

Wynnmere East Community Development District

12051 Corporate Boulevard, Orlando, FL 32817; 407-723-5900

www.wynnmereeastcdd.com

The following is the Proposed agenda for the Board of Supervisors' Meeting for the Wynnmere East Community Development District, scheduled to be held on **Thursday, February 4, 2021 at 7:00 p.m. at the Holiday Inn Express & Suites located at 226 Teco Road, Ruskin, Florida 33570.**

The attendance of three Board Members is required to constitute a quorum.

To attend the meeting, please use the below conference call information:

Phone: **1-844-621-3956**
Access Code: **790 393 986 #**

PROPOSED BOARD OF SUPERVISORS' MEETING AGENDA

Administrative Matters

- Roll Call to Confirm Quorum
- Public Comment Period *[for any members of the public desiring to speak on any proposition before the Board]*
- 1. **Consideration of the Minutes of the December 7, 2020 Board of Supervisors' Meeting**

Business Matters

1. **Consideration of Qualifications for District Engineering Services**
 - **Landis Evans + Partners**
2. **Discussion Relative to Dog Park Conversion to Playground**
3. **Consideration of Irrigation Issues at Front Entrance (provided under separate cover)**
4. **Consideration of Contract Renewal with Solitude Lake Management for Pond Maintenance**
5. **Ratification of Payment Authorizations Nos. 151- 155**
6. **Review of Monthly Financials**

Other Business

Staff Reports

District Counsel

- **Statutory E-Verify Requirements**

District Engineer

District Manager

Supervisor Requests and Audience Comments

Adjournment



Wynnmere East Community Development District

Minutes

MINUTES OF MEETING

WYNNMERE EAST COMMUNITY DEVELOPMENT DISTRICT

BOARD OF SUPERVISORS' MEETING

Thursday, December 3, 2020 at 8:03 p.m.

Holiday Inn Express & Suites located at 226 Teco Road, Ruskin, Florida 33570

Board Members present at roll call:

Mona Lewis	Board Member
Shawn Fitzgerald	Board Member
Rene Lee	Board Member

Also Present:

Christina Hanna	PFM Group Consulting, LLC	
Jane Gaarlandt	PFM Group Consulting, LLC	(via phone)
Dexter Glasgow	PFM Group Consulting, LLC	(via phone)
Victoria Martinez	PFM Group Consulting, LLC	
Dana Collier	Straley Robin Vericker	
Daniel Perry	Caliber	
Rhonda Prerry	Caliber	
Nikki Foster	Resident	

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

The meeting was called to order at approximately 8:03 p.m. The Board Members and District staff in attendance via phone are outlined above.

SECOND ORDER OF BUSINESS

Public Comment Period

There were no public comments at this time.

THIRD ORDER OF BUSINESS

Consideration of Resignation of Jim Malasto from the Board

The Board reviewed the Resignation of Jim Malasto from the Board.

ON MOTION by Ms. Lewis, seconded by Ms. Lee, with all in favor, the Board accepted the Resignation of Jim Malasto from the Board.

Ms. Gaarlandt noted this leave Seat 5 vacant and called for nominations.

ON MOTION by Ms. Lewis, seconded by Ms. Lee, with all in favor, the Board nominated Nicky Foster to Seat 5 on the Board of Supervisors.

Ms. Lewis stated with Mr. Malasto's resignation it leaves the officers position of Vice-Chair open and she has a nomination.

ON MOTION by Ms. Lewis, seconded by Ms. Lee, with all in favor, the Board nominated Shawn Fitzgerald as Vice-Chair.

Ms. Gaarlandt asked Ms. Hanna to provide an oath of office to Ms. Foster and swear her into the Board at the next meeting. Until she takes the oath of office, she will not be able to participate. Ms. Hanna will print out the oath of office at the end of the meeting and she will be sworn in at that time.

FOURTH ORDER OF BUSINESS

Consideration of the Minutes of the September 10, 2020 and September 24, 2020 Continued Board of Supervisors' Meetings.

The Board reviewed the minutes of the September 10, 2020 and September 24, 2020 Continued Board of Supervisors' Meetings.

ON MOTION by Ms. Lewis, seconded by Ms. Lee, with all in favor, the Board approved the Minutes of the September 10, 2020 and September 24, 2020 Continued Board of Supervisors' Meetings.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2021-01, Adopting Amended FY 2020 O&M Budget

Ms. Gaarlandt reviewed the Amended FY 2020 O&M Budget. Ms. Lewis asked why the Contingency Line item was reduced. Ms. Gaarlandt explained that if the District goes over in another line item the District must reallocate funds and adopt an amended budget. The District did not go over the total budget, but some line items went over or under budget, so the line items needed to be reallocated to balance the budget, this is a requirement of the Audit. Ms. Gaarlandt stated if the money is not spent it stays in the account and builds up the carry over. A lengthy discussion took place. A portion of contingency was allocated to the Aquatic Contract, postage and shipping, and Supervisor Fees. The Board Member asked why the Budget needed to be amended. Ms. Gaarlandt explained per the Audit the District must show a balanced budget. Ms. Lee questioned if the money was used appropriately. Ms. Hanna stated the money was used appropriately the District had more left over in the contingency but was negative in some of the other places. The money was taken from contingency to distribute where the money was needed to fit in. Board Members argued the money was not budgeted for appropriately and used appropriately and District staff is trying to make it look nice now. Ms. Gaarlandt explained the Supervisor fees increased because the resident Board Members chose to be compensated and when the Fiscal Year 2020 Budget was first approved it was a Developer controlled Board and the Developers chose not to be compensated for their attendance. It was not anticipated to be a full resident Board when this budget was adopted.

Ms. Lewis questioned the increase to Landscaping and Maintenance and a lengthy discussion took place. Ms. Lee asked the importance of showing a balanced budget. Ms. Hanna responded that if a line item increases by 10% or \$10,000.00 of the budget the Board is required to adopt an amended budget which is a requirement of the yearly Audit. If the line items didn't change by 10% or \$10,000.00 then the District would not have to amend the budget. Mr. Glasgow mentioned the monthly financials show the financial record of the District month to month. Ms. Gaarlandt explained there is a resolution that adopted the budget originally and it has the original budget attached to that. She pointed out the three columns on the adopted budget. The column to the right is the one that shows the changes that were made and the column in the middle shows the original adopted budget. Ms. Gaarlandt added the District is doing exactly what it is supposed to, and it is showing those adjustments.

Ms. Hanna requested a motion to approve Resolution 2021-01. A lengthy discussion took place.

ON MOTION by Mr. Fitzgerald, seconded by Ms. Lee, with all in favor, the Board approved Resolution 2021-01, Adopting Amended FY 2020 O&M Budget.

District Counsel recommended that Ms. Foster be sworn into the Board of Supervisors. MS. Foster was administered the oath of office.

SIXTH ORDER OF BUSINESS

Consideration of Qualifications for District Engineering Services

a) Landis Evans + Partners

Ms. Hanna stated only Landis Evans + Partners responded to the RFQ for District Engineering Services. The District staff tried to get more Engineering firms to respond but no one else has responded. Ms. Gaarlandt stated the previous District Engineer recommended them. They are well known in the community and seem to be qualified and able to handle the position of District Engineer. District staff has reached out to seven different companies and only this one responded.

Ms. Lee asked why other engineering companies have not responded. Ms. Gaarlandt answered that most Engineering Companies like to get into District's when they are new when they will be putting in the infrastructure and not when they are established District's. Ms. Lewis asked the price and Ms. Gaarlandt responded if the Board approves their qualifications the District would enter into an agreement with them and District staff would negotiate and get a fee schedule.

Ms. Lewis requested this be tabled because the Board feels pushed into approving an agreement with them and does not believe they are the only option for District Engineering Services.

Ms. Collier stated it might be helpful to understand which Engineering Firms the District sent the RFP to so the Board has the assurance that several organizations were contacted. Ms. Gaarlandt stated they have been listed in previous Agenda Packages and District staff will provide that list. This item will be tabled to the next meeting.

SEVENTH ORDER OF BUSINESS

Consideration of Proposal for Playground Equipment

The Board reviewed the Proposal for Playground Equipment. Mr. Fitzgerald asked to see where the District is financially before approving playground equipment. This will be tabled until the next meeting.

EIGHTH ORDER OF BUSINESS

Consideration of Proposal for Legal Descriptions for Individual Easement

Ms. Collier explained there are several lots in the community that the District needs to obtain individual easements to go behind the fence in Zone 1. Mr. Fitzgerald got the City to come out and they are taking care of zone 2 and they are going to start taking care of zone 1. The District needs to get easements to go in and do landscape. District Counsel's Office prepared a Grant of Easement for the owners to sign and then it will be recorded in the Public Record to allow the District to go in and do the landscaping and maintenance it needs to do. In order to record it in the public record a full legal description of the area is required. Ms. Gaarlandt looked for a proposal from an Engineer to prepare this legal description. She received a proposal from Mr. Amaden with Landmark Engineering. He can do each legal description for \$150.00 each for a total of \$3,450.00 for 23 legal descriptions. A notary and a witness can go door to door to have it signed however two Board Members cannot go. It can be a notary and a non-Board Member as a witness.

The Board asked where the money will come from. Ms. Gaarlandt stated it might come out of contingency but it could possibly go under Engineering line item but it would eat up a big portion of the Engineering line item. She discussed the job that the District Engineer would play in the District.

Ms. Lewis asked about the lighting and lack of lighting on the streets. A lengthy discussion took place.

Mr. Fitzgerald reviewed the financials and a discussion took place about where the money for the legal description would come from. Ms. Collier stated it could come from Engineering, because it is an engineering expense which is going to an Engineering Firm. Mr. Amaden was the previous District Manager and is familiar with the District and Ms. Collier does not think the District will beat the price they have been quoted. District staff might try to reduce the cost by getting more information on each page. The total cost will be just over \$4,000.00.

ON MOTION by Ms. Foster, seconded by Ms. Lewis, with all in favor, the Board approved a not to exceed amount of \$4,500.00 for Legal Descriptions for Individual Easements and recording fees to be budgeted from the Engineering Line Item.

NINTH ORDER OF BUSINESS

Consideration of Proposal for Fence Repair

Ms. Collier explained the fence was damaged when a young woman ran into it with her car. District staff reached out to her with a demand letter. District staff would like to do a Settlement Agreement with the young woman and have her pay monthly installments on what she owes to repair the fence. The amount is \$150.00 bi-weekly. When she signs the agreement, it will be a legally binding agreement and she will start paying it. That way the District does not have to spend any money to take her to small claims court. With the Board's approval the District will enter into a Settlement Agreement. The young woman has committed to Ms. Gaarlandt when she gets her tax return early next year, she will pay the remainder of the installments.

Ms. Lewis asked about the other homeowner's air conditioner that she also damaged. Ms. Hanna stated the District is only responsible for CDD property and if it happened on their personal property they would have to go through their insurance or get a police report. Additional damage occurred to another homeowner's fence and house. Ms. Collier clarified the CDD cannot use public recourses to step in and pay for damages that were caused by someone to private property. The homeowners need to follow up themselves with homeowners' insurance claim and a police report.

Ms. Hanna stated the District has a proposal for fence repair and other damages to CDD property from Caliber. Ms. Collier asked for a motion granting authority to District Counsel and District Management to work with the Driver to get the Settlement Agreement signed and Executed.

ON MOTION by Ms. Lewis, seconded by Ms. Lee, with all in favor, the Board granted authority to District Counsel and District Management to work with the Driver to get the Settlement Agreement signed and Executed.

Ms. Hanna requested approval of the proposal for fence repaid from Caliber.

ON MOTION by Ms. Lewis, seconded by Ms. Lee, with all in favor, the Board approved the proposal from Caliber for Fence Repair.

TENTH ORDER OF BUSINESS

Consideration of Statutory Changes to Website Requirements

Ms. Gaarlandt stated Statutory changes went into place regarding District Website requirements. The Audit Report is no longer required to be posted but a link to the Auditor General Website is sufficient. The Public Facilities Report is no longer required to be posted and the District Agenda must be posted but all the backup for the Agenda Package is no longer required to be posted. Reducing the number of documents on the website will reduce the District exposure to ADA issues. District staff is asking the Board's direction how to proceed and if they would like to make changes according to the Statutory requirements or they want to continue to post the documents on the Website. Ms. Collier suggested the Board limit what is posted on the website to be compliant with the law and reduces the risk of a lawsuit. All the documents are still available to the public via Public Record Request and is already posted on how to do so.

Ms. Gaarlandt noted the website provider currently converts the documents as part of their website maintenance fee however going forward District staff does not expect that to continue and expects in the next year or so for the website service provider to charge additional fees for the conversion of those documents. Ms. Gaarlandt requested a motion from the Board as to how they want to proceed.

ON MOTION by Mr. Fitzgerald, seconded by Ms. Foster, with all in favor, the Board approved posting Website Documents per the Statutory Changes.

ELEVENTH ORDER OF BUSINESS

Ratification of Payment Authorizations Nos. 149-150

The Board reviewed Payment Authorizations 149-150. These were approved and just need ratified by the Board.

ON MOTION by Mr. Fitzgerald, seconded by Ms. Lee, with all in favor, the Board ratified Payment Authorizations 149-150.

TWELFTH ORDER OF BUSINESS

Review of Monthly Financials

The Board reviewed the monthly financials. No action was required by the Board.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

District Counsel – Not Present

District Engineer – Not Present

District Manager – Ms. Gaarlandt noted the next meeting is scheduled for January 7, 2021 at 7:00 p.m. the Holiday Inn Express & Suites.

THIRTEENTH ORDER OF BUSINESS

Supervisor Requests and Audience Comments

Mr. Fitzgerald requested a financial column that deducts everything and gives the Board a final number in contingency and financials. Ms. Hanna will work with Ms. Sikder to work something out to depict the true numbers.

The Board brought up issues they saw with Sunshine Law. Ms. Collier stated Sunshine Law is in the Constitution and in the Statutes but the Board can grant authority to the Chair and District Manager to approve a not to exceed amount for emergency expenses in between Board Meetings and then bring it back for ratification. However, they Board cannot violate Sunshine Law because they would be in major legal trouble.

A lengthy discussion took place regarding the HOA. Ms. Hanna asked the Board to bring it back to the CDD issues. Mr. Fitzgerald stated he found out that if the CDD took the responsibility of the HOA the HOA could be dissolved. Ms. Collier stated if the CDD Board gives Mr. Fitzgerald support to pursue this he can pursue that. Would the CDD be willing to take on HOA's responsibilities. Mr. Fitzgerald would like to dissolve the HOA and let the HOA take on the HOA duties. Ms. Gaarlandt wasn't sure if that was an option. Mr. Fitzgerald stated it could be brought up at the CDD meeting to get a notion started to work it out, a petition where if

80% of the residents voted they could dissolve the HOA, or wait 30 years for the HOA to terminate on its own terms. Ms. Collier stated the District can bring this back to the next meeting so Mr. Fitzgerald can collect additional information. Mr. Gaarlandt stated she would have to look into the possibility of the CDD taking over responsibilities of an HOA because the two have to be very carefully separated for various reasons. She suggested bringing it back to the next meeting.

Ms. Lewis asked if any decorations are being put out for the holidays. Mr. Glasgow responded there will not be holiday lights but if the Board approves the District can do some garland and wreaths that do not require power. Mr. Perry suggested to use battery powered lights with a rechargeable battery to be more cost efficient. Mr. Glasgow responded he and Mr. Perry discussed that on site but that was for the permanent lighting to help with the issue of there being no streetlights and wasn't related to holiday decor. If the District can get similar holiday lights it would be up to the Board to approve that and the cost. The landscaping lights, they previously discussed doing solar. Mr. Glasgow stated the District needs a proposal from Caliber on what the lights will cost.

Ms. Lee asked if the District will ever convert one of the dog parks into a playground. Ms. Glasgow stated October 1, 2020 is the start of the new Fiscal Year and the District will be able to use the new budget and she spoke to Ms. Sikder and she sent an email with the carryover from the accounts some of which will carry over for the budget increase and there will also be some additional cashflow in the District account that can be used for some of the improvements that have been discussed like the entrance lighting and putting in a playground. Mr. Perry stated the cost of stationery and holiday lights, rocks, landscape, and mulch on all four walls is \$7,100.00. The District does not have to go out for bid. Mr. Glasgow stated the District is required to have a written proposal and the landscape improvement with the rocks is already budgeted and the Christmas lights is a separate fee and it can be broken down so it will come out of two separate places and its already been budgeted. The Christmas lights are \$600.00 and the remainder is under the landscape improvement line items.

ON MOTION by Ms. Lewis, seconded by Mr. Fitzgerald, with all in favor, the Board approved a not to exceed amount for \$7,100.00 for decorating four walls with battery powered lights for holiday and stationary lights including design, rocks, and mulch.

Mr. Fitzgerald stated the District needs to deal with the Aquatic issue and Mr. Perry has a bid for that which he needs to put in a separate proposal for a total of \$6,900.00. that will be put on the Agenda for the next meeting.

FOURTEENTH ORDER OF BUSINESS

Adjournment

There was no further business to discuss. Ms. Hanna requested a motion to adjourn.

ON MOTION by Ms. Foster, seconded by Ms. Lewis, with all in favor, the December 3, 2020 Board of Supervisor's Meeting for the Wynnmore East Community Development District was adjourned.

Secretary / Assistant Secretary

Chairman / Vice Chairman

Wynnmere East Community Development District

Qualifications for District Engineering Services



LANDIS EVANS
+ PARTNERS
formerly *Sprinkle Consulting*

Letter of Interest Landis Evans + Partners

September 4, 2020

Certificate of
Authorization #4548

3810 Northdale Blvd
Suite 100
Tampa, FL 33624

Corporate Headquarters
3810 Northdale Blvd.
Suite 100
Tampa, FL 33624
813-949-7449

Principal-in-Charge &
Project Manager:
Dallas Evans, P.E.
devans@landisevans.com
Professional Engineer
License No. 72691

Ms. Jane Gaarlandt
PFM Group Consulting LLC
Wynnmere East CDD - District Manager
12051 Corporate Blvd
Orlando, FL 32817
Gaarlandtj@pfm.com

RE: Letter of Interest - Engineering Services – Wynnmere East CDD

Dear Ms. Gaarlandt,

In response to your Request, Landis Evans + Partners appreciates the opportunity to present our qualifications and experience to you and to serve the Wynnmere East Community Development District (CDD) with our exceptional team providing professional engineering services with proven experience in planning, preparing designs, plans, and reports across all aspects of land development including construction oversight.

Landis Evans + Partners was founded in 1980 by Tampa native Robert R. Sprinkle. In both the public and private sectors of our experience, we serve projects within Hillsborough and surrounding Tampa Bay Metro areas and beyond. Our long-time staff of project managers, engineers, and designers have been entrusted with Clients' signature projects involving varying scopes of work and technical comprehension. Our staff has accumulated a variety of expertise with resumes spanning residential, commercial, and industrial markets within Hillsborough County and beyond. More focused specialties are outlined below.

- Stormwater Management, drainage, and flood mitigation;
- Water and sanitary sewer utilities;
- Roadway & Trail Design; and
- Construction Engineering & Inspection

Our team has diverse permitting experience with the local and state jurisdictions having authority over the district and are familiar with their rules and regulations. In addition, we also routinely work with Contractors to assist in permit acquisition, construction oversight and management of pay requests and contracts for our clients.

We are District Engineers for Lake Padgett Estates ISD in Land O' Lakes, and as such, are confident we have the experience to address the needs required of this responsibility. Our track record demonstrates that we provide exceptional customer satisfaction and we encourage you to contact our references who will affirm that we consistently meet or exceed their expectations.

As you review our qualifications, we trust you will find that Landis Evans + Partners would serve as a trusted advisor to the board and assist you in serving your community. We look forward to the opportunity to serve you through this contract. Thank you for your time and consideration.

Sincerely,

Landis Evans + Partners, Inc.

A handwritten signature in black ink that reads "Dallas Evans". The script is fluid and cursive.

Dallas Evans, P.E.
Principal



LANDIS EVANS

+ PARTNERS

formerly **Sprinkle Consulting**

CIVIL ENGINEERING

Portfolio of Services

- Land Use Planning
- Site Civil Engineering
- Drainage and Floodplain Analysis
- Environmental Design
- Construction Engineering & Inspection
- Permitting
- Transportation Planning & Engineering

Corporate Office - Tampa

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P | 813-949-7449

Downtown Tampa Office

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Atlanta Office

3330 Preston Ridge Rd., Ste 380
Alpharetta, GA 30005
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"[Landis Evans] has been providing civil engineering and planning service to Jireh, Inc. for over 25 years. During that time they have designed residential subdivisions, apartment complexes, industrial centers, shopping centers, office complexes, and medical clinics. During design of St. Luke's Cataract and Laser Institute in Tarpon Springs, FL, [they] incorporated many unique and innovative solutions that helped maximize our capacity, while minimizing costs and protecting sensitive riverine environment."

- Lew Friedland, President
Jireh, Inc.

Site Planning

Landis Evans + Partners, formerly Sprinkle Consulting, has decades of success helping clients transform their ideas into reality. Development planning is the first critical stage, and we have a solid reputation for insightful and comprehensive due diligence research and reporting; inspirational, yet practical conceptual development planning and designs; and valuable help obtaining zoning or other land use approvals for a smooth process in bringing our clients' products to market.

Whether you are a first-time or seasoned developer, we help translate your ideas into a tangible and feasible physical plan – and a correspondingly realistic development pro-forma.





Land Development

Our organization has over 35 years of unparalleled success helping clients achieve their land development goals. Our projects range from master planned communities with thousands of homes and a myriad of amenities, to infill urban redevelopment projects. Our big-picture perspective, coupled with attention to the smallest of design and permitting details, is a proven combination for completing development in record time. Our core leadership are respected experts in site planning, civil and infrastructure design, stormwater management, and permitting. Our key staff includes veteran state DOT roadway access and design engineers who creatively work with regulatory staff to ensure the best driveway and median access for development and the connecting roadway network. Our team is ready to transform your concept into reality.

"The project [Laurel Gardens in Tampa's Westshore district] was very technically complicated, requiring creative, unconventional utilization of engineering analysis and design solutions. Together we transformed an otherwise less than desirable property into a one-of-a-kind, valuable Class A mixed-use office/hotel/retail project."

- Eric Müller, President
Prö-ject International





Get to know our leadership...



Bruce Landis, P.E., AICP

Bruce has completed hundreds of commercial and residential development projects. He leads due diligence, site planning, design and engineering and delivers creative traffic impact, site driveway/access design and approvals.



Dallas Evans, P.E., M.S., CFM

Dallas leads our civil engineering design division and has over a decade of experience in site development, transportation, and stormwater design, in addition to a previous career as an environmental scientist. He helps developers with floodplain and floodway mitigation.



Christopher Owens, P.E., LEED AP

Chris has 20+ years experience assisting land owners, institutions and CIDs in the metropolitan Atlanta area by supporting property owners' goals while navigating public policy and procedures. He is instrumental in obtaining local governmental approvals for land development.



Bruce McArthur, P.E.

Bruce has 30+ years experience performing surface and groundwater management plans, hydrology and hydraulic analysis for projects ranging from less than one acre to over 80 square miles. He has served as a County Drainage Engineer and is an expert witness in numerous cases.

Firm Profile


Since 1980, Landis Evans + Partners, formerly Sprinkle Consulting, has built a reputation for innovation, creativity, and practicality. With a strong foundation in land use development and infrastructure planning and design, our practice combines traditional transportation planning and engineering, with cutting-edge methods and technologies to find innovative solutions that meet the challenges faced by transportation agencies and the communities they serve.

Our corporate philosophy and operational approach promote businesses and communities. From our early beginnings as a one-man civil engineering firm founded by Robert R. Sprinkle, to our expansion into an award-winning company serving clients nationwide, we have been careful to maintain an ethical, profitable, and responsibly-growing organization.



LANDIS EVANS
+ PARTNERS

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 1
21. TITLE AND LOCATION (City and State) Lake Padgett Estates Independent Special District (ISD) Hillsborough County, Florida		22. YEAR COMPLETED PROFESSIONAL SERVICES 2018-Present CONSTRUCTION (If applicable) Ongoing
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER Lake Padgett Estates ISD c/o Rizzetta & Company	b. POINT OF CONTACT NAME Matthew E. Huber	c. POINT OF CONTACT TELEPHONE NUMBER (813) 933.5571 x2772
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost)</i> Landis Evans was retained in 2018 to perform as the District Engineer for Lake Padgett Estates ISD. Lake Padgett is an approximate 775-acre District entirely within Pasco County, Florida. Since that time, we have undertaken numerous tasks including monthly status reports, design, and permitting of miscellaneous projects. Below we identify tasks completed to-date. <ol style="list-style-type: none"> 1) Prepare exhibits for the Board including maps of District properties, drainage plans, and site plans. 2) Prepare reports to comply with State and Local oversight of District operations. 3) Assist vendors with permitting various improvements including playgrounds, septic systems, etc. 4) Monitor and establish water surface levels in lakes for boat launch closures. 5) Prepare scope and requirements for permitting improvements on District lands. 6) Prepare request for bid documents for proposed improvements including electrical improvements, restroom rebuild, and septic system replacement. Monitor, inspect, and report on said improvements by awarded vendors. 7) Review bids for work solicited by other District staff. 8) Coordinated and performed testing for water treatment systems at parks. 9) Investigated complaints from residents regarding docks and other structures. 10) Assisted with resolution and notices of violation from FDEP associated to unpermitted activities. 11) Monitored activities and resolutions by government and other entities regarding events of interest, i.e. sinkholes. 		
25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a. (1) FIRM NAME Landis Evans + Partners	(2) FIRM LOCATION (City and State) Tampa, Florida	(3) ROLE Prime Consultant

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 2
21. TITLE AND LOCATION <i>(City and State)</i> Palm River Road Extension (and Estuary Development) Hillsborough County, Florida		22. YEAR COMPLETED PROFESSIONAL SERVICES 2007-Present
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER TSP Companies, Inc.	b. POINT OF CONTACT NAME Timothy H. Powell	c. POINT OF CONTACT TELEPHONE NUMBER (813) 220.8682
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost)</i> <p>Landis Evans was hired to design, permit, inspect, and certify a 0.9-mile extension of Palm River Road in Brandon. The roadway was within a master planned development center known as the Estuary at the intersection of I-75 and SR 60. This was a jointly financed project by Hillsborough County and a private developer.</p> <p>The design included roadway construction plans, stormwater attenuation, stormwater treatment, bridge sizing, floodplain determination and mapping and floodplain mitigation, as well as bicycle lanes, pedestrian facilities, and provisions for transit.</p> <p>In addition to the roadway, Landis Evans designed and permitted the multiphase commercial development covering over 140 acres including a big box, 355,000 square feet of retail/fast food, 88,000 square feet of office/commercial, a 90-room hotel, a 360-unit apartment complex, 7,000 linear feet of offsite sanitary forcemain, 9,000 linear feet of onsite water main, and 2,000 linear feet of onsite sanitary forcemain.</p>		
		
25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a. (1) FIRM NAME Landis Evans + Partners	(2) FIRM LOCATION <i>(City and State)</i> Tampa, Florida	(3) ROLE Prime Consultant

**Wynnmere East
Community Development District**

Dog Park Conversion to Playground

**Wynnmere East
Community Development District**

Irrigation Issues at Front Entrance

(provided under separate cover)

**Wynnmere East
Community Development District**

**Contract Renewal with Solitude Lake
Management for Pond Maintenance**

SERVICES CONTRACT

CUSTOMER NAME: Jane Gaarlandt

PROPERTY NAME: Wynnmere East CDD

CONTRACT EFFECTIVE DATE: January 1, 2021 through December 31, 2021

SUBMITTED BY: Nick Viles

SPECIFICATIONS: Three Ponds (3,963 total linear feet perimeter) located in Ruskin, FL.

This agreement (the "Agreement") is made as of the date indicated above, and is by and between SOLitude Lake Management, LLC ("SOLitude" or the "Company") and the customer identified above (the "Customer") on the terms and conditions set forth in this Agreement.

1. The Services. SOLitude will provide services at the Customer's property as described in Schedule A attached hereto:

2. PAYMENT TERMS. The Annual Contract Price is **\$3,756.00**. SOLitude shall invoice Customer **\$313.00 per month** for the Services to be provided under this Agreement. The term of this agreement is for a period of twelve (12) months, with payment to be made in twelve (12) equal monthly payments due by the last day of each month. As a courtesy, the customer will be invoiced on the first day of each month, reminding them that a contract payment is due by the end of that same month. The customer is obligated to pay each monthly contract payment per the terms of this contract, without any obligation on the part of SOLitude to invoice or send any other sort of reminder or notice. The Annual Contract Price is based on the total value of services to be provided over a period of twelve (12) months. For the convenience of the customer, we offer Monthly Contract Pricing that is simply an even twelve (12) month amortization of the Annual Contract Price. Due to the seasonality of these services, and the disproportionate amount of time and materials dedicated to providing these services during some times of the year as compared to others, based on the season, weather patterns, and other natural factors, the amount billed and paid to date is not necessarily equivalent to the amount of work performed to date. For this reason, should the Customer cancel the contract early, or be in default for any reason, Customer will be responsible for immediately paying the remaining portion of annual contract work completed to date.

The Customer will be liable for any returned check fees and any collection costs, including reasonable attorney fees and court costs, for any invoices not otherwise timely paid, and interest at the rate of 1% per month may be added to all unpaid invoices. Should the work performed be subject to any local, state, or federal jurisdiction, agency, or other organization of authority for sales or other taxes or fees in addition to those expressly covered by this contract, customer will be invoiced and responsible for paying said additional taxes in addition to the contract price and other fees above. SOLitude shall be reimbursed by the customer for any non-routine expenses, administrative fees, compliance fees, or any other similar expense that are incurred as a result of requirements placed on SOLitude by the customer that are not covered specifically by the written specifications of this contract.

Competitively Sensitive & Proprietary Materials – The information contained herein is the intellectual property of SOLitude Lake Management. Recipient may not disclose to any outside party any proprietary information, processes, or pricing contained in this document or any of its attachments without the prior written consent of SOLitude Lake Management. This document is provided to the recipient in good faith and it shall be the responsibility of the recipient to keep the information contained herein confidential.



3. TERM AND EXPIRATION. This Agreement is for an annual management program as described in the Schedule A attached. Any additional services will be provided only upon additional terms as agreed to by the parties in writing. Contract will automatically renew annually at the end of the contract effective date for subsequent one (1) year terms, with a three percent (3%) escalation in the Annual Contract Price each year, under the same terms, specifications, and conditions as set forth by this contract, unless either party gives written notice of cancellation thirty (30) days prior to the termination date of this contract, or subsequent renewal contracts.

4. DISCLAIMER. SOLitude is not responsible for the failure of any treatment, equipment installation, or other work that result from dam or other structural failures, severe weather and storms, flooding, or other acts of God that are outside of the control of SOLitude. Customer understands and acknowledges that there are irrigation restrictions associated with many of the products used to treat lakes and ponds. The customer is responsible for notifying SOLitude in advance of the contract signing and the start of the contract if they utilize any of the water in their lakes or ponds for irrigation purposes. The customer accepts full responsibility for any issues that may arise from the irrigation of turf, ornamentals, trees, crops, or any other plants as a result of treated water being used by the customer for irrigation without the consent or knowledge of SOLitude. Although there is rarely direct fish toxicity with the products used for treatment when applied at the labeled rate, or the installation and normal operation of the equipment we install, there is a risk under certain circumstances of significant dissolved oxygen drops. This risk is most severe in times of extremely hot weather and warm water temperatures, as these are the conditions during which dissolved oxygen levels are naturally at their lowest levels. Often times lakes and ponds will experience natural fish kills under these conditions even if no work is performed. Every effort, to include the method and timing of application, the choice of products and equipment used, and the skill and training of the staff, is made to avoid such problems. However, the customer understands and accepts that there is always a slight risk of the occurrence of adverse conditions outside the control of SOLitude that will result in the death of some fish and other aquatic life. The customer also understands and accepts that similar risks would remain even if no work was performed. The customer agrees to hold SOLitude harmless for any issues with fish or other aquatic life which occur as described above, or are otherwise outside the direct control of the SOLitude, unless there is willful negligence on the part of SOLitude.

5. INSURANCE AND LIMITATION OF LIABILITY. SOLitude will maintain general liability and property damage insurance as necessary given the scope and nature of the Services. The Company will be responsible for those damages, claims, causes of action, injuries or legal costs to the extent of its own direct negligence or misconduct, and then only to an amount not to exceed the annual value of this Agreement. In no event will any party to this Agreement be liable to the other for incidental, consequential or purely economic damages.

6. FORCE MAJEURE. The Company shall not be liable for any delay in performing the Services, nor liable for any failure to provide the Services, due to any cause beyond its reasonable control.

7. ANTI-CORRUPTION AND BRIBERY. Each party represents that neither it nor anyone acting on its behalf has offered, given, requested or accepted any undue financial or other advantage of any kind in entering into this Agreement, and that it will comply with all applicable laws and regulations pertaining to corruption, competition and bribery in carrying out the terms and conditions of this Agreement.

Competitively Sensitive & Proprietary Materials – The information contained herein is the intellectual property of SOLitude Lake Management. Recipient may not disclose to any outside party any proprietary information, processes, or pricing contained in this document or any of its attachments without the prior written consent of SOLitude Lake Management. This document is provided to the recipient in good faith and it shall be the responsibility of the recipient to keep the information contained herein confidential.



8. GOVERNING LAW. This Agreement shall be governed and construed in accordance with the laws of the state in which the Services are performed.

9. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement between the parties with respect to the subject matter and replaces any prior agreements or understandings, whether in writing or otherwise. This Agreement may not be modified or amended except by written agreement executed by both parties. In the event that any provision of this Agreement is determined to be void, invalid, or unenforceable, the validity and enforceability of the remaining provisions of this Agreement shall not be affected.

10. NOTICE. Any written notice provided under this Agreement may be sent via overnight mail, certified mail, hand delivery or electronic mail with delivery confirmation, to the individuals and addresses listed below.

11. BINDING. This Agreement shall inure to the benefit of and be binding upon the legal representatives and successors of the parties.

ACCEPTED AND APPROVED:

SOLITUDE LAKE MANAGEMENT, LLC.

WYNNMERE EAST CDD

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Please Remit All Payments to:

**1320 Brookwood Drive Suite H
Little Rock AR 72202**

Customer's Address for Notice Purposes:

Please Mail All Contracts to:

**2844 Crusader Circle, Suite 450
Virginia Beach, VA 23451**

Competitively Sensitive & Proprietary Materials – The information contained herein is the intellectual property of SOLitude Lake Management. Recipient may not disclose to any outside party any proprietary information, processes, or pricing contained in this document or any of its attachments without the prior written consent of SOLitude Lake Management. This document is provided to the recipient in good faith and it shall be the responsibility of the recipient to keep the information contained herein confidential.



SCHEDULE A – ANNUAL MANAGEMENT SERVICES

Aquatic Weed Control:

1. Pond(s) will be inspected on **one (1) time per month** basis during the months of **March through February**.
2. Any growth of undesirable aquatic weeds and vegetation found in the pond(s) with each inspection shall be treated and controlled through the application of aquatic herbicides and aquatic surfactants as required to control the specific varieties of aquatic weeds and vegetation found in the pond(s) at the time of application.
3. Invasive and unwanted submersed and floating vegetation will be treated and controlled preventatively and curatively each spring and early summer through the use of systemic herbicides at the rate appropriate for control of the target species. Application rates will be designed to allow for selective control of unwanted species while allowing for desirable species of submersed and emergent wetland plants to prosper.

Shoreline Weed Control:

1. Shoreline areas will be inspected on a **one (1) time per month** basis during the months of **March through February**.
2. Any growth of cattails, phragmites, or other unwanted shoreline vegetation found within the pond areas shall be treated and controlled through the application of aquatic herbicides and aquatic surfactants as required for control of the plants present at time of application.
3. Any growth of unwanted plants or weeds growing in areas where stone has been installed for bank stabilization and erosion control shall be treated and controlled through the application of aquatic herbicides and aquatic surfactants as required to control the unwanted growth present at the time of application.

Pond Algae Control:

1. Pond(s) will be inspected on a **one (1) time per month** basis during the months of **March through February**.
2. Any algae found in the pond(s) with each inspection shall be treated and controlled through the application of algaecides, aquatic herbicides, and aquatic surfactants as needed for control of the algae present at the time of service.

Pond Dye:

1. **Pond Dye** will be applied to the pond(s) on a **as needed** basis to help shade the pond(s) from sunlight penetration, thus helping to slow the growth of algae and aquatic weeds.
2. A combination of blue and black dye will be used as required to maintain a dark natural water color.

Trash Removal:

1. Trash and light debris will be removed from the pond(s) with each service and disposed off site. Any large item or debris that is not easily and reasonably removable by one

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person during the routine visit will be removed with the Customer's approval for an additional fee. Routine trash and debris removal services are for the pond areas only, and do not include any trash or debris removal from the surrounding terrestrial (dry land) areas.

Service Reporting:

1. Customer will be provided with a monthly service report detailing all of the work performed as part of this contract.

General Qualifications:

1. Company is a licensed pesticide applicator in the state in which service is to be provided.
2. Individual Applicators are Certified Pesticide Applicators in Aquatics, Public Health, Forestry, Right of Way, and Turf/Ornamental as required in the state in which service is to be provided.
3. Company is a SePRO Preferred Applicator and dedicated Steward of Water. Each individual applicator has been trained and educated in the water quality testing and analysis required for site specific water quality management prescriptions and utilizes an integrated approach that encompasses all aspects of ecologically balanced management. Each applicator has received extensive training in the proper selection, use, and application of all aquatic herbicides, algaecides, adjuvants, and water quality enhancement products necessary to properly treat our Customers' lakes and ponds as part of an overall integrated pest management program.
4. Company guarantees that all products used for treatment are EPA registered and labeled as appropriate and safe for use in lakes, ponds, and other aquatic sites, and are being applied in a manner consistent with their labeling.
5. All pesticide applications made directly to the water or along the shoreline for the control of algae, aquatic weeds, or other aquatic pests as specified in this contract will meet or exceed all of the Company's legal regulatory requirements as set forth by the EPA and related state agencies for NPDES and FIFRA. Company will perform treatments that are consistent with NPDES compliance standards as applicable in and determined by the specific state in which treatments are made. All staff will be fully trained to perform all applications in compliance with all federal, state, and local law.
6. Company will continue to maintain all appropriate training and licensing necessary to perform all specified work in a safe and legal manner throughout the entire contract period.
7. Company will furnish personnel, equipment, boats, materials, and other items required to provide the foregoing at his expense.

Competitively Sensitive & Proprietary Materials – The information contained herein is the intellectual property of SOLITUDE Lake Management. Recipient may not disclose to any outside party any proprietary information, processes, or pricing contained in this document or any of its attachments without the prior written consent of SOLITUDE Lake Management. This document is provided to the recipient in good faith and it shall be the responsibility of the recipient to keep the information contained herein confidential.

**Wynnmere East
Community Development District**

Payment Authorization Nos. 151 – 155

**WYNNMERE EAST
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 151

11/5/2020

Item No.	Payee	Invoice Number	FY20 General Fund	FY21 General Fund
1	Business Observer Legal Advertising 10/23/20	20-03386H		\$ 67.81
2	FL Dept of Economic Opportunity Annual Fee FY 2021	83476		\$ 175.00
3	PFM Group Consulting LLC Website Maint. Fee Oct 2020	DM-10-2020-0044		\$ 100.00
4	Swanson & Son Inc. Lawn Care Oct 2020	15520		\$ 2,471.42
5	TECO Acct # 211005933836 Svcs 08/28/20 - 09/28/20 Acct # 211005934289 Svcs 08/28/20 - 09/28/20 Acct # 221001988080 Svcs 08/28/20 - 09/28/20	-- -- --	\$ 68.42 \$ 915.51 \$ 1,357.89	
			\$ 2,341.82	\$ 2,814.23
TOTAL			\$5,156.05	

Board Member

Lubna Sikder

From: MONA LEWIS <magddiva77@aol.com>
Sent: Tuesday, November 10, 2020 2:18 PM
To: Lubna Sikder
Subject: Re: Wynnmere East CDD PA#151

Follow Up Flag: Follow up
Flag Status: Flagged

EXTERNAL EMAIL: Use care with links and attachments.

Approval to pay #151

Mona Lewis

On Nov 9, 2020, at 12:23 PM, Lubna Sikder <sikderl@pfm.com> wrote:

Hi Mona

Attached is the payment authorization #151 / Wynnmere East for your review and approval.

Lubna Sikder
District Accountant
PFM Group Consulting LLC
12051 Corporate Blvd., Orlando, FL 32817
407.723.5900 – main number // 407.723.5901 – fax
844.736.4233 // 844.PFM.4CDD
sikderl@pfm.com

<WE PA 151.pdf>

WYNNMERE EAST COMMUNITY DEVELOPMENT DISTRICT

Payment Authorization No. 152

11/18/2020

Item No.	Payee	Invoice Number	FY20 General Fund	FY21 General Fund
1	Caliber Residential & Commercial Services			
	Landscape Oct 2020	100		\$ 3,000.00
	Irrigation Repair	102		\$ 2,078.00
2	PFM Group Consulting LLC			
	Dist. Mgmt. Fee Oct 2020	DM-10-2020-0043		\$ 3,333.33
	Dist. Mgmt. Fee Nov 2020	DM-11-2020-0038		\$ 3,333.33
	Website Maint. Fee Nov 2020	DM-11-2020-0039		\$ 100.00
	Postage/ Fed Ex Oct 2020	OE-EXP-11-54		\$ 7.00
	Billable Expense	112314	\$ 909.13	
3	Straley Robin Vericker			
	Legal Counsel thru 9/15/2020	18914	\$ 2,574.55	
	Legal Counsel thru 10/15/2020	18999		\$ 987.85
4	TECO			
	Acct # 211005933836 Svcs 09/29/20 - 10/28/20	--		\$ 76.66
	Acct # 211005934289 Svcs 09/29/20 - 10/28/20	--		\$ 915.59
	Acct # 221001988080 Svcs 09/29/20 - 10/28/20	--		\$ 1,360.98
			\$ 3,483.68	\$ 15,192.74
TOTAL			\$18,676.42	

Board Member

Lubna Sikder

From: MONA LEWIS <magddiva77@aol.com>
Sent: Thursday, November 19, 2020 2:05 PM
To: Lubna Sikder
Subject: Re: Wynnmere East CDD PA#152

EXTERNAL EMAIL: Use care with links and attachments.

Authorization to pay #152

Mona Lewis

On Nov 19, 2020, at 9:47 AM, Lubna Sikder <sikderl@pfm.com> wrote:

Hi Mona

Attached is the payment authorization #152 / Wynnmere East for your review and approval.

Lubna Sikder
District Accountant
PFM Group Consulting LLC
12051 Corporate Blvd., Orlando, FL 32817
407.723.5900 – main number // 407.723.5901 – fax
844.736.4233 // 844.PFM.4CDD
sikderl@pfm.com

<WE PA 152.pdf>

**WYNNMERE EAST
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 153
12/1/2020

Item No.	Payee	Invoice Number	FY21 General Fund
1	Business Observer Legal Advertising 11/20/20	20-03702H	\$ 67.81
2	Caliber Residential & Commercial Services Landscape Nov 2020	104	\$ 3,000.00
	Rock, Mulch and Lighting	105	\$ 7,100.00
			<hr/> \$ 10,167.81
			<hr/>
TOTAL			\$10,167.81
			<hr/>

Board Member

Lubna Sikder

From: MONA LEWIS <magddiva77@aol.com>
Sent: Wednesday, December 9, 2020 4:29 PM
To: Lubna Sikder
Subject: Re: Wynnmere East PA #153

EXTERNAL EMAIL: Use care with links and attachments.

Payment authorization approved for #153

Mona Lewis

On Dec 9, 2020, at 4:24 PM, Lubna Sikder <sikderl@pfm.com> wrote:

Mona,

Please review and approve PA #153 for Wynnmere East CDD.

Lubna Sikder
District Accountant
PFM Group Consulting LLC
12051 Corporate Blvd., Orlando, FL 32817
407.723.5900 - main number // 407.723.5901 - fax
844.736.4233 // 844.PFM.4CDD
sikderl@pfm.com
<image001.png>

<WE PA 153.pdf>

**WYNNMERE EAST
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 154

12/18/2020

Item No.	Payee	Invoice Number	FY21 General Fund
1	Board Member Fees Meeting December 3, 2020		
	Mona Lewis	--	\$ 200.00
	Renee Lee	--	\$ 200.00
	Nikki Foster	--	\$ 200.00
2	PFM Group Consulting LLC		
	Dist. Mgmt. Fee Dec 2020	DM-12-2020-0054	\$ 3,333.33
	Website Maint. Fee Dec 2020	DM-12-2020-0055	\$ 100.00
	Billable Expense	112952	\$ 49.87
3	TECO		
	Acct # 211005933836 Svcs 10/29/20 - 11/25/20	--	\$ 34.91
	Acct # 211005934289 Svcs 10/29/20 - 11/25/20	--	\$ 915.59
	Acct # 221001988080 Svcs 10/29/20 - 11/25/20	--	\$ 1,360.89
			<hr/>
			\$ 6,394.59
			<hr/>
TOTAL			\$6,394.59
			<hr/>
			Board Member

Lubna Sikder

From: MONA LEWIS <magddiva77@aol.com>
Sent: Sunday, December 20, 2020 9:02 PM
To: Lubna Sikder
Subject: Re: Wynnmere East PA #154

Follow Up Flag: Follow up
Flag Status: Flagged

EXTERNAL EMAIL: Use care with links and attachments.

Authorization to pay invoice number 154 with the exception of fluffy Cazals as she was not present for the meeting Neither in person or by phone. Please send me verification that this payment did not go out as per our phone conversation on Friday December 18, 2020

On Dec 18, 2020, at 2:16 PM, Lubna Sikder <sikderl@pfm.com> wrote:

Mona,

Please review and approve PA #154 for Wynnmere East CDD.

Lubna Sikder
District Accountant
PFM Group Consulting LLC
12051 Corporate Blvd., Orlando, FL 32817
407.723.5900 – main number // 407.723.5901 – fax
844.736.4233 // 844.PFM.4CDD
sikderl@pfm.com
<image001.png>

<WE PA 154.pdf>

**WYNNMERE EAST
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 155

1/19/2021

Item No.	Payee	Invoice Number	FY21 General Fund
1	Business Observer Legal Advertising 12/25/20	20-04007H	\$ 67.81
2	Caliber Residential & Commercial Services Landscape Dec 2020	106	\$ 3,000.00
3	PFM Group Consulting LLC Dissemination Agent Fees Oct-Dec 2020 Postage Nov 2020	113173 OE-EXP-12-57	\$ 1,250.00 \$ 28.32
4	Straley Robin Vericker Legal Counsel thru 12/15/2020	19244	\$ 2,101.45
5	TECO Acct # 211005933836 Svcs 11/26/20 - 12/29/20 Acct # 211005934289 Svcs 11/26/20 - 12/29/20 Acct # 221001988080 Svcs 11/26/20 - 12/29/20	-- -- --	\$ 19.73 \$ 871.86 \$ 1,294.61
6	VGlobal Tech Quarterly Website Audit Monthly Website Fee Jan 2021	2235 2342	\$ 300.00 \$ 125.00
			\$ 9,058.78
TOTAL			\$9,058.78

Board Member

Lubna Sikder

From: MONA LEWIS <magddiva77@aol.com>
Sent: Tuesday, January 19, 2021 1:15 PM
To: Lubna Sikder
Subject: Re: Wynnmere East PA #155

EXTERNAL EMAIL: Use care with links and attachments.

Approval to pay invoice #155

DivaMo

On Jan 19, 2021, at 10:12 AM, Lubna Sikder <sikderl@pfm.com> wrote:

Hi Mona,

Please review and approve PA #155 for Wynnmere East CDD.

Lubna Sikder
District Accountant
PFM Group Consulting LLC
12051 Corporate Blvd., Orlando, FL 32817
407.723.5900 – main number // 407.723.5901 – fax
844.736.4233 // 844.PFM.4CDD
sikderl@pfm.com

<image003.png>

<WE PA 155.pdf>

Wynnmere East Community Development District

Monthly Financials

Wynnmere East CDD
Statement of Financial Position
As of 12/31/2020

	General Fund	Debt Service Fund	Capital Projects Fund	General Long-Term Debt	Total
<u>Assets</u>					
<u>Current Assets</u>					
General Checking Account	\$599,816.99				\$599,816.99
Assessments Receivable	15,681.31				15,681.31
Deposits	2,825.00				2,825.00
Assessments Receivable		\$31,291.01			31,291.01
Due From Other Funds		334,651.87			334,651.87
Debt Service Reserve Series 2016		193,137.72			193,137.72
Revenue Series 2016		60,549.58			60,549.58
Prepayment Series 2016		997.73			997.73
Acquisition/Construction Series 2016			\$28.39		28.39
Total Current Assets	<u>\$618,323.30</u>	<u>\$620,627.91</u>	<u>\$28.39</u>	<u>\$0.00</u>	<u>\$1,238,979.60</u>
<u>Investments</u>					
Amount Available in Debt Service Funds				\$254,685.03	\$254,685.03
Amount To Be Provided				5,070,314.97	5,070,314.97
Total Investments	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$5,325,000.00</u>	<u>\$5,325,000.00</u>
Total Assets	<u><u>\$618,323.30</u></u>	<u><u>\$620,627.91</u></u>	<u><u>\$28.39</u></u>	<u><u>\$5,325,000.00</u></u>	<u><u>\$6,563,979.60</u></u>
<u>Liabilities and Net Assets</u>					
<u>Current Liabilities</u>					
Due To Other Funds	\$334,651.87				\$334,651.87
Deferred Revenue	15,681.31				15,681.31
Deferred Revenue		\$31,291.01			31,291.01
Total Current Liabilities	<u>\$350,333.18</u>	<u>\$31,291.01</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$381,624.19</u>
<u>Long Term Liabilities</u>					
Revenue Bonds Payable - Long-Term				\$5,325,000.00	\$5,325,000.00
Total Long Term Liabilities	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$5,325,000.00</u>	<u>\$5,325,000.00</u>
Total Liabilities	<u><u>\$350,333.18</u></u>	<u><u>\$31,291.01</u></u>	<u><u>\$0.00</u></u>	<u><u>\$5,325,000.00</u></u>	<u><u>\$5,706,624.19</u></u>
<u>Net Assets</u>					
Net Assets, Unrestricted	(\$6,961.01)				(\$6,961.01)
Net Assets - General Government	147,800.12				147,800.12
Current Year Net Assets - General Government	127,151.01				127,151.01
Net Assets, Unrestricted		\$377,446.41			377,446.41
Current Year Net Assets, Unrestricted		211,890.49			211,890.49
Net Assets, Unrestricted			\$28.39		28.39
Total Net Assets	<u><u>\$267,990.12</u></u>	<u><u>\$589,336.90</u></u>	<u><u>\$28.39</u></u>	<u><u>\$0.00</u></u>	<u><u>\$857,355.41</u></u>
Total Liabilities and Net Assets	<u><u>\$618,323.30</u></u>	<u><u>\$620,627.91</u></u>	<u><u>\$28.39</u></u>	<u><u>\$5,325,000.00</u></u>	<u><u>\$6,563,979.60</u></u>

Wynnmere East CDD

Statement of Activities

As of 12/31/2020

	General Fund	Debt Service Fund	Capital Projects Fund	General Long-Term Debt	Total
<u>Revenues</u>					
On-Roll Assessments	\$176,470.07				\$176,470.07
On-Roll Assessments		\$352,133.99			352,133.99
Total Revenues	<u>\$176,470.07</u>	<u>\$352,133.99</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$528,604.06</u>
<u>Expenses</u>					
Supervisor Fees	\$400.00				\$400.00
D&O Insurance	2,785.00				2,785.00
Trustee Services	1,858.69				1,858.69
District Management	9,999.99				9,999.99
Field Management	49.87				49.87
District Counsel	987.85				987.85
Assessment Administration	5,000.00				5,000.00
Postage & Shipping	7.00				7.00
Legal Advertising	135.62				135.62
Contingency	113.00				113.00
Web Site Maintenance	300.00				300.00
Dues, Licenses, and Fees	175.00				175.00
Electric	4,664.62				4,664.62
General Insurance	3,404.00				3,404.00
Property & Casualty	1,789.00				1,789.00
Landscaping Maintenance & Material	17,649.42				17,649.42
Interest Payments		\$140,246.88			140,246.88
Total Expenses	<u>\$49,319.06</u>	<u>\$140,246.88</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$189,565.94</u>
<u>Other Revenues (Expenses) & Gains (Losses)</u>					
Interest Income		\$3.11			\$3.11
Dividends		0.27			0.27
Total Other Revenues (Expenses) & Gains (Losses)	<u>\$0.00</u>	<u>\$3.38</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$3.38</u>
Change In Net Assets	\$127,151.01	\$211,890.49	\$0.00	\$0.00	\$339,041.50
Net Assets At Beginning Of Year	<u>\$140,839.11</u>	<u>\$377,446.41</u>	<u>\$28.39</u>	<u>\$0.00</u>	<u>\$518,313.91</u>
Net Assets At End Of Year	<u><u>\$267,990.12</u></u>	<u><u>\$589,336.90</u></u>	<u><u>\$28.39</u></u>	<u><u>\$0.00</u></u>	<u><u>\$857,355.41</u></u>

Wynnmere East CDD
 Budget to Actual
 For the Month Ending 12/31/2020

	Actual	Year To Date Budget	Variance	FY 2021 Adopted Budget
<u>Revenues</u>				
On-Roll Assessments	\$176,470.07	\$48,037.50	\$128,432.57	\$192,150.00
Carry Forward	0.00	3,849.99	(3,849.99)	15,400.00
Net Revenues	\$176,470.07	\$51,887.49	\$124,582.58	\$207,550.00
<u>General & Administrative Expenses</u>				
Supervisor Fees	\$400.00	\$900.00	(\$500.00)	\$3,600.00
D&O Insurance	2,785.00	750.00	2,035.00	3,000.00
Trustee Services	1,858.69	999.99	858.70	4,000.00
District Management	9,999.99	9,999.99	0.00	40,000.00
Field Management	49.87	375.00	(325.13)	1,500.00
Engineering	0.00	1,500.00	(1,500.00)	6,000.00
Dissemination Agent	0.00	1,250.01	(1,250.01)	5,000.00
District Counsel	987.85	2,499.99	(1,512.14)	10,000.00
Assessment Administration	5,000.00	1,250.01	3,749.99	5,000.00
Reamortization Schedule	0.00	62.49	(62.49)	250.00
Audit	0.00	1,250.01	(1,250.01)	5,000.00
Postage & Shipping	7.00	24.99	(17.99)	100.00
Copies	0.00	24.99	(24.99)	100.00
Legal Advertising	135.62	375.00	(239.38)	1,500.00
Contingency	113.00	5,000.04	(4,887.04)	20,000.00
Office Supplies	0.00	62.49	(62.49)	250.00
Web Site Maintenance	300.00	675.00	(375.00)	2,700.00
Dues, Licenses, and Fees	175.00	50.01	124.99	200.00
Electric	4,664.62	6,999.99	(2,335.37)	28,000.00
Aquatic Contract	0.00	1,500.00	(1,500.00)	6,000.00
General Insurance	3,404.00	924.99	2,479.01	3,700.00
Property & Casualty	1,789.00	37.50	1,751.50	150.00
Landscaping Maintenance & Material	17,649.42	14,499.99	3,149.43	58,000.00
Flower & Plant Replacement	0.00	875.01	(875.01)	3,500.00
Total General & Administrative Expenses	\$49,319.06	\$51,887.49	(\$2,568.43)	\$207,550.00
Total Expenses	\$49,319.06	\$51,887.49	(\$2,568.43)	\$207,550.00
Net Income (Loss)	\$127,151.01	\$0.00	\$127,151.01	\$0.00

Wynnmere East Community Development District

Staff Reports