

**MONTERRA  
COMMUNITY DEVELOPMENT DISTRICT  
AGENDA PACKAGE  
NOVEMBER 18, 2019**

# Monterra Community Development District

## Inframark, Infrastructure Management Services

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Tel: (954) 603-0033 • Fax: (954) 345-1292

November 11, 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, November 18, 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
  - A. Review and Approval of Landscaping Invoice
7. Continuing Business
  - A. Encroachment Issues
8. Staff Reports
  - A. Attorney
  - B. Engineer
    - i. Consideration of Additional Service Agreement for Lake Bank Repair **(Page 42)**
  - C. Clubhouse – Items for Approval
    - i. Entry Fountain Motor **(Page 46)**
    - ii. Veteran's Discount on CDD Assessment **(Page 50)**
    - iii. Hoover Irrigation Pump Preventative Maintenance Contract **(Page 54)**
    - iv. Tree Removal **(Page 58)**
  - D. District Manager
    - i. Consideration of Fiscal Year 2019 Audit Engagement Letter **(Page 67)**
    - ii. Motion to Assign Fund Balance **(Page 73)**
    - iii. Ratification of District Manager Expenditures **(Page 75)**
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"> <li>□ Ricardo Lowe, Chairman</li> <li>□ Greg Popowitz, Vice Chairman</li> <li>□ Susan Kooiman, Assistant Secretary</li> <li>□ Hardeep Anand, Assistant Secretary</li> <li>□ Avi Ciechanowiecki, Assistant Secretary</li> </ul> | <ul style="list-style-type: none"> <li>□ George Miller, District Manager/Secretary</li> <li>□ Ginger Wald, District Counsel</li> <li>□ Joaquin Mojica, District Engineer</li> </ul> |
|---|---|

### Agenda for Regular Meeting

Monday, November 18, 2019 – 6:00 p.m.

- 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 October 31, 2019 Financial Statements (Page 15)**
- 5. Audience Comments**
- 6. Landscaping – BrightView**
  - A. Review and Approval of Landscaping Invoice
- 7. Continuing Business**
  - A. Encroachment Issues
- 8. Staff Reports**
  - A. Attorney
  - B. Engineer
    - i. Consideration of Additional Service Agreement for Lake Bank Repair **(Page 42)**
    - ii. Update on Lake Erosion Project
  - C. Clubhouse – Items for Approval
    - i. Entry Fountain Motor **(Page 46)**
    - ii. Veteran’s Discount on CDD Assessment **(Page 50)**
    - iii. Hoover Irrigation Pump Preventative Maintenance Contract **(Page 54)**
    - iv. Tree Removal **(Page 58)**
  - D. District Manager
    - i. Consideration of Fiscal Year 2019 Audit Engagement Letter **(Page 67)**
    - ii. Motion to Assign Fund Balance **(Page 73)**
    - iii. Ratification of District Manager Expenditures **(Page 75)**
- 9. Supervisors’ Requests**
- 10. Adjournment**

The next Meeting is scheduled for Monday, December 16, 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 30<sup>th</sup> 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.

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George Miller  
Secretary

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Ricardo Lowe  
Chairman

## **Fourth Order of Business**

**Monterra  
Community Development District**

*Financial Report*

*October 31, 2019*

Prepared by:



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**Monterra  
Community Development District**

**Financial Statements**

**(Unaudited)**

**October 31, 2019**

**Balance Sheet**  
October 31, 2019

<b>ACCOUNT DESCRIPTION</b>	<b>GENERAL FUND</b>	<b>SERIES 2005A DEBT SERVICE FUND</b>	<b>SERIES 2015 DEBT SERVICE FUND</b>	<b>TOTAL</b>
<b><u>ASSETS</u></b>				
Cash - Checking Account	\$ 365,202	\$ -	\$ -	\$ 365,202
Cash On Hand/Petty Cash	500	-	-	500
Accounts Receivable	2,239	-	-	2,239
Investments:				
SBA Account	607,075	-	-	607,075
SBA Account Reserves	361,683	-	-	361,683
Interest Account	-	-	206,097	206,097
Interest Account A	-	114,168	-	114,168
Prepayment Account	-	3,134	-	3,134
Prepayment Account A	-	52	-	52
Principal	-	-	263	263
Redemption Fund	-	-	12,002	12,002
Reserve Fund	-	-	253,437	253,437
Reserve Fund A	-	8	-	8
Revenue Fund	-	-	42,851	42,851
Revenue Fund A	-	294	-	294
Sinking fund	-	9	-	9
Sinking Fund A	-	38	-	38
Prepaid Items	4,000	-	-	4,000
Deposits	16,305	-	-	16,305
<b>TOTAL ASSETS</b>	<b>\$ 1,357,004</b>	<b>\$ 117,703</b>	<b>\$ 514,650</b>	<b>\$ 1,989,357</b>
<b><u>LIABILITIES</u></b>				
Accounts Payable	\$ -	\$ -	\$ -	\$ -
Accrued Expenses	96,507	-	-	96,507
Retainage Payable	6,955	-	-	6,955
<b>TOTAL LIABILITIES</b>	<b>103,462</b>	<b>-</b>	<b>-</b>	<b>103,462</b>

**Balance Sheet**  
October 31, 2019

<b>ACCOUNT DESCRIPTION</b>	<b>GENERAL FUND</b>	<b>SERIES 2005A DEBT SERVICE FUND</b>	<b>SERIES 2015 DEBT SERVICE FUND</b>	<b>TOTAL</b>
<b><u>FUND BALANCES</u></b>				
<b>Nonspendable:</b>				
Prepaid Items	4,000	-	-	4,000
<b>Restricted for:</b>				
Debt Service	-	117,703	514,650	632,353
<b>Assigned to:</b>				
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
<b>Unassigned:</b>	134,508	-	-	134,508
<b>TOTAL FUND BALANCES</b>	<b>\$ 1,253,542</b>	<b>\$ 117,703</b>	<b>\$ 514,650</b>	<b>\$ 1,885,895</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 1,357,004</b>	<b>\$ 117,703</b>	<b>\$ 514,650</b>	<b>\$ 1,989,357</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending October 31, 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)
<b>REVENUES</b>						
<b>TOTAL REVENUES</b>	<b>\$2,548,469</b>	<b>\$3,731</b>	<b>2,548,469</b>	<b>\$2,552,200</b>	<b>\$3,731</b>	<b>100.1%</b>
<b>EXPENDITURES</b>						
Administrative	126,221	3,020	9,000	12,020	114,201	9.5%
Property management and security	529,194	43,651	482,020	525,671	3,523	99.3%
Maintenance: Gate/Fence	45,000	4,519	19,958	24,477	20,523	54.4%
Maintenance: Lakes	211,476	8,481	88,730	97,211	114,265	46.0%
Maintenance: Landscape/Hardscape	881,750	56,671	699,562	756,233	125,517	85.8%
Maintenance: Pool	26,700	1,400	18,425	19,825	6,875	74.3%
Maintenance: Other	207,054	15,564	67,649	83,213	123,841	40.2%
Utilities	236,090	13,852	4,391	18,243	217,847	7.7%
Other Expenses	67,260	1,412	10,335	11,747	55,513	17.5%
Contingency	217,724	-	81,963	81,963	135,761	37.6%
<b>TOTAL EXPENDITURES</b>	<b>2,548,469</b>	<b>148,570</b>	<b>1,482,033</b>	<b>1,630,603</b>	<b>917,866</b>	<b>64.0%</b>
Excess (deficiency) of revenues Over (under) expenditures	-	(144,839)	1,066,436	921,597	921,597	
Net change in fund balance	-	(144,839)	1,066,436	921,597	921,597	
<b>FUND BALANCE, BEGINNING (10/1/2019)</b>	<b>1,398,381</b>	<b>1,398,381</b>	<b>-</b>	<b>1,398,381</b>	<b>-</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$1,398,381</b>	<b>\$1,253,542</b>	<b>\$1,066,436</b>	<b>\$2,319,978</b>	<b>\$921,597</b>	

**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 October 31, 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
<b><u>REVENUES</u></b>						
Interest - Investments	\$ -	\$ 1,678	\$ -	\$ 1,678	\$ 1,678	0.0%
Interest - Tax Collector	-	118	-	118	118	0.0%
Rental Income	-	400	-	400	400	0.0%
Membership Cards	-	60	-	60	60	0.0%
Special Assmnts- Tax Collector	2,548,469	-	2,548,469	2,548,469	-	100.0%
Decal headlamp/windshield	-	1,475	-	1,475	1,475	0.0%
<b>TOTAL REVENUES</b>	<b>2,548,469</b>	<b>3,731</b>	<b>2,548,469</b>	<b>2,552,200</b>	<b>3,731</b>	<b>100.1%</b>
<b><u>EXPENDITURES</u></b>						
<b><u>Administrative</u></b>						
P/R-Board of Supervisors	2,800	-	-	-	2,800	0.0%
FICA Taxes	214	-	-	-	214	0.0%
ProfServ-Arbitrage Rebate	1,800	-	-	-	1,800	0.0%
ProfServ-Dissemination Agent	1,800	-	-	-	1,800	0.0%
ProfServ-Engineering	20,000	2,783	5,000	7,783	12,217	38.9%
ProfServ-Property Appraiser	2,216	-	-	-	2,216	0.0%
ProfServ-Trustee Fees	7,000	-	-	-	7,000	0.0%
Attorney Fees	40,000	-	-	-	40,000	0.0%
ProfServ-Web Site Maintenance	1,400	141	-	141	1,259	10.1%
Auditing Services	4,000	-	4,000	4,000	-	100.0%
Postage and Freight	1,600	22	-	22	1,578	1.4%
Rentals & Leases	2,400	-	-	-	2,400	0.0%
Insurance - Property	27,999	-	-	-	27,999	0.0%
Insurance	7,242	-	-	-	7,242	0.0%
Printing and Binding	1,000	-	-	-	1,000	0.0%
Legal Advertising	3,000	-	-	-	3,000	0.0%
Other Current Charges	750	74	-	74	676	9.9%
Office Supplies	350	-	-	-	350	0.0%
Dues, Licenses, Subscriptions	650	-	-	-	650	0.0%
<b>Total Administrative</b>	<b>126,221</b>	<b>3,020</b>	<b>9,000</b>	<b>12,020</b>	<b>114,201</b>	<b>9.5%</b>
<b><u>Property management and security</u></b>						
ProfServ-Mgmt Consulting Serv	53,045	4,420	48,625	53,045	-	100.0%
Onsite Maintenance	51,999	4,333	40,173	44,506	7,493	85.6%
Onsite Property Manager	26,697	2,225	25,994	28,219	(1,522)	105.7%
Attendant	112,845	9,404	106,340	115,744	(2,899)	102.6%
Security	284,608	23,269	260,887	284,156	452	99.8%
<b>Total Property management and security</b>	<b>529,194</b>	<b>43,651</b>	<b>482,020</b>	<b>525,671</b>	<b>3,523</b>	<b>99.3%</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending October 31, 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
<b><u>Maintenance: Gate/Fence</u></b>						
R&M-Fence	7,500	1,608	-	1,608	5,892	21.4%
R&M-Gate	22,000	2,571	19,958	22,529	(529)	102.4%
R&M-Access&Surveillance Systems	12,000	340	-	340	11,660	2.8%
Gate Transponders	3,500	-	-	-	3,500	0.0%
<b>Total Maintenance: Gate/Fence</b>	<b>45,000</b>	<b>4,519</b>	<b>19,958</b>	<b>24,477</b>	<b>20,523</b>	<b>54.4%</b>
<b><u>Maintenance: Lakes</u></b>						
R&M-Pump Station	24,000	757	10,201	10,958	13,042	45.7%
Lake & Wetlands Maintenance	91,306	5,044	49,049	54,093	37,213	59.2%
Pest Control-Midge Lake Banks	39,180	2,680	29,480	32,160	7,020	82.1%
Pest Control-Midge Lakes	20,000	-	-	-	20,000	0.0%
Mitigation Maintenance	19,800	-	-	-	19,800	0.0%
Mitigation Reporting	1,500	-	-	-	1,500	0.0%
Misc-Contingency	7,890	-	-	-	7,890	0.0%
Pump Station Reserve	7,800	-	-	-	7,800	0.0%
<b>Total Maintenance: Lakes</b>	<b>211,476</b>	<b>8,481</b>	<b>88,730</b>	<b>97,211</b>	<b>114,265</b>	<b>46.0%</b>
<b><u>Maintenance: Landscape/Hardscape</u></b>						
Landscape Contract Administration	12,000	-	-	-	12,000	0.0%
R&M-Mulch	43,500	-	43,500	43,500	-	100.0%
R&M-Pest Control	100,854	8,739	92,117	100,856	(2)	100.0%
R&M-Trees and Trimming	39,500	-	-	-	39,500	0.0%
Royal Palm Treatment	3,868	-	-	-	3,868	0.0%
R&M-Pressure Washing	61,980	5,165	56,815	61,980	-	100.0%
Rust Control	9,600	800	8,800	9,600	-	100.0%
Landscape Maintenance	417,968	34,776	383,137	417,913	55	100.0%
Landscape Replacement	77,382	-	39,500	39,500	37,882	51.0%
Landscape Replacement-Annuals	10,738	-	10,738	10,738	-	100.0%
Irrigation Maintenance	70,860	5,905	64,955	70,860	-	100.0%
Irrigation Repairs & Replacem.	33,500	1,286	-	1,286	32,214	3.8%
<b>Total Maintenance: Landscape/Hardscape</b>	<b>881,750</b>	<b>56,671</b>	<b>699,562</b>	<b>756,233</b>	<b>125,517</b>	<b>85.8%</b>
<b><u>Maintenance: Pool</u></b>						
Payroll-Pool Monitors	4,800	-	-	-	4,800	0.0%
R&M-Pools	20,400	1,400	18,425	19,825	575	97.2%
Pool Furniture	1,000	-	-	-	1,000	0.0%
Pool Permits	500	-	-	-	500	0.0%
<b>Total Maintenance: Pool</b>	<b>26,700</b>	<b>1,400</b>	<b>18,425</b>	<b>19,825</b>	<b>6,875</b>	<b>74.3%</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending October 31, 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
<b><u>Maintenance: Other</u></b>						
Gym Equipment Maintenance	7,000	478	1,925	2,403	4,597	34.3%
R&M-General	55,000	4,965	-	4,965	50,035	9.0%
R&M-Storm Drain Cleaning	64,000	-	-	-	64,000	0.0%
Janitorial Maintenance	66,254	5,521	63,804	69,325	(3,071)	104.6%
R&M - Water Feature	3,300	275	-	275	3,025	8.3%
IT Maintenance	3,000	525	-	525	2,475	17.5%
A/C Maintenance	3,500	3,800	1,920	5,720	(2,220)	163.4%
Tot Lot Maintenance	5,000	-	-	-	5,000	0.0%
<b>Total Maintenance: Other</b>	<b>207,054</b>	<b>15,564</b>	<b>67,649</b>	<b>83,213</b>	<b>123,841</b>	<b>40.2%</b>
<b><u>Utilities</u></b>						
Communication - Telephone	19,500	1,696	-	1,696	17,804	8.7%
Electricity - Entrance	13,500	-	-	-	13,500	0.0%
Electricity - Pump Station	57,000	3,935	-	3,935	53,065	6.9%
Electricity - Streetlighting	109,000	5,242	-	5,242	103,758	4.8%
Utility - Water	9,000	339	-	339	8,661	3.8%
Utility - Refuse Removal	4,790	608	4,391	4,999	(209)	104.4%
Electric - Monuments	300	9	-	9	291	3.0%
Electricity	23,000	2,023	-	2,023	20,977	8.8%
<b>Total Utilities</b>	<b>236,090</b>	<b>13,852</b>	<b>4,391</b>	<b>18,243</b>	<b>217,847</b>	<b>7.7%</b>
<b><u>Other Expenses</u></b>						
Fire Alarm Monitoring	1,050	110	-	110	940	10.5%
Contracts-Fire Exting. Insp.	105	-	-	-	105	0.0%
Lease - Copier	2,700	153	1,685	1,838	862	68.1%
Golf Cart	250	-	-	-	250	0.0%
Backflow Assembly Testing	170	-	-	-	170	0.0%
Gym Wipes	3,000	-	-	-	3,000	0.0%
Misc-Holiday Lighting	8,650	-	8,650	8,650	-	100.0%
Misc-Special Events	3,000	230	-	230	2,770	7.7%
Misc-Licenses & Permits	835	-	-	-	835	0.0%
Entry System-Key Fob	1,500	-	-	-	1,500	0.0%
Office Supplies	20,000	251	-	251	19,749	1.3%
Janitorial Supplies	2,500	-	-	-	2,500	0.0%
Op Supplies - Clubhouse	500	-	-	-	500	0.0%
Food and Beverage	9,500	511	-	511	8,989	5.4%
Cleaning Supplies	5,500	157	-	157	5,343	2.9%
Water Cooler	3,000	-	-	-	3,000	0.0%

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending October 31, 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
Electrical Supplies	3,000	-	-	-	3,000	0.0%
Reserve - Equipment	2,000	-	-	-	2,000	0.0%
<b>Total Other Expenses</b>	<b>67,260</b>	<b>1,412</b>	<b>10,335</b>	<b>11,747</b>	<b>55,513</b>	<b>17.5%</b>
<b>Contingency</b>						
Misc-Contingency	139,376	-	72,450	72,450	66,926	52.0%
Capital Reserve	78,348	-	9,513	9,513	68,835	12.1%
<b>Total Contingency</b>	<b>217,724</b>	<b>-</b>	<b>81,963</b>	<b>81,963</b>	<b>135,761</b>	<b>37.6%</b>
<b>TOTAL EXPENDITURES</b>	<b>2,548,469</b>	<b>148,570</b>	<b>1,482,033</b>	<b>1,630,603</b>	<b>917,866</b>	<b>64.0%</b>
Excess (deficiency) of revenues						
Over (under) expenditures	-	(144,839)	1,066,436	921,597	921,597	
Net change in fund balance	-	(144,839)	1,066,436	921,597	921,597	
<b>FUND BALANCE, BEGINNING (OCT 1, 2019)</b>	<b>1,398,381</b>	<b>1,398,381</b>	<b>-</b>	<b>1,398,381</b>	<b>-</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 1,398,381</b>	<b>\$ 1,253,542</b>	<b>\$1,066,436</b>	<b>\$2,319,978</b>	<b>\$921,597</b>	



**Monterra  
Community Development District**

**Debt Service**

**October 31, 2019**

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending October 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>REVENUES</u></b>				
Interest - Investments	\$ -	\$ -	\$ 7	\$ 7
Special Assmnts- CDD Collected	383,250	-	114,125	114,125
<b>TOTAL REVENUES</b>	<b>383,250</b>	<b>-</b>	<b>114,132</b>	<b>114,132</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Debt Service</u></b>				
Principal Debt Retirement	155,000	-	-	-
Interest Expense	228,250	-	-	-
<b>Total Debt Service</b>	<b>383,250</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>383,250</b>	<b>-</b>	<b>-</b>	<b>-</b>
Excess (deficiency) of revenues Over (under) expenditures	-	-	114,132	114,132
Net change in fund balance	\$ -	\$ -	\$ 114,132	\$ 114,132
<b>FUND BALANCE, BEGINNING (OCT 1, 2019)</b>	<b>3,571</b>	<b>-</b>	<b>3,571</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 3,571</b>	<b>\$ -</b>	<b>\$ 117,703</b>	

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending October 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>REVENUES</u></b>				
Interest - Investments	\$ -	\$ -	\$ 816	\$ 816
Special Assmnts- Tax Collector	1,075,066	-	-	-
Special Assmnts- Discounts	(43,003)	-	-	-
<b>TOTAL REVENUES</b>	<b>1,032,063</b>	<b>-</b>	<b>816</b>	<b>816</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Financial and Administrative</u></b>				
Misc-Assessmnt Collection Cost	21,501	-	-	-
<b>Total Financial and Administrative</b>	<b>21,501</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>Debt Service</u></b>				
Principal Debt Retirement	605,000	-	-	-
Interest Expense	412,013	-	-	-
<b>Total Debt Service</b>	<b>1,017,013</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>1,038,514</b>	<b>-</b>	<b>-</b>	<b>-</b>
Excess (deficiency) of revenues				
Over (under) expenditures	(6,451)	-	816	816
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Contribution to (Use of) Fund Balance	(6,451)	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(6,451)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ (6,451)	\$ -	\$ 816	\$ 816
<b>FUND BALANCE, BEGINNING (OCT 1, 2019)</b>	<b>513,834</b>	<b>-</b>	<b>513,834</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 507,383</b>	<b>\$ -</b>	<b>\$ 514,650</b>	

**Monterra  
Community Development District**

**Supporting Schedules**

**October 31, 2019**

**Non-Ad Valorem Special Assessments - CDD Collected**  
**(Monthly Collection Distributions)**  
For the Fiscal Year Ending September 30, 2020

						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
<b>ASSESSMENTS LEVIED FY 2020</b>					\$ 383,250			
Allocation %								
10/15/2019	2005 DS 1st Installment	114,125	-	-	114,125		114,125	
<b>TOTAL</b>		<b>\$ 114,125</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 114,125</b>	<b>\$ -</b>	<b>\$ 114,125</b>	<b>\$ -</b>
					% Collected	0%	30%	0%
<b>TOTAL OUTSTANDING</b>					<b>\$ 269,125</b>	<b>\$ -</b>	<b>\$ 269,125</b>	<b>\$ -</b>

**Cash and Investment Report**  
**October 31, 2019**

<u>Investment Type</u>	<u>Bank Name</u>	<u>Maturity</u>	<u>Yield</u>	<u>Balance</u>
<b><u>General Fund</u></b>				
Checking Account - Operating	Suntrust	N/A	0.00%	\$ 365,202
SBA Excess Funds #2511	Florida Prime	N/A	2.56%	607,075
SBA Capital Reserve #2400	Florida Prime	N/A	2.56%	361,683
			<b>Subtotal SBA</b>	<u>968,758</u>
			<b>GF Subtotal</b>	<u>1,333,960</u>
 <b><u>Debit Service</u></b>				
<b><u>Fund 201</u></b>				
2005A SERIES REVENUE ACCOUNT	Wells Fargo	N/A	0.16%	294
2005A SERIES INTEREST ACCOUNT	Wells Fargo	N/A	0.17%	114,168
2005A SERIES SINKING FUND	Wells Fargo	N/A	0.19%	47
2005A SERIES RESERVE ACCOUNT	Wells Fargo	N/A	0.13%	8
2005A SERIES PREPAYMENT ACCOUNT	Wells Fargo	N/A	0.16%	3,134
			<b>Total Fund 201</b>	<u>117,650</u>
 <b><u>Fund 202</u></b>				
2015 SERIES REVENUE ACCOUNT	Wells Fargo	N/A	0.16%	42,851
2015 SERIES PRINCIPAL ACCOUNT	Wells Fargo	N/A	0.16%	263
2015 SERIES PREPAYMENT ACCOUNT	Wells Fargo	N/A	0.16%	52
2015 SERIES INTEREST ACCOUNT	Wells Fargo	N/A	0.16%	206,097
2015 SERIES RESERVE FUND	Wells Fargo	N/A	0.16%	253,437
2015 SERIES REDEMPTION ACCOUNT	Wells Fargo	N/A	0.16%	12,002
2015 SERIES SINKING FUND ACCOUNT	Wells Fargo	N/A	0.16%	
			<b>Total Fund 202</b>	<u>514,701</u>
			<b>DS Subtotal</b>	<u>632,352</u>
			<b>Grand Total</b>	<u><b>\$ 1,966,313</b></u>

**Accrued Expenses**  
***October 31, 2019***

<u>Vendor</u>	<u>Service Period</u>	<u>Description</u>	<u>Amount</u>
ASAP Gate Plus	Oct	Gate Repair	\$ 1,355
Brightview Landscaping	Oct	Monthly Landscaping	34,776
City of Cooper City	Oct	Water	339
Eco Blue Aquatic	Sep	Lake / Mitigation Maintenance	10,010
FPL	Oct	Electric - Various	11,212
Inframark	Oct	Monthly Fees	4,641
Kent Security	Oct	Monthly Security	23,269
M. Mihailovschi	Oct	Petty Cash	333
Tropical Plant and Pest Svcs	Oct	Pest Control and Fertilization Svcs	8,333
Viss Technology	Aug & Sep	Month Video Surveillance	2,239
<b>Grand Total</b>			<b><u>\$ 96,507</u></b>

**MONTERRA**  
**Community Development District**

**Payment Register by Fund**  
**For the Period from 10/1/2019 to 10/31/2019**  
**(Sorted by Payee)**

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
<b>GENERAL FUND - 001</b>								
001	7167	10/15/19	5 STAR POOLS INC	45057	STORM DORIAN CLEANUP	2018-2019	546074-53965	\$103.00
001	7167	10/15/19	5 STAR POOLS INC	44837	OCT POOL MAINT	2019-2020	546074-53965	\$1,400.00
001	7167	10/15/19	5 STAR POOLS INC	44836	OCT FOUNTAIN MAINT	2019-2020	546191-53970	\$275.00
001	7183	10/15/19	ACCOUSTICAL SOLUTIONS LLC	116304	AUDIO SEAL EXTERIOR BLANKET	WO0013-0013	546075-53955	\$6,186.00
001	7172	10/15/19	ASAP GATE PLUS, LLC	20112652	AREA #8, #14, #22 FENCE REPAIRS	2018-2019	546025-53950	\$450.00
001	7172	10/15/19	ASAP GATE PLUS, LLC	20112676	CAPISTRANO FENCE REPAIR	2018-2019	546025-53950	\$350.00
001	7172	10/15/19	ASAP GATE PLUS, LLC	20112651	REPR TO FENCE GATE	2018-2019	546025-53950	\$450.00
001	6065	10/25/19	ASAP GATE PLUS, LLC	20112813	FENCE REPAIR - SOUTH FPL ENTRANCE ZONE 3	2019-2020	546025-53950	\$450.00
001	6065	10/25/19	ASAP GATE PLUS, LLC	20112810	REPAIR & REINSTALL CLEARANCE SIGN	2019-2020	546001-53970	\$350.00
001	7158	10/04/19	AT&I	22947	OCT 2019 GATE PREVENT MAINT	WO1705-1705	546034-53950	\$340.00
001	7161	10/15/19	AT&I	23041	ARM FOAM PADDING/ARM CAPS	2018-2019	546034-53950	\$1,002.00
001	7161	10/15/19	AT&I	WO-019778	GATE REPR	2018-2019	546034-53950	\$432.50
001	7161	10/15/19	AT&I	WO-019821	PROP #8257 UNIV RT EXIT ARM	2018-2019	546034-53950	\$450.00
001	7161	10/15/19	AT&I	WO-019867	GATE REPAIR	2018-2019	546034-53950	\$420.00
001	7161	10/15/19	AT&I	WO-019961	TECH SUPPORT	2018-2019	546034-53950	\$89.00
001	7161	10/15/19	AT&I	WO-019976	GATE REPAIR - PINE ISLAND SIDE	2018-2019	546034-53950	\$98.58
001	7161	10/15/19	AT&I	WO-020055	IRON GATE REPAIR PINE ISL GUEST SIDE	2018-2019	546034-53950	\$89.00
001	7161	10/15/19	AT&I	23103 A	STORM DORIAN PREPERATION	2018-2019	546034-53950	\$1,020.00
001	7184	10/17/19	AT&I	WO-020175	GATE REPAIR - UNIVERSITY GATE	2019-2020	546034-53950	\$89.00
001	7188	10/18/19	AT&I	WO-020211	GATE REPAIRS - UNIV ENTRANCE GATE	2019-2020	546034-53950	\$180.42
001	7188	10/18/19	AT&I	WO-019994	PROP# 8319 PINE ISLAND REPAIRS	2019-2020	546034-53950	\$745.76
001	6060	10/25/19	AT&I	WO-020275	LEFT EXIT ARM REPAIR AT PINE ISLAND	2019-2020	546034-53950	\$89.00
001	7160	10/04/19	Billing, Cochran, Lyles,	158199	AUG GEN COUNSEL	Attorney Fees	531058-51302	\$3,150.00
001	7194	10/29/19	Billing, Cochran, Lyles,	158689	GEN MATTERS THRU SEPT 2019	Attorney Fees	531058-51302	\$2,025.00
001	7180	10/15/19	BRIGHTVIEW LANDSCAPING	6473323	SEPT EXTERIOR MAINT	WO 1545-1545	546300-53960	\$15,996.96
001	7180	10/15/19	BRIGHTVIEW LANDSCAPING	6473323	SEPT EXTERIOR MAINT	WO 1545-1545	546300-53960	\$4,868.64
001	7180	10/15/19	BRIGHTVIEW LANDSCAPING	6473323	SEPT EXTERIOR MAINT	WO 1545-1545	546300-53960	\$13,215.00
001	7180	10/15/19	BRIGHTVIEW LANDSCAPING	6473323	SEPT EXTERIOR MAINT	WO 1545-1545	546300-53960	\$695.40
001	7180	10/15/19	BRIGHTVIEW LANDSCAPING	6473323	SEPT EXTERIOR MAINT	WO 1545-1545	205500	(\$3,477.29)
001	7163	10/15/19	Castle Group	MGT-100119-159	OCT CONTRACT MANAGEMENT	WO 1737-1737	546190-53970	\$1,250.00
001	7163	10/15/19	Castle Group	MGT-100119-159	OCT CONTRACT MANAGEMENT	WO 1737-1737	534200-51320	\$4,333.25
001	7163	10/15/19	Castle Group	MGT-100119-159	OCT CONTRACT MANAGEMENT	WO 1737-1737	546190-53970	\$392.25
001	7163	10/15/19	Castle Group	MGT-100119-159	OCT CONTRACT MANAGEMENT	WO 1737-1737	546190-53970	\$1,046.00
001	7163	10/15/19	Castle Group	MGT-100119-159	OCT CONTRACT MANAGEMENT	WO 1737-1737	534202-51320	\$9,403.75
001	7163	10/15/19	Castle Group	MGT-100119-159	OCT CONTRACT MANAGEMENT	WO 1737-1737	546190-53970	\$2,832.92
001	7163	10/15/19	Castle Group	MGT-100119-159	OCT CONTRACT MANAGEMENT	WO 1737-1737	534201-51320	\$2,224.75
001	7174	10/15/19	DEENS LIGHTING CO	4391	STREET LIGHT REPAIR	2018-2019	546001-53970	\$720.00
001	7182	10/15/19	ESTATE MANAGEMENT SERVICES, INC	10580	OCT MTHLY POND SERVICES	2019-2020 wo1481-1481	546366-53955	\$4,459.00
001	7192	10/18/19	GRAU AND ASSOCIATES	18583	ARBITRAGE P/E 1/31/19	ProfServ-Arbitrage Rebate	531002-51302	\$600.00



**MONTERRA**  
**Community Development District**

**Payment Register by Fund**  
**For the Period from 10/1/2019 to 10/31/2019**  
**(Sorted by Payee)**

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
001	7178	10/15/19	HD SUPPLY FACILITIES MAINTENANCE, LTD.	9175479388	CLEANING/OPERATING SUPPLIES	2018-2019	552077-53980	\$99.00
001	7178	10/15/19	HD SUPPLY FACILITIES MAINTENANCE, LTD.	9175479388	CLEANING/OPERATING SUPPLIES	2018-2019	546001-53970	\$240.03
001	7178	10/15/19	HD SUPPLY FACILITIES MAINTENANCE, LTD.	9175558392	OFFICE SUPPLIES/OPERATING SUPPLIES	2018-2019	546001-53970	\$57.97
001	7178	10/15/19	HD SUPPLY FACILITIES MAINTENANCE, LTD.	9175558392	OFFICE SUPPLIES/OPERATING SUPPLIES	2018-2019	551002-53980	\$10.57
001	7178	10/15/19	HD SUPPLY FACILITIES MAINTENANCE, LTD.	9175601912	2 PVC RAINCOATS	2018-2019	546001-53970	\$25.98
001	7178	10/15/19	HD SUPPLY FACILITIES MAINTENANCE, LTD.	9175823400	INSECT REPELLENT	2018-2019	546001-53970	\$28.71
001	7178	10/15/19	HD SUPPLY FACILITIES MAINTENANCE, LTD.	9175823402	IRR VLV BOX/LENS/STRIP	2018-2019	546001-53970	\$29.98
001	7178	10/15/19	HD SUPPLY FACILITIES MAINTENANCE, LTD.	9175823402	IRR VLV BOX/LENS/STRIP	2018-2019	546001-53970	\$15.98
001	7178	10/15/19	HD SUPPLY FACILITIES MAINTENANCE, LTD.	9175823402	IRR VLV BOX/LENS/STRIP	2018-2019	546001-53970	\$6.99
001	7191	10/18/19	HD SUPPLY FACILITIES MAINTENANCE, LTD.	9176307480	DOOR HANGER	Office Supplies	551002-53980	\$18.59
001	7191	10/18/19	HD SUPPLY FACILITIES MAINTENANCE, LTD.	9176267825	DUSK MASK/GLOVES/AAA BATTERIES	R&M-General	546001-53970	\$40.85
001	7195	10/29/19	HD SUPPLY FACILITIES MAINTENANCE, LTD.	9176570294	PAVEMENT MARKERS	R&M-General	546001-53970	\$629.10
001	7195	10/29/19	HD SUPPLY FACILITIES MAINTENANCE, LTD.	9176467124	GRAY LINED COLD WEATHER GLOVE	R&M-General	546001-53970	\$3.24
001	7195	10/29/19	HD SUPPLY FACILITIES MAINTENANCE, LTD.	9176650254	CARPET FOR POOL DECK	R&M-General	546001-53970	\$133.00
001	6069	10/25/19	HIQ SERVICES CORP.	19-155	REMOVE PAVERS - CUT OUT ROOTS REINSTALL	2019-2020	546001-53970	\$950.00
001	7171	10/15/19	KENT SECURITY OF PALM BEACH, INC.	20033084 A	SEPT MTHLY SECURITY SERVICES	2018-2019	534203-51320	\$23,269.24
001	7187	10/17/19	M&J ECOLOGICAL, LLC	0040	9/10-10/10/19 NUISANCE ANIMAL TRAPPING	2018-2019	546070-53960	\$1,711.60
001	7187	10/17/19	M&J ECOLOGICAL, LLC	0040	9/10-10/10/19 NUISANCE ANIMAL TRAPPING	2018-2019	546070-53960	\$1,711.60
001	7187	10/17/19	M&J ECOLOGICAL, LLC	0040	9/10-10/10/19 NUISANCE ANIMAL TRAPPING	2018-2019	546070-53960	\$855.80
001	7164	10/15/19	Magical Displays	092219	DEPOSIT HOLIDAY LIGHTING	2019-2020	549028-53980	\$2,162.50
001	7164	10/15/19	Magical Displays	092219	DEPOSIT HOLIDAY LIGHTING	2019-2020	549028-53980	\$2,162.50
001	7181	10/15/19	MARIA MIHAILOVSKI	093019	9/10-9/30/19 PETTY CASH EXPENSES	2018-2019	549052-53980	\$91.37
001	7181	10/15/19	MARIA MIHAILOVSKI	093019	9/10-9/30/19 PETTY CASH EXPENSES	2018-2019	546001-53970	\$349.56
001	7196	10/29/19	MILLER, LEGG & ASSOCIATES, INC	0600168-00146	9/15-10/12/19 ENGINEERING SUPPORT	ProfServ-Engineering	531013-51302	\$585.00
001	7196	10/29/19	MILLER, LEGG & ASSOCIATES, INC	0600168-00145	ENGINEERING - WATER USE PERMIT	ProfServ-Engineering	531013-51302	\$197.50
001	7196	10/29/19	MILLER, LEGG & ASSOCIATES, INC	0600168-00147	2019 ANNUAL ENGINEER'S REPORT	ProfServ-Engineering	531013-51302	\$2,000.00
001	7165	10/15/19	OFFICE DEPOT	383190916001	10' HEAVY DUTY POWER	2018-2019	551002-53980	\$24.99
001	7165	10/15/19	OFFICE DEPOT	381023472001	CLEANING SUPPLIES	2018-2019	551002-53980	\$192.13
001	7165	10/15/19	OFFICE DEPOT	383191031001	CABLE	2018-2019	551002-53980	\$28.49
001	7165	10/15/19	OFFICE DEPOT	380484621001	WHITE PAPER	2018-2019	551002-53980	\$31.99
001	7165	10/15/19	OFFICE DEPOT	380484909001	BUG REPELLENT	2018-2019	546001-53970	\$18.38
001	7185	10/17/19	OFFICE DEPOT	383700145001	CLEANING SUPPLIES	2018-2019	551002-53980	\$336.90
001	6061	10/25/19	OFFICE DEPOT	387351336001	HEATER FOR PINE ISLAND GUARD H	2019-2020	551002-53980	\$67.39
001	6061	10/25/19	OFFICE DEPOT	390666171001	HDMI CORD	Office Supplies	551002-53980	\$68.59
001	6061	10/25/19	OFFICE DEPOT	391492530001	CLEANING SUPPLIES	Cleaning Supplies	552077-53980	\$157.38
001	DD187	10/09/19	FPL - ACH	091919-ACH	8/19-9/19/19 ELEC ACH	Electricity - Pump Station	543012-53975	\$590.23
001	DD187	10/09/19	FPL - ACH	091919-ACH	8/19-9/19/19 ELEC ACH	Electricity - Streetlighting	543013-53975	\$1,304.20
001	DD187	10/09/19	FPL - ACH	091919-ACH	8/19-9/19/19 ELEC ACH	Electric - Monuments	543054-53975	\$11.95
001	DD187	10/09/19	FPL - ACH	091919-ACH	8/19-9/19/19 ELEC ACH	Electricity - Pump Station	543012-53975	\$1,770.72
001	DD187	10/09/19	FPL - ACH	091919-ACH	8/19-9/19/19 ELEC ACH	Electricity - Streetlighting	543013-53975	\$3,912.59
001	DD187	10/09/19	FPL - ACH	091919-ACH	8/19-9/19/19 ELEC ACH	Electricity - Streetlighting	543013-53975	\$25.49

**MONTERRA**  
**Community Development District**

**Payment Register by Fund**  
**For the Period from 10/1/2019 to 10/31/2019**  
**(Sorted by Payee)**

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
001	DD187	10/09/19	FPL - ACH	091919-ACH	8/19-9/19/19 ELEC ACH	Electricity - Pump Station	543012-53975	\$1,573.98
001	DD187	10/09/19	FPL - ACH	091919-ACH	8/19-9/19/19 ELEC ACH	Electricity - Streetlighting	543013-53975	\$3,477.86
001	DD187	10/09/19	FPL - ACH	091919-ACH	8/19-9/19/19 ELEC ACH	Electricity - Entrance	543008-53975	\$642.72
001	DD187	10/09/19	FPL - ACH	091919-ACH	8/19-9/19/19 ELEC ACH	Electricity	543075-53975	\$2,023.06
001	DD189	10/17/19	COMCAST - ACH	092119-4707 ACH	OCTOBER SERVICES	Communication - Telephone	541003-53975	\$157.37
001	DD190	10/17/19	COMCAST - ACH	092119-0131 ACH	9/30-10/29/19 SERVICE ACH		541003-53975	\$179.57
001	DD188	10/10/19	COMCAST - ACH	89307876	OCT SERVICE	2019-2020	541003-53975	\$162.41
001	DD188	10/10/19	COMCAST - ACH	89307876	OCT SERVICE	2019-2020	541003-53975	\$290.59
001	DD192	10/17/19	COMCAST - ACH	092619-6934 ACH	10/6-11/5/19 SERVICE ACH	Communication - Telephone	541003-53975	\$208.88
001	DD191	10/17/19	COMCAST - ACH	092619-4432 ACH	10/6-11/5/19 SERVICE	2019-2020	541003-53975	\$146.85
001	DD193	10/17/19	XEROX FINANCIAL SERVICES LLC - ACH	1797576 ACH	COPIER LEASE ACH	2019-2020	544008-53980	\$153.13
001	DD195	10/23/19	COMCAST - ACH	100219-6762 ACH	10/10-11/9/19 SERVICE ACH #8495752660316762	20119-2020	541003-53975	\$550.82
001	DD194	10/08/19	City of Cooper City - ACH	091819 ACH	8/18- 9/15/19 WTR UTILITY ACH	Utility - Water	543018-53975	\$339.85
001	7159	10/04/19	People's Choice Pressure Cleaning	15121	PRESSURE WASHING SIDEWALKS/SWALES	WO1867-1867	546171-53960	\$2,324.25
001	7159	10/04/19	People's Choice Pressure Cleaning	15121	PRESSURE WASHING SIDEWALKS/SWALES	WO1867-1867	546171-53960	\$774.75
001	7159	10/04/19	People's Choice Pressure Cleaning	15121	PRESSURE WASHING SIDEWALKS/SWALES	WO1867-1867	546171-53960	\$2,066.00
001	7193	10/29/19	People's Choice Pressure Cleaning	15219	CLEAN SIDEWALKS, CURBS & ISLANDS	WO1867-1867	546171-53960	\$2,324.25
001	7193	10/29/19	People's Choice Pressure Cleaning	15219	CLEAN SIDEWALKS, CURBS & ISLANDS	WO1867-1867	546171-53960	\$774.75
001	7193	10/29/19	People's Choice Pressure Cleaning	15219	CLEAN SIDEWALKS, CURBS & ISLANDS	WO1867-1867	546171-53960	\$2,066.00
001	7166	10/15/19	Research Irrigation, Inc	37196	SEPT IRR REPRS	2018-2019	546932-53960	\$1,874.00
001	7166	10/15/19	Research Irrigation, Inc	37196	SEPT IRR REPRS	2018-2019	546932-53960	\$267.73
001	7166	10/15/19	Research Irrigation, Inc	37225	OCT VALVE MAINT	2019-2020	546930-53960	\$3,295.00
001	7166	10/15/19	Research Irrigation, Inc	37226	OCT IRR MAINT	2019-2020	546930-53960	\$1,175.00
001	7166	10/15/19	Research Irrigation, Inc	37226	OCT IRR MAINT	2019-2020	546930-53960	\$391.00
001	7166	10/15/19	Research Irrigation, Inc	37226	OCT IRR MAINT	2019-2020	546930-53960	\$1,044.00
001	7189	10/18/19	Research Irrigation, Inc	37234	IRR REPRS - 3034 NW 82ND TERRACE	2018-2019	546932-53960	\$85.00
001	7173	10/15/19	RUST TECH SERVICES, INC.	189876	OCT IRR STAINING MAINT	WO 1964-1964	546193-53960	\$360.00
001	7173	10/15/19	RUST TECH SERVICES, INC.	189876	OCT IRR STAINING MAINT	WO 1964-1964	546193-53960	\$320.00
001	7173	10/15/19	RUST TECH SERVICES, INC.	189876	OCT IRR STAINING MAINT	WO 1964-1964	546193-53960	\$120.00
001	7175	10/15/19	SPECIALIZED HOME ELECTRONICS	188278	OCT LONG RANGE MONITORING	2019-2020	546001-53970	\$39.95
001	7175	10/15/19	SPECIALIZED HOME ELECTRONICS	187934	OCT FIRE ALARM MONITORING	2019-2020	531082-53980	\$109.80
001	7175	10/15/19	SPECIALIZED HOME ELECTRONICS	187332	SEPT LONG RANGE RADIO MONITORING	R&M-General	546001-53970	\$39.95
001	6070	10/25/19	STEVEN DEMOPOULOS	101919-1	REPLACE 4 TON COMPRESSOR 1	2019-2020	546194-53970	\$1,900.00
001	6070	10/25/19	STEVEN DEMOPOULOS	101919-2	REPLACE COMPRESSOR 2	A/C Maintenance	546194-53970	\$1,900.00
001	7197	10/29/19	STEVEN DEMOPOULOS	102419	INSTALLED COMPRESSOR	R&M-General	546001-53970	\$135.00
001	7186	10/17/19	SULLIVAN ELECTRIC & PUMP INC	S-3784	ESTADA PUMP STATION REPAIR	2019-2020	546932-53960	\$561.00
001	7186	10/17/19	SULLIVAN ELECTRIC & PUMP INC	12243	PUMP STATION REPAIR - CAPISTRANO PS	2019-2020	546932-53960	\$640.00
001	6068	10/25/19	SULLIVAN ELECTRIC & PUMP INC	S-3707	CAPISTRANO IRR PUMP REPAIRS	2018-19	546075-53955	\$357.00
001	6062	10/25/19	THE GYM DOC FITNESS REPAIR LLC	5636	GYM EQUIPMENT REPAIRS	2019-2020	534159-53970	\$35.00
001	6062	10/25/19	THE GYM DOC FITNESS REPAIR LLC	5629	TREADMILL REPAIRS	2019-2020	534159-53970	\$175.00
001	6062	10/25/19	THE GYM DOC FITNESS REPAIR LLC	5760	ARM CURL REPAIR	2019-2020	534159-53970	\$209.90

**MONTERRA**  
**Community Development District**

**Payment Register by Fund**  
**For the Period from 10/1/2019 to 10/31/2019**  
**(Sorted by Payee)**

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
001	7179	10/15/19	TINLOF OF TECHNOLOGIES, INC	SEPTEMBER-18 OF 60	COPIER COPIES	2018-2019	544008-53980	\$217.39
001	6063	10/25/19	Total Entry Control	36410	GATE REPAIRS	R&M-Gate	546034-53950	\$119.00
001	6063	10/25/19	Total Entry Control	36357	GATE REPAIRS	2019-2020	546034-53950	\$119.00
001	6063	10/25/19	Total Entry Control	36333	GATE REPAIRS	2019-2020	546034-53950	\$119.00
001	7168	10/15/19	Tropical Plant and Pest Services	09262019EMONT	SEPT PEST/FERTILIZATION MAINT	2018-2019	546070-53960	\$3,164.00
001	7168	10/15/19	Tropical Plant and Pest Services	09262019EMONT	SEPT PEST/FERTILIZATION MAINT	2018-2019	546070-53960	\$3,584.50
001	7168	10/15/19	Tropical Plant and Pest Services	09262019EMONT	SEPT PEST/FERTILIZATION MAINT	2018-2019	546070-53960	\$1,262.50
001	7168	10/15/19	Tropical Plant and Pest Services	09262019EMONT	SEPT PEST/FERTILIZATION MAINT	2018-2019	546070-53960	\$322.34
001	7168	10/15/19	Tropical Plant and Pest Services	10012019MONTMOSQUITO	OCT MOSQUITO MAINT	Lake & Wetlands Maintenance	546366-53955	\$585.00
001	7168	10/15/19	Tropical Plant and Pest Services	10012019MONTMOSQUITO	OCT MOSQUITO MAINT	R&M-Pest Control	546070-53960	\$203.00
001	7168	10/15/19	Tropical Plant and Pest Services	10012019MONTMOSQUITO	OCT MOSQUITO MAINT	R&M-Pest Control	546070-53960	\$203.00
001	7190	10/18/19	Tropical Plant and Pest Services	10112019MM	LAKE BANK MIDGE CONTROL	2019-2020	546367-53955	\$2,680.00
001	7177	10/15/19	ULTIMATE WATER LLC	PR-65214	OFFICE SUPPLIES	Office Supplies	551002-53980	\$245.03
001	6067	10/25/19	ULTIMATE WATER LLC	PR-65268	OFFICE SUPPLIES	2019-2020	552076-53980	\$511.07
001	7176	10/15/19	UNIFIED TECHNOLOGY GROUP, LLC	INV-092813	OCT-DEC VLL AMENITIES/PROP MGMNT	2019-2020	546192-53970	\$525.00
001	6066	10/25/19	V.E. QUILLEN ROOFING & CONSULTING SVC	102319	REPAIR ROOF ON GATE HOUSE	2019-2020	546001-53970	\$925.00
001	6066	10/25/19	V.E. QUILLEN ROOFING & CONSULTING SVC	102419	REPAIR ROOF @ GATE HOUSE	R&M-General	546001-53970	\$750.00
001	7169	10/15/19	VISS Technology, LLC	313603	TROUBLESHOOT CABLE	2018-2019	546349-53950	\$90.00
001	7169	10/15/19	VISS Technology, LLC	313687	OCT MAINTENANCE SERVICES	2019-2020	546349-53950	\$250.00
001	7162	10/15/19	WASTE MANAGEMENT INC	1162265-2237-7	OCT WASTE SERVICE & OVERAGE	2019-2020	543020-53975	\$608.37
001	7170	10/15/19	Zogics, LLC	112765	WIPES	2018-2019	546001-53970	\$259.90
001	6064	10/25/19	Zogics, LLC	114963	WELLNESS CENTER WIPES	2019-2020	546001-53970	\$259.90
<b>Fund Total</b>								<b>\$176,997.39</b>

<b>Total Checks Paid</b>	<b>\$176,997.39</b>
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**MONTERRA COMMUNITY DEVELOPMENT DISTRICT**  
**Summary Contract Schedule - Quarterly Cash Flow**  
As of September 30, 2020

	Estimated Spending by Quarter						
Projects	Q1	Q2	Q3	Q4	Total	Budget Acct No.	Budget Line Description
Approved / Committed Contracts							
Reoccurring Services							
A/C Maintenance	\$480	\$480	\$480	\$480	\$1,920	546194-53970	A/C Maintenance
Annuals - Flowers	\$2,685	\$2,685	\$2,685	\$2,685	\$10,738	546339-53960	Annuals - Flowers
Auditing Services	\$0	\$4,000	\$0	\$0	\$4,000	532002-51302	Auditing Services
Field Services	\$42,965	\$64,449	\$64,449	\$64,449	\$236,312	Multiple	Multiple
Gym - R&M	\$350	\$525	\$525	\$525	\$1,925	534159-53970	Gym Equipment Maintenance
Irrigation Maintenance	\$12,610	\$18,915	\$18,915	\$18,915	\$69,355	546930-53960	Irrigation Maintenance
Lake & Wetlands Maintenance	\$8,918	\$13,377	\$13,377	\$13,377	\$49,049	546366-53955	Lake & Wetlands Maintenance
Landscaping	\$69,661	\$104,492	\$104,492	\$104,492	\$383,137	546300-53960	Landscape Maintenance
Management Services	\$8,841	\$13,261	\$13,261	\$13,261	\$48,625	531027-51320	ProfServ-Mgmt Consulting Serv
Mulch Services	\$10,500	\$10,500	\$10,500	\$12,000	\$43,500	546059-53960	Mulch
Office Equipment	\$308	\$459	\$459	\$459	\$1,685	551002-53980	Office Supplies
Pest Control	\$22,477	\$33,040	\$33,040	\$33,040	\$121,597	Multiple	Multiple
Pool / Fountain - R&M	\$3,350	\$5,025	\$5,025	\$5,025	\$18,425	546074-53965	R&M-Pools
Pressure washing	\$10,330	\$15,495	\$15,495	\$15,495	\$56,815	546171-53960	R&M-Pressure Washing
Refuse Service	\$798	\$1,198	\$1,198	\$1,198	\$4,391	543018-53975	Utility - Water
Rust Control	\$1,600	\$2,400	\$2,400	\$2,400	\$8,800	546193-53960	Rust Control
Security Services	\$47,434	\$71,151	\$71,151	\$71,151	\$260,887	534203-51320	Security
Subtotal	\$243,307	\$361,451	\$357,451	\$358,951	\$1,321,161		
Project / One-time R&M Costs							
Christmas Lights	\$8,650	\$0	\$0	\$0	\$8,650	549028-53980	Misc-Holiday Lighting
Gate - R&M	\$2,382	\$5,859	\$5,859	\$5,859	\$19,958	546034-53950	R&M-Gate
Engineering	\$5,000	\$0	\$0	\$0	\$5,000	531013-51302	Engineering Services
Hydrology Study	\$3,113	\$3,113	\$3,113	\$3,113	\$12,450	531013-51302	SFWMD Water Use Permit
Landscaping - Tree Replacement	\$30,000	\$19,750	\$30,000	\$19,750	\$99,500	Multiple	Multiple
Pump Repairs	\$1,501	\$2,000	\$1,500	\$800	\$5,801	546075-53955	R&M-Pump Station
Walls - R&M	\$2,379	\$2,379	\$2,379	\$2,379	\$9,514	568018-53985	Capital Reserve
Subtotal	\$53,024	\$33,100	\$42,850	\$31,900	\$160,873		
GRAND TOTAL APPROVED	\$296,331	\$394,551	\$400,301	\$390,851	\$1,482,033		

# **MONTERRA COMMUNITY DEVELOPMENT DISTRICT**

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

As of September 30, 2020

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	\$1,675	\$18,425
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	\$1,920	\$0	\$1,920
AT&I Systems	Gate - R&M	10/25/2017	WO-1673-1673	Gates Preventative Maintenance	546034-53950	R&M-Gate	\$4,080	\$340	\$3,740
AT&I Systems	Gate - R&M	11/4/2017	WO-1705-1705	Entry Gates maintenance	546034-53950	R&M-Gate	\$17,920	\$1,702	\$16,218
Brightview Landscaping	Landscaping	5/21/2018	WO-1545-1545	Landscaping	546300-53960	Landscape Maintenance	\$417,968	\$34,831	\$383,137
Brightview Landscaping	Annuals - Flowers	8/20/2018		Annuals - Flowers	546339-53960	Landscape Replacement	\$10,738	\$0	\$10,738
Brightview Landscaping	Landscaping	2/18/2019	Project	Tree Replacement & Removal	546099-53960	Landscape Replacement	\$39,500	\$0	\$39,500
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	\$257,795	\$21,483	\$236,312
East Coast Mulch	Mulch Services	9/17/2018		Mulch Services	546059-53960	R&M Mulch	\$43,500	\$0	\$43,500
Estate Management Services	Lake & Wetlands Maintenance	9/16/2019		Lake Maintenance	546366-53955	Lake & Wetlands Maintenance	\$53,508	\$4,459	\$49,049
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	\$4,000	\$0	\$4,000
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	\$400	\$4,400
The Gym Doc	Gym - R&M	5/18/2015	WO-1577-1577	Gym Source Preventative Maintenance	534159-53970	Gym Equipment Maintenance	\$2,100	\$175	\$1,925
Inframark	Management Services	10/25/2017	WO-1738-1738	District Management Services	531027-51320	ProfServ-Mgmt Consulting Serv	\$53,045	\$4,420	\$48,625
Kent Security of Palm Beach Inc.	Security Services	10/19/2015	WO-1770-1770	Security	534203-51320	Security	\$284,604	\$23,717	\$260,887

**MONTERRA COMMUNITY DEVELOPMENT DISTRICT**

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

As of September 30, 2020

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
Magical Displays	Christmas Lights		One Time	Christmas Lights	549028-53980	Christmas Lights	\$8,650	\$0	\$8,650
M & J Ecological LLC	R&M Pest Control	8/19/2019		Iguana Control	546070-53960	R&M Pest Control	\$4,729	\$4,279	\$450
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	\$9,514	\$0	\$9,514
People's Choice	Pressure washing		WO-1867-1867	Pressure washing	546171-53960	R&M-Pressure Washing	\$61,980	\$5,165	\$56,815
Research Irrigation, Inc	Irrigation Maintenance		WO-1932-1932	Irrigation Maintenance	546930-53960	Irrigation Maintenance	\$70,860	\$5,905	\$64,955
Rust Tech Services	Rust Control		WO-1964-1964	Rust Control	546193-53960	Rust Control	\$9,600	\$800	\$8,800
Sullivan Pump & Electric	R&M-Pump Station	5/20/2019		Capistrano Irrigation pump repair	546075-53955	R&M-Pump Station	\$6,798	\$997	\$5,801
Tropical Plant and Pest Services	Pest Control		WO-2000-2000	Pest Control	546367-53955	Pest Control-Midge Lake Banks	\$32,160	\$2,680	\$29,480
Tropical Plant and Pest Services	Pest Control	1/15/2018	WO-2032-2032	Pest Control	546070-53960	R&M-Pest Control	\$100,000	\$8,333	\$91,667
Waste Management	Refuse Service		WO-2064-2064	Refuse Service	543020-53975	Utility - Refuse Removal	\$4,790	\$399	\$4,391
Xerox	Office Equipment	2/19/2018	WO-2096-2096	Copier contract	551002-53980	Office Supplies	\$1,838	\$153	\$1,685
<b>Total</b>							<b>\$1,603,947</b>	<b>\$121,914</b>	<b>\$1,482,033</b>

# MONTERRA COMMUNITY DEVELOPMENT DISTRICT

## CAPITAL RESERVE PLAN

Fund Balance Report - (Fiscal Year 2020-2023)

Description	Balance as of FY2019	Estimated Reserve Additions by Fiscal Year				Estimated Balance as of FY2023
		2020	2021	2022	2023	
Fund Balance						
Reserved Balances (Assigned)						
Operating Reserves	564,760	-	-	-	-	564,760
Clubhouse	80,654	50,000	50,000	50,000	50,000	280,654
Gates/Guardhouses	53,000	-	-	-	-	53,000
Hurricane	53,000	-	-	-	-	53,000
Irrigation System	53,000	50,000	50,000	50,000	-	203,000
Landscape	53,000	-	-	-	-	53,000
Lighting	26,500	-	-	-	-	26,500
Pools	53,000	15,000	-	-	-	68,000
Roads and Sidewalks	106,000	15,000	-	25,000	5,000	151,000
Security Features	53,000	-	-	-	-	53,000
Wall & Fence Perimeter	10,144	100,000	250,000	100,000	100,000	560,144
Total Fund Balance	\$ 1,106,058	\$ 230,000	\$ 350,000	\$ 225,000	\$ 155,000	\$ 2,066,058
All Other Fund Balances						
Unreserved Balance	292,323	-	-	-	-	292,323
Total	292,323	-	-	-	-	292,323
Cummulative Total	\$ 1,398,381	230,000	580,000	805,000	960,000	2,358,381

## **Eighth Order of Business**



**8Bi**



September 23, 2019

**Via email [George.Miller2@inframark.com](mailto: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](mailto: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". The signature is fluid and cursive, with the first and last names being clearly distinguishable.

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](http://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:

<b>PROPOSAL SUBMITTED TO:</b>  Monterra CDD	<b>PHONE:</b>  (954) 374-9936
<b>ATTN:</b>  Maria	<b>EMAIL:</b>  <a href="mailto:mmihailovschi@castlegroup.com">mmihailovschi@castlegroup.com</a>
<b>ADDRESS:</b>  Club at Monterra 8451 Monterra Boulevard Cooper City, FL 33024	<b>DATE:</b>  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 #51

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:

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

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

### **VA Benefit Information**

<b>You have one or more service-connected disabilities:</b>	Yes
<b>Your combined service-connected evaluation is:</b>	100%
<b>You are considered to be totally and permanently disabled due solely to your service-connected disabilities:</b>	Yes
<b>The effective date of when you became totally and permanently disabled due to your service-connected disabilities:</b>	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 <b>92880</b>
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

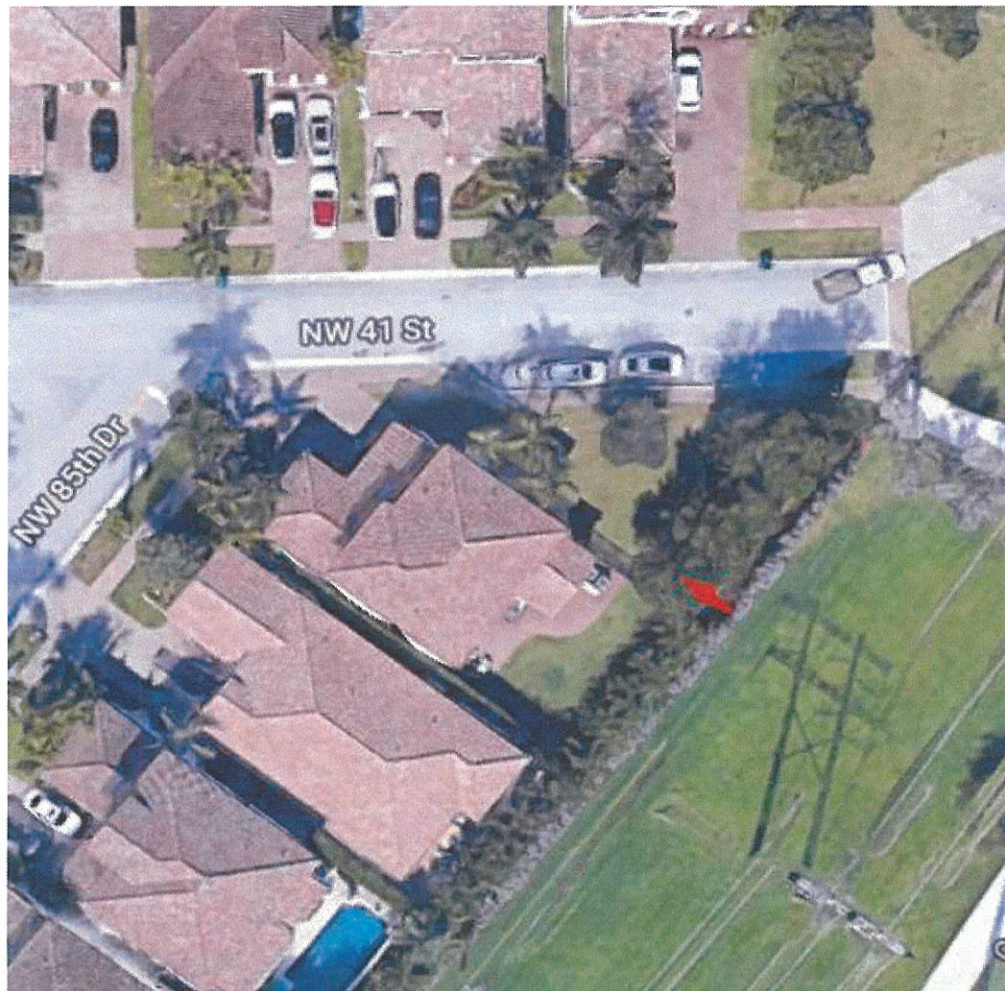
\_\_\_\_\_  
Signature/ Name Printed/ Date



**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](mailto:mmihailovschi@castlegroup.com) | [www.castlegroup.com](http://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](http://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  
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

**8Di**



# 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](http://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



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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
<b>Total</b>				<b>\$ 8,031.89</b>