293
Sinking fund	-	9	-	9
Sinking Fund A	-	38	-	38
Prepaid Items	4,400	-	-	4,400
Deposits	16,305	-	-	16,305
TOTAL ASSETS	\$ 1,530,743	\$ 3,571	\$ 513,834	\$ 2,048,148
<u>LIABILITIES</u>				
Accounts Payable	\$ 8,315	\$ -	\$ -	\$ 8,315
Accrued Expenses	107,194	-	-	107,194
Retainage Payable	3,477	-	-	3,477
TOTAL LIABILITIES	118,986	-	-	118,986

Balance Sheet
September 30, 2019

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2005A DEBT SERVICE FUND	SERIES 2015 DEBT SERVICE FUND	TOTAL
<u>FUND BALANCES</u>				
Nonspendable:				
Prepaid Items	4,400	-	-	4,400
Restricted for:				
Debt Service	-	3,571	513,834	517,405
Assigned to:				
Operating Reserves	573,736	-	-	573,736
Reserves - Clubhouse	80,654	-	-	80,654
Reserves-Gates/Guardhouses	53,000	-	-	53,000
Reserves - Hurricane	53,000	-	-	53,000
Reserves - Irrigation System	53,000	-	-	53,000
Reserves - Landscape	53,000	-	-	53,000
Reserve - Lighting	26,500	-	-	26,500
Reserves - Pools	53,000	-	-	53,000
Reserves - Roads and Sidewalks	106,000	-	-	106,000
Reserve - Security Features	53,000	-	-	53,000
Reserve - Wall & Fence Perimeter	10,144	-	-	10,144
Unassigned:	292,323	-	-	292,323
TOTAL FUND BALANCES	\$ 1,411,757	\$ 3,571	\$ 513,834	\$ 1,929,162
TOTAL LIABILITIES & FUND BALANCES	\$ 1,530,743	\$ 3,571	\$ 513,834	\$ 2,048,148

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2019

ACCOUNT DESCRIPTION	Annual Adopted Budget	Year to date Actual	Committed Funds (1)	Total Projected Amount (2)	Variance To Budget Fav (UnFav) (3)	Total Projected As a % of Budget (4)
REVENUES						
TOTAL REVENUES	\$2,427,114	\$2,522,755	95,641	\$2,618,396	\$191,282	107.9%
EXPENDITURES						
Administrative	98,662	83,757	5,200	88,957	9,705	90.2%
Property management and security	520,246	521,052	4,960	526,012	(5,766)	101.1%
Maintenance: Gate/Fence	71,183	54,829	12,035	66,864	4,319	93.9%
Maintenance: Lakes	206,460	217,296	65,006	282,302	(75,842)	136.7%
Maintenance: Landscape/Hardscape	788,011	903,604	16,996	920,600	(132,589)	116.8%
Maintenance: Pool	24,900	25,917	-	25,917	(1,017)	104.1%
Maintenance: Other	145,704	156,706	1,920	158,626	(12,922)	108.9%
Utilities	249,300	228,664	-	228,664	20,636	91.7%
Other Expenses	51,818	46,569	-	46,569	5,249	89.9%
Contingency	270,830	17,596	81,963	99,559	171,271	36.8%
TOTAL EXPENDITURES	2,427,114	2,255,990	188,080	2,444,070	(16,956)	100.7%
Excess (deficiency) of revenues Over (under) expenditures	-	266,765	(92,439)	174,326	174,326	
Net change in fund balance	-	266,765	(92,439)	174,326	174,326	
FUND BALANCE, BEGINNING (10/1/2018)	1,144,992	1,144,992	-	1,144,992	-	
FUND BALANCE, ENDING	\$1,144,992	\$1,411,757	(\$92,439)	\$1,319,318	\$174,326	

Notes

- 1.) Committed Funds are balances from signed contracts which have not been paid yet.
- 2.) Total Projected amounts are the anticipated year-end balances for each category.
- 3.) Compares the total projected amounts to the adopted budget. Favorable variances are positive; Unfavorable variances are negative.
- 4.) 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 September 30, 2019

ACCOUNT DESCRIPTION	Annual Adopted Budget	Year to date Actual	Committed Funds	Total Projected Amount	Variance To Budget Fav (UnFav)	Total Projected As a % of Budget
REVENUES						
Interest - Investments	\$ -	\$ 34,828	\$ -	\$ 34,828	\$ 34,828	0.0%
Hurricane Irma FEMA Refund	-	19,580	-	19,580	19,580	0.0%
Interest - Tax Collector	-	2,546	-	2,546	2,546	0.0%
Rental Income	-	2,050	-	2,050	2,050	0.0%
Membership Cards	-	1,160	-	1,160	1,160	0.0%
Special Assmnts- Tax Collector	2,427,114	2,439,630	-	2,439,630	12,516	100.5%
Gate repair refunds	-	7,186	-	7,186	7,186	0.0%
Decal headlamp/windshield	-	15,775	-	15,775	15,775	0.0%
TOTAL REVENUES	2,427,114	2,522,755	95,641	2,618,396	191,282	107.9%
EXPENDITURES						
Administrative						
P/R-Board of Supervisors	2,800	-	-	-	2,800	0.0%
FICA Taxes	214	-	-	-	214	0.0%
ProfServ-Arbitrage Rebate	1,800	600	-	600	1,200	33.3%
ProfServ-Dissemination Agent	1,800	-	-	-	1,800	0.0%
ProfServ-Engineering	10,000	9,228	5,000	14,228	(4,228)	142.3%
ProfServ-Property Appraiser	2,216	2,216	-	2,216	-	100.0%
ProfServ-Trustee Fees	10,500	6,853	-	6,853	3,647	65.3%
Attorney Fees	22,100	21,200	-	21,200	900	95.9%
ProfServ-Web Site Maintenance	1,400	1,721	-	1,721	(321)	122.9%
Auditing Services	4,200	4,600	200	4,800	(600)	114.3%
Postage and Freight	750	2,004	-	2,004	(1,254)	267.2%
Rentals & Leases	2,400	-	-	-	2,400	0.0%
Insurance - Property	25,965	25,743	-	25,743	222	99.1%
Insurance	7,242	3,816	-	3,816	3,426	52.7%
Printing and Binding	2,500	875	-	875	1,625	35.0%
Legal Advertising	1,500	3,554	-	3,554	(2,054)	236.9%
Other Current Charges	750	721	-	721	29	96.1%
Office Supplies	350	-	-	-	350	0.0%
Dues, Licenses, Subscriptions	175	626	-	626	(451)	357.7%
Total Administrative	98,662	83,757	5,200	88,957	9,705	90.2%
Property management and security						
ProfServ-Mgmt Consulting Serv	53,045	53,045	-	53,045	-	100.0%
Onsite Maintenance	43,051	48,153	-	48,153	(5,102)	111.9%
Onsite Property Manager	26,697	26,958	-	26,958	(261)	101.0%

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2019

ACCOUNT DESCRIPTION	Annual Adopted Budget	Year to date Actual	Committed Funds	Total Projected Amount	Variance To Budget Fav (UnFav)	Total Projected As a % of Budget
Attendant	112,845	113,465	-	113,465	(620)	100.5%
Security	284,608	279,431	4,960	284,391	217	99.9%
Total Property management and security	520,246	521,052	4,960	526,012	(5,766)	101.1%
<u>Maintenance: Gate/Fence</u>						
R&M-Fence	12,750	9,996	-	9,996	2,754	78.4%
R&M-Gate	38,000	27,449	12,035	39,484	(1,484)	103.9%
R&M-Access&Surveillance Systems	13,433	12,773	-	12,773	660	95.1%
Gate Transponders	7,000	4,611	-	4,611	2,389	65.9%
Total Maintenance: Gate/Fence	71,183	54,829	12,035	66,864	4,319	93.9%
<u>Maintenance: Lakes</u>						
R&M-Pump Station	23,338	32,261	6,798	39,059	(15,721)	167.4%
Lake & Wetlands Maintenance	28,320	80,010	58,208	138,218	(109,898)	488.1%
Pest Control-Midge Lake Banks	65,000	34,575	-	34,575	30,425	53.2%
Pest Control-Midge Lakes	50,000	50,000	-	50,000	-	100.0%
Mitigation Maintenance	19,800	19,800	-	19,800	-	100.0%
Mitigation Reporting	8,000	650	-	650	7,350	8.1%
Pump Station Reserve	12,002	-	-	-	12,002	0.0%
Total Maintenance: Lakes	206,460	217,296	65,006	282,302	(75,842)	136.7%
<u>Maintenance: Landscape/Hardscape</u>						
Landscape Contract Administration	12,000	-	-	-	12,000	0.0%
R&M-Mulch	50,001	43,047	4,451	47,498	2,503	95.0%
R&M-Pest Control	101,000	102,154	4,729	106,883	(5,883)	105.8%
R&M-Trees and Trimming	30,000	69,514	-	69,514	(39,514)	231.7%
Royal Palm Treatment	15,000	5,548	-	5,548	9,452	37.0%
R&M-Pressure Washing	61,980	61,980	-	61,980	-	100.0%
Rust Control	9,600	9,600	-	9,600	-	100.0%
Landscape Maintenance	368,400	426,431	-	426,431	(58,031)	115.8%
Landscape Replacement	30,000	76,089	-	76,089	(46,089)	253.6%
Landscape Replacement-Annals	10,000	2,692	7,816	10,508	(508)	105.1%
Irrigation Maintenance	76,912	65,347	-	65,347	11,565	85.0%
Irrigation Repairs & Replacem.	23,118	41,202	-	41,202	(18,084)	178.2%
Total Maintenance: Landscape/Hardscape	788,011	903,604	16,996	920,600	(132,589)	116.8%
<u>Maintenance: Pool</u>						
R&M-Pools	20,000	22,982	-	22,982	(2,982)	114.9%
Splash Pool Maintenance	1,000	125	-	125	875	12.5%

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2019

ACCOUNT DESCRIPTION	Annual Adopted Budget	Year to date Actual	Committed Funds	Total Projected Amount	Variance To Budget Fav (UnFav)	Total Projected As a % of Budget
Pool Furniture	3,600	2,310	-	2,310	1,290	64.2%
Pool Permits	300	500	-	500	(200)	166.7%
Total Maintenance: Pool	24,900	25,917	-	25,917	(1,017)	104.1%
<u>Maintenance: Other</u>						
Gym Equipment Maintenance	6,500	8,175	-	8,175	(1,675)	125.8%
R&M-General	58,400	62,074	-	62,074	(3,674)	106.3%
Janitorial Maintenance	66,254	66,253	-	66,253	1	100.0%
R&M - Water Feature	3,300	4,180	-	4,180	(880)	126.7%
IT Maintenance	1,750	2,806	-	2,806	(1,056)	160.3%
A/C Maintenance	3,500	8,447	1,920	10,367	(6,867)	296.2%
Tot Lot Maintenance	6,000	4,771	-	4,771	1,229	79.5%
Total Maintenance: Other	145,704	156,706	1,920	158,626	(12,922)	108.9%
<u>Utilities</u>						
Communication - Telephone	12,000	19,991	-	19,991	(7,991)	166.6%
Electricity - Entrance	12,500	11,734	-	11,734	766	93.9%
Electricity - Pump Station	62,500	53,414	-	53,414	9,086	85.5%
Electricity - Streetlighting	114,500	104,939	-	104,939	9,561	91.6%
Utility - Water	20,000	9,002	-	9,002	10,998	45.0%
Utility - Refuse Removal	5,000	4,790	-	4,790	210	95.8%
Electric - Monuments	300	225	-	225	75	75.0%
Electricity	22,500	24,569	-	24,569	(2,069)	109.2%
Total Utilities	249,300	228,664	-	228,664	20,636	91.7%
<u>Other Expenses</u>						
Fire Alarm Monitoring	480	1,411	-	1,411	(931)	294.0%
Contracts-Fire Exting. Insp.	120	105	-	105	15	87.5%
Lease - Copier	2,877	2,793	-	2,793	84	97.1%
Janitorial Maintenance	5,500	-	-	-	5,500	0.0%
Golf Cart	1,800	247	-	247	1,553	13.7%
Backflow Assembly Testing	170	-	-	-	170	0.0%
Gym Wipes	3,000	2,593	-	2,593	407	86.4%
Misc-FEMA Expense	-	2,163	-	2,163	(2,163)	0.0%
Misc-Holiday Lighting	8,650	10,813	-	10,813	(2,163)	125.0%
Misc-Special Events	6,000	1,689	-	1,689	4,311	28.2%
Misc-Licenses & Permits	721	835	-	835	(114)	115.8%
Entry System-Key Fob	1,000	951	-	951	49	95.1%
Office Supplies	12,000	21,137	-	21,137	(9,137)	176.1%

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2019

ACCOUNT DESCRIPTION	Annual Adopted Budget	Year to date Actual	Committed Funds	Total Projected Amount	Variance To Budget Fav (UnFav)	Total Projected As a % of Budget
Op Supplies - Clubhouse	500	-	-	-	500	0.0%
Cleaning Supplies	-	800	-	800	(800)	0.0%
Water Cooler	4,000	1,032	-	1,032	2,968	25.8%
Electrical Supplies	3,000	-	-	-	3,000	0.0%
Reserve - Equipment	2,000	-	-	-	2,000	0.0%
Total Other Expenses	51,818	46,569	-	46,569	5,249	89.9%
Contingency						
Misc-Contingency	131,156	1,240	72,450	73,690	57,466	56.2%
Capital Reserve	139,674	16,356	9,513	25,869	113,805	18.5%
Total Contingency	270,830	17,596	81,963	99,559	171,271	36.8%
TOTAL EXPENDITURES	2,427,114	2,255,990	188,080	2,444,070	(16,956)	100.7%
Excess (deficiency) of revenues						
Over (under) expenditures	-	266,765	(92,439)	174,326	174,326	
Net change in fund balance	-	266,765	(92,439)	174,326	174,326	
FUND BALANCE, BEGINNING (OCT 1, 2018)	1,144,992	1,144,992	-	1,144,992	-	
FUND BALANCE, ENDING	\$ 1,144,992	\$ 1,411,757	(\$92,439)	\$1,319,318	\$174,326	

**Monterra
Community Development District**

Debt Service

September 30, 2019

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ -	\$ 3,082	\$ 3,082
Special Assmnts- Tax Collector	30,150	30,150	30,407	257
Special Assmnts- Prepayment	-	-	311,674	311,674
Special Assmnts- CDD Collected	394,009	394,009	242,825	(151,184)
Special Assmnts- Discounts	(1,206)	(1,206)	-	1,206
TOTAL REVENUES	422,953	422,953	587,988	165,035
<u>EXPENDITURES</u>				
<u>Financial and Administrative</u>				
Misc-Assessmnt Collection Cost	603	603	-	603
Total Financial and Administrative	603	603	-	603
<u>Debt Service</u>				
Principal Debt Retirement	160,000	160,000	150,000	10,000
Principal Prepayments	-	-	470,000	(470,000)
Interest Expense	262,350	262,350	258,088	4,262
Total Debt Service	422,350	422,350	878,088	(455,738)
TOTAL EXPENDITURES	422,953	422,953	878,088	(455,135)
Excess (deficiency) of revenues Over (under) expenditures	-	-	(290,100)	(290,100)
Net change in fund balance	\$ -	\$ -	\$ (290,100)	\$ (290,100)
FUND BALANCE, BEGINNING (OCT 1, 2018)	293,671	293,671	293,671	
FUND BALANCE, ENDING	\$ 293,671	\$ 293,671	\$ 3,571	

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ -	\$ 13,809	\$ 13,809
Special Assmnts- Tax Collector	1,075,066	1,075,066	1,015,454	(59,612)
Special Assmnts- Discounts	(43,003)	(43,003)	-	43,003
TOTAL REVENUES	1,032,063	1,032,063	1,029,263	(2,800)
<u>EXPENDITURES</u>				
<u>Financial and Administrative</u>				
Misc-Assessmnt Collection Cost	21,501	21,501	-	21,501
Total Financial and Administrative	21,501	21,501	-	21,501
<u>Debt Service</u>				
Principal Debt Retirement	590,000	590,000	590,000	-
Interest Expense	423,812	423,812	423,813	(1)
Total Debt Service	1,013,812	1,013,812	1,013,813	(1)
TOTAL EXPENDITURES	1,035,313	1,035,313	1,013,813	21,500
Excess (deficiency) of revenues Over (under) expenditures	(3,250)	(3,250)	15,450	18,700
<u>OTHER FINANCING SOURCES (USES)</u>				
Contribution to (Use of) Fund Balance	(3,250)	-	-	-
TOTAL FINANCING SOURCES (USES)	(3,250)	-	-	-
Net change in fund balance	\$ (3,250)	\$ (3,250)	\$ 15,450	\$ 18,700
FUND BALANCE, BEGINNING (OCT 1, 2018)	498,384	498,384	498,384	
FUND BALANCE, ENDING	\$ 495,134	\$ 495,134	\$ 513,834	

**Monterra
Community Development District**

Supporting Schedules

September 30, 2019

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2019

Account Description	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	YTD Total
Total Revenues	5,909	498,412	1,655,129	73,795	66,494	35,046	98,941	15,133	17,953	26,273	7,383	22,283	2,522,755
Expenditures													
Administrative	32,984	6,353	1,248	2,804	6,834	6,095	10,637	2,513	4,111	1,630	4,969	3,577	83,755
Property management and security	57,491	43,306	42,501	28,048	42,892	38,310	46,078	41,950	44,850	41,464	45,698	48,462	521,050
Maintenance: Gate/Fence	4,417	6,256	83	2,894	4,855	2,092	2,608	6,806	4,551	6,195	8,932	5,139	54,828
Maintenance: Lakes	8,433	9,075	25,297	42,516	9,094	16,690	22,140	16,093	13,970	15,475	13,275	25,240	217,298
Maintenance: Landscape/Hardscape	57,065	62,694	130,005	111,533	74,833	63,428	64,523	67,515	75,496	65,498	71,313	59,702	903,605
Maintenance: Pool	1,460	3,325	1,525	1,628	3,225	1,400	2,587	4,708	1,885	1,180	1,491	1,503	25,917
Maintenance: Other	16,361	13,326	18,331	12,497	9,700	9,531	16,963	11,851	16,586	11,465	7,369	12,725	156,705
Utilities	19,440	19,612	14,455	22,689	18,681	18,461	18,771	22,896	18,695	18,509	18,116	18,339	228,664
Other Expenses	3,447	3,844	12,061	3,505	2,174	1,345	2,782	2,917	2,229	3,611	2,548	6,103	46,566
Contingency	-	5,000	-	11,356	-	46	(46)	-	46	1,194	-	-	17,596
Total Expenditures	201,098	172,791	245,506	239,470	172,288	157,398	187,043	177,249	182,419	166,221	173,711	180,790	2,255,990
Excess (deficiency) of revenues Over (under) expenditures	(195,189)	325,621	1,409,623	(165,675)	(105,794)	(122,352)	(88,102)	(162,116)	(164,466)	(139,948)	(166,328)	(158,507)	266,765

Non-Ad Valorem Special Assessments
Broward County Tax Collector - Collection Report
For the Fiscal Year Ending September 30, 2019

TOTAL - ALL PRODUCT TYPES

Date	Description	Gross Amount	(Discounts)/ Penalties	(Collection Cost)	Net Amount Received
ASSESSMENTS LEVIED FY 2019					\$ 3,467,830
Allocation %					100%
11/21/2018	11/1 - 11/14/18	774,946	(31,161)	(14,876)	728,909
12/7/2018	11/1 - 11/30/18	2,411,247	(96,437)	(43,121)	2,271,689
12/12/2018	12/01 - 12/05/18	74,497	(2,740)	(1,435)	70,322
12/28/2018	12/06 - 12/19/18	46,110	(1,458)	(893)	43,759
1/15/2019	12/01 - 12/31/18	46,798	(1,364)	(909)	44,525
2/15/2019	01/01 - 01/31/19	91,608	(1,910)	(1,794)	87,904
3/15/2019	02/01 - 02/28/19	47,111	(526)	(932)	45,654
4/15/2019	03/01 - 03/31/19	130,488	-	(2,610)	127,878
5/15/2019	04/01 - 04/30/19	15,231	252	(310)	15,173
6/14/2019	05/01 - 05/31/19	18,441	553	(380)	18,614
7/15/2019	06/01 - 06/30/19	30,774	923	(634)	31,063
TOTAL		\$ 3,687,252	\$ (133,869)	\$ (67,893)	\$ 3,485,490
% Collected					100.5%

TOTAL OUTSTANDING	\$ (17,661)
--------------------------	--------------------

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%
495,525	-	233,384
1,610,619	30,407	630,663
46,246	-	24,077
31,628	-	12,130
30,531	-	13,994
61,465	-	26,439
30,187	-	15,466
89,597	-	38,281
9,727	-	5,447
12,066	-	6,548
22,039	-	9,025
\$ 2,439,630	\$ 30,407	\$ 1,015,454
100.5%	100.9%	100.5%
\$ (12,512)	\$ (257)	\$ (4,893)

TOTAL - BREAKDOWN BY PRODUCT TYPE

Product Code	Product Description	Amount Levied	Net Amount Received	Net Amount Outstanding
MR	MultiFamily - 2F	\$ 112,228	\$ 112,173	\$ 55
MS	Townhome - 2F	225,038	224,272	766
MT	SF 34'	208,896	209,867	(971)
MU	SF 34' -La Costa	107,206	107,678	(472)
MV	SF 50'	1,116,024	1,122,780	(6,756)
MW	SF 50'- Bella Terra	215,204	216,095	(891)
MX	SF 65'	738,590	745,975	(7,385)
MY	SF 65' Estada	362,598	363,761	(1,163)
MZ	Townhome - 2H	224,634	224,138	497
MN	Commercial	157,410	158,751	(1,341)
TOTAL		\$ 3,467,830	\$ 3,485,490	\$ (17,661)

Non-Ad Valorem Special Assessments - CDD Collected
(Monthly Collection Distributions)
For the Fiscal Year Ending September 30, 2019

						Allocation by Fund		
Date	Description	Gross Amount	(Discounts)/ Penalties	(Collection Cost)	Net Amount Received	General Fund	Series 2005 Debt Serv. Fund	Series 2015 Debt Serv. Fund
ASSESSMENTS LEVIED FY 2019					\$ 242,825			
Allocation %								
10/30/2018	2005 DS 1st Installment	131,175	-	-	131,175		131,175	
4/16/2019	2005 DS 2nd Installment	243,176	-	-	243,176		243,176	
4/30/2019	Reverse FY '18 Audit Entry	(131,526)	-	-	(131,526)		(131,526)	
TOTAL		\$ 242,825	\$ -	\$ -	\$ 242,825	\$ -	\$ 242,825	\$ -
					% Collected	0%	100%	0%
TOTAL OUTSTANDING					\$ 0	\$ -	\$ 0	\$ -

Cash and Investment Report
September 30, 2019

<u>Investment Type</u>	<u>Bank Name</u>	<u>Maturity</u>	<u>Yield</u>	<u>Balance</u>
<u>General Fund</u>				
Checking Account - Operating	Suntrust	N/A	0.00%	\$ 540,220
SBA Excess Funds #2511	Florida Prime	N/A	2.56%	606,023
SBA Capital Reserve #2400	Florida Prime	N/A	2.56%	361,056
			Subtotal SBA	<u>967,079</u>
			GF Subtotal	<u>1,507,299</u>
 <u>Debit Service</u>				
<u>Fund 201</u>				
2005A SERIES REVENUE ACCOUNT	Wells Fargo	N/A	0.16%	293
2005A SERIES INTEREST ACCOUNT	Wells Fargo	N/A	0.17%	43
2005A SERIES SINKING FUND	Wells Fargo	N/A	0.19%	38
2005A SERIES RESERVE ACCOUNT	Wells Fargo	N/A	0.13%	8
2005A SERIES PREPAYMENT ACCOUNT	Wells Fargo	N/A	0.16%	46
			Total Fund 201	<u>428</u>
 <u>Fund 202</u>				
2015 SERIES REVENUE ACCOUNT	Wells Fargo	N/A	0.16%	248,477
2015 SERIES PRINCIPAL ACCOUNT	Wells Fargo	N/A	0.16%	263
2015 SERIES PREPAYMENT ACCOUNT	Wells Fargo	N/A	0.16%	3,134
2015 SERIES INTEREST ACCOUNT	Wells Fargo	N/A	0.16%	90
2015 SERIES RESERVE FUND	Wells Fargo	N/A	0.16%	253,022
2015 SERIES REDEMPTION ACCOUNT	Wells Fargo	N/A	0.16%	11,982
2015 SERIES SINKING FUND ACCOUNT	Wells Fargo	N/A	0.16%	9
			Total Fund 202	<u>516,977</u>
			DS Subtotal	<u>517,404</u>
			Grand Total	<u><u>\$ 2,024,704</u></u>

Aged Accounts Payable

Monterra CDD

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STSWATER\JKHATIBLOU

(Summary, aged as of September 30, 2019)

Aged by due date.

Aged Overdue Amounts

No.	Name	Balance Due	Current	Up To 30 Days	31 - 60 Days	Over 60 Days
V00023	People's Choice Pressure Cleaning	Phone: (954) 445-8033	Contact: ALL COUNTIES			
	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:			
	Total Amount Due	3,150.00	3,150.00	0.00	0.00	0.00
			100.00%	0.00%	0.00%	0.00%
	Report Total Amount Due (USD)	8,315.00	3,150.00	5,165.00	0.00	0.00
			37.88%	62.12%	0.00%	0.00%

Accrued Expenses
September 30, 2019

<u>Vendor</u>	<u>Service Period</u>	<u>Description</u>	<u>Amount</u>
5 Star Pools, Inc	Sep	Pool Repair	\$ 103
Acoustical Solutions	Sep	Noise Barrier	6,186
ASAP Gate Plus	Sep	Gate Repair	450
AT&I Systems	Sep	Gate Repair	1,435
Brightview Landscaping	Sep	Monthly Landscaping	31,299
City of Cooper City	Sep	Water	720
Dean's Lighting Co.	Sep	Lighting Repairs	720
Eco Blue Aquatic	Sep	Lake / Mitigation Maintenance	10,010
FPL	Sep	Electric - Various	15,523
Kent Security	Sep	Monthly Security	25,150
M. Mihailovschi	Sep	Petty Cash	441
Magical Displays	Sep	Christmas Lighting Deposit	4,325
Tropical Plant and Pest Svcs	Sep	Pest Control and Fertilization Svcs	8,333
Viss Technology	Aug & Sep	Month Video Surveillance	2,239
Zogics	Sep	Gym Wipes / Equipment	260
Grand Total			\$ 107,194

MONTERRA
Community Development District

Payment Register by Fund
For the Period from 9/1/2019 to 9/30/2019
(Sorted by Payee)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
GENERAL FUND - 001								
001	7119	09/10/19	5 STAR POOLS INC	44561	SEPT FOUNTAIN SERVICE	R&M - Water Feature	546191-53970	\$275.00
001	7119	09/10/19	5 STAR POOLS INC	44562	SEPT POOL MAINT	R&M-Pools	546074-53965	\$1,400.00
001	7152	09/26/19	ALM MEDIA LLC	10000424241-0923	NOTICE OF MTG SCHEDULE	Legal Advertising	548002-51302	\$111.65
001	7123	09/10/19	ASAP GATE PLUS, LLC	20112398	GATE 19 VISTA DEL SOL EXIT SIDE REPAIR	WO0013	546025-53950	\$664.40
001	7123	09/10/19	ASAP GATE PLUS, LLC	20112399	GATE 11 CORTA BELLA EXIT LOCK REPAIR	WO0013	546025-53950	\$664.40
001	7109	09/05/19	AT&I	WO-019342	GATE SERVICE CALL / UNIVERSITY GATE	R&M-Gate	546034-53950	\$89.00
001	7109	09/05/19	AT&I	22780	SEPT GATE PREVENTIVE MAINT	WO1705-1705	546034-53950	\$340.00
001	7115	09/10/19	AT&I	WO-019545	GATE SERVICE CALL/UNIVERSITY ENTRANCE	WO1705-1705	546034-53950	\$89.00
001	7139	09/24/19	AT&I	WO-019634	UNIVERSITY GATE REPAIR- SWING ARM	WO1705-1705	546034-53950	\$283.50
001	7139	09/24/19	AT&I	WO-019696	GATE REPAIRS TO TWO READERS	WO1705-1705	546034-53950	\$89.00
001	7139	09/24/19	AT&I	WO-019739	GATE REPAIRS TO UNIVERSITY GATE	WO1705-1705	546034-53950	\$89.00
001	7126	09/10/19	BILLIARDS FLORIDA	6945	GREEN CHALK SILVER CUP	Office Supplies	551002-53980	\$19.99
001	7122	09/10/19	Billing, Cochran, Lyles,	157567	JULY GEN COUNSEL	Attorney Fees	531058-51302	\$2,300.00
001	7114	09/05/19	BRIGHTVIEW LANDSCAPING	6478245	TREE BRACING	R&M-Trees and Trimming	546099-53960	\$885.21
001	7114	09/05/19	BRIGHTVIEW LANDSCAPING	6478242	TREE BRANCH TRIM / STERLING ESTRADA	R&M-Trees and Trimming	546099-53960	\$375.00
001	7132	09/10/19	BRIGHTVIEW LANDSCAPING	6427493	AUG MAINTENANCE SERVICES	wo1545-1545	546300-53960	\$15,996.96
001	7132	09/10/19	BRIGHTVIEW LANDSCAPING	6427493	AUG MAINTENANCE SERVICES	wo1545-1545	546300-53960	\$4,868.64
001	7132	09/10/19	BRIGHTVIEW LANDSCAPING	6427493	AUG MAINTENANCE SERVICES	wo1545-1545	546300-53960	\$13,215.00
001	7132	09/10/19	BRIGHTVIEW LANDSCAPING	6427493	AUG MAINTENANCE SERVICES	wo1545-1545	546300-53960	\$695.40
001	7132	09/10/19	BRIGHTVIEW LANDSCAPING	6427493	AUG MAINTENANCE SERVICES	wo1545-1545	205500	(\$3,477.29)
001	7132	09/10/19	BRIGHTVIEW LANDSCAPING	6491766	REMOVAL OF ROYAL POINCIANA TREE	R&M-Trees and Trimming	546099-53960	\$1,312.50
001	7157	09/26/19	BRIGHTVIEW LANDSCAPING	6491767	TREE REMOVAL - EAST SIDE ESTADA	R&M-Trees and Trimming	546099-53960	\$1,312.50
001	7157	09/26/19	BRIGHTVIEW LANDSCAPING	6491769	REPLACED 500 SQ FT OF OLD SOD	Landscape Maintenance	546300-53960	\$623.40
001	7157	09/26/19	BRIGHTVIEW LANDSCAPING	6491752	TREE REMOVAL - 8397 NW 83 AVE	R&M-Trees and Trimming	546099-53960	\$900.00
001	7116	09/10/19	Castle Group	MCT-090119-160	SEPT CONTRACTED MGMNT	WO 1737-1737	546190-53970	\$1,250.00
001	7116	09/10/19	Castle Group	MCT-090119-160	SEPT CONTRACTED MGMNT	WO 1737-1737	534200-51320	\$4,333.25
001	7116	09/10/19	Castle Group	MCT-090119-160	SEPT CONTRACTED MGMNT	WO 1737-1737	546190-53970	\$392.25
001	7116	09/10/19	Castle Group	MCT-090119-160	SEPT CONTRACTED MGMNT	WO 1737-1737	546190-53970	\$1,046.00
001	7116	09/10/19	Castle Group	MCT-090119-160	SEPT CONTRACTED MGMNT	WO 1737-1737	534202-51320	\$9,403.75
001	7116	09/10/19	Castle Group	MCT-090119-160	SEPT CONTRACTED MGMNT	WO 1737-1737	546190-53970	\$2,832.92
001	7116	09/10/19	Castle Group	MCT-090119-160	SEPT CONTRACTED MGMNT	WO 1737-1737	534201-51320	\$2,224.75
001	7145	09/24/19	DEENS LIGHTING CO	4373	INSTALL LIGHT FIXTURE - UNIVERSITY GRD HSE	R&M-General	546001-53970	\$425.00
001	7151	09/26/19	DEENS LIGHTING CO	4383	NEW SECURITY LIGHT ENTRANCE GATE	R&M-General	546001-53970	\$495.00
001	7117	09/10/19	ECO BLUE AQUATIC	3117	AUG AQUATIC MAINT	WO1481-1481	546366-53955	\$2,360.00
001	7117	09/10/19	ECO BLUE AQUATIC	3117	AUG AQUATIC MAINT	WO1513-1513	546369-53955	\$1,650.00
001	7117	09/10/19	ECO BLUE AQUATIC	3117	AUG AQUATIC MAINT	WO1481-1481	546368-53955	\$6,000.00
001	7125	09/10/19	HD SUPPLY FACILITIES MAINTENANCE, LTD.	9175295625	FLOOD KIT 5-5' BARRIERS	R&M-General	546001-53970	\$131.33
001	7125	09/10/19	HD SUPPLY FACILITIES MAINTENANCE, LTD.	9175178916	5 GALLON SAFETY CAN	R&M-General	546001-53970	\$61.99
001	7125	09/10/19	HD SUPPLY FACILITIES MAINTENANCE, LTD.	9175245753	LED FLASHLIGHT AND LATERN	R&M-General	546001-53970	\$40.75
001	7154	09/26/19	HD SUPPLY FACILITIES MAINTENANCE, LTD.	9175641347	SWIFFER REFILL DUSTERS	Office Supplies	551002-53980	\$67.10

MONTERRA
Community Development District

Payment Register by Fund
For the Period from 9/1/2019 to 9/30/2019
(Sorted by Payee)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
001	7127	09/10/19	HIQ SERVICES CORP.	19-119	PAVER REPAIRS @ CAPISTRANO	R&M-General	546001-53970	\$500.00
001	7155	09/26/19	HIQ SERVICES CORP.	19-132	PAVER REPAIRS MONTERRA BLVD	R&M-General	546001-53970	\$600.00
001	7146	09/24/19	HOOVER PUMP	150584	REPAIRED PUMP STATIONS	R&M-Pump Station	546075-53955	\$5,378.56
001	7156	09/26/19	HOOVER PUMP	150717	1YR FLOWGUARD ACCESS AGREEMENT	R&M-Pump Station	546075-53955	\$400.00
001	7156	09/26/19	HOOVER PUMP	150717	1YR FLOWGUARD ACCESS AGREEMENT	Prepaid Items	155000	\$4,400.00
001	7147	09/26/19	INFRAMARK, LLC	44592	SEPT 2019 MGMNT SERVICES	ProfServ-Mgmt Consulting Serv	531027-51320	\$4,420.42
001	7147	09/26/19	INFRAMARK, LLC	44592	SEPT 2019 MGMNT SERVICES	ProfServ-Web Site Maintenance	531094-51302	\$116.67
001	7147	09/26/19	INFRAMARK, LLC	44592	SEPT 2019 MGMNT SERVICES	Printing and Binding	547001-51302	\$70.50
001	7147	09/26/19	INFRAMARK, LLC	44592	SEPT 2019 MGMNT SERVICES	Postage and Freight	541006-51302	\$27.50
001	7137	09/16/19	KENT SECURITY OF PALM BEACH, INC.	20032952	AUG MTHLY SECURITY SERVICES	Security	534203-51320	\$25,150.10
001	7128	09/10/19	LSJ CORP	52703	FIVE 10" TALL GREEN U-CHANNELS	R&M-General	546001-53970	\$260.00
001	7133	09/10/19	MARIA MIHAIOVSCHI	083119	AUGUST PETTY CASH / MARIA MIHAIOVSCHI	Misc-Special Events	549052-53980	\$37.85
001	7133	09/10/19	MARIA MIHAIOVSCHI	083119	AUGUST PETTY CASH / MARIA MIHAIOVSCHI	R&M-General	546001-53970	\$242.32
001	7133	09/10/19	MARIA MIHAIOVSCHI	083119	AUGUST PETTY CASH / MARIA MIHAIOVSCHI	Gym Equipment Maintenance	534159-53970	\$36.65
001	7133	09/10/19	MARIA MIHAIOVSCHI	083119	AUGUST PETTY CASH / MARIA MIHAIOVSCHI	R&M-General	546001-53970	\$153.50
001	7118	09/10/19	OFFICE DEPOT	366030739001	CLEANING SUPPLIES	Office Supplies	551002-53980	\$224.07
001	7140	09/24/19	OFFICE DEPOT	370119488001	OFFICE SUPPLIES	Office Supplies	551002-53980	\$305.30
001	7140	09/24/19	OFFICE DEPOT	369287582001	BATTERY/TAPE/ROUND STICK/MEDIUM BLUE	Office Supplies	551002-53980	\$77.41
001	7140	09/24/19	OFFICE DEPOT	370123438001	FRESHENER/ECO/FRESH/CLIP	Office Supplies	551002-53980	\$30.74
001	7149	09/26/19	OFFICE DEPOT	376442211001	DOG WASTE BAGS	Office Supplies	551002-53980	\$199.58
001	DD179	09/10/19	COMCAST - ACH	082119-0131 ACH	8/30-9/29/19 SERVICE ACH	8495752660380131	541003-53975	\$179.57
001	DD180	09/10/19	COMCAST - ACH	082119-4707 ACH	SEPT SERVICE	Communication - Telephone	541003-53975	\$157.37
001	DD181	09/10/19	COMCAST - ACH	082619-6934 ACH	9/6-10/5/19 SERVICE ACH #8495752511016934	Communication - Telephone	541003-53975	\$208.88
001	DD182	09/10/19	COMCAST - ACH	082619-4432 ACH	9/6-10/5/19 SERVICE ACH	Communication - Telephone	541003-53975	\$146.85
001	DD178	09/10/19	FPL - ACH	081919-ACH	7/18-8/19/19 ELEC ACH	Electricity - Pump Station	543012-53975	\$554.33
001	DD178	09/10/19	FPL - ACH	081919-ACH	7/18-8/19/19 ELEC ACH	Electricity - Streetlighting	543013-53975	\$1,304.20
001	DD178	09/10/19	FPL - ACH	081919-ACH	7/18-8/19/19 ELEC ACH	Electric - Monuments	543054-53975	\$14.52
001	DD178	09/10/19	FPL - ACH	081919-ACH	7/18-8/19/19 ELEC ACH	Electricity - Pump Station	543012-53975	\$1,663.00
001	DD178	09/10/19	FPL - ACH	081919-ACH	7/18-8/19/19 ELEC ACH	Electricity - Streetlighting	543013-53975	\$3,912.59
001	DD178	09/10/19	FPL - ACH	081919-ACH	7/18-8/19/19 ELEC ACH	Electricity - Streetlighting	543013-53975	\$26.98
001	DD178	09/10/19	FPL - ACH	081919-ACH	7/18-8/19/19 ELEC ACH	Electricity - Pump Station	543012-53975	\$1,478.22
001	DD178	09/10/19	FPL - ACH	081919-ACH	7/18-8/19/19 ELEC ACH	Electricity - Streetlighting	543013-53975	\$3,477.86
001	DD178	09/10/19	FPL - ACH	081919-ACH	7/18-8/19/19 ELEC ACH	Electricity - Entrance	543008-53975	\$651.40
001	DD178	09/10/19	FPL - ACH	081919-ACH	7/18-8/19/19 ELEC ACH	Electricity	543075-53975	\$2,211.40
001	DD185	09/10/19	XEROX FINANCIAL SERVICES LLC - ACH	1759386	8/21-9/20/19 COPIER LEASE ACH	WO 2096-2096	544008-53980	\$153.13
001	DD183	09/10/19	COMCAST - ACH	87767543	SEPT SERVICE	Communication - Telephone	541003-53975	\$452.79
001	DD184	09/10/19	City of Cooper City - ACH	082219 ACH	7/18-8/18/19 WTR UTILITY ACH	Utility - Water	543018-53975	\$720.25
001	DD186	09/23/19	COMCAST - ACH	090219-6762 ACH	9/10-10/9/19 SERVICE ACH #8495752660316762	Communication - Telephone	541003-53975	\$550.74
001	7113	09/05/19	People's Choice Pressure Cleaning	15021	PRESSURE WASHINGS	WO1867-1867	546171-53960	\$2,324.25
001	7113	09/05/19	People's Choice Pressure Cleaning	15021	PRESSURE WASHINGS	WO1867-1867	546171-53960	\$774.75
001	7113	09/05/19	People's Choice Pressure Cleaning	15021	PRESSURE WASHINGS	WO1867-1867	546171-53960	\$2,066.00
001	7131	09/10/19	PLASCO ID HOLDINGS, LLC	3366169	COLOR RIBBON - 250 PRINTS	Office Supplies	551002-53980	\$120.00

MONTERRA
Community Development District

Payment Register by Fund
For the Period from 9/1/2019 to 9/30/2019
(Sorted by Payee)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
001	7111	09/05/19	Research Irrigation, Inc	37112	MAIN LINE REPAIR CAPISTRANO	WO1932-1932	546932-53960	\$1,850.00
001	7111	09/05/19	Research Irrigation, Inc	37125	REPLACED 11 DECODERS DUE TO LIGHTNING	WO1932-1932	546932-53960	\$1,540.00
001	7135	09/16/19	Research Irrigation, Inc	37137	SEPT VALVE MAINTENANCE	WO1932-1932	546932-53960	\$3,295.65
001	7141	09/24/19	Research Irrigation, Inc	37164	SEPT IRR MAINT	WO1932-1932	546930-53960	\$1,044.00
001	7141	09/24/19	Research Irrigation, Inc	37164	SEPT IRR MAINT	WO1932-1932	546930-53960	\$1,175.00
001	7141	09/24/19	Research Irrigation, Inc	37164	SEPT IRR MAINT	WO1932-1932	546930-53960	\$391.00
001	7141	09/24/19	Research Irrigation, Inc	37163	SEPT VALVE MAINT ON MAIN LINE	WO1932-1932	546932-53960	\$3,295.00
001	7124	09/10/19	RUST TECH SERVICES, INC.	188193	SEPTEMBER WELL TREATMENT	WO1964-1964	546193-53960	\$360.00
001	7124	09/10/19	RUST TECH SERVICES, INC.	188193	SEPTEMBER WELL TREATMENT	WO1964-1964	546193-53960	\$320.00
001	7124	09/10/19	RUST TECH SERVICES, INC.	188193	SEPTEMBER WELL TREATMENT	WO1964-1964	546193-53960	\$120.00
001	7130	09/10/19	SMOOTH SLIDERS INC	INV-02702	DOOR TRACK SERVICE	R&M-General	546001-53970	\$125.00
001	7136	09/16/19	THE GYM DOC FITNESS REPAIR LLC	5378	GYM EQUIPMENT REPAIRS	WO1577-1577	534159-53970	\$2,701.95
001	7142	09/24/19	THE GYM DOC FITNESS REPAIR LLC	5388	SEPT EQUIP MAINT	WO1577-1577	534159-53970	\$175.00
001	7129	09/10/19	TINLOF OF TECHNOLOGIES, INC	AUGUST - 17 OF 60	COPIER COPIES	Lease - Copier	544008-53980	\$112.80
001	7148	09/26/19	Total Entry Control	36128	REPLACED SD CARD ON CONTROLLER	R&M-Gate	546034-53950	\$744.40
001	7112	09/05/19	Tropical Plant and Pest Services	08272019EMONT	AUG PEST/FERT SERVICE	R&M-Pest Control	546070-53960	\$3,164.00
001	7112	09/05/19	Tropical Plant and Pest Services	08272019EMONT	AUG PEST/FERT SERVICE	Royal Palm Treatment	546149-53960	\$322.34
001	7112	09/05/19	Tropical Plant and Pest Services	08272019EMONT	AUG PEST/FERT SERVICE	R&M-Pest Control	546070-53960	\$3,584.50
001	7112	09/05/19	Tropical Plant and Pest Services	08272019EMONT	AUG PEST/FERT SERVICE	R&M-Pest Control	546070-53960	\$1,262.50
001	7120	09/10/19	Tropical Plant and Pest Services	09052019MONTBEEES	BEE REMOVAL FROM DOG PARK	R&M-Pest Control	546070-53960	\$150.00
001	7143	09/24/19	Tropical Plant and Pest Services	09112019MM	LAKE BANK MIDGE CONTROL	WO2129-2129	546367-53955	\$2,680.00
001	7150	09/26/19	Tropical Plant and Pest Services	09122019MONTMOSQUITO	WETLANDS MOSQUITO TREATMENT	wo2032-2032	546366-53955	\$585.00
001	7150	09/26/19	Tropical Plant and Pest Services	09122019MONTMOSQUITO	WETLANDS MOSQUITO TREATMENT	WO2032-2032	546070-53960	\$203.00
001	7150	09/26/19	Tropical Plant and Pest Services	09122019MONTMOSQUITO	WETLANDS MOSQUITO TREATMENT	WO2032-2032	546070-53960	\$203.00
001	7150	09/26/19	Tropical Plant and Pest Services	09242019MONTMOSQ	CORTA BELLA LAKE MOSQUITO CONTROL	R&M-Pest Control	546070-53960	\$200.00
001	7153	09/26/19	ULTIMATE WATER LLC	PR-65048	COFFEE SUPPLIES	Office Supplies	551002-53980	\$338.90
001	7134	09/13/19	UNIFIED TECHNOLOGY GROUP, LLC	INV-092247	JAN-MAR 2019 IT MGMNT SRVS	IT Maintenance	546192-53970	\$150.00
001	7134	09/13/19	UNIFIED TECHNOLOGY GROUP, LLC	INV-092247	JAN-MAR 2019 IT MGMNT SRVS	Prepaid Items	155000	\$300.00
001	7144	09/24/19	VISS Technology, LLC	313361	AUG MAINTENANCE SERVICES	R&M-Access&Serveillance Systems	546349-53950	\$250.00
001	7144	09/24/19	VISS Technology, LLC	313505	SEPT GATE CAMERA MAINTENANCE	R&M-Access&Serveillance Systems	546349-53950	\$250.00
001	7110	09/05/19	WASTE MANAGEMENT INC	1138642-2237-8	SEPT WASTE SERVICE	8451 MONTERRA BLVD	543020-53975	\$399.19
001	7138	09/16/19	WELCH TENNIS COURTS, INC	53723	REPLACEMENT ROLLER FOR TENNIS COURT	R&M-General	546001-53970	\$34.49
001	7121	09/10/19	Zogics, LLC	110281	AED DEFIBRILLATOR/SMART PADS	R&M-General	546001-53970	\$116.40
Fund Total								\$173,059.72

SERIES 2015 DEBT SERVICE FUND - 202

202	6059	09/16/19	MONTERRA CDD C/O WELLS FARGO BANK N.A.	09132019-2015	TRFR ASSESSMENTS 2015 SERIES	Due From Other Funds	131000	\$15,572.27
Fund Total								\$15,572.27
Total Checks Paid								\$188,631.99

MONTERRA COMMUNITY DEVELOPMENT DISTRICT
Summary Contract Schedule - Quarterly Cash Flow
As of September 30, 2019

	Estimated Spending by Quarter			
Projects	Q4	Total	Budget Acct No.	Budget Line Description
Approved / Committed Contracts				
Reoccurring Services				
A/C Maintenance	\$1,920	\$1,920	546194-53970	A/C Maintenance
Annuals - Flowers	\$7,816	\$7,816	546339-53960	Annuals - Flowers
Auditing Services	\$200	\$200	532002-51302	Auditing Services
Field Services	\$0	\$0	Multiple	Multiple
Gym - R&M	\$0	\$0	534159-53970	Gym Equipment Maintenance
Irrigation Maintenance	\$0	\$0	546930-53960	Irrigation Maintenance
Lake & Wetlands Maintenance	\$58,208	\$58,208	546366-53955	Lake & Wetlands Maintenance
Landscaping	\$0	\$0	546300-53960	Landscape Maintenance
Management Services	\$0	\$0	531027-51320	ProfServ-Mgmt Consulting Serv
Mulch Services	\$4,451	\$4,451	546059-53960	Mulch
Office Equipment	\$0	\$0	551002-53980	Office Supplies
Pest Control	\$4,729	\$4,729	Multiple	Multiple
Pool / Fountain - R&M	\$0	\$0	546074-53965	R&M-Pools
Pressure washing	\$0	\$0	546171-53960	R&M-Pressure Washing
Refuse Service	\$0	\$0	543018-53975	Utility - Water
Rust Control	\$0	\$0	546193-53960	Rust Control
Security Services	\$4,960	\$4,960	534203-51320	Security
Subtotal	\$82,284	\$82,284		
Project / One-time R&M Costs				
Gate - R&M	\$12,035	\$12,035	546034-53950	R&M-Gate
Engineering	\$5,000	\$5,000	531013-51302	Engineering Services
Hydrology Study	\$12,450	\$12,450	531013-51302	SFWMD Water Use Permit
Landscaping	\$60,000	\$60,000	Multiple	Multiple
Pump Repairs	\$6,798	\$6,798	546075-53955	R&M-Pump Station
Walls - R&M	\$9,514	\$9,514	568018-53985	Capital Reserve
Subtotal	\$105,797	\$105,797		
GRAND TOTAL APPROVED	\$188,080	\$188,080		

MONTERRA COMMUNITY DEVELOPMENT DISTRICT

Detailed Contract Schedule - (Approved / Committed)

As of September 30, 2019

Contractor / Vendor	Project/Service Category	Date Board Approved	Work Order #	Description of Project / Service	Account Code	Account Description	Annual Amount	Amount Spent YTD	Amount Remaining
5 Star Pool	Pool / Fountain - R&M	10/1/2013	WO-1609-1609	Pool / Fountain Maintenance	546074-53965	R&M-Pools	\$20,100	\$20,100	\$0
A/C Technologies	A/C Maintenance	9/14/2015	WO-1641-1641	Preventative Maintenance (2 times per yr / 5 A/C systems)	546194-53970	A/C Maintenance	\$2,400	\$480	\$1,920
AT&I Systems	Gate - R&M	10/25/2017	WO-1673-1673	Gates Preventative Maintenance	546034-53950	R&M-Gate	\$4,080	\$4,080	\$0
AT&I Systems	Gate - R&M	11/4/2017	WO-1705-1705	Entry Gates maintenance	546034-53950	R&M-Gate	\$33,920	\$21,886	\$12,035
Brightview Landscaping	Landscaping	5/21/2018	WO-1545-1545	Landscaping	546300-53960	Landscape Maintenance	\$417,312	\$417,312	\$0
Brightview Landscaping	Annuals - Flowers	8/20/2018		Annuals - Flowers	546339-53960	Landscape Replacement	\$10,000	\$2,184	\$7,816
Brightview Landscaping	Landscaping	2/18/2019	Project	Tree Replacement & Removal	546099-53960	Landscape Replacement	\$8,634	\$8,634	\$0
Castle Group, LLC	Field Services	2/28/2017	WO-1737-1737	Management Fees	534200-51320/ 534201-51302/ 534202-51302/ 534159-53970/ 546190-53970	Onsite Maintenance & Property Management / Attendant / Gym Equip Maint. / Janitorial Maint. / Golf Cart	\$250,356	\$250,356	\$0
East Coast Mulch	Mulch Services	9/17/2018		Mulch Services	546059-53960	R&M Mulch	\$50,001	\$45,550	\$4,451
Estate Management Services	Lake & Wetlands Maintenance	9/16/2019		Lake Maintenance	546366-53955	Lake & Wetlands Maintenance	\$58,208	\$0	\$58,208
Geology & Groundwater Consultants	Hydrology Study	8/19/2019		SFWMD Water Use Permit	531013-51302	Hydrology Study	\$12,450	\$0	\$12,450
Grau & Associates	Auditing Services			Auditing Services	532002-51302	Auditing Services	\$4,200	\$4,000	\$200
HIQ Services Corp	Landscaping Projects	8/20/2018		Tree Replacement	546300-53960	Landscaping	\$60,000	\$0	\$60,000
Hoover Pump	R&M Pump Station	9/16/2019		1 YR. Flow Agreement	546075-53955	R&M Pump Station	\$4,800	\$4,800	\$0
The Gym Doc	Gym - R&M	5/18/2015	WO-1577-1577	Gym Source Preventative Maintenance	534159-53970	Gym Equipment Maintenance	\$2,100	\$2,100	\$0
Inframark	Management Services	10/25/2017	WO-1738-1738	District Management Services	531027-51320	ProfServ-Mgmt Consulting Serv	\$53,045	\$53,045	(\$0)
Kent Security of Palm Beach Inc.	Security Services	10/19/2015	WO-1770-1770	Security	534203-51320	Security	\$293,142	\$288,183	\$4,960

MONTERRA COMMUNITY DEVELOPMENT DISTRICT

Detailed Contract Schedule - (Approved / Committed)

As of September 30, 2019

Contractor / Vendor	Project/Service Category	Date Board Approved	Work Order #	Description of Project / Service	Account Code	Account Description	Annual Amount	Amount Spent YTD	Amount Remaining
M & J Ecological LLC	R&M Pest Control	8/19/2019		Iguana Control	546070-53960	R&M Pest Control	\$4,729	\$0	\$4,729
Miller, Legg & Associates, Inc.	Engineering	9/16/2019		Additional work authorization	531013-51302	Engineering	\$5,000	\$0	\$5,000
People's Choice	Walls - R&M	10/25/2017	WO-1835-1835	Columns and Perimeter wall painting	568018-53985	Capital Reserve	\$20,870	\$11,356	\$9,514
People's Choice	Pressure washing		WO-1867-1867	Pressure washing	546171-53960	R&M-Pressure Washing	\$61,980	\$61,980	\$0
Research Irrigation, Inc	Irrigation Maintenance		WO-1932-1932	Irrigation Maintenance	546930-53960	Irrigation Maintenance	\$70,860	\$70,860	\$0
Rust Tech Services	Rust Control		WO-1964-1964	Rust Control	546193-53960	Rust Control	\$9,600	\$9,600	\$0
Sullivan Pump & Electric	R&M-Pump Station	5/20/2019		Capistrano Irrigation pump repair	546075-53955	R&M-Pump Station	\$9,000	\$2,202	\$6,798
Tropical Plant and Pest Services	Pest Control		WO-2000-2000	Pest Control	546367-53955	Pest Control-Midge Lake Banks	\$32,160	\$32,160	\$0
Tropical Plant and Pest Services	Pest Control	1/15/2018	WO-2032-2032	Pest Control	546070-53960	R&M-Pest Control	\$100,000	\$100,000	(\$0)
Waste Management	Refuse Service		WO-2064-2064	Refuse Service	543018-53975	Utility - Water	\$4,790	\$4,791	(\$0)
Xerox	Office Equipment	2/19/2018	WO-2096-2096	Copier contract	551002-53980	Office Supplies	\$1,838	\$1,837	\$0
Total							\$1,723,705	\$1,531,615	\$188,080

MONTERRA COMMUNITY DEVELOPMENT DISTRICT

CAPITAL RESERVE PLAN

Fund Balance Report - (Fiscal Year 2019-2023)

Description	Balance as of FY2018	Estimated Reserve Additions by Fiscal Year					Estimated Balance as of FY2023	
		2019	2020	2021	2022	2023		
Fund Balance								
Reserved Balances (Assigned)								
Operating Reserves	457,771	-	-	-	-	-	457,771	
Clubhouse	50,853	-	50,000	50,000	50,000	50,000	250,853	
Gates/Guardhouses	48,506	-	-	-	-	-	48,506	
Hurricane	48,506	1,494	-	-	-	-	50,000	
Irrigation System	48,506	50,000	50,000	50,000	50,000	-	248,506	
Landscape	48,506	-	-	-	-	-	48,506	
Lighting	24,253	-	-	-	-	-	24,253	
Pools	48,506	-	15,000	-	-	-	63,506	
Roads and Sidewalks	97,011	-	15,000	-	25,000	5,000	142,011	
Security Features	48,506	-	-	-	-	-	48,506	
Wall & Fence Perimeter	24,253	50,000	100,000	250,000	100,000	100,000	624,253	
Total Fund Balance	\$ 945,177	\$ 101,494	\$ 230,000	\$ 350,000	\$ 225,000	\$ 155,000	\$ 2,006,671	
All Other Fund Balances								
Unreserved Balance	199,815	-	-	-	-	-	199,815	
Total	199,815	-	-	-	-	-	199,815	
Cummulative Total	\$ 1,144,992	(1)	101,494	331,494	681,494	906,494	1,061,494	2,206,486

Note

1) The FY2018 Fund Balance changed by \$19,197 (decrease) due to Y/E audit entries.

Eighth Order of Business

8Bi



September 23, 2019

Via email George.Miller2@inframark.com

Mr. George Z. Miller
District Manager
Monterra Community Development District
c/o Inframark
210 N University Drive, Suite 702
Coral Springs, FL 33071

Re: Monterra CDD (the "Project")
Miller Legg Project No. 06-00168
Additional Service No. 12 – Bidding Assistance for Services for Lake Bank Repair

Dear Mr. Miller:

Thank you for the opportunity to submit the attached Additional Service Agreement for the above-referenced Project.

Please have an authorized Client signatory sign and initial the attached Agreement and Exhibit A pages where indicated and return for Miller Legg's execution. A fully executed copy will be emailed to you for your file.

Should you have any questions, please do not hesitate to contact me at **(561) 537-4617** or **dlarson@millerlegg.com**. I look forward to continuing to work with you on the Project and hope to hear from you soon.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dylan Larson", written in a cursive, flowing style.

Dylan Larson, CEP, PWS, CLI
Principal

DL/dm
Attachments

V:\Projects\2006\06-00168 - Monterra Cdd 2006 Mtg Attend\Documents\AS 12 Bidding Asst for Lake Bank Repair\AS12 Agreement.docx

IMPROVING COMMUNITIES. CREATING ENVIRONMENTS.

South Florida Office: 5747 N Andrews Way • Fort Lauderdale, Florida 33309-2364
(954) 436-7000 • Fax: (954) 493-6539
www.millerlegg.com

ADDITIONAL SERVICE AGREEMENT FOR PROFESSIONAL SERVICES

Client: Monterra CDD
c/o Inframark
Address: 210 N University Drive, Suite 702
Coral Springs, FL 33071
Phone/Fax: 954-603-0036

Client Representative: George Z. Miller
District Manager
Address: Same
Phone/Fax: Same

Date: September 23, 2019 **Project No:** 06-00168 **T:** 51 **R:** 41 **S:** 04

Project Name and Location: Monterra CDD
Cooper City, Broward County, Florida
Additional Services No.12 – Bidding Assistance for Services for Lake Bank Repair

Description of Services to be Provided: See Exhibit A

Fee: Lump Sum of \$0.00 **AND** Hourly not to exceed (NTE) fee of \$ 5,000.00

Retainer: (Payable upon execution of this Agreement) N/A

Special Conditions: See Exhibit A

Notice to Owner: Is the Client the Owner of the Property? ☒ **Yes** ☐ **No**
If "No", Owner's name and address: _____

The undersigned agree that these Additional Services shall be in compliance with the Agreement, General Conditions and Special Provisions dated February 21, 2006. Any additional requested services will be addressed in a separate agreement.

Miller, Legg & Associates, Inc. d/b/a Miller Legg
(Consultant)

Date: _____

Signature

Dylan Larson, Vice President

Printed Name/Title

Monterra Community Development District (Client)

Date: _____

Signature

Printed Name/Title

DL/dm

Attachment: Exhibit A

EXHIBIT A – SCOPE OF SERVICES
Monterra Community Development District CDD (the “Project”)
Additional Service No. 12 – Bidding Assistance for Services for Lake Bank Repair

1.0 PROJECT DESCRIPTION

The Project is generally described as follows: **Consultant will assist Client in technical information and scope development for Client advertisement to repair lake bank erosion.**

2.0 BASIS OF SCOPE

- Client will be securing bids for a portion of the lake bank repair identified in previous assessments. Consultant to assist with technical items and/or scope to aid in Clients administration of the bidding.

3.0 INFORMATION TO BE PROVIDED BY CLIENT

- Filing and permit application fees, review fees, impact fees or any other associated assessments by other governments/agencies.
- Development, administration, advertising and management of bids received from contractors for lake bank repair.

4.0 SCOPE OF BASIC SERVICES AND FEE

The scope of services to be provided by Consultant shall be as follows:

Task 1 Engineering Construction Services

- A. **Bidding Assistance/Contract Administration** - Consultant shall assist Client in bidding the site development work, scope development, technical narrative, and in the preparation, response to requests for information, negotiation and execution of contracts for the lake bank repair work on the Project. These services shall be rendered up to the hourly not to exceed fee specified.
- B. **Pre-construction** - Consultant shall attend pre-construction conference, review material shop drawings, and assist contractor on an hourly basis prior to commencement of construction.

FEE: Hourly Not To Exceed \$ 5,000.00

V:\Projects\2006\06-00168 - Monterra Cdd 2006 Mtg Attend\Documents\AS 12 Bidding Asst for Lake Bank Repair\AS12 Exhibit A.docx

8Ci.

Entry fountain motor

At the August meeting Cascade Fountains was the vendor that has been selected to repair the Pine Island entry fountain motor. They weren't successful at repairing it as originally proposed. Below you can see the email that was sent to us with an updated proposal to fix the issue:

Due to the fact that the fountain at Monterra is a 230 volt single phase design, the quote that we had previously gotten you is not workable. The motor is considerably higher in cost than our original quote. Therefore, we are now pricing the installation of a new 7.5 hp Purex pump, 230 volt single phase with the existing impellor mounted on it to keep the flow rates the same as had. The cost for us to deliver and install this new pump will be \$5,785.00. We will need two to three weeks to get this pump in stock from date of order.

Sorry for the delay in getting this to you, but I just received the new pricing this afternoon.

Please advise if you want us to proceed.

Rich Johnson

Fountain Design Group, Inc. / Cascade Fountains

561 994 3939 / 407 260 0966

My recommendation is to let Marcello install a brand new system as he originally proposed for \$5,200 instead of paying \$5,785 to Cascade Fountains.



Star Pools, Inc.

- Commercial
- Residential
- Repairs

**Licensed & Insured
Pool Service**

**P.O. Box 849258
Pembroke Pines, FL 33084
Office: (954) 665-1818**

5starpoolsinc@gmail.com

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATE FOR:

PROPOSAL SUBMITTED TO: Monterra CDD	PHONE: (954) 374-9936
ATTN: Maria	EMAIL: mmihailovschi@castlegroup.com
ADDRESS: Club at Monterra 8451 Monterra Boulevard Cooper City, FL 33024	DATE: 6/12/19

Repair Proposal

5 Star Pools, Inc. (hereinafter the "Company") hereby agrees to install the following:

- New fountain 7.5 hp pump and motor installed with new plumbing

The total charge for the foregoing work shall be \$ 5,200.00 installed.

In the event of, but not limited to, hurricanes, floods, acts of God, vandalism or acts of pilferage, the Company assumes no liability with respect to the present or future status of client's pool equipment.

All Federal, State, and Local tax levies arising by virtue of services performed by the Company are absorbed by them. The Company agrees to carry in full force and affect Public Liability and Property Damage Insurance.

Payments shall be made monthly as invoices and/or the Company renders statements. The client hereby agrees that should they become delinquent on their account, they shall be responsible for any and all collection costs, attorney fees and/or interest with regards to the recovery of such delinquency.

5 Star Pools, Inc.

By: Marcello Cinelli, President
Contractor License No: CPC 057313

Date

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 above.

Monterra CDD

By: Authorized Signature

Date

8Cii.

Veteran's discount on CDD assessment

Mr Bueneman applied to have a Veteran's discount on his property taxes with Broward County , he is looking to see if the C.D.D. offers a discount towards the assessment fee. See paperwork attached from the Department of Veterans Affairs.



DEPARTMENT OF VETERANS AFFAIRS
810 Vermont Ave NW
Washington, D.C. 20420

Agenda Page #53

July 18, 2019

Don G Bueneman
8289 Nw 38th St
Pembroke Pines, FL 33024

In Reply Refer to:
xx-xx6-074
27/eBenefits

Dear Mr. Bueneman:

This letter is a summary of benefits you currently receive from the Department of Veterans Affairs (VA). We are providing this letter to disabled Veterans to use in applying for benefits such as state or local property or vehicle tax relief, civil service preference, to obtain housing entitlements, free or reduced state park annual memberships, or any other program or entitlement in which verification of VA benefits is required. Please safeguard this important document. This letter is considered an official record of your VA entitlement.

Our records contain the following information:

Personal Claim Information

Your VA claim number is: xx-xx6-074

You are the Veteran.

Military Information

Your most recent, verified periods of service (up to three) include:

Branch of Service	Character of Service	Entered Active Duty	Released/Discharged
Air Force	Honorable	June 18, 1981	November 13, 1989

(There may be additional periods of service not listed above.)

VA Benefit Information

You have one or more service-connected disabilities:	Yes
Your combined service-connected evaluation is:	100%
You are considered to be totally and permanently disabled due solely to your service-connected disabilities:	Yes
The effective date of when you became totally and permanently disabled due to your service-connected disabilities:	February 12, 2018

You should contact your state or local office of Veterans' affairs for information on any tax, license, or fee-related benefits for which you may be eligible. State offices of Veterans' affairs are available at <http://www.va.gov/statedva.htm>.

How You Can Contact Us

- If you need general information about benefits and eligibility, please visit us at <https://www.ebenefits.va.gov> or <http://www.va.gov>.
- Call us at 1-800-827-1000. If you use a Telecommunications Device for the Deaf (TDD), the number is 1-800-829-4833.
- Ask a question on the Internet at <https://iris.custhelp.va.gov>.



Michael J. Frueh
Executive Director
Benefits Assistance Service

8Ciii.

Hoover Irrigation Pump preventative maintenance contract

In order to bring up to date all the hoover pumps and to avoid any down time it is suggested that we convert the flowguard 2 to flowguard 3 at the Corta Bella/Bella Terra pump. This is the only pump that it is left with the old flowguard 2 system. See attached proposal.

Proposal



2801 N. Powerline Road
Pompano Beach, FL 33069
Tel 954-971-7350 Fax 855-365-PUMP (7867)

Proposal# SPN **92880**
Proposal Date: 10/1/2019
Valid Until: 10/31/2019

Customer# 6436
Monterra CDD
c/o Castle Group
8451 Monterra Blvd
Cooper City FL 33024
Tel: 954-374-9936 Fax: 954-827-0289

Job Site: # 6268
Corta Bella-Bella Terra
Pine Island Rd & Monterra Blvd
Cooper City FL 33024
Tel: Contact:
Model#

Nature of Service:

S/O-- Proactive Proposal to convert R2 to Flowguard 3

Hoover Pumping Systems is pleased to announce the successful launch of Flowguard 3 (FG3), already field proven for a year since our first Beta version release, bringing mobile phone capabilities and a multi-platform, faster operating system, making the tools you need to protect your landscaping investment even easier to access and manage, now on the go!

Your existing R2 microprocessor will no longer be available for field installation upon the need for replacement (e.g. catastrophic event or end of useful life failure). We want you to be prepared with your budgeting for the inevitable conversion to the new FG3 hardware/software and reduce the down time between R2 failure and restored pump station operation thus ensuring you continue to always have water when you need it.

New Features/Benefits with Hoover's new Flowguard 3:

- Full use on mobile devices in addition to desktops (no Java limitations)
- Remote Flowguard bypass button selection
- Power On alert after a power loss event
- Instant display of history graph (no more initial loading or when switching to longer history)
- Audit trail for any changes made to the system through Flowguard - Unique login for each user
- Level report for lake level (if applicable)
- Removes the need for a separate discharge filter controller and provides visibility to the filter's performance (if applicable)
- Water use report automatically emails to your inbox with a click of a button
- Heartbeat function so Hoover is aware if the communication is lost even if your station is still running
- Water window schedule time selection is more user friendly

Hoover proactively proposes the following:

- Install new Flowguard 3 PLC with necessary modules, reconfigure control panel
- Test and calibrate pump station systems.

NOTE: ***Your pump station's operation is controlled by an R2 microprocessor whether or not you actively use the Flowguard interface or alert system to manage your irrigation. The existing R2 controller is no longer available for use in our pump stations, and so to regain system operation our new R3 (Flowguard 3) is needed.

Proposal



2801 N. Powerline Road
Pompano Beach, FL 33069
Tel 954-971-7350 Fax 855-365-PUMP (7867)

Proposal#	SPN 92880
Proposal Date:	10/1/2019
Valid Until:	10/31/2019

NOTE: The existing R2 microprocessor is inoperative and no longer available for replacement. Our new R3 (Flowguard 3) microprocessor will be necessary to resume pump station operation.

Warranty of parts and workmanship for one year from date of installation in accordance with Hoover standard Warranty Terms and Conditions

Hoover will use care, but is not responsible for the repair of hardscape or landscape damaged in the course of performing work and accessing work areas

Lump Sum Price.... **\$5,378.56**

TERMS: Full payment is due upon receipt of invoice. Interest will be due and shall accrue at the rate of 1-1/2% per month compounded on any overdue amount. Collection costs, including attorney's fees, will be due in the event of nonpayment.

Upon receipt of an executed agreement by mail or fax, we will schedule this work. Thank you.

Accepted by:
HOOVER PUMPING SYSTEMS

Ramona Williams 10/1/2019

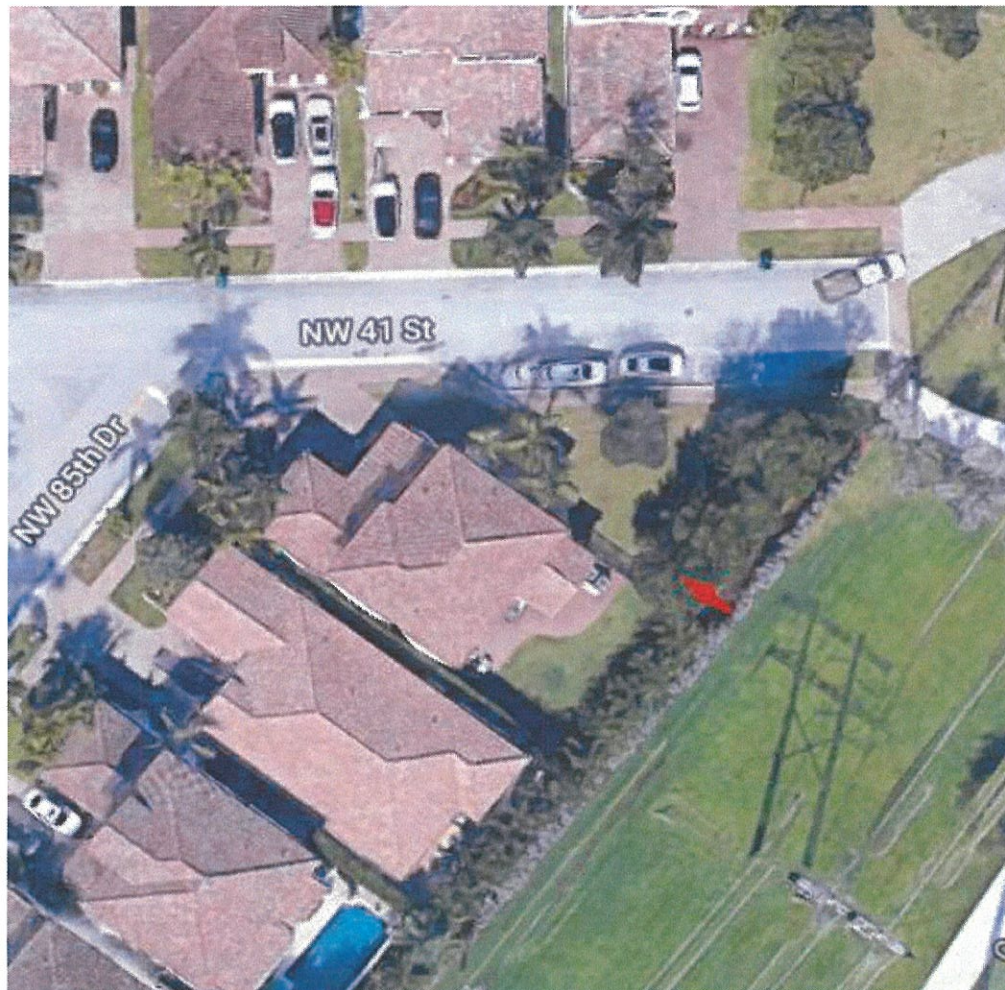
Accepted by:
Monterra CDD

Signature/ Name Printed/ Date

8Civ.

Tree removal

A Corta Bella resident that lives next to a common area is requesting that a tree is removed from the common area as some of the tree branches encroach into her backyard and leaves from the tree go into her recently installed pool equipment area. The tree has been already trimmed so no branches are encroaching but in order to avoid this issue again the resident is asking to remove the tree. See emails from resident.



From: Carmen G. Soto,

Sent: Wednesday, September 11, 2019 6:08 PM

To: Maria Mihailovschi

Subject: 4097 NW 85 Drive, Cooper City, FL 33024

Ms. Mihailovschi and others:

1. The grass has been replaced on the CDD property, please review pictures or you are welcome to come inspect. Please advise as to when we can come by and pick up our \$1,000 deposit.
2. The tree on the CDD property is still causing a lot of leaves to fall into our new pool. The last time it was cut it was not cut well enough so that this does not happen. If you can please have someone take care of this again I would appreciate it.

Thank you.

Carmen G. Soto

From: Maria Mihailovschi <

To: Carmen G. Soto,

Sent: Thu, Sep 12, 2019 6:24 pm

Subject: RE: 4097 NW 85 Drive, Cooper City, FL 33024

Good Evening Mrs. Soto

1.Regarding the deposit Nicole will inspect and will process the refund check

2.Unfortunately I won't be able to cut the tree more as there are certain rules when it comes to tree trimming and I already went against the arborist advise when I had the landscape crew cut the branch per your previous request.

Let me know if you have any questions

Maria

Maria Mihailovschi

General Manager | Castle Group

Monterra CDD "Proudly Managed by Castle Group" 8451 Monterra Blvd., Cooper City, FL 33024

mmihailovschi@castlegroup.com | www.castlegroup.com

P: 954-374-9936 | C: | F: 954-827-0289



Unparalleled Property Services

SOUTH FLORIDA BUSINESS JOURNAL



2019 BEST PLACES TO WORK

From: Carmen G. Soto,
Sent: Friday, September 13, 2019 2:01 PM
Subject: Re: 4097 NW 85 Drive, Cooper City, FL 33024

Maria

Nicole just came back and took a look at the property. She was able to see everything that has been done and get a good assessment of what is going on where pictures do not always convey the entirety of the situation. She was able to see that there are leaves inside our pool heater falling daily. There are leaves falling into our drainage pool system and on our new landscaping and deck (see attached pictures). She also was able to see how much the CDD tree is encroaching on our property. Our final inspections on the pool are next week. This can very well cause us to not pass inspection. It can also cause great damage to the heater and the drainage pool system, I am trying to catch this early by simply asking that the tree be cut back so as not to cause any damage. Please speak to Nicole directly. It would probably behoove the CDD/HOA to cut the one tree entirely so that the problem does not keep recurring, that is not my call, but it is my suggestion.

I am doing everything I can to put the HOA and CDD on notice so as to avoid the cost that the CDD and HOA will have if this problem is not addressed early on.

Thank you.

From: Maria Mihailovschi
To: Carmen G. Soto,
Sent: Tue, Sep 17, 2019 3:33 pm
Subject: RE: 4097 NW 85 Drive, Cooper City, FL 33024

Good afternoon

I spoke with the landscaper and he is going to give me a proposal to trim back the tree more.

Thank you

Maria

Maria Mihailovschi
General Manager | Castle Group
Monterra CDD "Proudly Managed by Castle Group" 8451 Monterra Blvd., Cooper City, FL 33024
mmihailovschi@castlegroup.com | www.castlegroup.com
P: 954-374-9936 | C: | F: 954-827-0289



Unparalleled Property Services

SOUTH FLORIDA BUSINESS JOURNAL



2019 BEST PLACES TO WORK

From: Carmen G. Soto,

Sent: Thursday, September 19, 2019 9:45 AM

To: Maria Mihailovschi

Subject: Re: 4097 NW 85 Drive, Cooper City, FL 33024

Thank you for doing that Maria, however cost was not the biggest concern, it was the damage being done to my heater and the pool drain equipment. My landscaper yesterday was able to cut the branch that was hanging over the heater so it looks like it may be ok now. My fear is that this will continue happening and I will be emailing you again in the future, more than the damage that this tree can cause my equipment is the harm that could be done if there were a hurricane. I suggest that Monterra consider cutting that tree entirely or at least most of it down, the tree adjacent to it is big enough that the absence will not even be apparent.

Have a great weekend.

From: Maria Mihailovschi
Sent: Thursday, September 19, 2019 12:04 PM
To: Carmen G. Soto
Subject: RE: 4097 NW 85 Drive, Cooper City, FL 33024

Good Morning

I'm glad that your landscaper was able to fix the problem, I will have it trim more the only I will check with the Board of Supervisors and see if they authorize me to cut the tree. The next meeting will be 10/21.

Thank you

Maria

From: Maria Mihailovschi
To: Carmen G. Soto, Esq.
Sent: Thu, Sep 19, 2019 12:16 pm
Subject: RE: 4097 NW 85 Drive, Cooper City, FL 33024

Sorry I hit send before I finish typing the email I was trying to say that I'll bring up the complete removal of the tree to the Board of Supervisors of the CDD at the next meeting, it will take place on 10/21 at 6pm. I understand your point with the hurricanes but if I do this for you I need to do it for everybody else in the District and then we won't have any trees left.

Have a great weekend too

Maria

Maria Mihailovschi
General Manager | Castle Group
Monterra CDD "Proudly Managed by Castle Group" 8451 Monterra Blvd., Cooper City, FL 33024
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Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

951 Yamato Road • Suite 280
 Boca Raton, Florida 33431
 (561) 994-9299 • (800) 299-4728
 Fax (561) 994-5823
 www.graucpa.com

September 23, 2019

To Board of Supervisors
 Monterra Community Development District
 210 N. University Drive, Suite 702
 Coral Springs, FL 33071

We are pleased to confirm our understanding of the services we are to provide Monterra Community Development District, Broward County, Florida ("the District") for the fiscal year ended September 30, 2019. We will audit the financial statements of the governmental activities and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of Monterra Community Development District as of and for the fiscal year ended September 30, 2019. In addition, we will examine the District's compliance with the requirements of Section 218.415 Florida Statutes. This letter serves to renew our agreement and establish the terms and fee for the 2019 audit.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary comparison schedule

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District's financial statements. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the financial statements is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Examination Objective

The objective of our examination is the expression of an opinion as to whether the District is in compliance with Florida Statute 218.415 in accordance with Rule 10.556(10) of the Auditor General of the State of Florida. Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and will include tests of your records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our examination of the District's compliance. The report will include a statement that the report is intended solely for the information and use of management, those charged with governance, and the Florida Auditor General, and is not intended to be and should not be used by anyone other than these specified parties. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the District's compliance is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

Other Services

We will assist in preparing the financial statements and related notes of the District in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for compliance with Florida Statute 218.415 and will provide us with the information required for the examination. The accuracy and completeness of such information is also management's responsibility. You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. In addition, you will be required to make certain representations regarding compliance with Florida Statute 218.415 in the management representation letter. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for designing, implementing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Grau & Associates and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Grau & Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. Notwithstanding the foregoing, the parties acknowledge that various documents reviewed or produced during the conduct of the audit may be public records under Florida law. The District agrees to notify Grau & Associates of any public record request it receives that involves audit documentation.

Our fee for these services will not exceed \$4,700 for the September 30, 2019 audit. The fee for each annual renewal will be agreed upon separately.

We will complete the audit within prescribed statutory deadlines, with the understanding that your employees will provide information needed to perform the audit on a timely basis.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Invoices will be submitted in sufficient detail to demonstrate compliance with the terms of this agreement. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate.

This agreement may be renewed each year thereafter subject to the mutual agreement by both parties to all terms and fees. The fee for each annual renewal will be agreed upon separately.

The District has the option to terminate this agreement with or without cause by providing thirty (30) days written notice of termination to Grau & Associates. Upon any termination of this agreement, Grau & Associates shall be entitled to payment of all work and/or services rendered up until the effective termination of this agreement, subject to whatever claims or off-sets the District may have against Grau & Associates.

We will provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2016 peer review report accompanies this letter.

We appreciate the opportunity to be of service to Monterra Community Development District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Grau & Associates



Antonio J. Grau

RESPONSE:

This letter correctly sets forth the understanding of Monterra Community Development District.

By: _____

Title: _____

Date: _____



PEER REVIEW PROGRAM

is proud to present this

Certificate of Recognition

to

Grau & Associates

For having a system of quality control for its accounting and auditing practice in effect for the year ended June 30, 2016 which has been designed to meet the requirements of the quality control standards for an accounting and auditing practice established by the AICPA and which was complied with during the year then ended to provide the firm with reasonable assurance of conforming with professional standards.

A handwritten signature in black ink, reading "Anita Ford", written over a horizontal line.

Anita Ford, Chair
AICPA Peer Review Board
2016

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**MONTERRA
COMMUNITY DEVELOPMENT DISTRICT**

Motion: Assigning Fund Balance as of 09/30/19

The Board hereby assigns the FY 2019 Reserves as follows:

	<u>FY2018</u>	<u>FY2019</u>	<u>Variance</u>
Operating Reserves	\$ 457,771	\$ 573,736	\$ 115,965
Clubhouse	50,853	80,654	29,801
Gates / Guardhouses	48,506	53,000	4,494
Hurricane	48,506	53,000	4,494
Irrigation System	48,506	53,000	4,494
Landscape	48,506	53,000	4,494
Lighting	24,253	26,500	2,247
Pools	48,506	53,000	4,494
Roads & Sidewalks	97,011	106,000	8,989
Security Features	48,506	53,000	4,494
Wall & Fence Perimeter	24,253	10,144	(14,109)
Unassigned	219,012	292,323	73,311
Total Assigned Reserves	<u>\$ 1,164,189</u>	<u>\$ 1,407,357</u>	<u>\$ 243,168</u>

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District Manager's approvals for ratification

Invoice No	Supplier	Invoice Date	Property: MONTERRA CDD	Invoice Amount
S-3782	SULLIVAN ELECTRIC & PUMP INC	10/11/2019	Estada Pump	\$ 561.00
12243	SULLIVAN ELECTRIC & PUMP INC	10/11/2019	Capistrano Pump	\$ 640.00
PR-65268	ULTIMATE WATER LLC	10/3/2019	Coffee service	\$ 511.07
100219-6762 ACH	COMCAST - ACH	10/2/2019	Internet	\$ 550.82
23103	AT&I	10/2/2019	Hurrican Prep.	\$ 1,436.00
23103 A	AT&I	10/2/2019	Service Call - readers	\$ 1,020.00
10012019MONTMosquito	Tropical Plant and Pest Services	10/1/2019	Mosquito Control	\$ 991.00
23041	AT&I	9/26/2019	Safety foam for gate arms	\$ 1,002.00
4391	DEENS LIGHTING CO	9/25/2019	Street light repair	\$ 720.00
19-132	HIQ Services Corp	9/12/2019	Paver repairs	\$ 600.00
Total				\$ 8,031.89