

**MONTERRA
COMMUNITY DEVELOPMENT DISTRICT
AGENDA PACKAGE
DECEMBER 16, 2019**

Monterra Community Development District

Inframark, Infrastructure Management Services

210 North University Drive • Suite 702 • Coral Springs, Florida 33071

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

December 9, 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, December 16, 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 November 18, 2019 Meeting (**Page 6**)
4. Approval of November 30, 2019 Financial Statements (**Page 16**)
5. Audience Comments
 - A. Presentation by Resident, Mr. Adam Zee, Regarding Power Lines in FPL Easement
6. Comments to the Board by Ms. Kooiman
7. Landscaping – BrightView
8. Continuing Business
 - A. Encroachment Issues
9. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. Clubhouse
 - D. District Manager
 - i. Discussion of Parking Rules
 - ii. Discussion of Speed Calming Devices
 - iii. Update Regarding Security for the Holidays
 - iv. Update Regarding Cameras
 - v. Ratification of District Manager Expenditures (**Page 44**)
10. Supervisors' Requests
11. Adjournment

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

Sincerely,

George Miller

George Miller
District Manager

Second Order of Business

Monterra Community Development District

Board of Supervisors

- Ricardo Lowe, Chairman
- Greg Popowitz, Vice Chairman
- Susan Kooiman, Assistant Secretary
- Hardeep Anand, Assistant Secretary
- Avi Ciechanowiecki, Assistant Secretary
- George Miller, District Manager/Secretary
- Ginger Wald, District Counsel
- Joaquin Mojica, District Engineer

Agenda for Regular Meeting

Monday, December 16, 2019 – 6:00 p.m.

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- 10. Supervisors' Requests**
- 11. Adjournment**

The next Meeting is scheduled for Monday, January 27, 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, November 18, 2019 and called to order at 6:09 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

Also present were:

George Miller	District Manager
Ginger Wald	District Counsel
Peter Pellerito	Miller Legg
Maria Mihailovschi	Castle Group
BrightView Representatives	
M&J Ecological Representative	
Numerous Residents	

The following is a summary of the discussions and actions taken at the November 18, 2019 Monterra Community Development District's Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call (Recording Time Stamp 0:00:04)

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

SECOND ORDER OF BUSINESS

Approval of Agenda (Recording Time Stamp 0:00:38)

Mr. Lowe presented the agenda for the meeting.

There being no amendments,

On MOTION by Ms. Kooiman, seconded by Mr. Popowitz, with all in favor, the agenda for the meeting was approved as presented.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the September 16, 2019 Meeting (Recording Time Stamp 0:00:50)

Mr. Lowe stated each Board member received a copy of the Minutes of the September 16, 2019 Meeting, and requested any additions, corrections or deletions.

There being none,

On MOTION by Ms. Kooiman, seconded by Mr. Anand, with all in favor, the Minutes of the September 16, 2019 Meeting were approved.

FOURTH ORDER OF BUSINESS

Approval of October 31, 2019 Financial Statements (Recording Time Stamp 0:01:08)

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

There being no comments or questions,

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

FIFTH ORDER OF BUSINESS

Audience Comments (Recording Time Stamp 0:01:37)

Residents commented on the following items:

- Invasive plants in the lakes. The lake areas will not be replaced with St. Augustine grass, and the preserve will not be mowed. Invasive plants are being sprayed.
- Recent car break-ins. There is a golf cart rover during the holidays.
 - The possibility of cameras and closing of gates was addressed. Gates cannot be closed.
 - Mr. Miller addressed the possibility of having more staff from Kent Security on duty during the holidays.

- Perhaps the other gate on University can be manned.
- There is now extra lighting in the area.
- A roving patrol vehicle costs \$1,200 per month.
- The Board discussed replacing the rover with a car or having an additional car along with the golf cart.

Ms. Kooiman MOVED to replace the golf cart with a lighted car for security in the amount of \$1,200 per month through the middle of January 2020, and Mr. Lowe seconded the motion.

- The Board continued discussion of the two options.
- Doors should be locked and valuables should not be left in vehicles.
- Mr. Anand indicated long-term decisions need to be made.
- Ms. Wald suggested a *friendly amendment* adding a specific date in January, and a not to exceed amount of \$1,500.

On VOICE vote, with all in favor, the prior motion was approved as amended to include a not to exceed amount of \$1,500, and the date in January 2020, as specified in the original agreement.

SIXTH ORDER OF BUSINESS

Landscaping – BrightView (Recording Time Stamp 0:31:35)

- A. Review and Approval of Landscaping Invoice (Recording Time Stamp 0:33:08)**
- Mr. Miller discussed changing the calculation and timeframe of invoices.
 - Ms. Wald previously indicated to Mr. Miller that the entire contract would have to be amended.
 - The current contract calls for a lump sum amount for the work to be done.
 - A standard 10% is being held.
 - A few items have not been taken care of, but not enough to withhold an entire payment.
 - They send an invoice at the beginning of the month, but are not paid until the end of the month.

- Ms. Kooiman commented the areas are overrun with weeds.
- A BrightView representative commented many areas have been over-watered.
- There are open punch list items.
- Mr. Anand suggested putting BrightView on notice to clear up the punch list items.
- BrightView has not performed all required services under the agreement for the month of October. They are still catching up on items.

Ms. Kooiman MOVED to approve payment of the October 2019 invoice to BrightView Landscaping, with the understanding the Board is not satisfied with their performance, and Mr. Lowe seconded the motion.

- Mr. Anand believes BrightView should be given clear direction for the next meeting, and if the same issues are outstanding at that time, put them on notice for termination.

There being no further discussion,

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

SEVENTH ORDER OF BUSINESS

Continuing Business

A. Encroachment Issues (Recording Time Stamp 1:12:12)

- The primary issue is the fence which is 20 inches from the high water line. The affected resident indicated potential contractors are going to take care of this as soon as possible.
 - Ms. Kooiman believes the CDD should remove this fence immediately, since removal has been requested since August.
 - Mr. Popowitz is concerned the resident will continue to prolong the process of having the fence removed.
 - Mr. Miller does not believe the CDD can just remove the fence without trespassing onto his property.
 - The main problem is by removing the fence, the swimming pool area will be open.

- Mr. Popowitz suggested having Ms. Wald file a Petition for Injunction to have the fence removed by a certain date.
- Ms. Wald will give him 10 days from the date the letter goes out to comply.

EIGHTH ORDER OF BUSINESS**Staff Reports****A. Attorney (Recording Time Stamp 1:20:07)**

There being no report, the next item followed.

B. Engineer**i. Consideration of Additional Service Agreement for Lake Bank Repair (Recording Time Stamp 1:20:24)**

- Mr. Pellerito's computations for the requested three-year plan were based on the primary unsolicited estimates from a vendor at \$35 per foot. He is familiar with that vendor and advised that he may have an extended lead time because of workload as he historically has been the lowest bidder
- The price for three years is approximately \$700,000.
- Mr. Miller will have a budget workshop in 2020 before the budget process commences.
- Ms. Wald indicated an RFP will have to be prepared by the District Engineer.
- The breakdown of \$5,000 was discussed.
- The District Engineer will review the bids.
- Ms. Wald explained the process.

On MOTION by Ms. Kooiman, seconded by Mr. Lowe, with all in favor, the Additional Service Agreement for Professional Services associated with the Lake Bank Repair as set forth in the agenda and as stated in Exhibit A – Scope of Services, in an amount not to exceed \$5,000 was approved.

ii. Update on Lake Erosion Project (Recording Time Stamp 1:36:05)

- The hydrogeology report for the water use permit should be complete by the end of the month.
- The Annual Report was received today, and will be sent to the Trustee.
 - Fire hydrants were addressed. The CDD is not responsible for inspecting them. It is the responsibility of the City.
 - The report should not include the apartments.

The record shall reflect Mr. Pellerito exited the meeting.

C. Clubhouse – Items for Approval (Recording Time Stamp 1:39:53)

- A representative from M&J Ecological gave an update of this month's invasive animal removal.

➤ A total of 272 iguanas were removed so far.

i. Entry Fountain Motor (Recording Time Stamp 1:45:15)

- Cascade increased their price, as the scope of work changed.
- Ms. Wald discussed their prior contract.
- Cascade was unable to perform the original repair, as an entirely new system was required.
- Ms. Wald advised terminating the original contract with Cascade for repair of the entry fountain motor.

On MOTION by Ms. Kooiman, seconded by Mr. Lowe, with all in favor, Cascade Fountains shall be informed that the original agreement for repair of the fountain pump would not be sufficient to make the fountain work properly, based upon the information they provided to District staff. Therefore, it is mutually agreed by both the CDD and Cascade Fountains that said contract shall be terminated.

On MOTION by Ms. Kooiman, seconded by Mr. Popowitz, with all in favor, the proposal from Star Pools, Inc. for installation of a new fountain pump and motor in the amount of \$5,200, was approved.

ii. Veteran's Discount on CDD Assessment (Recording Time Stamp 1:53:06)

- A resident is asking for a discount based upon the fact that he is a veteran.
- Ms. Wald indicated this is not a discount, but an exemption, which would be accepted by the County, not the CDD.
- This is not possible on CDD fees.

iii. Hoover Irrigation Pump Preventative Maintenance Contract (Recording Time Stamp 1:54:07)

- One more controller needs to be changed out to prevent any down time on the pump.
- When the Flowguard 2 goes down, it must be replaced by the Flowguard 3, as the other one is non-existent.

- Five out of six controllers have been replaced over the past two years.
- It is likely nearing the end of its useful life.

On MOTION by Mr. Popowitz, seconded by Mr. Anand, with all in favor, the proposal from Hoover Pumping Systems in the amount of \$5,378.56 to replace the controller from a Flowguard 2 to a Flowguard 3 at Corta Bella-Bella Terra, was approved.

iv. Tree Removal (Recording Time Stamp 2:00:32)

- A resident of Corta Bella installed a pool and the equipment is right next to the tree. The resident indicated that the tree was encroaching on her home.
- The tree cannot be removed, only trimmed.
- Someone cut the branch, and a licensed tree remover would not do this.
- This is considered *Tree Abuse*, but is difficult to prove.
- The limb was on her property, which was trimmed by the CDD, after which someone cut the limb completely.
- The CDD Board did not authorize removal. The guess is that the resident who complained may be responsible.
- Staff should send a letter to Ms. Soto regarding the tree and the Board's concern, and to put the resident on notice.

Ms. Mihailovschi discussed mulch.

- She has a proposal from East Coast Mulch and BrightView.
- There are funds in the budget for this expense.
- Pine Bark will be installed around the clubhouse.
- The work will be done in the middle of December.

Mr. Popowitz MOVED to approve the proposal from East Coast Mulch in the amount of \$50,100 for installation of mulch throughout the community.

- Ms. Kooiman requested an amendment of the motion to ensure the areas are clean before the work is done. Mr. Miller indicated BrightView would be responsible for this, not East Coast Mulch.

Ms. Kooiman SECONDED the prior motion.

- Staff was directed to ensure the area is clean before the mulch is installed.

There being no further discussion,

On VOICE vote, with all in favor, the proposal from East Coast Mulch in the amount of \$50,100 for installation of mulch throughout the community was approved, as discussed.

D. District Manager

**i. Consideration of Fiscal Year 2019 Audit Engagement Letter
(Recording Time Stamp 2:09:40)**

There being no comments or questions,

On MOTION by Ms. Kooiman, seconded by Mr. Popowitz, with all in favor, the Fiscal Year 2019 Audit Engagement Letter with Grau & Associates, was approved.

ii. Motion to Assign Fund Balance (Recording Time Stamp 2:10:20)

- Mr. Miller gave the Board a brief explanation.

On MOTION by Ms. Kooiman, seconded by Mr. Anand, with all in favor, the motion to assign the fund balance as of September 30, 2019, was approved.

iii. Ratification of District Manager Expenditures (Recording Time Stamp 2:11:59)

There being no comments or questions,

On MOTION by Ms. Kooiman, seconded by Mr. Popowitz, with all in favor, District Manager expenditures for the months of September and October in the total amount of \$8,031.89, were approved.

NINTH ORDER OF BUSINESS

Supervisors' Requests (Recording Time Stamp 2:12:48)

- Mr. Popowitz requested someone check on the cost to install cameras at the four-way stop by the clubhouse. Mr. Miller will investigate.

- Mr. Miller will investigate trip and fall hazards in the community and the possibility of solar lighting.

TENTH ORDER OF BUSINESS

**Adjournment (Recording Time Stamp
2:16:09)**

There being no further business,

On MOTION by Mr. Lowe, seconded by Ms. Kooiman, with all in favor, the meeting was adjourned at approximately 8:16 p.m.

George Miller
Secretary

Ricardo Lowe
Chairman

Fourth Order of Business

**Monterra
Community Development District**

*Financial Report
November 30, 2019*

Prepared by:



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**Monterra
Community Development District**

Financial Statements

(Unaudited)

November 30, 2019

Balance Sheet
November 30, 2019

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2005A DEBT SERVICE FUND	SERIES 2015 DEBT SERVICE FUND	TOTAL
<u>ASSETS</u>				
Cash - Checking Account	\$ 895,550	\$ -	\$ -	\$ 895,550
Cash On Hand/Petty Cash	500	-	-	500
Accounts Receivable	2,239	-	-	2,239
Due From Other Funds	-	-	106,664	106,664
Investments:				
SBA Account	237,822	-	-	237,822
SBA Account Reserves	362,242	-	-	362,242
Interest Account	-	-	100	100
Interest Account A	-	49	-	49
Prepayment Account	-	3,134	-	3,134
Prepayment Account A	-	56	-	56
Principal	-	-	263	263
Redemption Fund	-	-	12,019	12,019
Reserve Fund	-	-	253,809	253,809
Reserve Fund A	-	8	-	8
Revenue Fund	-	-	43,208	43,208
Revenue Fund A	-	381	-	381
Sinking fund	-	9	-	9
Sinking Fund A	-	38	-	38
Prepaid Items	3,600	-	-	3,600
Deposits	16,305	-	-	16,305
TOTAL ASSETS	\$ 1,518,258	\$ 3,675	\$ 416,063	\$ 1,937,996
<u>LIABILITIES</u>				
Accounts Payable	\$ 15,659	\$ -	\$ -	\$ 15,659
Accrued Expenses	89,347	-	-	89,347
Retainage Payable	3,477	-	-	3,477
Due To Other Funds	106,664	-	-	106,664
TOTAL LIABILITIES	215,147	-	-	215,147

Balance Sheet
November 30, 2019

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2005A DEBT SERVICE FUND	SERIES 2015 DEBT SERVICE FUND	TOTAL
<u>FUND BALANCES</u>				
Nonspendable:				
Prepaid Items	3,600	-	-	3,600
Restricted for:				
Debt Service	-	3,675	416,063	419,738
Assigned to:				
Operating Reserves	573,736	-	-	573,736
Reserves - Clubhouse	80,654	-	-	80,654
Reserves-Gates/Guardhouses	53,000	-	-	53,000
Reserves - Hurricane	53,000	-	-	53,000
Reserves - Irrigation System	53,000	-	-	53,000
Reserves - Landscape	53,000	-	-	53,000
Reserve - Lighting	26,500	-	-	26,500
Reserves - Pools	53,000	-	-	53,000
Reserves - Roads and Sidewalks	106,000	-	-	106,000
Reserve - Security Features	53,000	-	-	53,000
Reserve - Wall & Fence Perimeter	10,144	-	-	10,144
Unassigned:	184,477	-	-	184,477
TOTAL FUND BALANCES	\$ 1,303,111	\$ 3,675	\$ 416,063	\$ 1,722,849
TOTAL LIABILITIES & FUND BALANCES	\$ 1,518,258	\$ 3,675	\$ 416,063	\$ 1,937,996

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

ACCOUNT DESCRIPTION	Annual Adopted Budget	Year to date Actual	Committed Funds (1)	Total Projected Amount (2)	Variance To Budget Fav (UnFav) (3)	Total Projected As a % of Budget (4)
REVENUES						
TOTAL REVENUES	\$2,548,469	\$256,779	2,291,690	\$2,548,469	\$0	100.0%
EXPENDITURES						
Administrative	126,221	37,199	8,400	45,599	80,622	36.1%
Property management and security	529,194	88,103	438,199	526,302	2,892	99.5%
Maintenance: Gate/Fence	45,000	5,858	18,697	24,555	20,445	54.6%
Maintenance: Lakes	211,476	18,264	87,555	105,819	105,657	50.0%
Maintenance: Landscape/Hardscape	881,750	135,226	650,678	785,904	95,846	89.1%
Maintenance: Pool	26,700	2,800	16,750	19,550	7,150	73.2%
Maintenance: Other	207,054	22,044	61,674	83,718	123,336	40.4%
Utilities	236,090	37,484	3,992	41,476	194,614	17.6%
Other Expenses	67,260	5,071	10,182	15,253	52,007	22.7%
Contingency	217,724	-	81,964	81,964	135,760	37.6%
TOTAL EXPENDITURES	2,548,469	352,049	1,378,091	1,730,140	818,329	67.9%
Excess (deficiency) of revenues Over (under) expenditures	-	(95,270)	913,599	818,329	818,329	
Net change in fund balance	-	(95,270)	913,599	818,329	818,329	
FUND BALANCE, BEGINNING (10/1/2019)	1,398,381	1,398,381	-	1,398,381	-	
FUND BALANCE, ENDING	\$1,398,381	\$1,303,111	\$913,599	\$2,216,710	\$818,329	

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 November 30, 2019

ACCOUNT DESCRIPTION	Annual Adopted Budget	Year to date Actual	Committed Funds	Total Projected Amount	Variance To Budget Fav (UnFav)	Total Projected As a % of Budget
REVENUES						
Interest - Investments	\$ -	\$ 2,990	\$ -	\$ 2,990	\$ 2,990	0.0%
Hurricane Irma FEMA Refund	-	6,650	-	6,650	6,650	0.0%
Interest - Tax Collector	-	118	-	118	118	0.0%
Rental Income	-	400	-	400	400	0.0%
Membership Cards	-	90	-	90	90	0.0%
Special Assmnts- Tax Collector	2,548,469	244,306	-	244,306	(2,304,163)	9.6%
Gate repair refunds	-	300	-	300	300	0.0%
Decal headlamp/windshield	-	1,925	-	1,925	1,925	0.0%
TOTAL REVENUES	2,548,469	256,779	2,291,690	2,548,469	-	100.0%
EXPENDITURES						
Administrative						
P/R-Board of Supervisors	2,800	-	-	-	2,800	0.0%
FICA Taxes	214	-	-	-	214	0.0%
ProfServ-Arbitrage Rebate	1,800	600	-	600	1,200	33.3%
ProfServ-Dissemination Agent	1,800	-	-	-	1,800	0.0%
ProfServ-Engineering	20,000	2,783	5,000	7,783	12,217	38.9%
ProfServ-Property Appraiser	2,216	2,216	-	2,216	-	100.0%
ProfServ-Trustee Fees	7,000	-	-	-	7,000	0.0%
Attorney Fees	40,000	1,100	-	1,100	38,900	2.8%
ProfServ-Web Site Maintenance	1,400	261	-	261	1,139	18.6%
Auditing Services	4,000	-	3,400	3,400	600	85.0%
Postage and Freight	1,600	42	-	42	1,558	2.6%
Rentals & Leases	2,400	-	-	-	2,400	0.0%
Insurance - Property	27,999	29,726	-	29,726	(1,727)	106.2%
Insurance	7,242	-	-	-	7,242	0.0%
Printing and Binding	1,000	141	-	141	859	14.1%
Legal Advertising	3,000	-	-	-	3,000	0.0%
Other Current Charges	750	155	-	155	595	20.7%
Office Supplies	350	-	-	-	350	0.0%
Dues, Licenses, Subscriptions	650	175	-	175	475	26.9%
Total Administrative	126,221	37,199	8,400	45,599	80,622	36.1%
Property management and security						
ProfServ-Mgmt Consulting Serv	53,045	8,841	44,204	53,045	-	100.0%
Onsite Maintenance	51,999	8,667	36,521	45,188	6,811	86.9%
Onsite Property Manager	26,697	4,450	23,631	28,081	(1,384)	105.2%

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

ACCOUNT DESCRIPTION	Annual Adopted Budget	Year to date Actual	Committed Funds	Total Projected Amount	Variance To Budget Fav (UnFav)	Total Projected As a % of Budget
Attendant	112,845	18,808	96,673	115,481	(2,636)	102.3%
Security	284,608	47,337	237,170	284,507	101	100.0%
Total Property management and security	529,194	88,103	438,199	526,302	2,892	99.5%
<u>Maintenance: Gate/Fence</u>						
R&M-Fence	7,500	1,608	-	1,608	5,892	21.4%
R&M-Gate	22,000	3,660	18,697	22,357	(357)	101.6%
R&M-Access&Surveillance Systems	12,000	590	-	590	11,410	4.9%
Gate Transponders	3,500	-	-	-	3,500	0.0%
Total Maintenance: Gate/Fence	45,000	5,858	18,697	24,555	20,445	54.6%
<u>Maintenance: Lakes</u>						
R&M-Pump Station	24,000	5,056	16,165	21,221	2,779	88.4%
Lake & Wetlands Maintenance	91,306	7,848	44,590	52,438	38,868	57.4%
Pest Control-Midge Lake Banks	39,180	5,360	26,800	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%
Total Maintenance: Lakes	211,476	18,264	87,555	105,819	105,657	50.0%
<u>Maintenance: Landscape/Hardscape</u>						
Landscape Contract Administration	12,000	-	-	-	12,000	0.0%
R&M-Mulch	43,500	-	50,100	50,100	(6,600)	115.2%
R&M-Pest Control	100,854	21,113	83,333	104,446	(3,592)	103.6%
R&M-Trees and Trimming	39,500	-	-	-	39,500	0.0%
Royal Palm Treatment	3,868	645	-	645	3,223	16.7%
R&M-Pressure Washing	61,980	10,330	51,650	61,980	-	100.0%
Rust Control	9,600	1,600	8,000	9,600	-	100.0%
Landscape Maintenance	417,968	69,552	348,307	417,859	109	100.0%
Landscape Replacement	77,382	14,535	50,238	64,773	12,609	83.7%
Landscape Replacement-Annuals	10,738	-	-	-	10,738	0.0%
Irrigation Maintenance	70,860	11,810	59,050	70,860	-	100.0%
Irrigation Repairs & Replacem.	33,500	5,641	-	5,641	27,859	16.8%
Total Maintenance: Landscape/Hardscape	881,750	135,226	650,678	785,904	95,846	89.1%
<u>Maintenance: Pool</u>						
Payroll-Pool Monitors	4,800	-	-	-	4,800	0.0%

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

ACCOUNT DESCRIPTION	Annual Adopted Budget	Year to date Actual	Committed Funds	Total Projected Amount	Variance To Budget Fav (UnFav)	Total Projected As a % of Budget
R&M-Pools	20,400	2,800	16,750	19,550	850	95.8%
Pool Furniture	1,000	-	-	-	1,000	0.0%
Pool Permits	500	-	-	-	500	0.0%
Total Maintenance: Pool	26,700	2,800	16,750	19,550	7,150	73.2%
<u>Maintenance: Other</u>						
Gym Equipment Maintenance	7,000	653	1,750	2,403	4,597	34.3%
R&M-General	55,000	5,132	-	5,132	49,868	9.3%
R&M-Storm Drain Cleaning	64,000	-	-	-	64,000	0.0%
Janitorial Maintenance	66,254	11,042	58,004	69,046	(2,792)	104.2%
R&M - Water Feature	3,300	550	-	550	2,750	16.7%
IT Maintenance	3,000	525	-	525	2,475	17.5%
A/C Maintenance	3,500	4,142	1,920	6,062	(2,562)	173.2%
Tot Lot Maintenance	5,000	-	-	-	5,000	0.0%
Total Maintenance: Other	207,054	22,044	61,674	83,718	123,336	40.4%
<u>Utilities</u>						
Communication - Telephone	19,500	3,393	-	3,393	16,107	17.4%
Electricity - Entrance	13,500	1,287	-	1,287	12,213	9.5%
Electricity - Pump Station	57,000	9,544	-	9,544	47,456	16.7%
Electricity - Streetlighting	109,000	17,445	-	17,445	91,555	16.0%
Utility - Water	9,000	781	-	781	8,219	8.7%
Utility - Refuse Removal	4,790	1,021	3,992	5,013	(223)	104.7%
Electric - Monuments	300	21	-	21	279	7.0%
Electricity	23,000	3,992	-	3,992	19,008	17.4%
Total Utilities	236,090	37,484	3,992	41,476	194,614	17.6%
<u>Other Expenses</u>						
Fire Alarm Monitoring	1,050	110	-	110	940	10.5%
Contracts-Fire Exting. Insp.	105	-	-	-	105	0.0%
Lease - Copier	2,700	365	-	365	2,335	13.5%
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	1,139	-	1,139	361	75.9%
Office Supplies	20,000	561	1,532	2,093	17,907	10.5%

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

ACCOUNT DESCRIPTION	Annual Adopted Budget	Year to date Actual	Committed Funds	Total Projected Amount	Variance To Budget Fav (UnFav)	Total Projected As a % of Budget
Janitorial Supplies	2,500	-	-	-	2,500	0.0%
Op Supplies - Clubhouse	500	-	-	-	500	0.0%
Food and Beverage	9,500	1,768	-	1,768	7,732	18.6%
Cleaning Supplies	5,500	898	-	898	4,602	16.3%
Water Cooler	3,000	-	-	-	3,000	0.0%
Electrical Supplies	3,000	-	-	-	3,000	0.0%
Reserve - Equipment	2,000	-	-	-	2,000	0.0%
Total Other Expenses	67,260	5,071	10,182	15,253	52,007	22.7%
<u>Contingency</u>						
Misc-Contingency	139,376	-	72,450	72,450	66,926	52.0%
Capital Reserve	78,348	-	9,514	9,514	68,834	12.1%
Total Contingency	217,724	-	81,964	81,964	135,760	37.6%
TOTAL EXPENDITURES	2,548,469	352,049	1,378,091	1,730,140	818,329	67.9%
Excess (deficiency) of revenues						
Over (under) expenditures	-	(95,270)	913,599	818,329	818,329	
Net change in fund balance	-	(95,270)	913,599	818,329	818,329	
FUND BALANCE, BEGINNING (OCT 1, 2019)	1,398,381	1,398,381	-	1,398,381	-	
FUND BALANCE, ENDING	\$ 1,398,381	\$ 1,303,111	\$913,599	\$2,216,710	\$818,329	

**Monterra
Community Development District**

Debt Service

November 30, 2019

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ -	\$ 104	\$ 104
Special Assmnts- CDD Collected	383,250	79,047	114,125	35,078
TOTAL REVENUES	383,250	79,047	114,229	35,182
<u>EXPENDITURES</u>				
<u>Debt Service</u>				
Principal Debt Retirement	155,000	-	-	-
Interest Expense	228,250	114,125	114,125	-
Total Debt Service	383,250	114,125	114,125	-
TOTAL EXPENDITURES	383,250	114,125	114,125	-
Excess (deficiency) of revenues Over (under) expenditures	-	(35,078)	104	35,182
Net change in fund balance	\$ -	\$ (35,078)	\$ 104	\$ 35,182
FUND BALANCE, BEGINNING (OCT 1, 2019)	3,571	3,571	3,571	
FUND BALANCE, ENDING	\$ 3,571	\$ (31,507)	\$ 3,675	

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ -	\$ 1,571	\$ 1,571
Special Assmnts- Tax Collector	1,075,066	221,738	106,664	(115,074)
Special Assmnts- Discounts	(43,003)	(8,737)	-	8,737
TOTAL REVENUES	1,032,063	213,001	108,235	(104,766)
<u>EXPENDITURES</u>				
<u>Financial and Administrative</u>				
Misc-Assessmnt Collection Cost	21,501	4,368	-	4,368
Total Financial and Administrative	21,501	4,368	-	4,368
<u>Debt Service</u>				
Principal Debt Retirement	605,000	-	-	-
Interest Expense	412,013	206,007	206,006	1
Total Debt Service	1,017,013	206,007	206,006	1
TOTAL EXPENDITURES	1,038,514	210,375	206,006	4,369
Excess (deficiency) of revenues				
Over (under) expenditures	(6,451)	2,626	(97,771)	(100,397)
<u>OTHER FINANCING SOURCES (USES)</u>				
Contribution to (Use of) Fund Balance	(6,451)	-	-	-
TOTAL FINANCING SOURCES (USES)	(6,451)	-	-	-
Net change in fund balance	\$ (6,451)	\$ 2,626	\$ (97,771)	\$ (100,397)
FUND BALANCE, BEGINNING (OCT 1, 2019)	513,834	513,834	513,834	
FUND BALANCE, ENDING	\$ 507,383	\$ 516,460	\$ 416,063	

**Monterra
Community Development District**

Supporting Schedules

November 30, 2019

Non-Ad Valorem Special Assessments
Broward County Tax Collector - Collection Report
For the Fiscal Year Ending September 30, 2020

TOTAL - ALL PRODUCT TYPES

						Allocation by Fund		
Date	Description	Gross Amount (1)	(Discounts)/ Penalties	(Collection Cost)	Net Amount Received (2)	General Fund	Series 2005 DS	Series 2015 DS
ASSESSMENTS LEVIED FY 2020		\$ 3,786,204			\$ 3,559,031	\$ 2,548,469	\$ -	\$ 1,010,561
Allocation %		100%			100%	71.61%	0.00%	28.39%
11/21/2019	11/1 - 11/14/18	373,038	(15,106)	(6,961)	350,971	244,306	-	106,664
TOTAL		\$ 373,038	\$ (15,106)	\$ (6,961)	\$ 350,971	\$ 244,306	\$ -	\$ 106,664
		% Collected	9.9%		9.9%	9.6%	0.0%	10.6%
TOTAL OUTSTANDING		\$ 3,413,167			\$ 3,208,060	\$ 2,304,163	\$ -	\$ 903,897

(1) Amount Levied As Certified on Tax Collector Recap DR-502 from Broward.Org website.

(2) Levied amount less 6% for early payment discount (4%) and Broward County collection fees (2%)

TOTAL - BREAKDOWN BY PRODUCT TYPE

Product Code	Product Description	Amount Levied	Net Amount Levied	Net Amount Received	Net Amount Outstanding
MR	MultiFamily - 2F	125,194	117,682	0	117,682
MS	Townhome - 2F	246,033	231,271	22,244	209,027
MT	SF 34'	230,903	217,049	21,417	195,632
MU	SF 34' -La Costa	118,691	111,570	5,877	105,693
MV	SF 50'	1,232,782	1,158,815	130,621	1,028,194
MW	SF 50'- Bella Terra	238,015	223,734	26,125	197,610
MX	SF 65'	814,017	765,176	75,610	689,566
MY	SF 65' Estada	392,899	369,325	45,948	323,377
MZ	Townhome - 2H	245,695	230,953	13,249	217,704
MN	Commercial	141,976	133,457	9,880	123,578
TOTAL		\$ 3,786,204	\$ 3,559,032	\$ 350,971	\$ 3,208,062

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 DS	Series 2015 DS
ASSESSMENTS LEVIED FY 2020		\$ 383,250			\$ 383,250	\$ -	\$ 383,250	\$ -
Allocation %								
10/15/2019	2005 DS 1st Installment	114,125	-	-	114,125		114,125	
TOTAL		\$ 114,125	\$ -	\$ -	\$ 114,125	\$ -	\$ 114,125	\$ -
% Collected					30%	0%	30%	0%
TOTAL OUTSTANDING					\$ 269,125	\$ -	\$ 269,125	\$ -

Cash and Investment Report
November 30, 2019

<u>Investment Type</u>	<u>Bank Name</u>	<u>Maturity</u>	<u>Yield</u>	<u>Balance</u>
<u>General Fund</u>				
Checking Account - Operating #0134	Suntrust	N/A	0.00%	\$ 138,009
Checking Account - Operating #6534	Suntrust	N/A	0.00%	\$ 757,541
			Subtotal Checking	\$ 895,550
SBA Excess Funds #2511	Florida Prime	N/A	2.56%	237,822
SBA Capital Reserve #2400	Florida Prime	N/A	2.56%	362,242
			Subtotal SBA	600,064
			GF Subtotal	1,495,613

Investment Type
Debit Service

Fund 201

2005A SERIES REVENUE ACCOUNT	Wells Fargo	N/A	0.16%	381
2005A SERIES INTEREST ACCOUNT	Wells Fargo	N/A	0.17%	49
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%	3,190
			Total Fund 201	3,674

Fund 202

2015 SERIES REVENUE ACCOUNT	Wells Fargo	N/A	0.16%	43,208
2015 SERIES PRINCIPAL ACCOUNT	Wells Fargo	N/A	0.16%	263
2015 SERIES INTEREST ACCOUNT	Wells Fargo	N/A	0.16%	100
2015 SERIES RESERVE FUND	Wells Fargo	N/A	0.16%	253,809
2015 SERIES REDEMPTION ACCOUNT	Wells Fargo	N/A	0.16%	12,019
			Total Fund 202	309,400
			DS Subtotal	313,073
			Grand Total	\$ 1,808,688

Aged Accounts Payable

Monterra CDD

(Summary, aged as of November 30, 2019)

Aged by due date.

No.	Name	Balance Due	Aged Overdue Amounts			
			Current	Up To 30 Days	31 - 60 Days	Over 60 Days
V00008	City of Cooper City - ACH	Phone:		Contact:		
	Total Amount Due	98.42	0.00	98.42	0.00	0.00
			0.00%	100.00%	0.00%	0.00%
V00014	OFFICE DEPOT	Phone:		Contact:		
	Total Amount Due	553.41	553.41	0.00	0.00	0.00
			100.00%	0.00%	0.00%	0.00%
V00020	Tropical Plant and Pest Services	Phone:		Contact:		
	Total Amount Due	8,333.34	0.00	8,333.34	0.00	0.00
			0.00%	100.00%	0.00%	0.00%
V00023	People's Choice Pressure Cleaning	Phone: (954) 445-8033		Contact: ALL COUNTIES		
	Total Amount Due	5,165.00	0.00	5,165.00	0.00	0.00
			0.00%	100.00%	0.00%	0.00%
V00088	BRIGHTVIEW LANDSCAPING	Phone:		Contact:		
	Total Amount Due	1,508.43	0.00	1,508.43	0.00	0.00
			0.00%	100.00%	0.00%	0.00%
	Report Total Amount Due (USD)	15,658.60	553.41	15,105.19	0.00	0.00
			2.43%	97.57%	0.00%	0.00%

Accrued Expenses
November 30, 2019

<u>Vendor</u>	<u>Service Period</u>	<u>Description</u>	<u>Amount</u>
ASAP Gate Plus	Oct	Gate Repair	\$ 258
Brightview Landscaping	Nov	Monthly Landscaping	34,776
Eco Blue Aquatic	Sep	Lake / Mitigation Maintenance	7,650
FPL	Nov	Electric - Various	16,145
Inframark	Nov	Monthly Fees	4,610
Kent Security	Nov	Monthly Security	23,669
Viss Technology	Aug & Sep	Month Video Surveillance	2,239
Grand Total			<u>\$ 89,347</u>

MONTERRA
Community Development District

Payment Register by Fund
For the Period from 11/1/2019 to 11/30/2019
(Sorted by Payee)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
GENERAL FUND - 001								
001	7202	11/12/19	5 STAR POOLS INC	45154	NOV POOL MAINT	2019-2020	546074-53965	\$1,400.00
001	7202	11/12/19	5 STAR POOLS INC	45153	NOV FOUNTAIN MAINT	2019-2020	546191-53970	\$275.00
001	7205	11/12/19	ASAP GATE PLUS, LLC	20112812	FENCE REPAIR - LA COSTA FPL ENT ZONE 2	2019-2020	546025-53950	\$450.00
001	7205	11/12/19	ASAP GATE PLUS, LLC	20112881	ZONE 4 GATE REPAIR	2019-2020	546025-53950	\$475.00
001	7198	11/06/19	AT&I	23192	GATE PREVENTIVE MAINT NOV 19	2019-2020	546034-53950	\$340.00
001	7216	11/15/19	AT&I	WO-020578	ADJUST TIMER ON ENTRY GATE	2019-2020	546034-53950	\$89.00
001	7216	11/15/19	AT&I	WO-020649	VISTA DEL SOL ENTRY ARM REPAIR	2019-2020	546034-53950	\$450.00
001	7227	11/26/19	AT&I	WO-020737	PINE ISLAND READER REPAIR	2019-2020	546034-53950	\$89.00
001	7227	11/26/19	AT&I	WO-020579 1	MAIN GATE FOAM PADS	2019-2020	546034-53950	\$204.00
001	7227	11/26/19	AT&I	WO-020838	PINE ISLAND GATE REPAIR	2019-2020	546034-53950	\$89.00
001	7232	11/26/19	Billing, Cochran, Lyles,	159226	GEN MATTERS THRU OCT 2019	Attorney Fees	531058-51302	\$1,100.00
001	7211	11/12/19	BRIGHTVIEW LANDSCAPING	6584895	LANDSCAPE IMPROVEMENTS	Landscape Replacement	546338-53960	\$1,556.15
001	7211	11/12/19	BRIGHTVIEW LANDSCAPING	6520889	OCT EXTERIOR MAINT	2019-2020	546300-53960	\$695.40
001	7211	11/12/19	BRIGHTVIEW LANDSCAPING	6520889	OCT EXTERIOR MAINT	2019-2020	546300-53960	\$15,996.96
001	7211	11/12/19	BRIGHTVIEW LANDSCAPING	6520889	OCT EXTERIOR MAINT	2019-2020	546300-53960	\$4,868.64
001	7211	11/12/19	BRIGHTVIEW LANDSCAPING	6520889	OCT EXTERIOR MAINT	2019-2020	546300-53960	\$13,215.00
001	7211	11/12/19	BRIGHTVIEW LANDSCAPING	6520889	OCT EXTERIOR MAINT	2019-2020	205500	(\$3,477.29)
001	7224	11/15/19	BRIGHTVIEW LANDSCAPING	6554437	DEAD TREES AND PALM REMOVAL	Landscape Replacement	546338-53960	\$2,500.00
001	7224	11/15/19	BRIGHTVIEW LANDSCAPING	6585224	VISTA DEL PRADO PLANTS FOR BACK WALL	Landscape Replacement	546338-53960	\$7,998.60
001	7224	11/15/19	BRIGHTVIEW LANDSCAPING	6580831	COCOPLUM TREE AROUND IRR PUMP	Landscape Replacement	546338-53960	\$971.53
001	7237	11/26/19	BRIGHTVIEW LANDSCAPING	6427493A	AUGUST MAINTENANCE RETAIN-AGE	Retainage Payable	205500	\$3,477.60
001	7237	11/26/19	BRIGHTVIEW LANDSCAPING	6473323A	SEPT MAINTENANCE RETAIN-AGE	Retainage Payable	205500	\$3,477.60
001	7201	11/12/19	Castle Group	MGT-110119-160	NOV CONTRACT MANAGEMENT	WO 1737-1737	546190-53970	\$1,250.00
001	7201	11/12/19	Castle Group	MGT-110119-160	NOV CONTRACT MANAGEMENT	WO 1737-1737	534200-51320	\$4,333.25
001	7201	11/12/19	Castle Group	MGT-110119-160	NOV CONTRACT MANAGEMENT	WO 1737-1737	546190-53970	\$392.25
001	7201	11/12/19	Castle Group	MGT-110119-160	NOV CONTRACT MANAGEMENT	WO 1737-1737	546190-53970	\$1,046.00
001	7201	11/12/19	Castle Group	MGT-110119-160	NOV CONTRACT MANAGEMENT	WO 1737-1737	534202-51320	\$9,403.75
001	7201	11/12/19	Castle Group	MGT-110119-160	NOV CONTRACT MANAGEMENT	WO 1737-1737	546190-53970	\$2,832.92
001	7201	11/12/19	Castle Group	MGT-110119-160	NOV CONTRACT MANAGEMENT	WO 1737-1737	534201-51320	\$2,224.75
001	7208	11/12/19	DEENS LIGHTING CO	4414	REPL ELECTRICAL PANEL	Irrigation Repairs & Replacem.	546932-53960	\$900.00
001	7207	11/12/19	DEPARTMENT OF ECONOMIC OPPORTUNITY	74216	2019/2020 DISTRICT FILING FEE	Dues Licenses Subscriptions	554020-51302	\$175.00
001	7212	11/12/19	EGIS INSURANCE ADVISOR LLC	9516	INSURANCE RENEWAL	Insurance - Property	545001-51302	\$4,161.64
001	7212	11/12/19	EGIS INSURANCE ADVISOR LLC	9516	INSURANCE RENEWAL	Insurance - Property	545001-51302	\$1,486.30
001	7212	11/12/19	EGIS INSURANCE ADVISOR LLC	9516	INSURANCE RENEWAL	Insurance - Property	545001-51302	\$3,269.86
001	7212	11/12/19	EGIS INSURANCE ADVISOR LLC	9516	INSURANCE RENEWAL	Insurance - Property	545001-51302	\$20,808.20
001	7214	11/12/19	ESTATE MANAGEMENT SERVICES, INC	10838	NOV MTHLY POND SERVICES	Lake & Wetlands Maintenance	546366-53955	\$4,459.00
001	7210	11/12/19	GRAU AND ASSOCIATES	18812	ARBITRAGE P/E 7/31/19	ProfServ-Arbitrage Rebate	531002-51302	\$600.00
001	7209	11/12/19	HD SUPPLY FACILITIES MAINTENANCE, LTD.	9175479388	CLEANING/OPERATING SUPPLIES	2018-2019	552077-53980	\$99.00
001	7209	11/12/19	HD SUPPLY FACILITIES MAINTENANCE, LTD.	9175479388	CLEANING/OPERATING SUPPLIES	2018-2019	546001-53970	\$240.03

MONTERRA
Community Development District

Payment Register by Fund
For the Period from 11/1/2019 to 11/30/2019
(Sorted by Payee)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
001	7209	11/12/19	HD SUPPLY FACILITIES MAINTENANCE, LTD.	9175558392	OFFICE SUPPLIES/OPERATING SUPPLIES	2018-2019	546001-53970	\$57.97
001	7209	11/12/19	HD SUPPLY FACILITIES MAINTENANCE, LTD.	9175558392	OFFICE SUPPLIES/OPERATING SUPPLIES	2018-2019	551002-53980	\$10.57
001	7209	11/12/19	HD SUPPLY FACILITIES MAINTENANCE, LTD.	9175601912	2 PVC RAINCOATS	2018-2019	546001-53970	\$25.98
001	7209	11/12/19	HD SUPPLY FACILITIES MAINTENANCE, LTD.	9175823400	INSECT REPELLENT	2018-2019	546001-53970	\$28.71
001	7209	11/12/19	HD SUPPLY FACILITIES MAINTENANCE, LTD.	9175823402	IRR VLV BOX/LENS/STRIP	2018-2019	546001-53970	\$29.98
001	7209	11/12/19	HD SUPPLY FACILITIES MAINTENANCE, LTD.	9175823402	IRR VLV BOX/LENS/STRIP	2018-2019	546001-53970	\$15.98
001	7209	11/12/19	HD SUPPLY FACILITIES MAINTENANCE, LTD.	9175823402	IRR VLV BOX/LENS/STRIP	2018-2019	546001-53970	\$6.99
001	7215	11/12/19	HD SUPPLY FACILITIES MAINTENANCE, LTD.	9176785239	YELLOW CAUTION TAPE/ADHSV PAD	R&M-General	546001-53970	\$116.33
001	7235	11/26/19	HD SUPPLY FACILITIES MAINTENANCE, LTD.	9177289543	AIR CONDITIONING FILTERS - BOX	A/C Maintenance	546194-53970	\$341.86
001	7222	11/15/19	HOOVER PUMP	151343	PUMP SERVICE REPAIR CALL	R&M-Pump Station	546075-53955	\$289.00
001	7236	11/26/19	HOOVER PUMP	151420	PRESSURE TANK REPLACEMENT	R&M-Pump Station	546075-53955	\$1,109.89
001	7226	11/22/19	HUGH BROWN	173170	CLEAN REINSTALL 6 LAKE SCREENS	R&M-Pump Station	546075-53955	\$834.00
001	7226	11/22/19	HUGH BROWN	173170	CLEAN REINSTALL 6 LAKE SCREENS	R&M-Pump Station	546075-53955	\$834.00
001	7226	11/22/19	HUGH BROWN	173170	CLEAN REINSTALL 6 LAKE SCREENS	R&M-Pump Station	546075-53955	\$832.00
001	7199	11/08/19	INFRAMARK, LLC	45718	OCTOBER MANAGEMENT FEES	ProfServ-Mgmt Consulting Serv	531027-51320	\$4,420.42
001	7199	11/08/19	INFRAMARK, LLC	45718	OCTOBER MANAGEMENT FEES	ProfServ-Web Site Maintenance	531094-51302	\$120.17
001	7199	11/08/19	INFRAMARK, LLC	45718	OCTOBER MANAGEMENT FEES	Printing and Binding	547001-51302	\$92.00
001	7199	11/08/19	INFRAMARK, LLC	45718	OCTOBER MANAGEMENT FEES	Postage and Freight	541006-51302	\$22.00
001	7199	11/08/19	INFRAMARK, LLC	45718	OCTOBER MANAGEMENT FEES	DOMAIN RENEWALS	531094-51302	\$20.78
001	7204	11/12/19	KENT SECURITY OF PALM BEACH, INC.	20033254	OCT MTHLY SECURITY SERVICES	Security	534203-51320	\$23,668.64
001	7238	11/26/19	M&J ECOLOGICAL, LLC	0043	10/15-11/15/19 ANIMAL TRAPPING	R&M-Pest Control	546070-53960	\$4,279.00
001	7213	11/12/19	MARIA MIHAIOVSCHI	100119	10/01-10/31/19 PETTY CASH EXPENSES	Misc-Special Events	549052-53980	\$229.60
001	7213	11/12/19	MARIA MIHAIOVSCHI	100119	10/01-10/31/19 PETTY CASH EXPENSES	R&M-General	546001-53970	\$10.10
001	7213	11/12/19	MARIA MIHAIOVSCHI	100119	10/01-10/31/19 PETTY CASH EXPENSES	R&M-General	546001-53970	\$103.11
001	7233	11/26/19	MARTY KIAR	111519	SPEC ASSESS MAILING FY 2019	ProfServ-Property Appraiser	531035-51302	\$2,216.00
001	7218	11/15/19	OFFICE DEPOT	395362452001	TAPE	Office Supplies	551002-53980	\$52.23
001	7228	11/26/19	OFFICE DEPOT	399104550001	SOAP PRODUCTS	Cleaning Supplies	552077-53980	\$14.24
001	7228	11/26/19	OFFICE DEPOT	399103803001	CLEANING SUPPLIES	Cleaning Supplies	552077-53980	\$257.71
001	7228	11/26/19	OFFICE DEPOT	400599127001	CALENDAR PLANNER	Office Supplies	551002-53980	\$13.04
001	7228	11/26/19	OFFICE DEPOT	400599045001	LASER PRINTER	Office Supplies	551002-53980	\$159.99
001	DD196	11/12/19	COMCAST - ACH	102119-4707	NOVEMBER SERVICES	Communication - Telephone	541003-53975	\$157.37
001	DD197	11/12/19	COMCAST - ACH	102119-0131 ACH	10/30-11/29/19 SERVICE ACH	Communication - Telephone	541003-53975	\$179.57
001	DD198	11/12/19	COMCAST - ACH	90871842 ACH	NOVEMBER SERVICE	Communication - Telephone	541003-53975	\$290.59
001	DD198	11/12/19	COMCAST - ACH	90871842 ACH	NOVEMBER SERVICE	Communication - Telephone	541003-53975	\$162.41
001	DD201	11/22/19	COMCAST - ACH	102619-6934 ACH	11/6-12/5/19 SERVICE ACH	Communication - Telephone	541003-53975	\$208.90
001	DD202	11/22/19	COMCAST - ACH	102619-4432 ACH	11/6-12/5/19 SERVICE	Communication - Telephone	541003-53975	\$146.85
001	DD199	11/15/19	COMCAST - ACH	110219-6762 ACH	11/10-12/9/19 SERVICE ACH	Communication - Telephone	541003-53975	\$550.82
001	DD200	11/15/19	XEROX FINANCIAL SERVICES LLC - ACH	1837339	COPIER LEASE METER READ	2019-2020	544008-53980	\$153.13
001	DD203	11/07/19	FPL - ACH	101819 ACH	9/18-10/18/19 ELEC ACH	Electricity - Pump Station	543012-53975	\$715.78
001	DD203	11/07/19	FPL - ACH	101819 ACH	9/18-10/18/19 ELEC ACH	Electricity - Streetlighting	543013-53975	\$1,304.20
001	DD203	11/07/19	FPL - ACH	101819 ACH	9/18-10/18/19 ELEC ACH	Electric - Monuments	543054-53975	\$11.65

MONTERRA
Community Development District

Payment Register by Fund
For the Period from 11/1/2019 to 11/30/2019
(Sorted by Payee)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
001	DD203	11/07/19	FPL - ACH	101819 ACH	9/18-10/18/19 ELEC ACH	Electricity - Pump Station	543012-53975	\$2,147.34
001	DD203	11/07/19	FPL - ACH	101819 ACH	9/18-10/18/19 ELEC ACH	Electricity - Streetlighting	543013-53975	\$3,912.59
001	DD203	11/07/19	FPL - ACH	101819 ACH	9/18-10/18/19 ELEC ACH	Electricity - Streetlighting	543013-53975	\$27.75
001	DD203	11/07/19	FPL - ACH	101819 ACH	9/18-10/18/19 ELEC ACH	Electricity - Pump Station	543012-53975	\$1,908.74
001	DD203	11/07/19	FPL - ACH	101819 ACH	9/18-10/18/19 ELEC ACH	Electricity - Streetlighting	543013-53975	\$3,477.86
001	DD203	11/07/19	FPL - ACH	101819 ACH	9/18-10/18/19 ELEC ACH	Electricity - Entrance	543008-53975	\$643.31
001	DD203	11/07/19	FPL - ACH	101819 ACH	9/18-10/18/19 ELEC ACH	Electricity	543075-53975	\$1,995.92
001	DD205	11/29/19	City of Cooper City - ACH	101719 ACH	9/18- 10/17/19 WTR UTILITY ACH	Guardhouses water	543018-53975	\$682.21
001	7219	11/15/19	Research Irrigation, Inc	37279	NOV IRR MAINT	Irrigation Maintenance	546930-53960	\$1,044.00
001	7219	11/15/19	Research Irrigation, Inc	37279	NOV IRR MAINT	Irrigation Maintenance	546930-53960	\$1,175.00
001	7219	11/15/19	Research Irrigation, Inc	37279	NOV IRR MAINT	Irrigation Maintenance	546930-53960	\$391.00
001	7219	11/15/19	Research Irrigation, Inc	37280	NOVEMBER VALVE MAINTENANCE	2018-2019	546930-53960	\$3,295.00
001	7219	11/15/19	Research Irrigation, Inc	37264	OCT IRR MAINTENANCE	Irrigation Repairs & Replacem.	546932-53960	\$3,363.01
001	7219	11/15/19	Research Irrigation, Inc	37264	OCT IRR MAINTENANCE	Irrigation Repairs & Replacem.	546932-53960	\$92.00
001	7206	11/12/19	RUST TECH SERVICES, INC.	191534	NOV WELL TREATMENT	WO 1964-1964	546193-53960	\$360.00
001	7206	11/12/19	RUST TECH SERVICES, INC.	191534	NOV WELL TREATMENT	WO 1964-1964	546193-53960	\$320.00
001	7206	11/12/19	RUST TECH SERVICES, INC.	191534	NOV WELL TREATMENT	WO 1964-1964	546193-53960	\$120.00
001	7200	11/08/19	SPECIALIZED HOME ELECTRONICS	188781	RADIO MONITORING 11/1-11/30/19	R&M-General	546001-53970	\$39.95
001	7203	11/12/19	THE GYM DOC FITNESS REPAIR LLC	5815	GYM EQUIPMENT REPAIRS	2019-2020	534159-53970	\$58.10
001	7229	11/26/19	THE GYM DOC FITNESS REPAIR LLC	5900	NOVEMBER EQUIP MAINT	2019-2020	534159-53970	\$175.00
001	7223	11/15/19	TINLOF OF TECHNOLOGIES, INC	AR1078	COPIER LEASE COPIES	Lease - Copier	544008-53980	\$59.22
001	7230	11/26/19	Total Entry Control	36431	PROXIMITY CARDS	2019-2020	549903-53980	\$1,139.00
001	7231	11/26/19	Tropical Plant and Pest Services	11062019MONTMOSQUITO	MOSQUITO TREATMENT @WETLANDS	2019-2020	546366-53955	\$585.00
001	7231	11/26/19	Tropical Plant and Pest Services	11062019MONTMOSQUITO	MOSQUITO TREATMENT @WETLANDS	2019-2020	546070-53960	\$203.00
001	7231	11/26/19	Tropical Plant and Pest Services	11062019MONTMOSQUITO	MOSQUITO TREATMENT @WETLANDS	2019-2020	546070-53960	\$203.00
001	7231	11/26/19	Tropical Plant and Pest Services	11112019MM	LAKE BANK MIDGE CONTROL	2019-2020	546367-53955	\$2,680.00
001	7231	11/26/19	Tropical Plant and Pest Services	10292019EMONT	OCT PEST/FERTILIZATION MAINT	Royal Palm Treatment	546149-53960	\$322.34
001	7231	11/26/19	Tropical Plant and Pest Services	10292019EMONT	OCT PEST/FERTILIZATION MAINT	R&M-Pest Control	546070-53960	\$3,584.50
001	7231	11/26/19	Tropical Plant and Pest Services	10292019EMONT	OCT PEST/FERTILIZATION MAINT	R&M-Pest Control	546070-53960	\$1,262.50
001	7231	11/26/19	Tropical Plant and Pest Services	10292019EMONT	OCT PEST/FERTILIZATION MAINT	R&M-Pest Control	546070-53960	\$3,164.00
001	7221	11/15/19	ULTIMATE WATER LLC	PR-66839	COFFEE SUPPLIES	Food & Beverage	552076-53980	\$434.80
001	7234	11/26/19	ULTIMATE WATER LLC	PR-67485	COFFEE SUPPLIES	Food & Beverage	552076-53980	\$822.25
001	7225	11/15/19	VERTEX WATER FEATURES, INC	880036898	12 FILTER REPLACEMENT ELEMENTS	Lake & Wetlands Maintenance	546366-53955	\$119.76
001	7220	11/15/19	VISS Technology, LLC	313909	NOV MAINT/MONITORING SRV	R&M-Access&Servellance Systems	546349-53950	\$250.00
001	7217	11/15/19	WASTE MANAGEMENT INC	1180551-2237-8	NOV WASTE SERVICE & OVERAGE	Utility - Refuse Removal	543020-53975	\$412.37
Fund Total								\$198,487.22

Total Checks Paid	\$198,487.22
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MONTERRA COMMUNITY DEVELOPMENT DISTRICT
Summary Contract Schedule - Quarterly Cash Flow
As of November 30, 2020

	Estimated Spending by Quarter						
Projects	Q1	Q2	Q3	Q4	Total	Budget Acct No.	Budget Line Description
Approved / Committed Contracts							
<u>Reoccurring Services</u>							
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	\$3,400	\$0	\$0	\$3,400	532002-51302	Auditing Services
Field Services	\$21,482	\$64,449	\$64,449	\$64,449	\$214,829	Multiple	Multiple
Gym - R&M	\$175	\$525	\$525	\$525	\$1,750	534159-53970	Gym Equipment Maintenance
Irrigation Maintenance	\$6,884	\$18,915	\$18,915	\$18,915	\$63,629	546930-53960	Irrigation Maintenance
Lake & Wetlands Maintenance	\$4,459	\$13,377	\$13,377	\$13,377	\$44,590	546366-53955	Lake & Wetlands Maintenance
Landscaping	\$34,831	\$104,492	\$104,492	\$104,492	\$348,307	546300-53960	Landscape Maintenance
Management Services	\$4,420	\$13,261	\$13,261	\$13,261	\$44,204	531027-51320	ProfServ-Mgmt Consulting Serv
Mulch Services	\$10,500	\$13,800	\$13,800	\$12,000	\$50,100	546059-53960	Mulch
Office Equipment	\$155	\$459	\$459	\$459	\$1,532	551002-53980	Office Supplies
Pest Control	\$11,013	\$33,040	\$33,040	\$33,040	\$110,133	Multiple	Multiple
Pool / Fountain - R&M	\$1,675	\$5,025	\$5,025	\$5,025	\$16,750	546074-53965	R&M-Pools
Pressure washing	\$5,165	\$15,495	\$15,495	\$15,495	\$51,650	546171-53960	R&M-Pressure Washing
Refuse Service	\$399	\$1,198	\$1,198	\$1,198	\$3,992	543018-53975	Utility - Water
Rust Control	\$800	\$2,400	\$2,400	\$2,400	\$8,000	546193-53960	Rust Control
Security Services	\$23,717	\$71,151	\$71,151	\$71,151	\$237,170	534203-51320	Security
Subtotal	\$128,840	\$364,151	\$360,751	\$358,951	\$1,212,694		
<u>Project / One-time R&M Costs</u>							
Christmas Lights	\$8,650	\$0	\$0	\$0	\$8,650	549028-53980	Misc-Holiday Lighting
Gate - R&M	\$1,121	\$5,859	\$5,859	\$5,859	\$18,697	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	\$3,928	\$3,428	\$2,729	\$11,586	546075-53955	R&M-Pump Station
Walls - R&M	\$2,379	\$2,379	\$2,379	\$2,379	\$9,514	568018-53985	Capital Reserve
Subtotal	\$51,763	\$35,028	\$44,778	\$33,829	\$165,397		
GRAND TOTAL APPROVED	\$180,603	\$399,179	\$405,529	\$392,780	\$1,378,091		

MONTERRA COMMUNITY DEVELOPMENT DISTRICT

Detailed Contract Schedule - (Approved / Committed)

As of November 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	\$3,350	\$16,750
5 Star Pool	Pool / Fountain - R&M	11/18/2019		Replace Entry Fountain Pump	546075-53955	R&M Pump Station	\$5,785	\$0	\$5,785
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	\$680	\$3,400
AT&I Systems	Gate - R&M	11/4/2017	WO-1705-1705	Entry Gates maintenance	546034-53950	R&M-Gate	\$17,920	\$2,623	\$15,297
Brightview Landscaping	Landscaping	5/21/2018	WO-1545-1545	Landscaping	546300-53960	Landscape Maintenance	\$417,968	\$69,661	\$348,307
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	\$42,966	\$214,829
East Coast Mulch	Mulch Services	11/18/2019		Mulch Services	546059-53960	R&M Mulch	\$50,100	\$0	\$50,100
Estate Management Services	Lake & Wetlands Maintenance	9/16/2019		Lake Maintenance	546366-53955	Lake & Wetlands Maintenance	\$53,508	\$8,918	\$44,590
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	\$600	\$3,400
HIQ Services Corp	Landscaping Projects	8/20/2018		Tree Replacement	546300-53960	Landscaping	\$60,000	\$0	\$60,000
Hoover Pump	R&M Pump Station	11/18/2019		1 YR. Flow Agreement	546075-53955	R&M Pump Station	\$5,379	\$800	\$4,579
The Gym Doc	Gym - R&M	5/18/2015	WO-1577-1577	Gym Source Preventative Maintenance	534159-53970	Gym Equipment Maintenance	\$2,100	\$350	\$1,750
Inframark	Management Services	10/25/2017	WO-1738-1738	District Management Services	531027-51320	ProfServ-Mgmt Consulting Serv	\$53,045	\$8,841	\$44,204
Kent Security of Palm Beach Inc.	Security Services	10/19/2015	WO-1770-1770	Security	534203-51320	Security	\$284,604	\$47,434	\$237,170

MONTERRA COMMUNITY DEVELOPMENT DISTRICT**Detailed Contract Schedule - (Approved / Committed)**

As of November 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	\$4,729	\$0
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	\$10,330	\$51,650
Research Irrigation, Inc	Irrigation Maintenance		WO-1932-1932	Irrigation Maintenance	546930-53960	Irrigation Maintenance	\$70,860	\$11,810	\$59,050
Rust Tech Services	Rust Control		WO-1964-1964	Rust Control	546193-53960	Rust Control	\$9,600	\$1,600	\$8,000
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	\$5,360	\$26,800
Tropical Plant and Pest Services	Pest Control	1/15/2018	WO-2032-2032	Pest Control	546070-53960	R&M-Pest Control	\$100,000	\$16,667	\$83,333
Waste Management	Refuse Service		WO-2064-2064	Refuse Service	543020-53975	Utility - Refuse Removal	\$4,790	\$798	\$3,992
Xerox	Office Equipment	2/19/2018	WO-2096-2096	Copier contract	551002-53980	Office Supplies	\$1,838	\$306	\$1,532
Total							\$1,616,911	\$238,820	\$1,378,091

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

Ninth Order of Business

9Dv

District Manager's approvals for ratification

Nov-19

Invoice No	Supplier	Invoice Date	Property: MONTERRA CDD	Invoice Amount
151420	Hoover Pump	11/12/2019	Pressure tank repair	\$ 1,109.89
6584895	BrightView Landscaping	10/31/2019	Cocoplum replacement along Taremera Ave	\$ 1,556.15
6584894	BrightView Landscaping	10/31/2019	Cocoplum replacement Lift Station #76	\$ 1,508.43
6580831	BrightView Landscaping	10/29/2019	Cocoplum installation Capistrano Irrigation pump	\$ 971.53
4414	Deens Lightning	10/28/199	Replace electrical pannel at Sheridan Irrigation Pump	\$ 900.00
102419	V.E. Qillen Roofing	10/24/2019	Repair roof on University Gate house NE corner	\$ 750.00
102319	V.E. Qillen Roofing	10/23/2019	Repair roof on University Gate house wwest side.	\$ 925.00
19-155	HIQ Services Corp	10/21/2019	Paver repairs	\$ 950.00
Total				\$ 8,671.00