

***CAPITAL REGION***  
*Community Development District*

*October 14, 2021*

# *AGENDA*

# Capital Region Community Development District

475 West Town Place

Suite 114

St. Augustine, Florida 32092

***District Website: [www.mysouthwoodcdd.com](http://www.mysouthwoodcdd.com)***

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October 7, 2021

Board of Supervisors  
Capital Region Community Development District

Dear Board Members:

The Capital Region Community Development District Meeting is scheduled for **Thursday, October 14, 2021 at 6:30 p.m.** at the **SouthWood Community Center, 4675 Grove Park Drive, Tallahassee, Florida 32311.**

Following is the advance agenda for the meeting:

- I. Roll Call
- II. Audience Comments (*regarding agenda items listed below*)
- III. Approval of Consent Agenda
  - A. Approval of the Minutes of the August 12, 2021 Meeting
  - B. Balance Sheet as of August 31, 2021 and Statement of Revenues & Expenditures for the Period Ending August 31, 2021
  - C. Allocation of Assessment Receipts
  - D. Check Register
- IV. Discussion of Maintenance of LDR-5, Phase 1
- V. Consideration of Audit Engagement Letter with Berger, Toombs, Elam, Gaines & Frank
- VI. Consideration of Dog Park Policies
- VII. Consideration of Amended Fiscal Year 2022 Annual Meeting Schedule
- VIII. Staff Reports
  - A. Attorney

- B. Dantin Consulting
- C. Property Management
  - 1. All Pro Reports
  - 2. Operations Memorandum
  - 3. Variance Report
- D. Manager
- IX. Supervisors Requests
- X. Audience Comments
- XI. Next Scheduled Meeting – December 9, 2021 @ 6:30 p.m.
- XII. Adjournment

I look forward to seeing you at the meeting. If you have any questions, please feel free to call.

Sincerely,

*James Oliver*

James Oliver  
District Manager

**Community Interest:**

- A. Roadways – *Chairman Rojas*
- B. Landscaping Conservation Areas – *Chairman Rojas*
- C. Parks and Recreation/Bike Paths/Trail System – *Supervisor Kelley*
- D. Budget / Bond Refinancing – *Supervisor deNagy*
- E. HOA Coordination – *Vice Chair Johnston*
- F. City/County Coordination – *Supervisor Wiggins*
- G. Community Liaison – *Supervisor Kelley*

*THIRD ORDER OF BUSINESS*

*A.*

MINUTES OF MEETING  
CAPITAL REGION COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Capital Region Community Development District was held Thursday, August 12, 2021 at 6:30 p.m. at the Southwood Community Center, 4675 Grove Park Drive, Tallahassee, Florida.

Present and constituting a quorum were:

Kyle Rojas	Chairman
April Johnston	Vice Chairperson
Brian Kelley	Supervisor
Corbin deNagy	Supervisor
Andrew Wiggins	Supervisor

Also present were:

James Oliver	District Manager
Sarah Sandy	District Counsel
Robert Berlin	Operations Manager - GMS

The following is a summary of the actions taken at the August 12, 2021 meeting. An audio copy of the proceedings can be obtained by contacting the District Manager.

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Rojas called the meeting to order and called the roll.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Affidavit of publication**

A copy of the affidavit of publication for the meeting and public hearings was included in the agenda package.

**FOURTH ORDER OF BUSINESS**

**Approval of Consent Agenda**

**A. Approval of the Minutes of the July 8, 2021 Meeting**

- B. Balance Sheet as of June 30, 2021 and Statement of Revenues & Expenditures for the Period Ending June 30, 2021**
- C. Allocation of Assessments**
- D. Check Register**

On MOTION by Mr. Rojas seconded by Ms. Johnston with all in favor the consent agenda items were approved.

The next item taken out of order.

**SEVENTH ORDER OF BUSINESS                      Update Regarding Park Pull Up Bar**

A resident stated we have been working out for about 4 ½ years in Southwood and one thing we do not have is pull up bars and dip bars. It would be good for the community and people could work out. We are willing to help fund, but we are a small group and have limitations. We would like to have permission to install the equipment and advice on how to procure and install them and how to fund.

Mr. Rojas asked how much money do you have to contribute?

A resident stated right now about \$600 and we can probably make it close to \$1,000.

Mr. Rojas asked have you talked to the HOA about this?

A resident stated no.

Mr. Rojas stated the city is also building an outdoor workout station. If we are being asked for money at this point, I would rather go with the city park.

The Board directed Mr. Berlin to research the cost of installing a pull up bar and report back to the Board.

**FIFTH ORDER OF BUSINESS                      Public Hearing to Consider the Adoption of the Fiscal Year 2022 Budget**

Mr. Oliver gave an overview of the budget process and stated the main drivers of the increase in the budget are not using carry forward surplus and an increase in capital reserve contribution.

On MOTION by Mr. Wiggins seconded by Mr. deNagy with all in favor the public hearing was opened.



A resident stated I think you are doing the right thing. Just look around the state and the situation in Miami where they didn't have enough money in reserve to fix things. It is hard to vote for an increase, but I think you are doing the responsible thing and I credit you for it.

On MOTION by Mr. deNagy seconded by Mr. Wiggins with all in favor the public hearing was closed.

**A. Consideration of Resolution 2021-06 Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2022**

Ms. Sandy stated Resolution 2021-06 is the appropriation resolution. This will adopt the budget, appropriates the revenues for those individual line items, it also provides for ways to amend the budget throughout the year.

On MOTION by Mr. deNagy seconded by Mr. Wiggins with all in favor Resolution 2021-06 was approved.

**SIXTH ORDER OF BUSINESS**

**Public Hearing to Consider Imposing Operations and Maintenance Special Assessments for Fiscal Year 2022**

**A. Consideration of Resolution 2021-07 Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2022**

Ms. Sandy stated the first public hearing was on where you are going to spend funds and the second is on the actual O&M assessment. This is the actual levy of O&M assessments as well as certifying for collection the debt assessments.

On MOTION by Mr. Wiggins seconded by Ms. Johnston with all in favor the public hearing was opened.

There being no comments or questions from the public,

On MOTION by Ms. Johnston seconded by Mr. Wiggins with all in favor the public hearing was closed.

Ms. Sandy stated Resolution 2021-07 imposes the operation and maintenance assessments, it also provides the method of collection and enforcement. The platted lots are

collected on the roll unplatted lots are directly billed to St. Joe. The schedule for St. Joe’s payments were tweaked last year to ensure that we got enough funds to pay the debt service that comes due in the spring and we need update that in the Resolution 2021-07 and the collection agreement.

On MOTION by Mr. Wiggins seconded by Mr. deNagy with all in favor Resolution 2021-07 was approved subject to updating the collection schedule for St. Joe.

**B. Consideration of Direct Collection Agreement with St. Joe Company**

Ms. Sandy stated this direct collection agreement with St. Joe Company essentially says that they will pay their assessments and spells out in detail the enforcement methods the district will take if they do not pay. The collection schedule will be updated in the agreement.

On MOTION by Mr. Kelley seconded by Mr. Wiggins with all in favor the direct collect agreement with St. Joe Company was approved subject to updating the payment schedule.

**SEVENTH ORDER OF BUSINESS**

**Update Regarding Park Pull Up Bar**

This item taken earlier in the meeting.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney - Report**

Ms. Sandy stated HGS was asked to represent Independence Landing as a pro bono matter to help them resolve a stormwater issue with the city. We don’t see it as a conflict with us representing the district at this time we just raise it because the district does own some of the stormwater improvements. If it looks like it may become some kind of conflict we will bring that back to the board.

**B. Dantin Consulting**

There being none, the next item followed.

**C. Property Management Report**

**1. All Pro Reports**

A copy of the All Pro reports was included in the agenda package.

**2. Operations Memorandum**

A copy of the operations memorandum was included in the agenda package.

**3. Variance Report**

A copy of the variance report was included in the agenda package.

**4. Dog Park Project**

**D. Manager – Discussion of Fiscal Year 2022 Meeting Schedule**

On MOTION by Mr. deNagy seconded by Mr. Kelley with all in favor the fiscal year 2022 meeting schedule reflecting the following dates was approved. October 14, 2021, December 8, 2021, February 10, 2022, April 14, 2022, June 9, 2022 and August 11, 2022.

**NINTH ORDER OF BUSINESS**

**Supervisor’s Requests**

Ms. Johnston stated I have noticed multiple comments on Southwood Watch recently critiquing All Pro and lack of things being done. All Pro has been very good to us and everyone is facing difficult times between staffing issues or whatever it may be. I ask that we encourage our neighbors to have some grace and patience because All Pro has been very loyal and very gracious to us.

Mr. Rojas stated we just raised our assessments. We spent a lot of money this past year between attorney fees, the volleyball court, dog park and now possibly pull up bars. Just because we voted to increase the assessments doesn’t mean we need to keep spending money. I am fiscally conservative and we need to spend this money like it is our own money and be responsible.

**TENTH ORDER OF BUSINESS**

**Audience Comments**

Ms. Burns asked how do we deal with the construction damage as an example on Orange when the trucks messed up our median?

Mr. Berlin stated you are always going to get damage and once construction is done we will approach the board about possibly bringing more trees on that section of Orange.

Mr. Rojas stated if you see a specific contractor damaging it you can report that to the city and they will do something about it.

**ELEVENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – October 14, 2021  
at 6:30 p.m.**

Mr. Rojas stated we will be meeting October 14, 2021 at 6:30 p.m.

The meeting adjourned at 7:12 p.m.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

*B.*

**Capital Region  
Community Development District  
Unaudited Financial Statements  
August 31, 2021**

**Meeting Date  
October 14, 2021**

**CAPITAL REGION  
COMMUNITY DEVELOPMENT DISTRICT**

**BALANCE SHEET**

August 31, 2021

	General	Debt Service	Capital Project Fund	Non-Major Fund	Total Governmental Funds
<b>ASSETS:</b>					
CASH	\$54,190	---	---	---	\$54,190
Capital Reserve	---	---	---	\$12,129	\$12,129
<b>INVESTMENTS:</b>					
State Board	\$791,939	---	---	---	\$791,939
<b>Series 2013</b>					
Reserve	---	\$430,379	---	---	\$430,379
Revenue	---	\$345,598	---	---	\$345,598
Prepayment	---	\$334	---	---	\$334
<b>Series 2018A1</b>					
Reserve	---	\$651,198	---	---	\$651,198
Revenue	---	\$88,588	---	---	\$88,588
<b>Series 2018A2</b>					
Reserve	---	\$135,807	---	---	\$135,807
Revenue	---	\$49,595	---	---	\$49,595
<b>Series 2021</b>					
Interest	---	\$31,057	---	---	\$31,057
Revenue	---	\$14,306	---	---	\$14,306
Cost Of Issuance	---	---	\$6,219	---	\$6,219
<b>TOTAL ASSETS</b>	<b>\$846,129</b>	<b>\$1,746,862</b>	<b>\$6,219</b>	<b>\$12,129</b>	<b>\$2,611,339</b>
<b>LIABILITIES:</b>					
Accounts Payable	\$18,499	---	---	\$0	\$18,499
Due to General Fund	---	\$481	---	---	\$481
<b>TOTAL LIABILITIES</b>	<b>\$18,499</b>	<b>\$481</b>	<b>\$0</b>	<b>\$0</b>	<b>\$18,980</b>
<b>FUND BALANCES:</b>					
UNASSIGNED FOR GENERAL FUND	\$827,630	---	---	---	\$827,630
ASSIGNED FOR CAPITAL PROJECTS	---	---	---	\$12,129	\$12,129
RESTRICTED FOR DEBT SERVICE	---	\$1,746,381	---	---	\$1,746,381
RESTRICTED FOR CAPITAL PROJECT	---	---	\$6,219	---	\$6,219
<b>LIABILITIES &amp; FUND BALANCE</b>	<b>\$846,129</b>	<b>\$1,746,862</b>	<b>\$6,219</b>	<b>\$12,129</b>	<b>\$2,611,339</b>

# CAPITAL REGION

## COMMUNITY DEVELOPMENT DISTRICT

### GENERAL FUND

Statement of Revenues, Expenditures and Changes in Fund Balances  
For the Period Ended August 31, 2021

<u>DESCRIPTION</u>	<u>ADOPTED BUDGET</u>	<u>PRORATED BUDGET THRU 08/31/21</u>	<u>ACTUAL THRU 08/31/21</u>	<u>VARIANCE</u>
<b><u>REVENUES:</u></b>				
Special Assessment-On Roll	\$1,236,552	\$1,236,552	\$1,242,005	\$5,454
Special Assessment-Direct - St Joe	\$391,936	\$353,061	\$353,061	\$0
Interest Income/Miscellaneous	\$9,400	\$8,617	\$1,030	(\$7,587)
Emergency Management - Hurricane Michael	\$0	\$0	\$3,263	\$3,263
<b>TOTAL REVENUES</b>	<b>\$1,637,888</b>	<b>\$1,598,230</b>	<b>\$1,599,359</b>	<b>\$1,129</b>
<b><u>EXPENDITURES:</u></b>				
<b><u>ADMINISTRATIVE:</u></b>				
Supervisors Fees	\$6,000	\$7,800	\$7,800	\$0
FICA Expense	\$459	\$597	\$597	\$0
Engineering	\$30,000	\$27,500	\$11,255	\$16,245
Arbitrage	\$1,800	\$1,200	\$1,200	\$0
Dissemination	\$7,300	\$6,692	\$6,692	\$0
Attorney	\$57,000	\$52,250	\$49,831	\$2,419
Annual Audit	\$4,550	\$3,710	\$3,710	\$0
Annual Report	\$500	\$0	\$0	\$0
Trustee Fees	\$15,520	\$15,520	\$15,516	\$4
Assessment Roll Services	\$11,500	\$11,500	\$11,500	\$0
Management Fees	\$48,620	\$44,569	\$44,568	\$0
Information Technology	\$2,800	\$2,567	\$2,567	\$0
Records Storage	\$150	\$138	\$0	\$138
Travel & Per Diem	\$1,500	\$1,375	\$0	\$1,375
Telephone	\$300	\$275	\$644	(\$369)
Postage	\$1,000	\$917	\$1,678	(\$761)
Printing & Binding	\$2,000	\$1,833	\$1,618	\$215
Insurance	\$18,412	\$18,412	\$17,936	\$476
Legal Advertising	\$3,500	\$3,208	\$2,639	\$569
Other Current Charges	\$1,600	\$1,467	\$1,478	(\$11)
Office Supplies	\$200	\$183	\$1,160	(\$977)
Dues, Licenses, Subscriptions	\$3,175	\$2,910	\$175	\$2,735
Capital Outlay	\$250	\$229	\$0	\$229
<b>TOTAL ADMINISTRATIVE</b>	<b>\$218,135</b>	<b>\$204,850</b>	<b>\$182,564</b>	<b>\$22,287</b>
<b><u>FIELD:</u></b>				
Management Fees	\$126,000	\$115,500	\$115,500	\$0
Security	\$6,000	\$5,500	\$6,466	(\$966)
Communications	\$6,000	\$5,500	\$5,500	\$0
Utilities	\$45,000	\$41,250	\$42,870	(\$1,620)
Landscape Maintenance - Contract	\$983,735	\$901,757	\$901,757	(\$0)
Landscape Maintenance - New Units/Street Trees	\$7,500	\$6,875	\$8,604	(\$1,729)
Pond Maintenance - Contract	\$3,500	\$3,208	\$2,595	\$613
Pond Maintenance - New Units	\$1,000	\$917	\$0	\$917
Pond Repairs - Current Units	\$35,000	\$32,083	\$15,963	\$16,121
Pond Repairs - New Units	\$1,500	\$1,375	\$0	\$1,375



# CAPITAL REGION

## COMMUNITY DEVELOPMENT DISTRICT

### GENERAL FUND

Statement of Revenues, Expenditures and Changes in Fund Balances  
For the Period Ended August 31, 2021

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 08/31/21	ACTUAL THRU 08/31/21	VARIANCE
<b><u>EXPENDITURES:</u></b>				
<i><b>FIELD: (continued)</b></i>				
SWMF Operating Permit Fees	\$8,262	\$7,574	\$6,426	\$1,148
Irrigation Maintenance - Contract	\$51,030	\$46,778	\$46,778	\$0
Irrigation Maintenance - New Units	\$500	\$458	\$1,384	(\$925)
Irrigation Repairs - Current Units	\$40,000	\$36,667	\$36,120	\$547
Irrigation Systems Upgrades	\$1,250	\$1,146	\$874	\$272
Preserve Maintenance	\$40,000	\$36,667	\$36,857	(\$191)
Tot Lot Inspection/Maintenance	\$5,000	\$4,583	\$6,653	(\$2,069)
Tree Removal/Trimming/Cleanup	\$35,000	\$32,083	\$21,446	\$10,637
Alleyway Maintenance	\$5,000	\$4,583	\$2,399	\$2,185
Miscellaneous Maintenance	\$5,000	\$4,583	\$2,912	\$1,671
Special Events	\$5,000	\$4,583	\$0	\$4,583
Other-Contingency	\$3,000	\$2,750	\$2,370	\$380
Capital Expenditures	\$9,000	\$8,250	\$0	\$8,250
Reserve for Capital - R&R	\$89,209	\$0	\$0	\$0
Common Area Maintenance	\$5,000	\$4,583	\$6,743	(\$2,160)
<b>TOTAL FIELD</b>	<b>\$1,517,486</b>	<b>\$1,309,254</b>	<b>\$1,270,215</b>	<b>\$39,039</b>
<b>TOTAL EXPENDITURES</b>	<b>\$1,735,622</b>	<b>\$1,514,104</b>	<b>\$1,452,779</b>	<b>\$61,325</b>
<b>EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES</b>	<b>(\$97,734)</b>	<b>\$84,125</b>	<b>\$146,580</b>	<b>\$62,454</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>(\$97,734)</b>	<b>\$84,125</b>	<b>\$146,580</b>	<b>\$62,454</b>
FUND BALANCE - Beginning	\$97,734		\$681,051	
FUND BALANCE - Ending	(\$0)		\$827,630	

**CAPITAL REGION CDD  
GENERAL FUND  
FY 2021**

Description	ADOPTED BUDGET	October	November	December	January	February	March	April	May	June	July	August	September	Year to Date
<b>REVENUES:</b>														
Special Assessment-On Roll	\$1,236,552	\$0	\$134,736	\$760,038	\$278,836	\$19,481	\$16,343	\$16,339	\$2,685	\$13,546	\$0	\$0		\$1,242,005
Special Assessment-Direct - St Joe	\$391,936	\$65,323	\$32,661	\$32,913	\$32,661	\$35,532	\$13,100	\$53,666	\$20,028	\$1,854	\$32,661	\$32,661		\$353,061
Interest Income/Miscellaneous	\$9,400	\$131	\$63	\$44	\$76	\$114	\$112	\$99	\$93	\$78	\$151	\$69		\$1,030
Emergency Management - Hurricane Michael	\$0	\$1,762	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500	\$0	\$0		\$3,263
<b>TOTAL REVENUES</b>	<b>\$1,735,621</b>	<b>\$67,215</b>	<b>\$167,461</b>	<b>\$792,995</b>	<b>\$311,573</b>	<b>\$55,126</b>	<b>\$29,555</b>	<b>\$70,105</b>	<b>\$22,807</b>	<b>\$16,979</b>	<b>\$32,812</b>	<b>\$32,731</b>	<b>\$0</b>	<b>\$1,599,359</b>

<b>EXPENDITURES:</b>														
<b>Administrative:</b>														
Supervisors Fees	\$6,000	\$800	\$200	\$1,000	\$0	\$1,000	\$1,000	\$800	\$0	\$1,000	\$1,000	\$1,000		\$7,800
FICA Expense	\$459	\$61	\$15	\$77	\$0	\$77	\$77	\$61	\$0	\$77	\$77	\$77		\$597
Engineering	\$30,000	\$1,825	\$335	\$2,000	\$1,050	\$0	\$2,250	\$600	\$1,044	\$852	\$1,300	\$0		\$11,255
Arbitrage	\$1,800	\$0	\$0	\$0	\$0	\$600	\$0	\$0	\$600	\$0	\$0	\$0		\$1,200
Dissemination	\$7,300	\$608	\$608	\$608	\$608	\$608	\$608	\$608	\$608	\$608	\$608	\$608		\$6,692
Attorney	\$57,000	\$17,515	\$7,258	\$4,196	\$1,678	\$3,244	\$6,157	\$2,045	\$590	\$3,585	\$2,172	\$1,392		\$49,831
Annual Audit	\$4,550	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,710	\$0	\$0		\$3,710
Annual Report	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Trustee Fees	\$15,520	\$4,337	\$0	\$4,148	\$0	\$0	\$0	\$7,031	\$0	\$0	\$0	\$0		\$15,516
Assessment Roll Services	\$11,500	\$11,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$11,500
Management Fees	\$48,620	\$4,052	\$4,052	\$4,052	\$4,052	\$4,052	\$4,052	\$4,052	\$4,052	\$4,052	\$4,052	\$4,052		\$44,568
Information Technology	\$2,800	\$233	\$233	\$233	\$233	\$233	\$233	\$233	\$233	\$233	\$233	\$233		\$2,567
Records Storage	\$150	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Travel & Per Diem	\$1,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Telephone	\$300	\$0	\$43	\$44	\$40	\$60	\$40	\$116	\$116	\$49	\$66	\$70		\$644
Postage	\$1,000	\$120	\$75	\$64	\$27	\$62	\$98	\$3	\$37	\$77	\$1,104	\$10		\$1,678
Printing & Binding	\$2,000	\$41	\$186	\$34	\$213	\$2	\$270	\$274	\$100	\$50	\$218	\$231		\$1,618
Insurance	\$18,412	\$17,936	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$17,936
Legal Advertising	\$3,500	\$0	\$202	\$0	\$0	\$151	\$339	\$0	\$165	\$94	\$1,546	\$142		\$2,639
Other Current Charges	\$1,600	\$179	\$141	\$129	\$91	\$161	\$257	\$48	\$83	\$75	\$207	\$108		\$1,478
Office Supplies	\$200	\$0	\$13	\$0	\$15	\$0	\$21	\$15	\$13	\$0	\$1,068	\$15		\$1,160
Dues, Licenses, Subscriptions	\$3,175	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$175
Capital Outlay	\$250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
<b>Total Administrative</b>	<b>\$218,135</b>	<b>\$59,383</b>	<b>\$13,361</b>	<b>\$16,585</b>	<b>\$8,008</b>	<b>\$10,249</b>	<b>\$15,403</b>	<b>\$15,885</b>	<b>\$7,640</b>	<b>\$14,460</b>	<b>\$13,651</b>	<b>\$7,938</b>	<b>\$0</b>	<b>\$182,564</b>

**CAPITAL REGION CDD  
GENERAL FUND  
FY 2021**

Description	ADOPTED BUDGET	October	November	December	January	February	March	April	May	June	July	August	September	Year to Date
<i><u>Maintenance:</u></i>														
Management Fees	\$126,000	\$10,500	\$10,500	\$10,500	\$10,500	\$10,500	\$10,500	\$10,500	\$10,500	\$10,500	\$10,500	\$10,500	\$10,500	\$115,500
Security	\$6,000	\$6,466	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,466
Communications	\$6,000	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$5,500
Utilities	\$45,000	\$5,649	\$3,693	\$2,725	\$1,983	\$2,108	\$3,223	\$3,642	\$3,343	\$10,269	\$3,730	\$2,504		\$42,870
Landscape Maintenance - Contract	\$983,735	\$81,978	\$81,978	\$81,978	\$81,978	\$81,978	\$81,978	\$81,978	\$81,978	\$81,978	\$81,978	\$81,978	\$81,978	\$901,757
Landscape Maintenance - New Units/Street Trees	\$7,500	\$758	\$785	\$785	\$785	\$785	\$785	\$785	\$785	\$785	\$785	\$785	\$785	\$8,604
Pond Maintenance - Contract	\$3,500	\$0	\$0	\$0	\$865	\$0	\$0	\$0	\$865	\$0	\$865	\$0		\$2,595
Pond Maintenance - New Units	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Pond Repairs - Current Units	\$35,000	\$0	\$5,706	\$350	\$3,363	\$0	\$0	\$3,217	\$860	\$1,480	\$987	\$0		\$15,963
Pond Repairs - New Units	\$1,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
SWMF Operating Permit Fees	\$8,262	\$459	\$459	\$1,836	\$3,672	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$6,426
Irrigation Maintenance - Contract	\$51,030	\$4,253	\$4,253	\$4,253	\$4,253	\$4,253	\$4,253	\$4,253	\$4,253	\$4,253	\$4,253	\$4,253		\$46,778
Irrigation Maintenance - New Units	\$500	\$112	\$112	\$112	\$112	\$112	\$112	\$112	\$112	\$151	\$151	\$151		\$1,384
Irrigation Repairs - Current Units	\$40,000	\$3,375	\$3,391	\$2,453	\$0	\$3,603	\$5,182	\$4,293	\$6,851	\$4,120	\$2,373	\$478		\$36,120
Irrigation Systems Upgrades	\$1,250	\$274	\$0	\$0	\$0	\$600	\$0	\$0	\$0	\$0	\$0	\$0		\$874
Preserve Maintenance	\$40,000	\$2,748	\$6,687	\$3,734	\$0	\$0	\$6,490	\$5,388	\$1,100	\$1,210	\$2,310	\$7,191		\$36,857
Tot Lot Inspection/Maintenance	\$5,000	\$0	\$0	\$0	\$0	\$1,767	\$4,296	\$0	\$590	\$0	\$0	\$0		\$6,653
Tree Removal/Trimming/Cleanup	\$35,000	\$930	\$250	\$2,800	\$7,411	\$0	\$0	\$0	\$0	\$1,620	\$2,013	\$6,423		\$21,446
Alleyway Maintenance	\$5,000	\$0	\$0	\$0	\$0	\$1,350	\$269	\$780	\$0	\$0	\$0	\$0		\$2,399
Miscellaneous Maintenance	\$5,000	\$173	\$780	\$0	\$0	\$95	\$163	\$28	\$410	\$825	\$200	\$239		\$2,912
Special Events	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Other-Contingency	\$3,000	\$25	\$0	\$1,345	\$0	\$0	\$0	\$0	\$500	\$440	\$0	\$61		\$2,370
Capital Expenditures	\$9,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Reserve for Capital - R&R	\$89,209	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Common Area Maintenance	\$5,000	\$658	\$0	\$0	\$737	\$404	\$1,286	\$3,173	\$0	\$0	\$485	\$0		\$6,743
<b>Total Maintenance</b>	<b>\$1,517,486</b>	<b>\$118,856</b>	<b>\$119,092</b>	<b>\$113,370</b>	<b>\$116,157</b>	<b>\$108,053</b>	<b>\$119,036</b>	<b>\$118,648</b>	<b>\$112,684</b>	<b>\$118,130</b>	<b>\$111,127</b>	<b>\$115,061</b>	<b>\$0</b>	<b>\$1,270,215</b>
<b>Total Recreatin Facility</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Expenditures</b>	<b>\$1,735,622</b>	<b>\$178,239</b>	<b>\$132,453</b>	<b>\$129,955</b>	<b>\$124,165</b>	<b>\$118,302</b>	<b>\$134,439</b>	<b>\$134,533</b>	<b>\$120,324</b>	<b>\$132,590</b>	<b>\$124,778</b>	<b>\$123,000</b>	<b>\$0</b>	<b>\$1,452,779</b>
<b>Interfund Tranfer In/(Out)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Excess Revenues (Expenditures)</b>	<b>(\$0)</b>	<b>(\$111,024)</b>	<b>\$35,008</b>	<b>\$663,040</b>	<b>\$187,408</b>	<b>(\$63,176)</b>	<b>(\$104,885)</b>	<b>(\$64,429)</b>	<b>(\$97,518)</b>	<b>(\$115,611)</b>	<b>(\$91,966)</b>	<b>(\$90,269)</b>	<b>\$0</b>	<b>\$146,580</b>

# CAPITAL REGION

## COMMUNITY DEVELOPMENT DISTRICT

### CAPITAL RESERVE

Statement of Revenues, Expenditures and Changes in Fund Balances  
For the Period Ended August 31, 2021

<u>DESCRIPTION</u>	<u>ADOPTED BUDGET</u>	<u>PRORATED BUDGET THRU 08/31/21</u>	<u>ACTUAL THRU 08/31/21</u>	<u>VARIANCE</u>
<b>REVENUES:</b>				
Capital Reserve Contribution	\$89,209	\$0	\$0	\$0
Miscellaneous Revenue	\$0	\$0	\$7,000	\$7,000
<b>TOTAL REVENUES</b>	<b>\$89,209</b>	<b>\$0</b>	<b>\$7,000</b>	<b>\$7,000</b>
<b>EXPENDITURES:</b>				
Reserve for Capital - R&R	\$0	\$0	\$43,206	(\$43,206)
Other Charges	\$600	\$550	\$524	\$26
<b>TOTAL EXPENDITURES</b>	<b>\$600</b>	<b>\$550</b>	<b>\$43,730</b>	<b>(\$43,180)</b>
<b>EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES</b>	<b>\$88,609</b>	<b>(550.00)</b>	<b>(36,730.07)</b>	<b>(36,180.07)</b>
FUND BALANCE - Beginning	\$148,399		\$48,859	
FUND BALANCE - Ending	<u>\$237,008</u>		<u>\$12,129</u>	

# CAPITAL REGION

## COMMUNITY DEVELOPMENT DISTRICT DEBT SERVICE FUND - SERIES 2011A1 & A2

Statement of Revenues, Expenditures and Changes in Fund Balances  
For the Period Ended August 31, 2021

<u>DESCRIPTION</u>	<u>ADOPTED BUDGET</u>	<u>PRORATED BUDGET THRU 08/31/21</u>	<u>ACTUAL THRU 08/31/21</u>	<u>VARIANCE</u>
<b>REVENUES:</b>				
Special Assessments - Residential	\$379,445	\$379,445	\$378,580	(\$864)
Interest Income	\$1,000	\$917	\$56	(\$861)
<b>TOTAL REVENUES</b>	<b>\$380,445</b>	<b>\$380,361</b>	<b>\$378,636</b>	<b>(\$1,725)</b>
<b>EXPENDITURES:</b>				
<b>SERIES 2011-A1</b>				
Interest - 11/1 - 2011A1	\$80,837	\$80,837	\$80,837	\$0
Special Call - 11/1 2011A1	\$0	\$0	\$5,000	(\$5,000)
Interest - 5/1 - 2011A1	\$80,837	\$80,837	\$80,699	\$138
Principal - 5/1 - 2011A1	\$210,000	\$210,000	\$3,035,000	(\$2,825,000)
<b>TOTAL EXPENDITURES</b>	<b>\$371,673</b>	<b>\$371,673</b>	<b>\$3,201,536</b>	<b>(\$2,829,863)</b>
<b>EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES</b>	<b>\$8,772</b>	<b>\$8,688</b>	<b>(\$2,822,899)</b>	<b>(\$2,831,588)</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Interfund Transfer In / (Out)	\$0	\$0	\$2,570,889	\$2,570,889
Premium on bond refinance	\$0	\$0	(\$28,250)	(\$28,250)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,542,639</b>	<b>\$2,542,639</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$8,772</b>	<b>\$8,688</b>	<b>(\$280,260)</b>	<b>(\$288,949)</b>
FUND BALANCE - Beginning	\$94,327		\$280,260	
FUND BALANCE - Ending	<u>\$103,098</u>		<u>\$0</u>	

# CAPITAL REGION

## COMMUNITY DEVELOPMENT DISTRICT

### DEBT SERVICE FUND - SERIES 2013A

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ended August 31, 2021

<u>DESCRIPTION</u>	<u>ADOPTED BUDGET</u>	<u>PRORATED BUDGET THRU 08/31/21</u>	<u>ACTUAL THRU 08/31/21</u>	<u>VARIANCE</u>
<b><u>REVENUES:</u></b>				
Special Assessments - Residential	\$381,326	\$381,326	\$380,539	(\$786)
Special Assessments - Commercial	\$480,848	\$480,848	\$485,106	\$4,258
Interest Income	\$2,500	\$2,292	\$239	(\$2,052)
<b>TOTAL REVENUES</b>	<b>\$864,674</b>	<b>\$864,465</b>	<b>\$865,884</b>	<b>\$1,419</b>
<b><u>EXPENDITURES:</u></b>				
Interest- 11/1	\$205,856	\$205,856	\$205,856	\$0
Special Call - 11/1	\$0	\$0	\$5,000	(\$5,000)
Interest - 5/1	\$205,856	\$205,856	\$205,706	\$150
Principal - 5/1	\$455,000	\$455,000	\$455,000	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$866,713</b>	<b>\$866,713</b>	<b>\$871,563</b>	<b>(\$4,850)</b>
<b>EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES</b>	<b>(\$2,039)</b>	<b>(\$2,247)</b>	<b>(\$5,678)</b>	<b>(\$3,431)</b>
FUND BALANCE - Beginning	\$351,184		\$781,989	
FUND BALANCE - Ending	\$349,145		\$776,311	

# CAPITAL REGION

## COMMUNITY DEVELOPMENT DISTRICT

### DEBT SERVICE FUND - SERIES 2018A1

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ended August 31, 2021

<u>DESCRIPTION</u>	<u>PROPOSED BUDGET</u>	<u>PRORATED BUDGET THRU 08/31/21</u>	<u>ACTUAL THRU 08/31/21</u>	<u>VARIANCE</u>
<b>REVENUES:</b>				
Special Assessments - Residential	\$149,435	\$149,435	\$149,127	(\$308)
Special Assessments - Commercial	\$153,684	\$153,684	\$155,059	\$1,375
Special Assessments - Direct	\$1,002,976	\$707,070	\$707,070	\$0
Interest Income	\$2,500	\$2,292	\$50	(\$2,241)
<b>TOTAL REVENUES</b>	<b>\$1,308,594</b>	<b>\$1,012,480</b>	<b>\$1,011,306</b>	<b>(\$1,174)</b>
<b>EXPENDITURES:</b>				
Interest - 11/1	\$391,131	\$391,131	\$390,644	\$487
Interest - 5/1	\$391,131	\$391,131	\$390,644	\$487
Principal - 5/1	\$530,000	\$530,000	\$530,000	\$0
Special Call - 5/1	\$0	\$0	\$10,000	(\$10,000)
<b>TOTAL EXPENDITURES</b>	<b>\$1,312,263</b>	<b>\$1,312,263</b>	<b>\$1,321,288</b>	<b>(\$9,025)</b>
<b>EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES</b>	<b>(\$3,669)</b>	<b>(\$299,782)</b>	<b>(\$309,981)</b>	<b>(\$10,199)</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>(\$3,669)</b>	<b>(\$299,782)</b>	<b>(\$309,981)</b>	<b>(\$10,199)</b>
FUND BALANCE - Beginning	\$397,549		\$1,049,287	
FUND BALANCE - Ending	\$393,881		\$739,305	

## CAPITAL REGION

### COMMUNITY DEVELOPMENT DISTRICT

#### DEBT SERVICE FUND - SERIES 2018A2

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ended August 31, 2021

DESCRIPTION	PROPOSED BUDGET	PRORATED BUDGET THRU 08/31/21	ACTUAL THRU 08/31/21	VARIANCE
<b>REVENUES:</b>				
Special Assessments - Residential	\$273,055	\$273,055	\$275,449	\$2,394
Interest Income	\$2,500	\$2,292	\$13	(\$2,278)
<b>TOTAL REVENUES</b>	<b>\$275,555</b>	<b>\$275,347</b>	<b>\$275,462</b>	<b>\$116</b>
<b>EXPENDITURES:</b>				
Interest - 11/1	\$51,899	\$51,899	\$51,784	\$115
Interest - 5/1	\$51,899	\$51,899	\$51,784	\$115
Principal - 5/1	\$170,000	\$170,000	\$170,000	\$0
Special Call - 5/1	\$0	\$0	\$10,000	(\$10,000)
<b>TOTAL EXPENDITURES</b>	<b>\$273,798</b>	<b>\$273,798</b>	<b>\$283,568</b>	<b>(\$9,770)</b>
<b>EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES</b>	<b>\$1,758</b>	<b>\$1,549</b>	<b>(\$8,105)</b>	<b>(\$9,654)</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$1,758</b>	<b>\$1,549</b>	<b>(\$8,105)</b>	<b>(\$9,654)</b>
FUND BALANCE - Beginning	\$57,226		\$193,507	
FUND BALANCE - Ending	\$58,984		\$185,402	



# CAPITAL REGION

## COMMUNITY DEVELOPMENT DISTRICT

### DEBT SERVICE FUND - SERIES 2021

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ended August 31, 2021

DESCRIPTION	PROPOSED BUDGET	PRORATED BUDGET THRU 08/31/21	ACTUAL THRU 08/31/21	VARIANCE
<b>REVENUES:</b>				
Special Assessments	\$0	\$0	\$2,242	\$2,242
Interest Income	\$0	\$0	\$3	\$3
<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,245</b>	<b>\$2,245</b>
<b>EXPENDITURES:</b>				
Interest - 11/1	\$0	\$0	\$0	\$0
Interest - 5/1	\$0	\$0	\$0	\$0
Principal - 5/1	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,245</b>	<b>\$2,245</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Bond Proceed	\$0	\$0	\$2,614,006	\$2,614,006
Interfund Transfer In / (Out)	\$0	\$0	(\$2,570,889)	(\$2,570,889)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$43,117</b>	<b>\$43,117</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$45,363</b>	<b>\$45,363</b>
FUND BALANCE - Beginning	\$0		\$0	
FUND BALANCE - Ending	\$0		\$45,363	

## CAPITAL REGION

### COMMUNITY DEVELOPMENT DISTRICT

#### CAPITAL PROJECT FUND - SERIES 2021

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ended August 31, 2021

DESCRIPTION	PROPOSED BUDGET	PRORATED BUDGET THRU 08/31/21	ACTUAL THRU 08/31/21	VARIANCE
<b>REVENUES:</b>				
Interest Income	\$0	\$0	\$1	\$1
<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1</b>	<b>\$1</b>
<b>EXPENDITURES:</b>				
Cost Of Issuance	\$0	\$0	\$179,775	(\$179,775)
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$179,775</b>	<b>(\$179,775)</b>
<b>EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$179,774)</b>	<b>(\$179,774)</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Bond Proceed	\$0	\$0	\$185,994	\$185,994
Interfund Transfer In / (Out)	\$0	\$0	(\$0)	(\$0)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$185,993</b>	<b>\$185,993</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,219</b>	<b>\$6,219</b>
FUND BALANCE - Beginning	\$0		\$0	
FUND BALANCE - Ending	<b>\$0</b>		<b>\$6,219</b>	

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**CAPITAL REGION CDD  
ASSESSMENT RECEIPTS FISCAL YEAR 2021**

ASSESSED TO	# UNITS	SERIES 2008 / 2018-1 RESIDENTIAL	SERIES 2008 / 2018-1 COMMERCIAL	SERIES 2011A-1 RESIDENTIAL	SERIES 2011A-2 / 2018-2 COMMERCIAL	SERIES 2013 RESIDENTIAL	SERIES 2013 COMMERCIAL	TOTAL DEBT SERVICE	FISCAL YEAR 2021 O&M	TOTAL ASSESSED
ST JOE COMPANY	1,692.00	-	1,002,975.66	-	-	-	-	1,002,975.66	391,936.00	1,394,911.66
LEON CO. TAX ROLL	3,263.58	149,434.55	153,683.54	379,444.65	274,147.35	381,324.91	480,803.85	1,818,838.85	1,236,210.17	3,055,049.02
<b>TOTAL NET ASSESSED</b>	<b>4,955.58</b>	<b>149,434.55</b>	<b>1,156,659.20</b>	<b>379,444.65</b>	<b>274,147.35</b>	<b>381,324.91</b>	<b>480,803.85</b>	<b>2,821,814.51</b>	<b>1,628,146.17</b>	<b>4,449,960.68</b>

RECEIVED BY		SERIES 2008 / 2018-1 RESIDENTIAL	SERIES 2008 / 2018-1 COMMERCIAL	SERIES 2011A-1 RESIDENTIAL	SERIES 2011A-2 / 2018-2 COMMERCIAL	SERIES 2013 RESIDENTIAL	SERIES 2013 COMMERCIAL	TOTAL DEBT SERVICE	FISCAL YEAR 2021 O&M	TOTAL COLLECTED NET
ST JOE COMPANY		-	858,642.99	-	-	-	-	858,642.99	389,285.17	1,247,928.16
<b>TOTAL DUE DIRECT INVOICE</b>		-	<b>144,332.67</b>	-	-	-	-	<b>144,332.67</b>	<b>2,650.83</b>	<b>146,983.50</b>
LEON CO DIST 1	11/12/2020	1,975.57	-	3,687.64	-	5,041.24	-	10,704.45	7,184.02	17,888.47
LEON CO DIST 2	11/20/2020	14,039.80	22,247.61	29,781.32	13,909.94	35,826.56	69,602.36	185,407.59	127,552.37	312,959.96
LEON CO DIST 3	12/23/2020	33,428.72	52,658.04	78,555.98	16,080.26	85,302.92	164,742.37	430,768.29	297,709.71	728,478.00
LEON CO DIST 4	12/30/2020	84,206.24	2,979.95	229,184.86	154,985.32	214,876.26	9,322.86	695,555.49	462,328.29	1,157,883.78
LEON CO DIST 5	1/20/2021	6,842.00	69,432.25	14,108.99	79,358.65	17,459.32	217,220.99	404,422.20	278,836.28	683,258.48
INTEREST	2/1/2021	-	-	-	-	-	-	-	639.01	639.01
LEON CO DIST 6	2/5/2021	2,736.48	1,535.34	11,235.14	-	6,982.92	4,803.35	27,293.23	18,841.96	46,135.19
LEON CO DIST 7	3/17/2021	1,428.65	3,718.24	2,985.75	-	3,645.60	11,632.65	23,410.89	16,343.07	39,753.96
LEON CO DIST 8	4/12/2021	3,352.41	917.51	8,290.70	-	8,554.63	2,870.47	23,985.72	16,339.29	40,325.01
INTEREST	5/3/2021	-	-	-	-	-	-	-	36.06	36.06
LEON CO DIST 9	5/7/2021	918.04	-	749.86	-	2,342.63	-	4,010.53	2,649.12	6,659.65
LEON CO DIST 10	6/14/2021	198.79	827.57	824.84	-	507.26	2,589.08	4,947.54	3,477.81	8,425.35
TAX CERTIFICATES	6/18/2021	-	742.02	1,417.34	11,114.89	-	2,321.42	15,595.67	10,068.33	25,664.00
		-	-	-	-	-	-	-	-	-
<b>TOTAL RECEIVED TAX ROLL</b>		<b>149,126.70</b>	<b>155,058.53</b>	<b>380,822.42</b>	<b>275,449.06</b>	<b>380,539.34</b>	<b>485,105.55</b>	<b>1,826,101.60</b>	<b>1,242,005.32</b>	<b>3,068,106.92</b>
<b>TOTAL DUE TAX ROLL</b>		<b>307.85</b>	<b>(1,374.99)</b>	<b>(1,377.77)</b>	<b>(1,301.71)</b>	<b>785.57</b>	<b>(4,301.70)</b>	<b>(7,262.75)</b>	<b>(5,795.15)</b>	<b>(13,057.90)</b>

PERCENT RECEIVED	SERIES 2008 / 2018-1 RESIDENTIAL	SERIES 2008 / 2018-1 COMMERCIAL	SERIES 2011A-1 RESIDENTIAL	SERIES 2011A-2 / 2018-2 COMMERCIAL	SERIES 2013 RESIDENTIAL	SERIES 2013 COMMERCIAL	TOTAL DEBT SERVICE	FISCAL YEAR 2021 O&M	TOTAL
% RECEIVED DIRECT INVOICE	0.00%	85.61%	0.00%	0.00%	0.00%	0.00%	85.61%	99.32%	89.46%
% RECEIVED TAX ROLL	99.79%	100.89%	100.36%	100.47%	99.79%	100.89%	100.40%	100.47%	100.43%

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**Capital Region**  
**Community Development District**  
**Check Register Summary**  
**General Fund**

8/1/2021 - 9/30/2021

<i>Check Date</i>	<i>Check #'s</i>	<i>Total Amount</i>
8/3/2021	2748-2752	\$90,095.95
8/14/2021	2753-2757	\$25,989.33
9/8/2021	2758-2762	\$103,991.31
9/17/2021	2763-2766	\$187,407.36
9/23/2021	2767-2772	\$18,678.21
<b>Total</b>		<b>\$426,162.16</b>

**Capital Reserve**

<i>Check Date</i>	<i>Check #'s</i>	<i>Total Amount</i>
9/20/2021	38	\$4,905.09
9/23/2021	39	\$8,172.50
<b>Total</b>		<b>\$13,077.59</b>

\* FedEx invoices will be provided upon request

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
8/28/21	00155	5/21/21	051921	202109	320	57200	46485		PREP& PRESSURE CLEAN THE EDGE	V	295.00-	295.00	002712
8/03/21	00024	5/18/21	193037	202105	320	57200	46450		INSTALL SLEVE C#22 U#16	*	409.90		
		5/18/21	193039	202105	320	57200	46900		1ST FUNGICIDE TREATMENTS	*	410.22		
		6/01/21	193035	202105	320	57200	46450		VALVE RPR & CLEAN C#1 U#5	*	125.90		
		6/01/21	193036	202105	320	57200	46450		INSTLL RAIN SENSOR C18U35	*	140.50		
		7/15/21	193235	202108	320	57200	46200		AUG 2021 LANDSCAPE MAINT	*	81,977.92		
		7/15/21	193235	202108	320	57200	46225		AUG 2021 LANDSCAPE MAINT	*	784.64		
		7/15/21	193235	202108	320	57200	46400		AUG 2021 LANDSCAPE MAINT	*	4,252.50		
		7/15/21	193235	202108	320	57200	46450		AUG 2021 LANDSCAPE MAINT	*	150.60		
									ALL-PRO LAND CARE OF TALLAHASSEE			88,252.18	002748
8/03/21	00157	7/30/21	073021	202107	320	57200	46550		PRESSURE CLEAN-WOOD GAZEB	*	225.00		
		7/30/21	073021	202107	320	57200	46900		PRESSURECLEAN-ENTRAN SIGN	*	200.00		
									DAVE BORDEN			425.00	002749
8/03/21	00167	8/01/21	000514	202108	320	57200	34010		AUG 2021 WEB MGMT	*	500.00		
									BULLDOG STRATEGY GROUP, LLC			500.00	002750
8/03/21	00004	7/27/21	74482297	202107	310	51300	42000		SERVICE THRU 7/27/2021	*	53.77		
									FEDEX			53.77	002751
8/03/21	00267	7/20/21	SW062721	202107	320	57200	46500		SAMPLING/CHEMICALS	*	865.00		
									MCGLYNN LABS INC.			865.00	002752
8/14/21	00024	8/03/21	193313	202107	320	57200	46490		CENTRAL PARK TREE REMOVAL	*	1,407.78		
		8/03/21	193314	202107	320	57200	46450		IRRIGATION RPR U5 C19 VAL	*	224.00		
		8/03/21	193315	202108	320	57200	46900		NEW DOGIPOT DISPENSERS	*	94.00		

CAPR CAPITAL REGION MPHILLIPS

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
8/03/21		193316		202107	320	57200	46450		INSTALL OF CAPS AFTER DAM	*	62.28		
8/03/21		193317		202107	320	57200	46450		IRRG RPR C23 U17 SPRAYHEA	*	171.80		
8/03/21		193319		202107	320	57200	46450		IRRG RPR C16 U14 ROTORS	*	93.40		
8/10/21		193325		202108	320	57200	46490		MAPLE RIDGE TREE REMOVAL	*	282.00		
8/10/21		193326		202108	320	57200	46900		U#16 FUNGICIDE TREATMENT	*	144.93		
ALL-PRO LAND CARE OF TALLAHASSEE												2,480.19	002753
8/14/21	00029	7/31/21	JUL2021	202107	320	57200	43000		JUL 2021 SERVICES	*	3,706.70		
CITY OF TALLAHASSEE - UTILITIES												3,706.70	002754
8/14/21	00137	8/05/21	1274	202107	310	51300	31100		SERVICE THRU 7/30/2021	*	1,300.00		
DANTIN CONSULTING, LLC												1,300.00	002755
8/14/21	00061	8/01/21	452	202108	310	51300	34000		AUG 2021 MGMT FEES	*	4,051.67		
8/01/21		452		202108	310	51300	35100		AUG 2021 INFO. TECH	*	233.33		
8/01/21		452		202108	310	51300	31300		AUG 2021 DISSEMINATION	*	608.33		
8/01/21		452		202108	310	51300	51000		AUG 2021 OFFICE SUPPLIES	*	15.00		
8/01/21		452		202108	310	51300	42000		AUG 2021 POSTAGE	*	10.20		
8/01/21		452		202108	310	51300	42500		AUG 2021 COPIES	*	231.45		
8/01/21		452		202108	310	51300	41000		AUG 2021 PHONE	*	70.27		
8/01/21		453		202108	320	57200	34000		AUG 2021 FAC MGMT	*	10,500.00		
GOVERNMENTAL MANAGEMENT SERVICES												15,720.25	002756
8/14/21	00008	5/11/21	122275	202104	310	51300	31500		GENERAL COUNSEL 4/30/21	*	904.94		
8/10/21		124434		202107	310	51300	31500		GENERAL COUNSEL 7/31/21	*	1,216.50		
8/10/21		124435		202107	310	51300	31500		MONTHLY MEETING 7/31/21	*	955.75		
HOPPING, GREEN & SAMS, P.A.												3,077.19	002757
CAPR CAPITAL REGION MPHILLIPS													



CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
9/08/21	00024	8/15/21	193324	202109	320	57200	46200			*	81,977.92		
			SEPT 21						LANDSCAPE MAINT				
8/15/21		193324		202109	320	57200	46225			*	973.64		
			SEPT 21						LANDSCAPE NEW UNIT				
8/15/21		193324		202109	320	57200	46400			*	4,252.50		
			SEPT 21						IRRIG CONTR. UNIT				
8/15/21		193324		202109	320	57200	46425			*	150.60		
			SEPT 21						IRRIG NEW UNITS				
8/18/21		193328		202108	320	57200	46450			*	309.05		
									IRRIGATION REPAIR C2 U5				
8/18/21		193329		202108	320	57200	46450			*	69.02		
									IRRIGATION REPAIR C23 U17				
8/24/21		193339		202108	320	57200	46490			*	4,423.00		
									DOG PARK PREP/CAT LOADER				
8/24/21		193340		202108	320	57200	46490			*	1,717.88		
									FILL SINK HOLE@CENTRAL PK				
9/02/21		193405		202109	320	57200	46490			*	500.00		
									STUMP GRID U2 CARROLTON				
9/02/21		193406		202109	320	57200	46650			*	219.88		
									DOGGIE POT DISPENSERS				
9/02/21		193407		202108	320	57200	46650			*	60.50		
									INSTL DOGGIE POR DISP U23				
9/02/21		193408		202108	320	57200	46450			*	99.92		
									IRRIGATION RPR C16 U14				
ALL-PRO LAND CARE OF TALLAHASSEE											94,753.91	002758	
9/08/21	00157	8/25/21	082321	202108	320	57200	47000			*	5,397.50		
									PRESSURE CLEAN VARIOUS AR				
DAVE BORDEN											5,397.50	002759	
9/08/21	00167	9/01/21	000520	202109	320	57200	34010			*	500.00		
									SEPT 21 - WEBSITE MGMT				
BULLDOG STRATEGY GROUP, LLC											500.00	002760	
9/08/21	00297	8/31/21	08312021	202108	320	57200	47000			*	1,793.50		
									BAL DUE DEVELOPMNT DESIGN				
NATURE GRAPHICS, LLC											1,793.50	002761	
9/08/21	00228	7/31/21	00039953	202107	310	51300	48000			*	1,546.40		
									BUDGET NOTICE 7/19-7/26				
TALLAHASSEE MEDIA GROUP											1,546.40	002762	
9/17/21	00106	9/17/21	09172021	202109	300	20700	10800			*	150,446.35		
									TXFER TAX RCPTS 9/17/21				
CAPITAL REGION CDD - SERIES 2018A1											150,446.35	002763	
CAPR CAPITAL REGION MPHILLIPS													

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
9/17/21	00029	8/31/21	AUG 2021	202108 320-57200-43000		CITY OF TALLAHASSEE - UTILITIES	*	2,504.44	2,504.44	002764
9/17/21	00114	9/08/21	14119	202109 300-15500-10000		EGIS INSURANCE ADVISORS, LLC	*	18,597.00	18,597.00	002765
9/17/21	00061	9/01/21	455	202109 320-57200-34000		SEPT 21 - FACILITY MGMT	*	10,500.00		
		9/20/21	454	202109 310-51300-34000		SEPT 21 - MGMT FEES	*	4,051.67		
		9/20/21	454	202109 310-51300-35100		SEPT 21 - COMPUTER	*	233.33		
		9/20/21	454	202109 310-51300-31300		SEPT 21 - DISSEMINATION	*	608.33		
		9/20/21	454	202109 310-51300-51000		SEPT 21 - OFFICE SUPPLIES	*	15.18		
		9/20/21	454	202109 310-51300-42000		SEPT 21 - POSTAGE	*	5.11		
		9/20/21	454	202109 310-51300-42500		SEPT 21 - COPIES	*	234.15		
		9/20/21	454	202109 310-51300-41000		SEPT 21 - TELEPHONE	*	62.76		
		9/20/21	454	202109 310-51300-44000		SEPT 21 - MEETING RM 8/12	*	149.04		
						GOVERNMENTAL MANAGEMENT SERVICES			15,859.57	002766
9/23/21	00024	9/13/21	193427	202109 320-57200-46450		IRRG RPRS C#15 ORANGE AVE	*	820.62		
		9/13/21	193428	202109 320-57200-46450		IRRG RPRS C#10 U#29 9/10	*	905.19		
		9/13/21	193429	202109 320-57200-46490		REMOVE TREE @ BILTMORE AV	*	610.25		
		9/13/21	193430	202109 320-57200-46650		DOG PARK LOCKS	*	59.16		
						ALL-PRO LAND CARE OF TALLAHASSEE			2,395.22	002767
9/23/21	00157	9/07/21	090021	202109 320-57200-47000		9/7/21 PRESSURE CLEANING	*	2,649.00		
						DAVE BORDEN			2,649.00	002768
9/23/21	00061	9/17/21	456	202109 300-15500-10000		FY2022 ASSESS ROLL CERT.	*	11,500.00		
						GOVERNMENTAL MANAGEMENT SERVICES			11,500.00	002769

CAPR CAPITAL REGION MPHILLIPS

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
9/23/21	00022	9/14/21 21650	202109 310-51300-32300	GRAU & ASSOCIATES	*	600.00	600.00 002770
9/23/21	00008	9/14/21 125129	202108 310-51300-31500	HOPPING, GREEN & SAMS, P.A.	*	809.07	1,392.07 002771
		9/14/21 125130	202108 310-51300-31500	TALLAHASSEE MEDIA GROUP	*	583.00	141.92 002772
9/23/21	00228	8/31/21 00040515	202108 310-51300-48000	TOTAL FOR BANK B		426,162.16	
				TOTAL FOR REGISTER		426,162.16	

*FIFTH ORDER OF BUSINESS*



# Berger, Toombs, Elam, Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue  
Suite 200  
Fort Pierce, Florida 34950

772/461-6120 // 461-1155  
FAX: 772/468-9278

September 13, 2021

Capital Region Community Development District  
Governmental Management Services  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

## **The Objective and Scope of the Audit of the Financial Statements**

You have requested that we audit the financial statements of Capital Region Community Development District, which comprise governmental activities and each major fund as of and for the year ended September 30, 2021 which collectively comprise the basic financial statements. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter for the year ending September 30, 2021.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users made on the basis of these financial statements. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

## **The Responsibilities of the Auditor**

We will conduct our audit in accordance with (GAAS). Those standards require that we comply with applicable ethical requirements. As part of an audit in accordance with GAAS, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

Fort Pierce / Stuart



Capital Region Community Development District  
September 13, 2021  
Page 2

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for the reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS.

We will maintain our independence in accordance with the standards of the American Institute of Certified public Accountants.

Capital Region Community Development District  
September 13, 2021  
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## **The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework**

Management is responsible for:

1. Identifying and ensuring that the District complies with the laws and regulations applicable to its activities, and for informing us about all known violations of such laws or regulations, other than those that are clearly inconsequential;
2. 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 District involving management, employees who have significant roles in internal control, and others where the fraud could have a material effect on the financial statements; and
3. Informing us of its knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, analysts, regulators, short sellers, vendors, customers or others.

The Board is responsible for informing us of its views about the risks of fraud within the entity, and its knowledge of any fraud or suspected fraud affecting the entity.

Our audit will be conducted on the basis that management acknowledges and understands that it has responsibility:

1. To evaluate subsequent events through the date the financial statements are issued or available to be issued, and to disclose the date through which subsequent events were evaluated in the financial statements. Management also agrees that it will not conclude on subsequent events earlier than the date of the management representation letter referred to below;
2. For the design, implementation and maintenance of internal control relevant to the preparations of fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; and
3. To provide us with:
  - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements including information relevant to disclosures;
  - b. Draft financial statements, including information relevant to their preparation and fair presentation, when needed to allowed for the completion of the audit in accordance with the proposed timeline;



Capital Region Community Development District  
September 13, 2021  
Page 4

- c. Additional information that we may request from management for the purpose of the audit; and
- d. Unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence.

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit, including among other items:

1. That management has fulfilled its responsibilities as set out in the terms of this arrangement letter; and
2. That it believes 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.

### **Reporting**

We will issue a written report upon completion of our audit of Capital Region Community Development District's financial statements. Our report will be addressed to the Board of Capital Region Community Development District. 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, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

### **Records and Assistance**

During the course of our engagement, we may accumulate records containing data that should be reflected in the Capital Region Community Development District books and records. The District will determine that all such data, if necessary, will be so reflected. Accordingly, the District will not expect us to maintain copies of such records in our possession.

The assistance to be supplied, including the preparation of schedules and analyses of accounts, has been discussed and coordinated with James Oliver. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report.

### **Other Relevant Information**

In accordance with Government Auditing Standards, a copy of our most recent peer review report has been provided to you, for your information.

Either party may unilaterally terminate this agreement, with or without cause, upon sixty (60) days written notice subject to the condition that the District will pay all invoices for services rendered prior to the date of termination.





Capital Region Community Development District  
September 13, 2021  
Page 5

### **Fees, Costs and Access to Workpapers**

Our fees for the services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement, plus direct expenses. Invoices for fees will be submitted in sufficient detail to demonstrate compliance with the terms of this engagement. Billings are due upon submission. Our fee for the services described in this letter for the year ending September 30, 2021 will not exceed \$3,710, unless the scope of the engagement is changed, the assistance which Capital Region Community Development District has agreed to furnish is not provided, or unexpected conditions are encountered, in which case we will discuss the situation with you before proceeding. All other provisions of this letter will survive any fee adjustment.

In the event we are requested or authorized by Capital Region Community Development District or are required by government regulation, subpoena, or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for Capital Region Community Development District, Capital Region Community Development District will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The audit documentation for this engagement is the property of Berger, Toombs, Elam, Gaines, & Frank and constitutes confidential information. However, you acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs, and the U.S. Government Accountability Office shall have access to the audit documentation upon their request and that we shall maintain the audit documentation for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency.

Access to requested documentation will be provided under the supervision of Berger, Toombs, Elam, Gaines, & Frank audit personnel and at a location designated by our Firm.



Capital Region Community Development District  
September 13, 2021  
Page 6

### **Information Security – Miscellaneous Terms**

Berger, Toombs, Elam, Gaines & Frank is committed to the safe and confidential treatment of Capital Region Community Development District's proprietary information. Berger, Toombs, Elam, Gaines & Frank is required to maintain the confidential treatment of client information in accordance with relevant industry professional standards which govern the provision of services described herein. Capital Region Community Development District agrees that it will not provide Berger, Toombs, Elam, Gaines & Frank with any unencrypted electronic confidential or proprietary information, and the parties agree to utilize commercially reasonable measures to maintain the confidentiality of Capital Region Community Development District's information, including the use of collaborate sites to ensure the safe transfer of data between the parties.

If any term or provision of this arrangement letter is determined to be invalid or unenforceable, such term or provision will be deemed stricken and all other terms and provisions will remain in full force and effect.

Because Berger, Toombs, Elam, Gaines & Frank will rely on Capital Region Community Development District and its management and Board of Supervisors to discharge the foregoing responsibilities, Capital Region Community Development District holds harmless and releases Berger, Toombs, Elam, Gaines & Frank, its partners, and employees from all claims, liabilities, losses and costs arising in circumstances where there has been a known misrepresentation by a member of Capital Region Community Development District's management, which has caused, in any respect, Berger, Toombs, Elam, Gaines & Frank's breach of contract or negligence. This provision shall survive the termination of this arrangement for services.

This letter constitutes the complete and exclusive statement of agreement between Berger, Toombs, Elam, Gaines, & Frank and Capital Region Community Development District, superseding all proposals, oral or written, and all other communications, with respect to the terms of the engagement between the parties.



Berger, Toombs, Elam,  
Gaines & Frank  
Certified Public Accountants P.C.

Capital Region Community Development District  
September 13, 2021  
Page 7

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

Sincerely,

*Berger Toombs Elam  
Gaines & Frank*

BERGER, TOOMBS, ELAM, GAINES & FRANK  
J. W. Gaines, CPA

Confirmed on behalf of the addressee:

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Judson B. Baggett | 6815 Dairy Road  
MBA, CPA, CVA, Partner | Zephyrhills, FL 33542  
Marci Reutimann | (813) 788-2155  
CPA, Partner | (813) 782-8606

## Report on the Firm's System of Quality Control

To the Partners  
Berger, Toombs, Elam, Gaines & Frank, CPAs, PL  
and the Peer Review Committee of the Florida Institute of Certified Public Accountants

October 30, 2019

We have reviewed the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs, PL, (the firm), in effect for the year ended May 31, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [aicpa.org/prsummary](http://aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control, and the firm's compliance therewith based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs, PL, in effect for the year ended May 31, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Berger, Toombs, Elam, Gaines & Frank, CPAs, PL has received a peer review rating of *pass*.

*Baggett, Reutimann & Associates, CPAs PA*  
BAGGETT, REUTIMANN & ASSOCIATES, CPAs, PA  
Signed Electronically by Baggett, Reutimann & Associates, CPAs PA, U.S. 18163 email: jrb@baggett.com

**ADDENDUM TO ENGAGEMENT LETTER BETWEEN BERGER, TOOMBS,  
ELAM, GAINES AND FRANK AND CAPITAL REGION COMMUNITY  
DEVELOPMENT DISTRICT  
(DATED SEPTEMBER 13, 2021)**

**Public Records.** Auditor shall, pursuant to and in accordance with Section 119.0701, Florida Statutes, comply with the public records laws of the State of Florida, and specifically shall:

- a. Keep and maintain public records required by the District to perform the services or work set forth in this Agreement; and
- b. Upon the request of the District's custodian of public records, provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law; and
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Agreement if the Auditor does not transfer the records to the District; and
- d. Upon completion of the Agreement, transfer, at no cost to the District, all public records in possession of the Auditor or keep and maintain public records required by the District to perform the service or work provided for in this Agreement. If the Auditor transfers all public records to the District upon completion of the Agreement, the Auditor shall destroy any duplicate public records that are exempt or confidential and exempt from public disclosure requirements. If the Auditor keeps and maintains public records upon completion of the Agreement, the Auditor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the District, upon request from the District's custodian of public records, in a format that is compatible with the information technology systems of the District.

Auditor acknowledges that any requests to inspect or copy public records relating to this Agreement must be made directly to the District pursuant to Section 119.0701(3), Florida Statutes. If notified by the District of a public records request for records not in the possession of the District but in possession of the Auditor, the Auditor shall provide such records to the District or allow the records to be inspected or copied within a reasonable time. Auditor acknowledges that should Auditor fail to provide the public records to the District within a reasonable time, Auditor may be subject to penalties pursuant to Section 119.10, Florida Statutes.

**IF THE AUDITOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AUDITOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT/CONTRACT, THE AUDITOR MAY CONTACT THE CUSTODIAN OF PUBLIC RECORDS FOR THE DISTRICT AT:**

**GMS-NF, LLC  
475 WEST TOWN PLACE, SUITE 114  
ST. AUGUSTINE, FL 32092  
TELEPHONE: 904-940-5850  
EMAIL: JOLIVER@GMSNF.COM**

**Auditor: J.W. Gaines**

**District: Capital Region CDD**

**By:**  \_\_\_\_\_

**By:** \_\_\_\_\_

**Title: Director**

**Title:** \_\_\_\_\_

**Date: September 13, 2021**

**Date:** \_\_\_\_\_

*SIXTH ORDER OF BUSINESS*

**Capital Region Community Development District**  
**Rules and Policies for Dog Park**

- Park hours: dawn to dusk
- Use of the dog park is at your own risk.
- All owners are responsible for the behavior of their dogs at all times.
- Aggressive dogs must be removed immediately.
- Dogs should be under voice control.
- Dogs must be leashed while entering and existing dog park.
- Dog waste must be cleaned up by owner immediately.
- Handler must be at least 16 years of age.
- Children under 12 must be accompanied by an adult and supervised at all times.
- Dogs must wear current county tags and have a current rabies vaccination.
- Owner must immediately fill in any holes dug by their dogs.
- Dogs in heat are not allowed in the park.
- Limit 2 dogs per adult dog handler.
- Puppies under 4 months of age shall not enter the dog park.
- Food or dog toys inside the dog park is prohibited.
- THE DOG PARK IS NOT STAFFED AND SHALL BE USED AT THE USER'S OWN RISK. THE VOLUNTARILY USE OF THE DOG PARK EVIDENCES A WAIVER OF ANY CLAIMS AGAINST THE CAPITAL REGION COMMUNITY DEVELOPMENT DISTRICT ("CDD") RESULTING FROM ACTIVITIES OCCURRING AT THE DOG PARK. THE CDD IS NOT RESPONSIBLE FOR ANY INJURY OR HARM TO VISITORS OR THEIR DOGS CAUSED BY USE OF THE DOG PARK.



*SEVENTH ORDER OF BUSINESS*

NOTICE OF MEETINGS  
CAPITAL REGION  
COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Capital Region Community Development District (“Southwood Community”) will hold their regularly scheduled public meetings for Fiscal Year 2022 at the **Southwood Community Center, 4675 Grove Park Drive, Tallahassee, Florida 32311** at 6:30 p.m. on the second Thursday of each month as follows:

October 14, 2021  
November 11, 2021  
December 9, 2021  
January 13, 2021  
February 10, 2022  
March 10, 2022  
April 14, 2022  
May 12, 2022  
June 9, 2022  
July 14, 2022  
August 11, 2022

*EIGHTH ORDER OF BUSINESS*

*C.*

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# CRCDD Weekly Review

<b>Monday</b> 8/30/21	<b>Tuesday</b> 8/31/21	<b>Wednesday</b> 9/1/21	<b>Thursday</b> 9/2/21	<b>Friday</b> 9/3/21
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<b>Weather of the Week</b>				
Hi 95°F Lo 74°F	Hi 98°F Lo 73°F	Hi 85°F Lo 75°F Rained Out	Hi 94°F Lo 73	Hi 96°F Lo 74°F

<b>Full Maintenance</b>				
Central Park: Park Crossing Trail Park Four Oaks Blvd (Units 1,17,29) Orange Ave UNIT 1: Verdura Point Park UNIT 14: Avon Park UNIT 18: Cummings Park UNIT 2: Tremont UNIT 23: Parks, Ponds & Green Spaces UNIT 23: Riverton Park (Four Oaks to Summertree) UNIT 25: Longfellow Park & Pocket Parks UNIT 26: Strolling Way Parks UNIT 29: Orange Ave (Mossy Creek to Four Oaks) Unit 32: Orange Ave UNIT 36: Bluff Oak Way UNIT 5: Drayton Drive UNIT 7: Riverton (Grove Park to Four Oaks)	Blair Stone Rd (Units 5,17) LSF-7: Biltmore ROW UNIT 1: Barringer Hill Nature Trail UNIT 10: Green Spaces (2) UNIT 10: Trails UNIT 10: WD141 UNIT 10: WD160 UNIT 19: Twain Park UNIT 21 & Arch Site: Arch Site Exterior		Central Park: FL131 Central Park: Tot Lot Hemingway Blvd & Trail (Units 2,4) Mossy Creek Lane (Units 4,6,9) UNIT 2: Butterfly Parks UNIT 2: Newberry Parks UNIT 31 Unit 32 UNIT 4: Grove Park Dr	Bermuda Plot (CP) Central Park: FL131 Shumard Oak Blvd (Units 3,5) UNIT 1: Iberville Park UNIT 14: Green Space UNIT 20: Esplanade North (Unit 20) UNIT 21 & Arch Site: Arch Site Exterior UNIT 37: Esplanade Nature Trail UNIT 37: Green Space UNIT 4: Grove Park Dr UNIT 7: Grove Park Dr

<b>Standard Maintenance</b>				
Central Park UNIT 17: WD253 UNIT 17: WD284 UNIT 18: WD281	LSF-7: FL263 NON-UNIT: Esp/Blair/Overlook Field	NON-UNIT: Merchants Row / Four Oaks Field	Central Park: Butterfly Garden	Central Park UNIT 20: WD162 on Esplanade North UNIT 5: Capital Circle SE Buffer

<b>Debris Cleanup</b>				
		Central Park ROWS, Parks, Ponds & Common Areas	ROWS, Parks, Ponds & Common Areas	

<b>Hand Weeding</b>				
	CP Butterfly Garden	CP Butterfly Garden		

<b>Pruning</b>				
			Trees - Remove sucker growth	

<b>Detail service Weed Eating Around Trees</b>				
	Central Park			Central Park

### IPM

<b>Post-Emergent: Product Used - Certainty &amp; Celsius</b>				
UNIT 23: Parks, Ponds & Green Spaces	UNIT 23: Parks, Ponds & Green Spaces			UNIT 29: Coneflower Park

<b>Non-Selective: Product used - Roundup QuikPro</b>				
UNIT 23: Parks, Ponds & Green Spaces	UNIT 23: Parks, Ponds & Green Spaces			UNIT 29: Coneflower Park

<b>Insecticide: Product Used Advion</b>				
	ROW - Common Areas		ROW - Common Areas	

### Irrigation

<b>Irrigation Troubleshooting (In Contract)</b>				
Contoller 8	Unit Number 25	Date 9/2	Description Cleaning of Valves	

<b>Additional Contracted Work</b>				
Unit Orange Ave. Median	Date 9/1	Description Updated Landscape	Invoice Number 193417	

<b>Storm Clean-up/ Debris</b>				
			Debris Clean-Up after Rain	

**Accidents/Incidents:** None  
**Safety and Training:** Weekly "Toolbox" Safety Meeting (Tuesday)

**Routine service**  
 Bi-weekly maintenance of Dogi Pots throughout the district.  
 Bi-weekly removal of debris from grates throughout the district.  
 Daily maintenance of trash cans throughout the district.  
 Daily blowing of Merchant's Row at Town Center and Tot Lot.  
 Weekly blowing and debris cleanup of Unit #10, Mossy Creek, Esplanade Trail, Barringer Hill Trail and Central Park Trails as needed.



## CR added Weekly Review

Monday 9/6/21	Tuesday 9/7/21	Wednesday 9/8/21	Thursday 9/9/21	Friday 9/10/21
<b>Weather of the Week</b>				
Hi 95°F Lo 74°F	Hi 98°F Lo 73°F	Hi 85°F Lo 75°F	Hi 94°F Lo 73	Hi 96°F Lo 74°F
Labor Day Holiday		Tropical Storm Mindy		
<b>Full Maintenance</b>				
	Billmore Ave (Units 16,2,25) Blair Stone Rd (Units 5,17) Esplanade Way (Unit 5) LSF-7:Billmore ROW NON-UNIT:Goldenrod & FL162 Schoolhouse Rd (Units 3,4) UNIT 1:Barringer Hill Nature Trail UNIT 1:Mulberry Park Blvd UNIT 1:TC1 Pond (FL130) UNIT 10 UNIT 10:Trails UNIT 10:WD141 UNIT 10:WD160 UNIT 16 UNIT 16:Faulkner Park UNIT 16:Faulkner Row UNIT 16:FL230 UNIT 19:Twain Park UNIT 2:Carrollton Park UNIT 2:Endcott Park UNIT 29:Coneflower Park UNIT 30:Woodland Fields Park UNIT 4:Terrebone Dr.		Bermuda Plot (CP) Hemingway Blvd & Trail (Units 2,4) Mossy Creek Lane (Units 4,6,9) Shumard Oak Blvd (Units 3,5) UNIT 14:Green Space UNIT 2:Butterfly Parks UNIT 2:Newberry Parks UNIT 2:Tremont UNIT 21 & Arch Site:Arch Site Exterior UNIT 23:Parks, Ponds & Green Spaces UNIT 25:Longfellow Park & Pocket Parks UNIT 26:Strolling Way Parks UNIT 27:New Village Unit 32:Coneflower ROW UNIT 35:Merchants Row Entry Feature UNIT 4:Grove Park Dr UNIT 5:Drayton Drive UNIT 5:Merchants Row UNIT 7:Grove Park Dr UNIT 8:WD140	NON-UNIT:Artemis Way UNIT 20:Esplanade North (Unit 20) UNIT 31:Magnolia Park (Rows, Parks & Pond) UNIT 37
<b>Standard Maintenance</b>				
	NON-UNIT:Esp/Blair/Overlook Field UNIT 16:Salinger Drainage Easement (LF) UNIT 20:WD162 on Esplanade North UNIT 26:Mossy Creek Nature Trail Ext.		Central Park UNIT 1:WD240 UNIT 27:TR221A UNIT 27:TR221B UNIT 5:Four Oaks (Shumard to Tram)	UNIT 20:WD162 on Esplanade North UNIT 31:FL265 UNIT 5:Capital Circle SE Buffer
<b>Debris Cleanup</b>				
			ACW Check Quickbooks for notes:Tree Work Billmore Ave (Units 16,2,25) Central Park Storm Clean Up	
<b>Hand Weeding</b>				
	CP Butterfly Garden			
<b>Pruning</b>				
	Trees - Remove sucker growth		Trees - Remove sucker growth	
<b>Detail service Weed Eating Around Trees</b>				
	Central Park			Central Park
<b>Weekend Services 9-4-2021</b>				
9-4-2021: unit #35 - Merchants Row West - TR209A Pond Shumard West	9-4-2021: unit # LSF3 Maple Ridge			
<b>IPM</b>				
<b>Post-Emergent: Product Used - Certainty &amp; Celsius</b>				
	UNIT 3:SB111A		UNIT 2:Endcott Park	UNIT 2:Endcott Park
<b>Non-Selective: Product used - Roundup QuikPro</b>				
	UNIT 2:Butterfly Parks UNIT 3:SB111A		UNIT 2:Endcott Park	UNIT 2:Endcott Park
<b>Insecticide: Product Used Advion</b>				
	ROW-Parks-Ponds-Common Areas		ROW-Parks-Ponds-Common Areas	
<b>Irrigation</b>				
<b>Irrigation Troubleshooting (In Contract)</b>				
Controller	Unit Number	Date	Description	
16	14	9/7	Replace Damaged Rotors	
<b>Irrigation Repairs</b>				
Controller	Unit Number	Date	Description	Invoice Number
15	Orange Ave.	9/7	Mainline Repair	193427
10	29	9/10	Mainline Repair (FL080 Pond)	193428
<b>Additional Contracted Work</b>				
Unit	Date	Description	Invoice Number	
2	9/9	Removal of downed street tree - Due to Tropical Storm Mindy	193429	
New Dog Parks	9/8	Installed Locks on Gates	193430	
<b>Storm Clean-up/ Debris</b>				
			Storm Clean-Up in All Common Areas	Checked for Any Other Debris

**Accidents/Incidents:** None

**Safety and Training:** Weekly "Toolbox" Safety Meeting (Tuesday)

**Routine service**

- Bi-weekly maintenance of Dogi Pots throughout the district.
- Bi-weekly removal of debris from grates throughout the district.
- Daily maintenance of trash cans throughout the district.
- Daily blowing of Merchant's Row at Town Center and Tot Lot.
- Weekly blowing and debris cleanup of Unit #10, Mossy Creek, Esplanade Trail, Barringer Hill Trail and Central Park Trails as needed.



## CRCDD Weekly Review

<b>Monday</b> 9/13/21	<b>Tuesday</b> 9/14/21	<b>Wednesday</b> 9/15/21	<b>Thursday</b> 9/16/21	<b>Friday</b> 9/17/21
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<b>Weather of the Week</b>				
Hi 88°F Lo 69°F	Hi 86°F Lo 69°F	Hi 87°F Lo 72°F	Hi 83°F Lo 72	Hi 83°F Lo 72°F
		Rain	Rain	Rain

<b>Full Maintenance</b>				
Central Park:Butterfly Garden Central Park:FL131 Central Park:Park Crossing Trail Park Central Park:Tot Lot Four Oaks Blvd (Units 1,17,29) Orange Ave UNIT 1:Verdura Point Park UNIT 14:Avon Park UNIT 18:Cummings Park UNIT 23:Riverton Park (Four Oaks to Summertree) UNIT 29:Orange Ave (Mossy Creek to Four Oaks) Unit 32:Orange Ave UNIT 36:Bluff Oak Way UNIT 7:Riverton (Grove Park to Four Oaks)	Blair Stone Rd (Units 5,17) Esplanade Way (Unit 5) LSF-7:Biltmore ROW NON-UNIT:Goldenrod & FL162 Orange Ave Schoolhouse Rd (Units 3,4) UNIT 1:Barringer Hill Nature Trail UNIT 1:Iberville Park UNIT 1:Mulberry Park Blvd UNIT 1:TC1 Pond (FL130) UNIT 10 UNIT 16 UNIT 19:Twain Park UNIT 29:Coneflower Park UNIT 30:Woodland Fields Park UNIT 4:Terrebone Dr.	Bermuda Plot (CP) Biltmore Ave (Units 16,2,25) Shumard Oak Blvd (Units 3,5) Shumard Oaks Blvd West (Unit 35) TR209A UNIT 14:Green Space UNIT 21 & Arch Site:Arch Site Exterior UNIT 23:Parks, Ponds & Green Spaces UNIT 35:Merchants Row West UNIT 4:Grove Park Dr UNIT 7:Grove Park Dr		NON-UNIT:Artemis Way UNIT 2:Tremont UNIT 20 UNIT 21 & Arch Site:Arch Site Exterior UNIT 25:Longfellow Park & Pocket Parks UNIT 31 Unit 32 UNIT 37 UNIT 5:Drayton Drive

<b>Standard Maintenance</b>				
Central Park UNIT 17:WD253 UNIT 17:WD284 UNIT 18:WD281 UNIT 21 & Arch Site:Arch Site Conservation Area (Tr	Central Park LSF-7:FL263 NON-UNIT:Esp/Blair/Overlook Field UNIT 20:WD162 on Esplanade North UNIT 26:Mossy Creek Nature Trail Ext.	NON-UNIT:Merchants Row / Four Oaks Field UNIT 1:WD240 UNIT 16:Salinger Drainage Easement (LF)		Central Park UNIT 3:SB111A UNIT 31:FL265 UNIT 5:Capital Circle SE Buffer UNIT 5:TR216

<b>Hand Weeding</b>				
	CP Butterfly Garden			

<b>Mulch</b>				
	UNIT 19:Twain Park	Central Park:FL131 UNIT 1:Iberville Park	Hemingway Blvd & Trail (Units 2,4) UNIT 2:Tremont UNIT 31:Magnolia Park (Rows, Parks & Pond)	

<b>Detail service Weed Eating Around Trees</b>				
	Central Park			Central Park

**Weekend Services 9-4-2021**

**IPM**

<b>Post-Emergent: Product Used - Certainty &amp; Celsius</b>				
	UNIT 27:New Village		UNIT 23:Parks, Ponds & Green Spaces UNIT 27:New Village	UNIT 1:Iberville Park UNIT 16

<b>Non-Selective: Product used - Roundup QuikPro</b>				
UNIT 10:Overlook Park UNIT 10:WD141 UNIT 10:WD160	Biltmore Ave (Units 16,2,25) NON-UNIT:Schoolhouse Rd. & Biltmore Ext. UNIT 10:New Dawn Park UNIT 2:Butterfly Parks UNIT 2:Newberry Parks UNIT 2:Tremont UNIT 27:New Village		NON-UNIT:Schoolhouse Rd. & Biltmore Ext. UNIT 23:Parks, Ponds & Green Spaces UNIT 27:New Village	UNIT 1:Iberville Park

<b>Insecticide: Product Used Advion</b>				
	ROW Parks Ponds & Common Areas		ROW Parks Ponds & Common Areas	

<b>Additional Contracted Work</b>				
Unit	Date	Description	Invoice Number	
Dog Park	9/16	Installation of 2 New DoggiePot Stations @ New Dog Park	193436	
	9/15	DoggiePot Stock/Back Up	193438	
Dog Park	9/16	Removal of Invasive ChinaBerry Tree @ Dog Park	193437	
23		Tree Work @ 4260 Four Oaks Blvd.	193440	

<b>Work in Progress</b>				
Unit	Date	Description		

**Proposals**

**Accidents/Incidents:** None

**Safety and Training:** Weekly "Toolbox" Safety Meeting (Tuesday)

**Routine service**

Bi-weekly maintenance of Dogi Pots throughout the district.  
 Bi-weekly removal of debris from grates throughout the district.  
 Daily maintenance of trash cans throughout the district.  
 Daily blowing of Merchant's Row at Town Center and Tot Lot.  
 Weekly blowing and debris cleanup of Unit #10, Mossy Creek, Esplanade Trail, Barringer Hill Trail and Central Park Trails as needed.





# CRCDD Weekly Review

Monday 9/20/21	Tuesday 9/21/21	Wednesday 9/22/21	Thursday 9/23/21	Friday 9/24/21
<b>Weather of the Week</b>				
Hi 88°F Lo 71°F	Hi 87°F Lo 71°F	Hi 87°F Lo 70°F	Hi 85°F Lo 69	Hi 85°F Lo 69°F
Rain				
<b>Full Maintenance</b>				
Biltmore Ave (Units 16,2,25) Central Park:Park Crossing Tr Roadway Central Park:Park Crossing Trail Park Four Oaks Blvd (Units 1,17,29) UNIT 1:Verdura Point Park UNIT 14:Avon Park UNIT 18:Cummings Park UNIT 2:Carollton Park UNIT 23:Riverton Park (Four Oaks to Summertree) UNIT 36:Bluff Oak Way UNIT 7:Riverton (Grove Park to Four Oaks)	Blair Stone Rd (Units 5,17) Esplanade Way (Unit 5) Schoolhouse Rd (Units 3,4) UNIT 1:Barringer Hill Nature Trail UNIT 1:Mulberry Park Blvd UNIT 1:TC1 Pond (FL130) UNIT 10 UNIT 10:Trails UNIT 10:WD141 UNIT 10:WD160 UNIT 16 UNIT 16:Faulkner RoW UNIT 16:FL230 UNIT 16:Salinger Drainage Easement (LP) UNIT 19:Twain Park UNIT 2:Endicott Park UNIT 21 & Arch Site:Arch Site Exterior UNIT 4:Terrebone Dr.	Bermuda Plot (CP) Central Park:FL131 Central Park:Tot Lot UNIT 14:Green Space UNIT 21 & Arch Site:Arch Site Exterior UNIT 23:Parks, Ponds & Green Spaces UNIT 35:Merchants Row Entry Feature UNIT 4:Grove Park Dr UNIT 5:Merchants Row UNIT 7:Grove Park Dr UNIT 8:WD140	UNIT 31 Unit 32	Mossy Creek Lane (Units 4,6,9) NON-UNIT:Artemis Way NON-UNIT:Schoolhouse Rd. & Biltmore Ext. NON-UNIT:TR230 Schoolhouse Rd (Units 3,4) Shumard Oak Blvd (Units 3,5) UNIT 20 UNIT 23:Parks, Ponds & Green Spaces UNIT 37
<b>Standard Maintenance</b>				
Central Park UNIT 17:WD253 UNIT 17:WD284 UNIT 18:WD281	NON-UNIT:Esp/Blair/Overlook Field UNIT 20:WD162 on Esplanade North	Central Park Central Park:Butterfly Garden	Central Park UNIT 31:FL070 UNIT 31:FL170 & Buffer	NON-UNIT:FL040 - Mossy Creek NON-UNIT:Mossy Creek Nature Trail NON-UNIT:SB161 UNIT 20 UNIT 5:Capital Circle SE Buffer
<b>Debris Cleanup</b>				
Central Park		ROWS, Parks, Ponds & Common Areas	ROWS, Parks, Ponds & Common Areas	
<b>Hand Weeding</b>				
	CP Butterfly Garden			
<b>Mulch</b>				
			UNIT 17: Four Oaks UNIT 29:Four Oaks	
<b>Pruning</b>				
	Trees - Remove sucker growth	Trees - Remove sucker growth	Trees - Remove sucker growth	
<b>Detail service Weed Eating Around Trees</b>				
	Central Park			Central Park
<b>IPM</b>				
<b>Post-Emergent: Product Used - Certainty &amp; Celsius</b>				
	UNIT 31:FL170 & Buffer			UNIT 1:TC1 Pond (FL130)
<b>Non-Selective: Product used - Roundup QuikPro</b>				
	UNIT 31:FL170 & Buffer			UNIT 1:TC1 Pond (FL130)
<b>Insecticide: Product Used Advion</b>				
UNIT 1:Iberville Park	ROW - Parks - Ponds - Common Areas	ROW - Parks - Ponds - Common Areas	ROW - Parks - Ponds - Common Areas	
<b>Irrigation</b>				
<b>Irrigation Troubleshooting (In Contract)</b>				
Controller	Unit Number	Date	Description	
10	29	9/23	Repair Started	
<b>Irrigation Repairs</b>				
Controller	Unit Number	Date	Description	Invoice Number
<b>Additional Contracted Work</b>				
Unit	Date	Description	Invoice Number	
1	9/22	Painting the Gazebo At TC1 Pond	193441	
<b>Accidents/Incidents:</b> None				
<b>Safety and Training:</b> Weekly "Toolbox" Safety Meeting (Tuesday)				
<b>Routine service</b>				
Bi-weekly maintenance of Dogi Pots throughout the district. Bi-weekly removal of debris from grates throughout the district. Daily maintenance of trash cans throughout the district. Daily blowing of Merchant's Row at Town Center and Tot Lot. Weekly blowing and debris cleanup of Unit #10, Mossy Creek, Esplanade Trail, Barringer Hill Trail and Central Park Trails as needed.				



## CRCCD Weekly Review

Monday 9/27/21	Tuesday 9/28/21	Wednesday 9/29/21	Thursday 9/30/21	Friday 10/1/21
<b>Weather of the Week</b>				
Hi 88°F Lo 67°F	Hi 87°F Lo 66°F	Hi 89°F Lo 67°F	Hi 90°F Lo 67	Hi 89°F Lo 69°F
<b>Full Maintenance</b>				
Central Park-FL131 Central Park-Park Crossing Tr Roadway Central Park-Park Crossing Trail Park Central Park-Tot Lot Four Oaks Blvd (Units 1,17,29) Orange Ave UNIT 1:Verdura Point Park UNIT 14:Avon Park UNIT 17:Verdura Lake Green Space UNIT 18:Cummings Park UNIT 2:Carrollton Park UNIT 23:Riverton Park (Four Oaks to Summertree) UNIT 29:Orange Ave (Mossy Creek to Four Oaks) Unit 32:Orange Ave UNIT 36:Bluff Oak Way UNIT 7:Riverton (Grove Park to Four Oaks)	Blair Stone Rd (Units 5,17) Esplanade Way (Unit 5) LSF-7:Biltmore ROW NON-UNIT:Goldenrod & FL162 Schoolhouse Rd (Units 3,4) UNIT 1:Barringer Hill Nature Trail UNIT 1:3berville Park UNIT 1:Mulberry Park Blvd UNIT 11:TC1 Pond (FL130) UNIT 10:Trails UNIT 10:WD141 UNIT 23:Riverton Park (Four Oaks to Summertree) UNIT 16:Faulkner RoW UNIT 16:FL230 UNIT 16:Post Park UNIT 16:Salinger & Sidewalk, Poe, Faulkner & Park UNIT 16:Salinger Way UNIT 19:Twin Park UNIT 2:Endcott Park UNIT 29:Conifloer Drive UNIT 30:Woodland Fields Park UNIT 4:Terrebone Dr.	Bermuda Plot (CP) Central Park Mossy Creek Lane (Units 4,6,9) Shunard Oak Blvd (Units 3,5) Shunard Oaks Blvd West (Unit 35) TR2004 UNIT 14:Avon Park UNIT 14:Green Space UNIT 21 & Arch Ste:Arch Site Exterior UNIT 23:Parks, Ponds & Green Spaces UNIT 35:Merchants Row Entry Feature UNIT 35:Merchants Row West UNIT 4:Grove Park Dr UNIT 5:Merchants Row UNIT 7:Grove Park Dr UNIT 8:WD140	Central Park Central Park-FL131 Hemmingway Blvd & Trail (Units 2,4) Mossy Creek Lane (Units 4,6,9) Shunard Oak Blvd (Units 3,5) UNIT 2:Butterfly Parks UNIT 2:Newberry Parks UNIT 23:Parks, Ponds & Green Spaces UNIT 25:Longfellow Park & Pocket Parks UNIT 26:Spooling Way Parks UNIT 31:Magnolia Park (Rows, Parks & Pond) UNIT 4:Grove Park Dr UNIT 5:Drayton Drive	NON-UNIT:Artemis Way UNIT 20:Esplanade North (Unit 20) UNIT 37:Esplanade Nature Trail UNIT 37:Green Space
<b>Standard Maintenance</b>				
Central Park:Butterfly Garden	NON-UNIT:Esp/Blair/Overlook Field UNIT 16:Salinger Drainage Easement (LF) UNIT 20:WD162 on Esplanade North UNIT 26:Mossy Creek Nature Trail Ext.	UNIT 2:Tremont	UNIT 27:SW Field on CC UNIT 27:TR221A UNIT 31-FL1070 UNIT 31-FL170 & Buffer UNIT 31-FL1265	Central Park NON-UNIT:FL040 - Mossy Creek NON-UNIT:Mossy Creek Nature Trail UNIT 20:WD162 on Esplanade North UNIT 27:New Village UNIT 27:SW Field on CC UNIT 27:TR221B UNIT 5:Capital Circle SE Buffer UNIT 5:Four Oaks (Shunard to Tram) UNIT 5:TR216 WD090N (Pond) WD090S (Pond) WD290 (Pond)
<b>Debris Cleanup</b>				
		ROWS, Parks, Ponds & Common Areas	ROWS, Parks, Ponds & Common Areas	
<b>Hand Weeding</b>				
CP Butterfly Garden				
<b>Mulch</b>				
UNIT 1:3berville Park UNIT 16:Faulkner Park UNIT 18:Cummings Park				
<b>Pruning</b>				
Trees - Remove sucker growth		Trees - Remove sucker growth	Biltmore Ave (Units 16,2,25) Trees - Remove sucker growth	
<b>Detail service Weed Eating Around Trees</b>				
Central Park				Central Park
<b>Weekend Services 9-4-2021</b>				
<b>IPM</b>				
<b>Post-Emergent: Product Used - Certainty &amp; Celsius</b>				
NON-UNIT:Schoolhouse Rd. & Biltmore Ext. Orange Ave UNIT 36:Bluff Oak Way			UNIT 30:Woodland Fields Park	
<b>Non-Selective: Product used - Roundup QuikPro</b>				
NON-UNIT:Schoolhouse Rd. & Biltmore Ext. Orange Ave UNIT 36:Bluff Oak Way			UNIT 30:Woodland Fields Park	
<b>Insecticide: Product Used Advion</b>				
ROW-Parks-Ponds & Common Areas		ROW-Parks-Ponds & Common Areas	ROW-Parks-Ponds & Common Areas	
<b>Irrigation</b>				
<b>Irrigation Troubleshooting (In Contract)</b>				
Controller	Unit Number	Date	Description	
4	1	9/30	Wet Test	
28	31	9/30	Wet Test	
Magnolia Park	31	10/1	Wet Test	
<b>Irrigation Repairs</b>				
Controller	Unit Number	Date	Description	Invoice Number
10	29	9/28	Construction Damage	193507
10	29	9/29	Construction Damage	193507
28	31	9/29	Pipe Repair/Sprayhead Replaced	193510
2	1	9/30	Construction Damage	193508
2		10/1	Replace Valve Boxes & Repair Valve	193508
<b>Additional Contracted Work</b>				
Unit	Date	Description	Invoice Number	
#2 & CP	9/27	Asphalt Work	193506	
<b>Accidents/Incidents:</b> None				
<b>Safety and Training:</b> Weekly "Toolbox" Safety Meeting (Tuesday)				
<b>Routine service</b>				
Bi-weekly maintenance of Dog Pits throughout the district.				
Bi-weekly removal of debris from grates throughout the district.				
Daily maintenance of trash cans throughout the district.				
Daily blowing of Merchant's Row at Town Center and Tot Lot.				
Weekly blowing and debris cleanup of Unit #10, Mossy Creek, Esplanade Trail, Barringer Hill Trail and Central Park Trails as needed.				

2.

***Capital Region Community Development District***  
***3196 Merchants Row - Suite 130 Tallahassee, Florida 32311***

***Memorandum***

***Date: Aug 31, 2021***

***To: Rich Whetsel                      via email***  
***Operations Director***

***From: Robert Berlin***  
***Capital Region Operations Manager***

***Re: Capital Region CDD***  
***Monthly Managers Report for***  
***Aug 2021***

*The following is a summary of activities related to the field operations of the Capital Region Community Development District.*

***Landscaping:***

1. Please review field report from Kim Bishop (All-Pro)

***GMS:***

1. Receive tentative plan for proposed Dog Park fence layout from District Chair, contractor spraying goose repellent at FL 130, exchanged emails addressing resident concerns on water quality testing data for FL 130 (2 Aug)
2. Received revised reports for second quarter water quality testing, spoke with tester on several data points and forwarded same to resident, received check from resident (Fleming) concerning NOV for tree removal and emailed copy of same to City of Tallahassee for compliance, receive report of "Killer Bees" that attacked resident in Central Park and cordoned off area (3 Aug)

3. All Pro treat "Killer Bee" hive (Yellow Jacket Hornets) in early AM nest destroyed, attended staff conference call, exchanged emails with staff from JP II Catholic School on Connie Copeland cemetery adjacent to their property and sent them contact information for local historian (4 Aug)
4. All Pro and GMS barricaded large sinkhole that formed at the southern end of Central Park, All Pro completes sod installation as defined by this office in LSF-3, M-Inc forming sidewalk in LSF-3, contractor begins pressure washing Mossy Creek nature trail (5 Aug)
5. Contractor continues pressure washing Mossy Creek Nature Trail, M-Inc pouring concrete for sidewalk in LSF-3, All Pro trimming various areas of sidewalk and nature trails for low hanging limb and vines (6 Aug)
6. Naturegraphics nears completing of designs for new signage in Central Park and request additional photo and proofread of the six panels, contractor pressure washing Mossy Creek nature trail request re-grading of several areas to assist in water removal, All Pro having several members out for Covid testing (9 Aug)
7. Sent additional photos to Naturegraphics for possible use on new informational signage in Central Park, addressed homeowner concern about deer in Central Park and additional signage on Grove Park relating to same, received request for birthday party change of date at Tot Lot, All Pro regraded two areas on Mossy Creek nature trail to allow better drainage (10 Aug)
8. All Pro repairing irrigation line and replacing valve in Units 23 and 5, had District Engineer redo nature trail location map for new information signage in Central Park and sent last photos to Naturegraphics concerning same, pressure washing of nature trail continues (11 Aug)
9. Put out signage and set up Community Center for monthly District meeting, begin layout for fencing in area of new dog park which is scheduled for Monday 16 Aug. weather permitting (12 Aug)
10. Break down Community Center and retrieve signage concerning last night's CDD meeting, M-Inc continues forming sidewalk in LSF-3, working on field layout for fencing in new dog park area, (13 Aug)
11. Tropical Storm Fred approaching, schools closed rain starting 9:00AM all field operations suspended, met with All Pro on tree limb removal and additional mowing in new dog park area, responded to homeowner request for St. Joe contact and questions on land availability for future amenity site (16 Aug)
12. All Pro clearing under trees, mowing and removing deadwood at future dog park site GMS surveying and finishing multiple fence layouts for same, visited site with

District Board Chair to review and pick one, several calls to fence contractor not returned construction schedule unknown at this time (17 Aug)

13. All Pro completing clearing and mowing of future dog park site, spoke with Ultimate Fencing on scheduling but received no definitive answer due to weather and "sickness" concerns, spoke with the COTGM on letter approving elimination of trail segment in LDR-5 Phase 1 and explained that it was not a District call at this point but rather HOA also spoke with HOA concerning same, M-Inc continues forming sidewalk in LSF-3 (18 Aug)
14. M-Inc forming and pouring sidewalk and nature trail connections and grading and sodding (All Pro as sub) between face of sidewalk and back of curb, spoke with District counsel on contract procedures and dollar triggers, Kim Bishop herding runaway cows on Biltmore Ave (19 Aug)
15. M-Inc continues sidewalk pour in LSF-3 with All Pro installing sod between back of curb and sidewalk, All Pro hauling topsoil from LSF-3 to fill in sinkhole in Central Park 10 loads as of this date, spoke with and emailed contact information to woman who tripped and fell on 20 May in Town Center and cc'd staff (20 Aug)
16. Met with M-Inc in LSF-3, had surveyor locate drainage structure and irrigation sleeve crossing in open area as crews continue to form and pour sidewalk and repair damaged curb and gutter, supplied contact information to District Underwriter relating to slip and fall incident in Town Center, met with Ultimate Fencing rep to explain dog park fence layout with installation to begin tomorrow (23 Aug)
17. Ultimate Fencing begins installation of new dog park fencing, met with their Forman on site and walked through layout, M-Inc continues curb repairs and sidewalk forming, met with their surveyor to locate drainage structure in common area adjacent to nature trail in LSF-3, All pro replaced damaged doggie pot box in Unit 23 as per resident concern (24 Aug)
18. Ultimate Fencing continues work on installation in new dog park, spoke with a non-resident who reps an HOA on algae control methods, M-Inc continues sidewalk form and pour in LSF-3, received Tallahassee office lease agreement from St. Joe and forwarded to St. Augustine office (25 Aug)
19. Received proofs for review of new information signage for Central Park from Nature Graphics, working with Apogee Signs on layout and wording for new dog park signage, M-Inc continues forming and pouring sidewalk in LSF-3, All Pro repairing irrigation in Unit14 (26 Aug)
20. M-Inc continues pouring sidewalk and repairing curb and gutter in LSF-3, spoke with All Pro on landscape as-builts for Unit 31 Phase 3 and working with CDD Engineer on tree mitigation fieldwork descriptions, severe rain event in early evening causes flooding and median damage (27 Aug)

21. Spoke at length with HOA on maintenance of LDR-5 Phase 1 and trail section locations, received quote for dog park signage from Apogee Signs, spoke with District Counsel on verbiage for dog park signage, approved new information signage proofs for Central Park and authorized completion and shipping of same (30 Aug)
22. Attended on site preliminary meeting with COTGM and M-Inc for final City acceptance of LSF-3, M-Inc completing curb and gutter repairs and prepping for final lift asphalt in same (31 Aug)

### **Lake and SWMF Maintenance**

Clean various pop off drainage structures after heavy rain event on 27 August

**Southwood Infrastructure Report/Status: (K. Bishop/GMS)**

### **Security/Accident Reports:**

### **Special Events:**

### **Open Items:**

LSF-3 open space and SWMF maintenance

Fencing for Dog Park

*Should you have any questions or comments regarding the above information, please feel free to contact Robert Berlin at (850) 727-5310 or Rich Whetsel at (904) 759-8923*



***Capital Region Community Development District***  
***3196 Merchants Row - Suite 130 Tallahassee, Florida 32311***

***Memorandum***

***Date: September 30, 2021***

***To: Rich Whetsel                      via email***  
***Operations Director***

***From: Robert Berlin***  
***Capital Region Operations Manager***

***Re: Capital Region CDD***  
***Monthly Managers Report for***  
***September 2021***

*The following is a summary of activities related to the field operations of the Capital Region Community Development District.*

***Landscaping:***

1. Please review field report from Kim Bishop (All-Pro)

***GMS:***

1. All Pro refreshing landscaping in median at Orange Ave and CCSE, rain beginning in late AM all field operations shut down (1 Sept)
2. All Pro clearing debris from yesterday's storm rain event, cleaning irrigation valves in Unit 25 (2 Sept)
3. Spoke with Sandco project manager for LSF-5 Phase 3 on installation of last outfall in SWMF FL-080, met with All Pro and located irrigation main zone and wireline for same (3 Sept)
4. Office Closed – Labor Day (6 Sept)

5. Office Closed – Vacation (7 Sept)
6. Office Closed – Vacation (8 Sept)
7. Office Closed – Vacation (9 Sept)
8. Completed request for reference for work at Southwood from Atkins (District engineer), reviewed proofs for temporary signage for new dog park, copied on email from resident to St. Joe on maintenance of common areas in LDR-5 Phase 1(10 Sept)
9. Exchanged emails with CDD insurance claims adjuster confirming settlement for medical expenses for trip and fall in Town Center, spoke with HOA on maintenance responsibility for landscape buffer areas surrounding Town Center south parking lot (13 Sept)
10. Received request from HOA for homeowner meeting concerning drainage issue in alleyway in Unit 7 adjacent to south parking lot in Town Center,(14 Sept)
11. All Pro mowing new dog park in preparation for grand opening on Saturday, also leveling holes and adding additional mulch around trees (15 Sept)
12. All Pro installing temporary signage and Doggi Pot stations at new dog park also removing invasive Chinaberry trees due to possible dog poisoning from eating the small fruit and policed the area for same on ground (16 Sept)
13. Spoke with Supervisor on LDR-5 maintenance of common areas, delivered final as-built plans for Unit 31 Phase 3 to District Engineer for review and submittal to COTGM (17 Sept)
14. Met with All Pro and Apache Asphalt for location and layout of asphalt curb section to reduce rain runoff from alleyway into resident's yard also asphalt trail repair section in Central Park (20 Sept)
15. Set field meeting with All Pro to firm up maintenance cost for common areas in LDR-5 Phase 3, received special use application for Birthday party at Tot Lot, left voicemail with TPD Special Operations concerning Halloween road closures in Southwood and downloaded special event permit app.(21 Sept)
16. Emailed homeowner signed copy of special use permit for event (birthday party) at Tot Lot, completed City of Tallahassee Special Event Application for annual road closures for Halloween in Southwood, painting gazebo at FL 130 SWMF (22 Sept)
17. Met with Miller Tree Service on limb removal against streetlight at Mulberry Park Blvd and Grove Park Drive, emailed homeowner information on property adjacent

to him concerning suspicious activity recorded on his security camera, spoke with new TPD rep about manpower needs for Halloween road closures, All Pro replacing irrigation valve in Unit 23 (23 Sept)

18. Addressed concerns about large tree on St. Joe property with HOA, All Pro completing irrigation repairs in Unit 29, contractor pressure washing nature trails in Unit 10 (24 Sept)
19. Spoke with City of Tallahassee and requested a onsite meeting concerning sidewalk replacement and re-sodding along Merchants Row in Unit 23, also met with All Pro on maintenance of same, received report of trespassers in pastures adjacent to Biltmore Avenue, set field meeting with Stan Rosenthal for damaged oak tree inspection and letter (27 Sept)
20. Contractor pressure washing nature trail in Unit 10, removed wasp nest and repaired slide partition at Tot Lot, met with City of Tallahassee Street Maintenance Forman and crew replacing sidewalk in front of townhomes on Four Oaks Blvd. and discussed additional sod replacement and grading between sidewalk and curb in damaged areas (28 Sept)
21. Met with Stan Rosenthal for evaluation of Oak tree on Merchants Row in Unit 1, contractor continues pressure washing nature trail in Unit 10, All Pro repairing irrigation on Four Oaks in Unit 23 where City sidewalk repair are being done (29 Sept)
22. All Pro planting memorial tree at the request of homeowner in Central Park, continue repairing irrigation adjacent to townhomes in Unit 23 where City is replacing sidewalk, provided resident with contact information concerning speeding on Biltmore Ave, spoke with City on traffic study request for stop signs at two intersections on Biltmore Ave (30 Sept)

### **Lake and SWMF Maintenance**

### **Southwood Infrastructure Report/Status: (K. Bishop/GMS)**

City Street Maintenance crews repairing sidewalk in various areas and using flexible medium over tree roots

### **Security/Accident Reports:**

**Special Events:**

Halloween Road Closures

**Open Items:**

LSF-3 open space and SWMF maintenance

LDR-5 Phase 1

*Should you have any questions or comments regarding the above information, please feel free to contact Robert Berlin at (850) 727-5310 or Rich Whetsel at (904) 759-8923*

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	<u>AUG ACTUAL</u>	<u>AUG BUDGET</u>	<u>\$ VARIANCE</u>	<u>% VARIANCE</u>	<u>COMMENTS</u>
34000 Management fees	\$ 10,500.00	\$ 10,500.00	\$ -	0.00%	GMS FY 2021 contracted services
34500 Security	\$ -	\$ 500.00	\$ 500.00	100.00%	Halloween road closures
34010 Communications	\$ 500.00	\$ 500.00	\$ -	0.00%	Bulldog FY 2021 contracted services
46200 Landscape Maint. Contracted	\$ 81,977.92	\$ 81,977.92	\$ -	0.00%	All Pro FY 2021 contracted services
46225 Landscape Maint. New Units	\$ 784.64	\$ 625.00	\$ (159.64)	-25.54%	Artemis Way Unit 50
46500 Pond Maint. Contract	\$ -	\$ 291.67	\$ 291.67	100.00%	None online this month
46525 Pond Maint. New Units	\$ -	\$ 83.33	\$ 83.33	0.00%	None online this month
46550 Pond Repairs Current Units	\$ -	\$ 2,916.67	\$ 2,916.67	100.00%	None online this month
46575 Pond Repairs New Units	\$ -	\$ 125.00	\$ 125.00	0.00%	None online this month
46600 SWMF Operating Permit Fees	\$ -	\$ 688.50	\$ 688.50	100.00%	COTGM Operating Permit Fee for SWMF
46400 Irrig. Maint. Contracted	\$ 4,252.50	\$ 4,252.50	\$ -	0.00%	All Pro FY 2021 contracted services
46425 Irrig. Maint. New Units	\$ 150.60	\$ 41.67	\$ (108.93)	-261.44%	Artemis Way Unit 50
46450 Irrig. Repairs Current Units	\$ 477.99	\$ 3,333.33	\$ 2,855.34	85.66%	Limited Repairs this month
46475 Irrig. Repairs New Units	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2021
46465 Irrig. System Upgrades	\$ -	\$ 104.17	\$ 104.17	0.00%	None online this month
46480 Pump Station Maintenance	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2021
47000 Preserve Maintenance	\$ 7,191.00	\$ 3,333.33	\$ (3,857.67)	-115.73%	New signage for Central Park, Nature Trail pressure washing
46485 Tot Lot Inspection/Maintenance	\$ -	\$ 416.67	\$ 416.67	100.00%	None online this month
46490 Storm Event/Repair/Cleaning	\$ 6,922.88	\$ 2,916.67	\$ (4,006.21)	-137.36%	Tree removal, stump grinding Unit 2, Prep for new Dog Park
46495 Reuse Retrofit	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2021
46520 Alleyway Maintenance	\$ -	\$ 416.67	\$ 416.67	100.00%	None online this month
46900 Miscellaneous Maintenance	\$ 238.93	\$ 416.67	\$ 177.74	42.66%	Doggi Pot repairs, Fungicide treatment Unit 16
43000 Utilities	\$ 2,504.00	\$ 3,750.00	\$ 1,246.00	33.23%	Updated
49400 Special Events	\$ -	\$ 416.67	\$ 416.67	100.00%	None online this month
46650 Other - Contingency	\$ 280.38	\$ 250.00	\$ (30.38)	-12.15%	Additional Doggi Pots and install as per resident requests
65000 Budget Stabilization	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2021
61000 Capital Expenditures	\$ -	\$ 750.00	\$ 750.00	100.00%	None online this month
60000 Reserve for Capital - R&R	\$ -	\$ 7,434.08	\$ 7,434.08	100.00%	None online this month
46910 Common Area Maintenance	\$ -	\$ 416.67	\$ 416.67	100.00%	None online this month
<b>TOTAL</b>	<b>\$ 115,780.84</b>	<b>\$ 126,457.17</b>	<b>\$ 10,676.33</b>	<b>8.44%</b>	

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>\$ VARIANCE</u>	<u>% VARIANCE</u>	<u>COMMENTS</u>
34000 Management fees	\$ 115,500.00	\$ 115,500.00	\$ -	0.00%	GMS FY 2021 contracted services
34500 Security	\$ 6,491.00	\$ 5,500.00	\$ (991.00)	-18.02%	Halloween road closures
34010 Communications	\$ 5,500.00	\$ 5,500.00	\$ -	0.00%	Bulldog FY 2021 contracted services
46200 Landscape Maint. Contracted	\$ 901,757.12	\$ 901,757.12	\$ -	0.00%	All Pro FY 2021 contracted services
46225 Landscape Maint. New Units	\$ 8,604.04	\$ 6,875.00	\$ (1,729.04)	-25.15%	Artemis Way Unit 50
46500 Pond Maint. Contract	\$ 2,595.00	\$ 3,208.33	\$ 613.33	19.12%	None online this month
46525 Pond Maint. New Units	\$ -	\$ 916.67	\$ 916.67	0.00%	None online this month
46550 Pond Repairs Current Units	\$ 19,462.50	\$ 32,083.33	\$ 12,620.83	39.34%	None online this month
46575 Pond Repairs New Units	\$ -	\$ 1,375.00	\$ 1,375.00	0.00%	None online this month
46600 SWMF Operating Permit Fees	\$ 6,885.00	\$ 7,573.50	\$ 688.50	9.09%	COTGM Operating Permit Fee for SWMF
46400 Irrig. Maint. Contracted	\$ 46,777.50	\$ 46,777.50	\$ -	0.00%	All Pro FY 2021 contracted services
46425 Irrig. Maint. New Units	\$ 1,383.60	\$ 458.33	\$ (925.27)	-201.88%	Artemis Way Unit 50
46450 Irrig. Repairs Current Units	\$ 37,064.12	\$ 36,666.67	\$ (397.45)	-1.08%	Limited Repairs this month
46475 Irrig. Repairs New Units	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2021
46465 Irrig. System Upgrades	\$ 873.87	\$ 1,145.83	\$ 271.96	0.00%	None online this month
46480 Pump Station Maintenance	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2021
47000 Preserve Maintenance	\$ 36,037.80	\$ 36,666.67	\$ 628.87	1.72%	New signage for Central Park, Nature Trail pressure washing
46485 Tot Lot Inspection/Maintenance	\$ 7,211.80	\$ 4,583.33	\$ (2,628.47)	-57.35%	None online this month
46490 Storm Event/Repair/Cleaning	\$ 21,946.06	\$ 32,083.33	\$ 10,137.27	31.60%	Tree removal, stump grinding Unit 2, Prep for new Dog Park
46495 Reuse Retrofit	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2021
46520 Alleyway Maintenance	\$ 2,398.50	\$ 4,583.33	\$ 2,184.83	47.67%	None online this month
46900 Miscellaneous Maintenance	\$ 2,912.15	\$ 4,583.33	\$ 1,671.18	36.46%	Doggi Pot repairs, Fungicide treatment Unit 16
43000 Utilities	\$ 42,450.92	\$ 41,250.00	\$ (1,200.92)	-2.91%	Updated
49400 Special Events	\$ -	\$ 4,583.33	\$ 4,583.33	100.00%	None online this month
46650 Other - Contingency	\$ 2,565.18	\$ 2,750.00	\$ 184.82	6.72%	Additional Doggi Pots and install as per resident requests
65000 Budget Stabilization	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2021
61000 Capital Expenditures	\$ 41,616.35	\$ 8,250.00	\$ (33,366.35)	-404.44%	None online this month
60000 Reserve for Capital - R&R	\$ 4,694.33	\$ 81,774.92	\$ 77,080.59	94.26%	None online this month
46910 Common Area Maintenance	\$ 6,743.35	\$ 4,583.33	\$ (2,160.02)	-47.13%	None online this month
<b>TOTAL</b>	<b>\$ 1,314,726.84</b>	<b>\$ 1,391,028.87</b>	<b>\$ 76,302.03</b>	<b>5.49%</b>	

	<u>SEP ACTUAL</u>	<u>SEP BUDGET</u>	<u>\$ VARIANCE</u>	<u>% VARIANCE</u>	<u>COMMENTS</u>
34000 Management fees	\$ 10,500.00	\$ 10,500.00	\$ -	0.00%	GMS FY 2021 contracted services
34500 Security	\$ -	\$ 500.00	\$ 500.00	100.00%	Halloween road closures
34010 Communications	\$ 500.00	\$ 500.00	\$ -	0.00%	Bulldog FY 2021 contracted services
46200 Landscape Maint. Contracted	\$ 81,977.92	\$ 81,977.92	\$ -	0.00%	All Pro FY 2021 contracted services
46225 Landscape Maint. New Units	\$ 973.64	\$ 625.00	\$ (348.64)	-55.78%	Artemis Way Unit 50
46500 Pond Maint. Contract	\$ -	\$ 291.67	\$ 291.67	100.00%	None online this month
46525 Pond Maint. New Units	\$ -	\$ 83.33	\$ 83.33	0.00%	None online this month
46550 Pond Repairs Current Units	\$ 2,880.00	\$ 2,916.67	\$ 36.67	1.26%	Painting of Gazebo at SWMF FL 130
46575 Pond Repairs New Units	\$ -	\$ 125.00	\$ 125.00	0.00%	None online this month
46600 SWMF Operating Permit Fees	\$ -	\$ 688.50	\$ 688.50	100.00%	COTGM Operating Permit Fee for SWMF
46400 Irrig. Maint. Contracted	\$ 4,252.50	\$ 4,252.50	\$ -	0.00%	All Pro FY 2021 contracted services
46425 Irrig. Maint. New Units	\$ 150.60	\$ 41.67	\$ (108.93)	-261.44%	Artemis Way Unit 50
46450 Irrig. Repairs Current Units	\$ 3,932.32	\$ 3,333.33	\$ (598.99)	-17.97%	Irrigation relocation and repair Orange Ave median
46475 Irrig. Repairs New Units	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2021
46465 Irrig. System Upgrades	\$ -	\$ 104.17	\$ 104.17	0.00%	None online this month
46480 Pump Station Maintenance	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2021
47000 Preserve Maintenance	\$ 2,649.00	\$ 3,333.33	\$ 684.33	20.53%	Nature Trail pressure washing
46485 Tot Lot Inspection/Maintenance	\$ -	\$ 416.67	\$ 416.67	100.00%	None online this month
46490 Storm Event/Repair/Cleaning	\$ 1,915.25	\$ 2,916.67	\$ 1,001.42	34.33%	Storm cleanup T.S. Mindy, invasive tree removals
46495 Reuse Retrofit	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2021
46520 Alleyway Maintenance	\$ 1,140.00	\$ 416.67	\$ (723.33)	-173.60%	Install asphalt curb to redirect water runoff Unit 2
46900 Miscellaneous Maintenance	\$ 3,159.26	\$ 416.67	\$ (2,742.59)	-658.22%	Orange Ave Entry update at CCSE
43000 Utilities	\$ -	\$ 3,750.00	\$ 3,750.00	100.00%	Update
49400 Special Events	\$ -	\$ 416.67	\$ 416.67	100.00%	None online this month
46650 Other - Contingency	\$ 59.16	\$ 250.00	\$ 190.84	76.34%	Gate locks for maintenance fence entry at Dog Park
65000 Budget Stabilization	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2021
61000 Capital Expenditures	\$ 9,310.83	\$ 750.00	\$ (8,560.83)	-1141.44%	None online this month
60000 Reserve for Capital - R&R	\$ -	\$ 7,434.08	\$ 7,434.08	100.00%	None online this month
46910 Common Area Maintenance	\$ -	\$ 416.67	\$ 416.67	100.00%	None online this month
<b>TOTAL</b>	<b>\$ 123,400.48</b>	<b>\$ 126,457.17</b>	<b>\$ 3,056.69</b>	<b>2.42%</b>	

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>\$ VARIANCE</u>	<u>% VARIANCE</u>	<u>COMMENTS</u>
34000 Management fees	\$ 126,000.00	\$ 126,000.00	\$ -	0.00%	GMS FY 2021 contracted services
34500 Security	\$ 6,491.00	\$ 6,000.00	\$ (491.00)	-8.18%	Halloween road closures
34010 Communications	\$ 6,000.00	\$ 6,000.00	\$ -	0.00%	Bulldog FY 2021 contracted services
46200 Landscape Maint. Contracted	\$ 983,735.04	\$ 983,735.04	\$ -	0.00%	All Pro FY 2021 contracted services
46225 Landscape Maint. New Units	\$ 9,577.68	\$ 7,500.00	\$ (2,077.68)	-27.70%	Artemis Way Unit 50
46500 Pond Maint. Contract	\$ 2,595.00	\$ 3,500.00	\$ 905.00	25.86%	None online this month
46525 Pond Maint. New Units	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%	None online this month
46550 Pond Repairs Current Units	\$ 22,342.50	\$ 35,000.00	\$ 12,657.50	36.16%	Painting of Gazebo at SWMF FL 130
46575 Pond Repairs New Units	\$ -	\$ 1,500.00	\$ 1,500.00	0.00%	None online this month
46600 SWMF Operating Permit Fees	\$ 6,885.00	\$ 8,262.00	\$ 1,377.00	16.67%	COTGM Operating Permit Fee for SWMF
46400 Irrig. Maint. Contracted	\$ 51,030.00	\$ 51,030.00	\$ -	0.00%	All Pro FY 2021 contracted services
46425 Irrig. Maint. New Units	\$ 1,534.20	\$ 500.00	\$ (1,034.20)	-206.84%	Artemis Way Unit 50
46450 Irrig. Repairs Current Units	\$ 40,996.44	\$ 40,000.00	\$ (996.44)	-2.49%	Irrigation relocation and repair Orange Ave median
46475 Irrig. Repairs New Units	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2021
46465 Irrig. System Upgrades	\$ 873.87	\$ 1,250.00	\$ 376.13	0.00%	None online this month
46480 Pump Station Maintenance	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2021
47000 Preserve Maintenance	\$ 38,686.80	\$ 40,000.00	\$ 1,313.20	3.28%	Nature Trail pressure washing
46485 Tot Lot Inspection/Maintenance	\$ 7,211.80	\$ 5,000.00	\$ (2,211.80)	-44.24%	None online this month
46490 Storm Event/Repair/Cleaning	\$ 23,861.31	\$ 35,000.00	\$ 11,138.69	31.82%	Storm cleanup T.S. Mindy, invasive tree removals
46495 Reuse Retrofit	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2021
46520 Alleyway Maintenance	\$ 3,538.50	\$ 5,000.00	\$ 1,461.50	29.23%	Install asphalt curb to redirect water runoff Unit 2
46900 Miscellaneous Maintenance	\$ 6,071.41	\$ 5,000.00	\$ (1,071.41)	-21.43%	None online this month
43000 Utilities	\$ 42,450.92	\$ 45,000.00	\$ 2,549.08	5.66%	Updated
49400 Special Events	\$ -	\$ 5,000.00	\$ 5,000.00	100.00%	None online this month
46650 Other - Contingency	\$ 2,624.34	\$ 3,000.00	\$ 375.66	12.52%	Gate locks for maintenance fence entry at Dog Park
65000 Budget Stabilization	\$ -	\$ -	\$ -	0.00%	Not included in budget for FY 2021
61000 Capital Expenditures	\$ 50,927.18	\$ 9,000.00	\$ (41,927.18)	-465.86%	None online this month
60000 Reserve for Capital - R&R	\$ 4,694.33	\$ 89,209.00	\$ 84,514.67	94.74%	None online this month
46910 Common Area Maintenance	\$ 6,743.35	\$ 5,000.00	\$ (1,743.35)	-34.87%	None online this month
<b>TOTAL</b>	<b>\$ 1,438,127.32</b>	<b>\$ 1,517,486.04</b>	<b>\$ 79,358.72</b>	<b>5.23%</b>	