



Rizzetta & Company

# **Reserve at Pradera Community Development District**

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## **Board of Supervisors' Regular Meeting August 17, 2023**

**District Office:  
2700 S. Falkenburg Road, Suite 2745  
Riverview, Florida 33578**

[www.reserveatpraderacdd.org](http://www.reserveatpraderacdd.org)

# RESERVE AT PRADERA COMMUNITY DEVELOPMENT DISTRICT

District Office · Riverview, Florida · (813) 533-2950

Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

[www.reserveatpraderacdd.org](http://www.reserveatpraderacdd.org)

<b>Board of Supervisors</b>	Jayson Caines Maya Wyatt Nicholas Perrette Charla Johnson Heidi Tayman	Chair Vice Chair Asst. Secretary Asst. Secretary Asst. Secretary
<b>District Manager</b>	Christina Newsome	Rizzetta & Company, Inc.
<b>District Attorney</b>	Scott Steady	Burr Forman, LLP
<b>District Engineer</b>	Kyle Thornton	Half Associates, Inc.

## **All cellular phones must be placed on mute while in the meeting room.**

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (813) 533-2950. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

# RESERVE AT PRADERA COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · RIVERVIEW, FLORIDA · (813) 533-2950

MAILING ADDRESS – 3434 COLWELL AVENUE, SUITE 200, TAMPA, FLORIDA 33614

WWW.RESERVEATPRADERACDD.ORG

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August 10, 2023

**Board of Supervisors  
Reserve at Pradera Community  
Development District**

## FINAL AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Reserve at Pradera Community Development District will be held on **Thursday, August 17, 2023, at 6:30 p.m.** at the offices of Rizzetta & Company, located at 2700 S. Falkenburg Rd., Suite 2745, Riverview, Florida 33578. The following is the agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of Board of Supervisors' Regular Meeting held on April 20, 2023 ..... Tab 1
  - B. Consideration of Minutes of Board of Supervisors' Regular Meeting held on May 18, 2023 ..... Tab 2
  - C. Consideration of Minutes of Board of Supervisors' Regular Meeting held on June 15, 2023 ..... Tab 3
  - D. Consideration of Minutes of Board of Supervisors' Regular Meeting held on July 20, 2023 ..... Tab 4
  - E. Consideration of Operations and Maintenance Expenditures for June and July 2023 ..... Tab 5
- 4. STAFF REPORTS**
  - A. Aquatics Services
    1. Presentation of Waterway Inspection Report ..... Tab 6
  - B. Landscape Inspection Services
    1. Presentation of Landscape Inspection Report ..... Tab 7
    2. Discussion of Landscape Improvement Repairs for Bluegrass Cul-de-sac
  - C. District Counsel
    1. Presentation of Letters to Residents
    2. Discussion of Notice to HOA Regarding Fencing
  - D. District Engineer
    1. Discussion of Commercial Property Boundary
    2. Discussion of Recommendations for Splash Pad
  - E. District Manager
    1. Presentation of District Manager's Report ..... Tab 8
- 5. BUSINESS ITEMS**
  - A. Discussion of Jan-Pro Settlement
  - B. Ratification of Marc Security Contract ..... Tab 9
  - C. Public Hearing on Fiscal Year 2023-2024 Final Budget
    1. Consideration of Resolution 2023-05, Adopting the Final Budget for Fiscal Year 2023-2024 ..... Tab 10

- D. Public Hearing on Fiscal Year 2023-2024 Special Assessments
    - 1. Consideration of Resolution 2023-06, Adopting the Fiscal Year 2023-2024 Special Assessments.....Tab 11
  - E. Consideration of Resolution 2023-07, Adopting the Fiscal Year 2023-2024 Meeting Schedule.....Tab 12
- 6. SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to contact us at (813) 533-2950.

Sincerely,

*Christina Newsome*

Christina Newsome  
District Manager

# Tab 1

**MINUTES OF MEETING**

*Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

**RESERVE AT PRADERA  
COMMUNITY DEVELOPMENT DISTRICT**

The meeting of the Board of Supervisors of the Reserve at Pradera Community Development District was held on **Thursday, April 20, 2023, at 10:30 a.m.** held at the offices of Rizzetta & Company, Inc. located at 2700 S. Falkenburg Road, Suite 2745, Riverview, Florida 33578.

Present and constituting a quorum:

Jayson Caines	<b>Board Supervisor; Chair</b>
Maya Wyatt	<b>Board Supervisor; Vice Chair</b>
Nicholas Perrette	<b>Board Supervisor; Asst. Secretary</b>
Heidi Tayman	<b>Board Supervisor; Asst. Secretary</b>

Also present were:

Christina Newsome	<b>District Manager; Rizzetta &amp; Co., Inc.</b>
Kyle Thronton	<b>District Engineer; Half Associates, Inc</b>
John Fowler	<b>Field Services Manager; Rizzetta &amp; Co., Inc.</b>
Doug Agnew	<b>Representative; Advanced Aquatics</b>
David Manfrin	<b>Representative; LMP Landscape</b>

**Audience: Present.**

**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Newsome called the meeting to order and read the roll call.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There were no audience comments.

**THIRD ORDER OF BUSINESS**

**Staff Reports**

**A. Aquatics Services**

**1. Presentation of Waterway Inspection Reports**

Mr. Agnew presented the Waterway Inspection Report to the Board. The Board has requested Mr. Agnew to investigate the removal of a large pipe in Pond #12 and submit proposals if needed.

**2. Consideration of Fountain Maintenance Proposal**

On a Motion by Mr. Caines, seconded by Ms. Tayman, with all in favor, the Board of Supervisors approved the Pond 8 Fountain Maintenance Proposal from Advanced Aquatics, for the Reserve at Pradera Community Development District.

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51 **B. Landscape Inspection Services**

52 **1. Presentation of Landscape Inspection Report**

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54 Mr. Fowler was present and presented the Landscape Inspection Report to the Board.

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56 **2. Discussion of Landscape Presentation to Residents**

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58 Discussion ensued during the Landscape Presentation to Residents, location and time  
59 were also discussed.

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61 **C. District Counsel**

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63 Mr. Steady was present. A discussion ensued regarding the government in  
64 the sunshine.

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66 **D. District Engineer**

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68 Kyle Thornton was present, no report given.

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70 **E. District Manager**

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72 Ms. Newsome reminded the Board of the next Board meeting on Thursday, May 18,  
73 2023, at 6:30 p.m.

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75 **1. Presentation of District Manager's Report**

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77 Ms. Newsome presented her District Manager Report to the Board.

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79 **FOURTH ORDER OF BUSINESS**

**Consideration of Holiday  
Lighting Proposal**

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82 The Board was presented with two options for holiday lighting proposals. One option is from  
83 Blizten Lighting, the other option is from TreeTrimmers.

On a Motion by Mr. Caines, seconded by Ms. Tayman, with all in favor, the Board of Supervisors approved the proposal from Blizten lighting with the option for white and red tree lighting, for the Reserve at Pradera Community Development District.

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86 **FIFTH ORDER OF BUSINESS**

**Discussion of Security Services**

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88 A discussion ensued regarding the security services provided to the community. Points discussed  
89 included the enforcement of the rules and regulations of the district and the authority to do so.

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**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-03,  
Trespassing Policy**

Scott Steady presented Resolution 2023-03, Trespassing Policy to the Board.

On a Motion by Mr. Caines, seconded by Mr. Perrette, with all in favor, the Board of Supervisors adopted Resolution 2023-03, Trespassing Policy, for the Reserve at Pradera Community Development District.

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**SEVENTH ORDER OF BUSINESS**

**Discussion of Pool Maintenance**

The Board discussed pool maintenance at the amenity center and the possible changes to the current services. The board discussed having a professional painter come in to repaint the inside of the amenity to include the ceiling that was previously damaged.

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**EIGHTH ORDER OF BUSINESS**

**Discussion of FY 2023-2024 Budget**

The board discussed the upcoming fiscal year budget, and it was suggested that a budget workshop be held to discuss this specific topic in detail. The Board requested a Budget Workshop Meeting on May 1, 2023, at 10:00a.m.

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On a Motion by Mr. Caines, seconded by Ms. Tayman, with all in favor, the Board of Supervisors approved to have a Budget Workshop Meeting on May 1, 2023, at 10:00 a.m., for the Reserve at Pradera Community Development District.

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**NINTH ORDER OF BUSINESS**

**Consideration of minutes of Board of  
Supervisors' Regular Meeting held on  
March 16, 2023**

Ms. Newsome presented the Minutes of Board of Supervisors' Regular Meeting held on March 16, 2023, to the Board.

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On a Motion by Ms. Wyatt, seconded by Mr. Caines, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' regular meeting held on March 16, 2023, as amended, for the Reserve at Pradera Community Development District.

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**TENTH ORDER OF BUSINESS**

**Consideration of Operations  
and Maintenance Expenditures  
for February and March 2023**

Ms. Newsome presented the Operations and Maintenance Expenditures for February and March 2023 to the Board.

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On a Motion by Ms. Wyatt, seconded by Ms. Johnson, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures report for February (\$67,579.47) and March (\$51,687.84) 2023, for the Reserve at Pradera Community Development District.



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**ELEVENTH ORDER OF BUSINESS**

**Supervisor Requests**

There were a few supervisor requests. Ms. Johnson asked that the minutes and Operations and Maintenance be moved to the beginning of the agenda.

On a Motion by Ms. Tayman, seconded by Mr. Caines, with all in favor, the Board of Supervisors agreed to move the Minutes and the Operations and Maintenance Expenditures to the beginning of the agenda, for the Reserve at Pradera Community Development District.

Ms. Tayman also discussed with the Board the possibility of pool furniture replacement, mailbox kiosk facility, and inquired if the gazebo at the amenity center have been pressure washed. Ms. Tayman has requested that a Discussion of New Pool sign and Discussion of Pool Security Services be added to the May agenda.

On a Motion by Ms. Tayman, seconded by Ms. Johnson, with all in favor, the Board of Supervisors agreed to add a Discussion of New Pool Sign and Discussion of Pool Security Services to the May agenda., for the Reserve at Pradera Community Development District.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Mr. Caines, seconded by Ms. Wyatt, with all in favor, the Board of Supervisors adjourned the meeting at 12:29 p.m., for the Reserve at Pradera Community Development District.

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Assistant Secretary

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Chair / Vice Chair

## **Tab 2**

**MINUTES OF MEETING**

*Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

**RESERVE AT PRADERA  
COMMUNITY DEVELOPMENT DISTRICT**

The meeting of the Board of Supervisors of the Reserve at Pradera Community Development District was held on **Thursday, May 18, 2023, at 6:30 p.m.** held at the offices of Rizzetta & Company, Inc. located at 2700 S. Falkenburg Road, Suite 2745, Riverview, Florida 33578.

Present and constituting a quorum:

Jayson Caines	<b>Board Supervisor; Chair</b>
Maya Wyatt	<b>Board Supervisor; Vice Chair</b>
Nicholas Perrette	<b>Board Supervisor; Asst. Secretary</b>
Charla Johnson	<b>Board Supervisor; Asst. Secretary</b>
Heidi Tayman	<b>Board Supervisor; Asst. Secretary</b>

Also present were:

Christina Newsome	<b>District Manager; Rizzetta &amp; Co., Inc.</b>
Kyle Thronton	<b>District Engineer; Halff Associates, Inc</b>
John Fowler	<b>Field Services Manager; Rizzetta &amp; Co., Inc.</b>
Doug Agnew	<b>Representative; Advanced Aquatics</b>
Kyle Roehm	<b>Representative; Fountain Kings</b>

**Audience:** Present.

**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Newsome called the meeting to order and read the roll call.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There were a few audience comments. Residents expressed concerns regarding the conditions of the ponds and requested that the Board consider a fountain maintenance contract. They also voiced their concerns about the upkeep of the landscaping. A resident near the cul-de-sac on Bluegrass Field commented on the storm drain issue in the area.

**THIRD ORDER OF BUSINESS**

**Consideration of minutes of Board of Supervisors' Regular Meeting held on April 20, 2023**

Ms. Newsome tabled the Minutes of Board of Supervisors' Regular Meeting held on April 20, 2023, to the Board.

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**FOURTH ORDER OF BUSINESS**

**Consideration of Operations  
and Maintenance Expenditures  
for April 2023**

Ms. Newsome presented the Operations and Maintenance Expenditures for April 2023 to the Board.

On a Motion by Ms. Wyatt, seconded by Ms. Johnson, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures report for April 2023 (\$53,721.34)., for the Reserve at Pradera Community Development District.

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**FIFTH ORDER OF BUSINESS**

**Staff Reports**

**A. Aquatics Services**

**1. Presentation of Waterway Inspection Reports**

Mr. Agnew presented the Waterway Inspection Report to the Board. Mr. Agnew informed the Board that his team will address the spatterdock in ponds 3,4,5, and 6. They will also prepare a pond maintenance schedule for the June meeting.

On a Motion by Mr. Caines, seconded by Ms. Tayman, with all in favor, the Board of Supervisors approved for Advanced Aquatics to provide proposals for the spatterdock treatment for all ponds., for the Reserve at Pradera Community Development District.

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On a Motion by Ms. Tayman, seconded by Ms. Johnson, with all in favor, the Board of Supervisors approved for Staff to provide a proposal for aeration of Pond 5 from Fountain Kinds and Advanced Aquatics to present at the June meeting., for the Reserve at Pradera Community Development District.

On a Motion by Mr. Caines, seconded by Ms. Wyatt, with all in favor, the Board of Supervisors approved for individual quotes for cattail removal in ponds 5, 12, 13, and 14 from Advanced Aquatics and Fountain Kings., for the Reserve at Pradera Community Development District.

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**2. Presentation of Native Aquatic Plants Information**

Tabled for the June meeting.

**3. Presentation of Quarterly Fountain Maintenance**

Mr. Agnew presented quarterly fountain maintenance to the Board.

On a Motion by Mr. Caines, seconded by Ms. Wyatt, with all in favor, the Board of Supervisors approved the Quarterly Fountain Maintenance proposal., for the Reserve at Pradera Community Development District.

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**4. Consideration of Fountain and Control Panel Proposal**

The Board requested revised quotes from Fountain King and Advanced Aquatics.

On a Motion by Ms. Tayman, seconded by Ms. Johnson, with all in favor, the Board of Supervisors approved the repair quote presented by Fountain Kings in the amounts of \$311.86., for the Reserve at Pradera Community Development District.

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**B. Landscape Inspection Services**

**1. Presentation of Landscape Inspection Report**

Mr. Fowler was present and presented the Landscape Inspection Report to the Board.

**C. District Counsel**

Mr. Steady was not present.

**D. District Engineer**

Kyle Thornton was present. A discussion ensued regarding the shared fence with Waterleaf and the possibilities of GeoTech services and what the District can expect.

On a Motion by Mr. Caines, seconded by Ms. Johnson, with all in favor, the Board of Supervisors authorized the District Manager to sign the proposal from ECS not to exceed \$5,000., for the Reserve at Pradera Community Development District.

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On a Motion by Ms. Tayman, seconded by Ms. Wyatt, with all in favor, the Board of Supervisors approved for Staff to install a "Closed Sign" on the splash pad., for the Reserve at Pradera Community Development District.

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**E. District Manager**

**1. Presentation of District Manager's Report**

Ms. Newsome reminded the Board of the next Board meeting on Thursday, June 15, 2023, at 10:30 a.m.

Ms. Newsome presented her District Manager Report to the Board. The Four Brothers painting proposal has been tabled to the June meeting for the purpose of obtaining more bids. The Board also requested that the District Manager gather proposals to fix the sunken pavers at the amenity center. Staff have been directed by the Board to contact the nuisance gator hotline regarding the gator seen in ponds.

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**SIXTH ORDER OF BUSINESS**

**Discussion of New Pool Sign**

Has been tabled to the June meeting to allow time for the Board to preview a proof of the new pool sign.

On a Motion by Mr. Caines, seconded by Ms. Wyatt, with all in favor, the Board of Supervisors approved the pool sign specifications, for the Reserve at Pradera Community Development District.

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**FIFTH ORDER OF BUSINESS**

**Discussion of Pool Security Services**

This has been tabled to the June meeting to allow discussion with District Counsel present.

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**SIXTH ORDER OF BUSINESS**

**Consideration of Entry Fountain Repair Proposal**

The Board approved the estimate from FLA Pools, Inc in the amount of \$13,500.00.

On a Motion by Ms. Johnson, seconded by Mr. Caines, with all in favor, the Board of Supervisors approved the estimate from FLA Pools, Inc in the amount of \$13,500.00., for the Reserve at Pradera Community Development District.

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**SEVENTH ORDER OF BUSINESS**

**Consideration of Fiscal Year 2023-2024 Proposed Budget**

**1. Consideration of Resolution 2023-04, Approving the Fiscal Year 2023-2024 Proposed Budget and Setting a Public Hearing on the Final Budget**

The Board approved Resolution 2023-04, Approving the Fiscal Year 2023-2024 Proposed Budget and Setting a Public Hearing on the Final Budget.

On a Motion by Mr. Caines, seconded by Ms. Johnson, with all in favor, the Board of Supervisors adopted Resolution 2023-04, Approving the Fiscal Year 2023-2024 Proposed Budget and Setting a Public Hearing on the Final Budget, for the Reserve at Pradera Community Development District.

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**EIGHTH ORDER OF BUSINESS**

**Supervisor Requests**

Ms. Tayman requested the following be added to the agenda for the upcoming meeting; pressure washing and bug treatment, spotlight replacement at the entry way and repair of the access panel at then entry way and suggested that the Board move CDD meetings to a later time with a different location.

**NINTH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Ms. Wyatt, seconded by Mr. Caines, with all in favor, the Board of Supervisors adjourned the meeting at 9:25 p.m., for the Reserve at Pradera Community Development District.

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Assistant Secretary

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Chair / Vice Chair

## **Tab 3**



**MINUTES OF MEETING**

*Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

**RESERVE AT PRADERA  
COMMUNITY DEVELOPMENT DISTRICT**

The meeting of the Board of Supervisors of the Reserve at Pradera Community Development District was held on **Thursday, June 15, 2023, at 10:35 a.m.** held at the offices of Rizzetta & Company, Inc. located at 2700 S. Falkenburg Road, Suite 2745, Riverview, Florida 33578.

Present and constituting a quorum:

Maya Wyatt	<b>Board Supervisor; Vice Chair</b>
Nicholas Perrette	<b>Board Supervisor; Asst. Secretary</b>
Charla Johnson	<b>Board Supervisor; Asst. Secretary</b>
Heidi Tayman	<b>Board Supervisor; Asst. Secretary</b>

Also present were:

Christina Newsome	<b>District Manager; Rizzetta &amp; Co., Inc.</b>
Scott Steady	<b>District Counsel; Burr Forman LLP</b>
Kyle Thronton	<b>District Engineer; Halff Associates, Inc</b>
John Fowler	<b>Field Services Manager; Rizzetta &amp; Co., Inc.</b>
Doug Agnew	<b>Representative; Advanced Aquatics</b>
David Manfrin	<b>Representative; LMP</b>

**Audience:** Present.

**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Newsome called the meeting to order and read the roll call.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There were a few audience comments. Residents expressed concerns regarding the conditions of the ponds and requested that the Board consider a fountain maintenance contract. They also voiced their concerns about the upkeep of the landscaping. A resident near the cul-de-sac on Bluegrass Field commented on the storm drain issue in the area.

**THIRD ORDER OF BUSINESS**

**Consideration of Minutes of Board of Supervisors' Regular Meeting held on April 20, 2023**

Ms. Newsome tabled the Minutes of Board of Supervisors' Regular Meeting held on April 20, 2023 to add more clarification and details.

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**FOURTH ORDER OF BUSINESS**

**Consideration of Minutes of Board of Supervisors' Regular Meeting held on May 18, 2023**

Ms. Newsome tabled the Minutes of Board of Supervisors' Regular Meeting held on May 18 2023 to add more clarification and details.

On a Motion by Ms. Tayman, seconded by Ms. Johnson, with all in favor, the Board of Supervisors motioned to instruct Staff to obtain transcription software to dictate audio, for the Reserve at Pradera Community Development District.

On a Motion by Ms. Tayman, seconded by Ms. Johnson, with all in favor, the Board of Supervisors motioned to obtain meeting minutes a week ahead of meeting dates, for the Reserve at Pradera Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of Operations and Maintenance Expenditures for April and May 2023**

Ms. Newsome presented the Operations and Maintenance Expenditures for April and May 2023 to the Board. The Board discussed the possibilities of removing hog trapping services, no decision was made and the discussion will continue at the July meeting.

On a Motion by Mr. Perrette seconded by Ms. Wyatt, with all in favor, the Board of Supervisors ratified the Operation and Maintenance Expenditures report for April (\$53,721.34) and May 2023 (\$65,683.62)., for the Reserve at Pradera Community Development District.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Aquatics Services**

**1. Discussion of Spatterdock Treatment in All Ponds Proposal**

Mr. Agnew presented the Waterway Inspection Report to the Board. Mr. Agnew informed the Board that there will be no charge for the Spatterdock treatment needed in all the ponds. The Board discussed the possibility of adding conservation signage at Pond 12 to designate the protected area and will be informative to residents. District Engineer will send over the Pond 12 easement information and signage requirements.

**2. Consideration of Fountain Control Panel Proposal Revised**

The Board discussed the fountain control panel proposal. There was no action taken by the Board.

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**3. Consideration of Cattail Removal for Ponds 5, 12, 13, 14 Proposal**

The Board reviewed the proposals provided by Advanced Aquatics for the removal of Cattails at Ponds 5, 12, 13, and 14.

On a Motion by Ms. Tayman, seconded by Ms. Wyatt, with all in favor, the Board of Supervisors approved the Cattail Removal for Ponds 5 and 12 for \$5,300, for the Reserve at Pradera Community Development District.

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**4. Consideration of Pond 5 Electric Aeration Proposal**

The Board discussed the Pond 5 Electric Aeration Proposal. There was no action taken by the Board.

**5. Discussion of Pond Maintenance Schedule**

On a Motion by Ms. Tayman, seconded by Ms. Wyatt, with all in favor, the Board of Supervisors motioned for District Manager to contact an electrician to disconnect the electricity to the splash pad, only if the breaker is a separate entity from the pool, for the Reserve at Pradera Community Development District.

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**6. Presentation of Native Aquatic Plants Information-Tabled from Last Month**

Mr. Agnew presented the Native Aquatic Plant Information to the Board.

**B. Landscape Inspection Services**

**1. Presentation of Landscape Inspection Report**

Mr. Fowler was present and presented the Landscape Inspection Report to the Board.

**2. Consideration of Replacement of Bromeliads**

On a Motion by Mr. Perrette, seconded by Ms. Tayman, with all in favor, the Board of Supervisors approved the estimate for Bromeliad replacement, for the Reserve at Pradera Community Development District.

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**C. District Counsel**

**1. Discussion of Pool Security Services**

Mr. Steady was present. The Board requested that the security guard that was assigned on June 10, 2023, to not be stationed on site going forward.

**D. District Engineer**

Kyle Thornton was present; he informed the Board that he will start preparing a report for the pond certification.

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**E. District Manager**  
**1. Presentation of District Manager’s Report**

Ms. Newsome reminded the Board of the next Board meeting on Thursday, July 20, 2023, at 10:30 a.m.

Ms. Newsome presented her District Manager Report to the Board.

**SEVENTH ORDER OF BUSINESS**

**Discussion of Thresholds for DM Approval**

This item has been tabled for the July meeting.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Amenity Painting Proposals**

There was no action taken by the Board.

**NINTH ORDER OF BUSINESS**

**Discussion of Pool Paver Repair Proposals**

There was no action taken by the Board. The Board directed Staff to order metal signs stating “Area is Closed” and “authorized personnel only” to be bought and placed at the splash pad located at the amenity center.

**TENTH ORDER OF BUSINESS**

**Consideration of ECS Geotech Services Proposal**

District Engineer advised against moving forward with the ECS proposal, he will coordinate with ECS to revise the proposal or will contact another vendor if ECS is unable to.

**ELEVENTH ORDER OF BUSINESS**

**Discussion of New Pool Sign- Tabled from Last Month**

This item has been tabled for the July meeting.

**TWELFTH ORDER OF BUSINESS**

**Discussion of Marc Security Services Contract**

The Board discussed the Marc Security Services contract.

**THIRTEENTH ORDER OF BUSINESS**

**Discussion of Pressure Washing and Bug Treatment**

The Board directed Staff to coordinate pest treatment and pressure washing at the mail kiosk.

**FOURTEENTH ORDER OF BUSINESS**

**Discussion of Spotlight Replacement at the Entrance**

175  
176 Staff will request proposals for uplighting from Fountain Kings.

177  
178 **FIFTEENTH ORDER OF BUSINESS** **Discussion of Repairs of**  
179 **the Access Panel at the Entrance**

180  
181 The Board discussed the repairs of the access panel at the entrance.

182  
183 **SIXTEENTH ORDER OF BUSINESS** **Discussion of Change of**  
184 **CDD Meeting Time and Location**

185  
186 The Board discussed the possibility of moving the venue of meetings to the Riverview Public  
187 Library.

188  
189 **SEVENTEENTH ORDER OF BUSINESS** **Discussion of Northeast**  
190 **Boundary Fence Repair**

191  
192 The Board discussed the northeast boundary fence repair.

193  
194 **EIGHTEENTH ORDER OF BUSINESS** **Discussion of Unauthorized**  
195 **Pool Parking**

196  
197 District Counsel informed the Board on what options they have to enforce parking at the pool.

198  
199 **NINTEENTH ORDER OF BUSINESS** **Supervisor Requests**

200  
201 Ms. Johnson requested the following be added to the agenda for the upcoming meeting; an  
202 improvement in janitorial service. Ms. Tayman requested the shower chain pull to be replace, the  
203 leaning street sign needs to be reported to the county. Ms. Wyatt volunteered to report the signage  
204 to the county, Ms. Tayman will provide pictures to Ms. Wyatt. Ms. Tayman also requested that the  
205 pylons at the end of Greenchop also needs to be replaced. Ms. Johnson has offered to be the  
206 point of contact for this project. Ms. Wyatt will purchase new nets for the soccer field and will  
207 submit a receipt to the District for reimbursement. She also informed Staff of the hinges on the  
208 basketball courts are coming loose and a portion of the fence are stretched out.

209  
210 **TWENTIETH ORDER OF BUSINESS** **Adjournment**

211

On a Motion by Ms. Perrette, seconded by Ms. Tayman, with all in favor, the Board of Supervisors adjourned the meeting at 2:46 p.m., for the Reserve at Pradera Community Development District.

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216 \_\_\_\_\_  
Assistant Secretary

\_\_\_\_\_   
Chair / Vice Chair

# Tab 4

**MINUTES OF MEETING**

*Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

**RESERVE AT PRADERA  
COMMUNITY DEVELOPMENT DISTRICT**

The meeting of the Board of Supervisors of the Reserve at Pradera Community Development District was held on **Thursday, July 20, 2023, at 10:33 a.m.** held at the offices of Rizzetta & Company, Inc. located at 2700 S. Falkenburg Road, Suite 2745, Riverview, Florida 33578.

Present and constituting a quorum:

Jayson Caines	<b>Board Supervisor; Chair</b>
Maya Wyatt	<b>Board Supervisor; Vice Chair</b>
Nicholas Perrette	<b>Board Supervisor; Asst. Secretary</b>
Charla Johnson	<b>Board Supervisor; Asst. Secretary</b>
Heidi Tayman	<b>Board Supervisor; Asst. Secretary</b>

Also present were:

Taylor Nielson	<b>District Manager; Rizzetta &amp; Co., Inc.</b>
Scott Steady	<b>District Counsel; Burr Forman LLP</b>
John Fowler	<b>Field Services Manager; Rizzetta &amp; Co., Inc.</b>
Doug Agnew	<b>Representative; Advanced Aquatics</b>
David Manfrin	<b>Representative; LMP</b>

**Audience:** Present.

**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Nielson called the meeting to order and read the roll call.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

The Board heard audience comments on pond 14 cat tails and lily pads needing treatment, and that there is a resident across the pond raking the aquatic plants out. The Board directed District Counsel to send a notice to the homeowner raking the pond plants to cease the activity on our pond. Doug to verify activity and address.

**THIRD ORDER OF BUSINESS**

**Consideration of Minutes of Board of Supervisors' Regular Meeting held on April 20, 2023**

The Board tabled the Minutes of Board of Supervisors' Regular Meeting held on April 20, 2023 to add more clarification and details.

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**FOURTH ORDER OF BUSINESS**

**Consideration of Minutes of Board of Supervisors' Regular Meeting held on May 18, 2023**

The Board tabled the Minutes of Board of Supervisors' Regular Meeting held on May 18, 2023 to add more clarification and details.

**FIFTH ORDER OF BUSINESS**

**Consideration of Minutes of Board of Supervisors' Regular Meeting held on June 15, 2023**

The Board tabled the Minutes of Board of Supervisors' Regular Meeting held on June 15, 2023 to add more clarification and details.

**SIXTH ORDER OF BUSINESS**

**Discussion on Transcription Software**

The Board declined the proposal for the transcription software. Rizzetta committed to providing all missing meeting minutes by a week prior to the next meeting, which will include outline of any motions made by the Board and direction to staff for actions to be completed (minutes will not include all discussion comments). Supervisor Tayman requested a zip drive with all meeting minutes and resolutions since Jan 2021.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Operations and Maintenance Expenditures for April and May 2023**

Mr. Neilson presented the Operations and Maintenance Expenditures for April and May 2023 to the Board. The Board directed Rizzetta's District Manager to highlight in the O&M report any paid invoices that were not the normal reoccurring expenses for the Board to direct their attention to during review.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Aquatics Services**

**1. Presentation of Waterway Inspection Report**

Mr. Agnew presented the Waterway Inspection Report to the Board.

**B. Landscape Inspection Services**

**1. Presentation of Landscape Inspection Report**

Mr. Fowler was present and presented the Landscape Inspection Report to the Board. The Board requested the District Engineer provide a depiction of the property line for the commercial property, so we can confirm they are mowing their areas along the sidewalk area.



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**2. Consideration of Replacement of Viburnum Proposal**

The Board declined the LMP proposals for the Viburnum removal, replacement, and drip line replacement; to be rediscussed in October for the new fiscal year.

**3. Consideration of Installment of Summer Mix Annual Proposal**

The Board also declined the Summer annual proposal to wait until the next rotation (Winter) to re-evaluate.

**4. Consideration of Removal of Hedges Proposal**

The Board declined the removal of hedges proposal.

**5. Consideration of Drip Irrigation Proposal**

The Board declined the drip irrigation proposal.

**6. Discussion of Landscape Concerns**

The Board requested LMP address a missed mowing area near pond 1.

**C. District Counsel**

The Board authorized District Counsel to file a trespassing agreement with the County Sherriff, to authorize the Board Members to represent the District.

**1. Discussion of Pond 9 Easement Issues**

The Board directed District Counsel to send a notice to the HOA to ensure they are not approving fences on access easements. District Manager to ensure vendors know where this easement is.

**2. Discussion of Summons Letter Received for Second Amended Complaint**

The Board requested Rizzetta provide the history of the JanPro held payments from the last several months and explain why the invoices were not paid, as it pertains to the lawsuit pending on those missed payments.

On a Motion by Ms. Johnson, seconded by Mr. Perrette, with all in favor, the Board of Supervisors motioned to appoint Mr. Caines to work with District Counsel to make a settlement on the lawsuit pending for the District with JanPro, not to exceed the original demand amount., for the Reserve at Pradera Community Development District.
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**D. District Engineer**

**1. Discussion of Geo Tech Services**

The Board requested a recommendation/report from the District Engineer on how to proceed with the splash pad and tile work.

**E. District Manager**

**1. Presentation of District Manager's Report**

Ms. Newsome reminded the Board of the next Board meeting on Thursday, August 17, 2023, at 6:30 p.m.

Mr. Nielson presented her District Manager Report to the Board.

On a Motion by Ms. Wyatt, seconded by Ms. Johnson, with all in favor, the Board of Supervisors approved the display case replaced including installment proposal, not to exceed amount of \$600, for the Reserve at Pradera Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Consideration of New Pool Service Contract Proposals**

This item has been tabled for the July meeting.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Amenity Area Repair Proposals**

The Board postponed the amenity area review for 4 Brothers to be reviewed on the October agenda. District Manager to ask them if they will hold price for us.

**NINTH ORDER OF BUSINESS**

**Discussion of Meeting Time and Location**

The Board agreed to set up next year's meeting schedule located at the library and alternating night and day meetings (evening meetings to begin at 6p instead of 6:30p).

On a Motion by Ms. Tayman, seconded by Ms. Johnson, with all in favor, the Board of Supervisors agreed to set up next year's meeting schedule located at the library and alternating night and day meetings (evening meetings to begin at 6p instead of 6:30p)., for the Reserve at Pradera Community Development District.

**TENTH ORDER OF BUSINESS**

**Discussion of CDD Meeting Options**

District Engineer advised against moving forward with the ECS proposal, he will coordinate with ECS to revise the proposal or will contact another vendor if ECS is unable to.

**ELEVENTH ORDER OF BUSINESS**

**Discussion of Resolution 2015-20, Threshold for DM Approval**

This item has been tabled for the July meeting.

184 **TWELFTH ORDER OF BUSINESS**

**Discussion of Security  
Services Cancellation**

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The Board directed District Management to create a work scope to submit to Supervisor Tayman for approval and send to Marcs to address the concerns of them sitting around frequently. Also need confirmation that we are not paying them during their break times.

On a Motion by Ms. Tayman, seconded by Ms. Wyatt, with all in favor, the Board of Supervisors approved the pay increase for Marcs Security, and a renewal of the contract for one year with the 30-day cancellation clause continued from the original agreement., for the Reserve at Pradera Community Development District.

191

On a Motion by Mr. Caines, seconded by Ms. Wyatt, with all in favor, the Board of Supervisors motioned to directed District Management to create a work scope to submit to Supervisor Tayman for approval, for the Reserve at Pradera Community Development District.

192

193 **THIRTEENTH ORDER OF BUSINESS**

**Discussion of Hog Trapping  
Services Cancellation**

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The Board requested some photos/evidence of hog trapping, to be provided to the board, no photos in agenda.

199 **FOURTEENTH ORDER OF BUSINESS**

**Discussion of New Pool Sign**

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The Board approved the new pool sign with black posts to be installed, location to be approved by Chairman prior to install. The Board requested old signs be removed from the pool area that duplicate what is on the new sign.

On a Motion by Ms. Tayman, seconded by Mr. Perrette, with all in favor, the Board of Supervisors approved the new pool sign with black posts to be installed, location to be approved by Chairman prior to install, for the Reserve at Pradera Community Development District.

205

206 **FIFTEENTH ORDER OF BUSINESS**

**Discussion of New Exercise  
Frame Proposal**

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The Board directed staff to reach out to the vendor for the Exercise Frame proposal (Homemade by Huseman) and requested we get confirmation if he will hold the price until October for next.

On a Motion by Ms. Johnson, seconded by Mr. Perrette, with all in favor, the Board of Supervisors directed staff to reach out to the vendor for the Exercise Frame proposal, for the Reserve at Pradera Community Development District.

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217 **SIXTEENTH ORDER OF BUSINESS**

**Supervisor Requests**

218  
219 The Board requested follow up on the dog park fence that is still needing repair, where a dog bent  
220 the fence; the pool fence where there is an area wobbling; and the lockbox that is not working  
221 (and remove the old ones) within two weeks or else replace the vendor. Supervisor Tayman  
222 requested follow up on repairing the pool shower chain, a proposal for a clock in the clubhouse,  
223 confirmation that the splash pad electricity has been turned off, requested a proposal for  
224 landscape improvement repair in the cul-de-sac of Bluegrass (something that doesn't need  
225 irrigation), and requested a pressure washing proposal for the mail kiosk and pest treatment.  
226 Supervisor Tayman requested a proposal from Kyle on required conservation signs. Supervisor  
227 Johnson requested inspection of the sidewalk at the dog park entrance, and repair proposal for  
228 sunken area.

229  
230 **SEVENTEENTH ORDER OF BUSINESS**

**Adjournment**

231 On a Motion by Mr. Caines, seconded by Ms. Tayman, with all in favor, the Board of  
Supervisors adjourned the meeting at 2:24 p.m., for the Reserve at Pradera Community  
Development District.

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\_\_\_\_\_  
Assistant Secretary

\_\_\_\_\_  
Chair / Vice Chair

## **Tab 5**

# RESERVE AT PRADERA COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · RIVERVIEW, FLORIDA

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

**Operation and Maintenance Expenditures  
June 2023  
For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from June 1, 2023 through June 30, 2023. This does not include expenditures previously approved by the Board.

The total items being presented:     **\$76,001.92**

Approval of Expenditures:

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

## Reserve at Pradera Community Development District

### Paid Operation & Maintenance Expenditures

June 1, 2023 Through June 30, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Advanced Aquatic Services, Inc.	100166	10549707	Pond Maintenance 06/23	\$ 1,935.00
Aqua Sentry	100167	8847	Pool Service Contract 06/23	\$ 894.94
Aqua Sentry	100175	8940	Pool Equipment Replacement 06/23	\$ 529.63
Blitzen Lighting LLC	100160	1494	Holiday Lighting 05/23	\$ 1,985.50
Charla G Johnson	100168	CJ051823	Board of Supervisors 05/18/23	\$ 200.00
Charla G Johnson	100168	CJ061523	Board of Supervisors 06/15/23	\$ 200.00
Charter Communications	ACH	2490284051923	Internet Service 05/23	\$ 167.97
Florida Department of Health Hillsborough County	100157	29-BID-6559296	Pool Permit 06/23 29-60-1849168	\$ 150.00
Florida Department of Health Hillsborough County	100158	29-BID-6558950	Pool Permit 06/23 29-60-1569059	\$ 275.00
Fountain Kings, Inc.	100161	05302023	Initial 50% Deposit for Entrance Sign Repair 05/23	\$ 3,568.42
Fountain Kings, Inc.	100161	06072023	Clubhouse Fountain Repair 06/23	\$ 311.86
Halff Associates, Inc	100162	10097184	Engineering Services 05/23	\$ 2,274.59
Heidi A Tayman	100169	HT051823	Board of Supervisors 05/18/23	\$ 200.00
Heidi A Tayman	100169	HT061523	Board of Supervisors 06/15/23	\$ 200.00

# Reserve at Pradera Community Development District

## Paid Operation & Maintenance Expenditures

June 1, 2023 Through June 30, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Hillsborough County BOCC	ACH	3629519463 05/23	12051 Palmera Reserve Drive 05/23	\$ 785.03
HomeTeam Pest Defense, Inc.	100170	92711754	Pest Control Services 05/23	\$ 40.00
HomeTeam Pest Defense, Inc.	100170	93400956	Pest Control Services 06/23	\$ 40.00
Jayson Caines	100171	JC051823	Board of Supervisors 05/18/23	\$ 200.00
Jerry Richardson Trapper	100163	1773	Wildlife Services 06/23	\$ 1,100.00
Landscape Maintenance Professionals, Inc.	100165	173970-2	Monthly Landscaping 03/23	\$ 14,207.25
Landscape Maintenance Professionals, Inc.	100165	175213	Annuals 04/23	\$ 3,363.30
Landscape Maintenance Professionals, Inc.	100165	176161	Monthly Landscaping 06/23	\$ 15,117.91
Landscape Maintenance Professionals, Inc.	100165	176425	Fertilization 05/23	\$ 5,468.00
Landscape Maintenance Professionals, Inc.	100165	176426	Pest Control Services 05/23	\$ 242.00
Landscape Maintenance Professionals, Inc.	100172	176545	Irrigation Repairs 06/23	\$ 143.00
Marc Security Services LLC	100164	1051	Security Gate Services 05/23	\$ 1,376.00
Marc Security Services LLC	100164	1063	Security Gate Services 06/23	\$ 688.00



# Reserve at Pradera Community Development District

## Paid Operation & Maintenance Expenditures

June 1, 2023 Through June 30, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Maya Wyatt	100173	MW051823	Board of Supervisors 05/18/23	\$ 200.00
Maya Wyatt	100173	MW061523	Board of Supervisors 06/15/23	\$ 200.00
Nicholas Perrette	100174	NP051823	Board of Supervisors 05/18/23	\$ 200.00
Nicholas Perrette	100174	NP061523	Board of Supervisors 06/15/23	\$ 200.00
Rizzetta & Company, Inc.	100156	INV0000080658	District Management Services 06/23	\$ 4,486.25
TECO	ACH	TECO Summary 05/23 224	Tampa Electric Summary 05/23	\$ 14,002.27
Total Community Maintenance, LLC	100159	5748	Monthly Cleaning & Maintenance 06/23	\$ <u>1,050.00</u>
Report Total				\$ <u>76,001.92</u>

# Tab 5A

# RESERVE AT PRADERA COMMUNITY DEVELOPMENT DISTRICT

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DISTRICT OFFICE · RIVERVIEW, FLORIDA  
MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

## Operation and Maintenance Expenditures July 2023 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from July 1, 2023 through July 31, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$52,203.42**

Approval of Expenditures:

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\_\_\_\_ Chairperson

\_\_\_\_ Vice Chairperson

\_\_\_\_ Assistant Secretary

## Reserve at Pradera Community Development District

### Paid Operation & Maintenance Expenditures

July 1, 2023 Through July 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Advanced Aquatic Services, Inc.	100181	10550223	Pond Maintenance 07/23	\$ 1,935.00
Advanced Aquatic Services, Inc.	100181	10550271	Cattail Removal from Ponds 5 & 12 06/23	\$ 5,300.00
Advanced Aquatic Services, Inc.	100181	10550274	Yellow Turbidity Barrier Removal Pond 14 06/23	\$ 150.00
Aqua Sentry	100182	9108	Pool Service Contract 07/23	\$ 894.94
Aqua Sentry	100195	9192	Repair and Replace 07/23	\$ 578.98
Charla G Johnson	100183	CJ072023	Board of Supervisors 07/20/23	\$ 200.00
Charter Communications	ACH	2490284061923	Internet Service 06/23	\$ 167.97
Halff Associates, Inc	100184	10099704	Engineering Services 06/23	\$ 2,502.63
Heidi A Tayman	100185	HT072023	Board of Supervisors 07/20/23	\$ 200.00
HomeTeam Pest Defense, Inc.	100186	94089598	Pest Control Services 07/23	\$ 100.00
Innersync Studio, Ltd	100177	21429	Website Services 07/23	\$ 384.38
Jayson Caines	100187	JC072023	Board of Supervisors 07/20/23	\$ 200.00
Jerry Richardson Trapper	100178	1783	Wildlife Services 07/23	\$ 1,100.00
Landscape Maintenance Professionals, Inc.	100188	176691	Irrigation Repairs 06/24/23	\$ 190.00

## Reserve at Pradera Community Development District

### Paid Operation & Maintenance Expenditures

July 1, 2023 Through July 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Landscape Maintenance Professionals, Inc.	100188	176840	Monthly Landscaping 07/23	\$ 15,117.91
Landscape Maintenance Professionals, Inc.	100188	177045	Pest Control Services 06/23	\$ 242.00
Marc Security Services LLC	100189	1071	Security Gate Services 06/23	\$ 688.00
Marc Security Services LLC	100189	1094	Security Gate Services 07/23	\$ 1,268.50
Maya Wyatt	100190	MW072023	Board of Supervisors 07/20/23	\$ 200.00
Nicholas Perrette	100191	NP072023	Board of Supervisors 07/20/23	\$ 200.00
Rizzetta & Company, Inc.	100176	INV0000081333	District Management Services 07/23	\$ 4,486.25
Rizzetta & Company, Inc.	100180	INV0000082174	Mass Mailing 07/23	\$ 583.36
SmartSign	100192	RTS-302398	Roadway Signs 06/23	\$ 84.02
TECO	ACH	TECO Summary 06/23 224	Tampa Electric Summary 06/23	\$ 14,379.48
Total Community Maintenance, LLC	100179	5824	Monthly Cleaning & Maintenance 07/23	<u>\$ 1,050.00</u>
<b>Report Total</b>				<b><u>\$ 52,203.42</u></b>

## **Tab 6**



## Reserve at Pradera

Community Development District



## Waterway Inspection Report

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**Reason for Inspection:**

Quality Assurance

**Inspection Date:**

07/12/2023

**Prepared for:**

Reserve at Pradera  
Community Development District

**Prepared by:**

Tom Donaghy, Service Manager  
Doug Agnew, Senior Environmental Consultant

[www.AdvancedAquatic.com](http://www.AdvancedAquatic.com)

[lakes@advancedaquatic.com](mailto:lakes@advancedaquatic.com)

292 S. Military Trail, Deerfield Beach, FL 33442

Locations in: Deerfield Beach, Fort Myers, Port St. Lucie, and Clearwater/Tampa

1-800-491-9621



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Sites 11-12 .....	7
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[www.AdvancedAquatic.com](http://www.AdvancedAquatic.com)

[lakes@advancedaquatic.com](mailto:lakes@advancedaquatic.com)

292 S. Military Trail, Deerfield Beach, FL 33442

Locations in: Deerfield Beach, Fort Myers, Port St. Lucie, and Clearwater/Tampa

1-800-491-9621



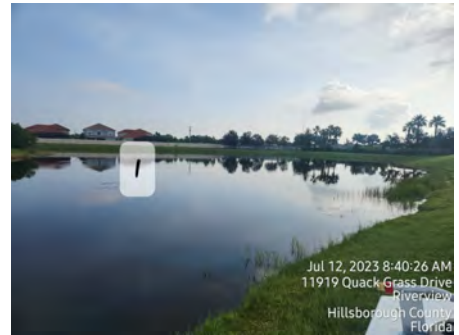
**Site Assessments**

**Pond 1**

**Comments:**

Normal Growth Observed.

Algae and Spatterdock observed and treated.

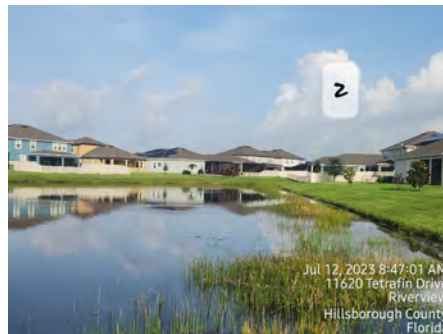


**Pond 2**

**Comments:**

Normal Growth Observed.

Spatterdock and Torpedograss observed and treated.



## Site Assessments

### Pond 3

**Comments:**

Normal Growth Observed.

Spatterdock and Torpedograss observed and treated.

Continuing to focus on enhancing the treatment on the shallow ends of this stormwater retention pond.

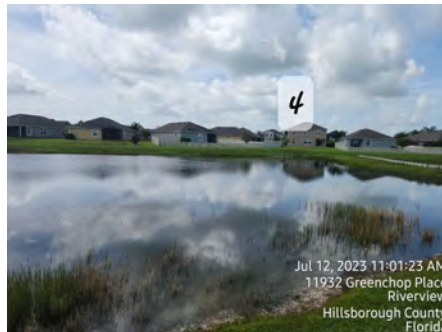


### Pond 4

**Comments:**

Normal Growth Observed.

Spatterdock and Algae observed and treated.



[www.AdvancedAquatic.com](http://www.AdvancedAquatic.com)

[lakes@advancedaquatic.com](mailto:lakes@advancedaquatic.com)

292 S. Military Trail, Deerfield Beach, FL 33442

Locations in: Deerfield Beach, Fort Myers, Port St. Lucie, and Clearwater/Tampa

1-800-491-9621

**Site Assessments**

**Pond 5**

**Comments:**

Normal Growth Observed.

Cattails are gone.

Algae and Spatterdock observed and treated.



**Pond 6**

**Comments:**

Normal Growth Observed.

Spatterdock and Torpedograss observed and treated.



**Site Assessments**

**Pond 7**

**Comments:**

Normal Growth Observed.

Hydrilla and Spatterdock observed and treated.



**Pond 8**

**Comments:**

Normal Growth Observed.

Spatterdock and Torpedograss observed and treated.



**Site Assessments**

**Pond 9**

**Comments:**

Spatterdock and Algae observed and treated.

Utilizing the systemic aquatic herbicide, Sonar, to target the Spatterdock without harming the Gulf Spikerush.



**Pond 10**

**Comments:**

Normal Growth Observed.

Spatterdock and Algae observed and treated.



**Site Assessments**

**Pond 11**

**Comments:**

Normal Growth Observed.

Spatterdock and Torpedograss observed and treated.



**Pond 12**

**Comments:**

Normal Growth Observed.

Cattails are gone.

Torpedograss and Algae observed and treated.



**Site Assessments**

**Pond 13**

**Comments:**

Normal Growth Observed.

Torpedoglass and Algae observed and treated.

Decomposing Cattail growth still evident.



**Pond 14**

**Comments:**

Normal Growth Observed.

Algae, Spatterdock, and trace amounts of green Cattail observed and treated.

Majority of decomposing Cattail growth still evident.



Map

**#915 Reserve at Pradera CDD**

12051 Pradera Reserve Blvd  
Riverview, FL 33579



[www.AdvancedAquatic.com](http://www.AdvancedAquatic.com)

[lakes@advancedaquatic.com](mailto:lakes@advancedaquatic.com)

292 S. Military Trail, Deerfield Beach, FL 33442

Locations in: Deerfield Beach, Fort Myers, Port St. Lucie, and Clearwater/Tampa

1-800-491-9621



# Tab 7

# THE RESERVE AT PRADERA

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## LANDSCAPE INSPECTION REPORT



July 20th, 2023  
Rizzetta & Company  
John Fowler – Landscape Specialist



Rizzetta & Company  
Professionals in Community Management

# Summary, Pradera Preserve Blvd., Quackgrass

## General Updates, Recent & Upcoming Maintenance Events

- Turf is filling in throughout the district now rainy season has started.
- Every week mowing schedule has started.
- Broadleaf weeds need to be treated in all Bahia.

The following are action items for LMP Landscaping to complete. Please refer to the item # in your response listing action already taken or anticipated time of completion. **Red text** indicates deficient from previous report. **Bold Red text** indicates deficient for more than a month. **Green text** indicates a proposal has been requested. **Blue** indicates irrigation. Underlined text is for Board attention.

1. Asking LMP to mow two swipes with a mower along the sidewalk from the pool parking lot to the tennis and basketball courts. Please provide a proposal if needed.
2. Diagnose and treat declining Loropetalum lining the pool parking lot.
3. Treat the broadleaf turf weeds within the pool area next to the pavers.
3. Viburnum along the fence on Balm Riverview Rd. South of Pradera Reserve Blvd have been determined by LMP they will not survive and need to be replaced. Proposals have been provided and are awaiting new budget season.
4. LMP has determined there is a dead Magnolia along the fence on Balm Riverview Rd. ROW South of PRB entrance. A proposal has been provided and are awaiting new budget season.
5. Need to trim the Viburnum on Balm Riverview Rd. and Pradera Reserve Blvd. intersection on the Northside that is growing through the vinyl fence. (Pic. 5>)
6. **The vinyl fence on the Northside of pond 1 is CDD property and the turf growth at the base needs to be maintained.**
7. There is a dead palm tree on Pradera Reserve Blvd. near The Oaks monument on Pradera Reserve Blvd. Has this been proposed for removal?
8. Trim the dead fronds in the Pygmy Date Palms at the North Pradera Preserve Blvd. and Palmera Vista Dr. roundabout near the Estancia monument.
9. **Treat the broadleaf weeds and sedge in the St. Augustine turf at Quackgrass roundabout.**
10. Asking if LMP is now mowing the triangle area that was being missed brought up by a board member behind the first two homes on Quackgrass Ct. East of Palmera Vista Pl. intersection?



11. It appears the signs around Paw Park have been treated with roundup. These are supposed to be weedeated and not chemically controlled. (Pic. 11)



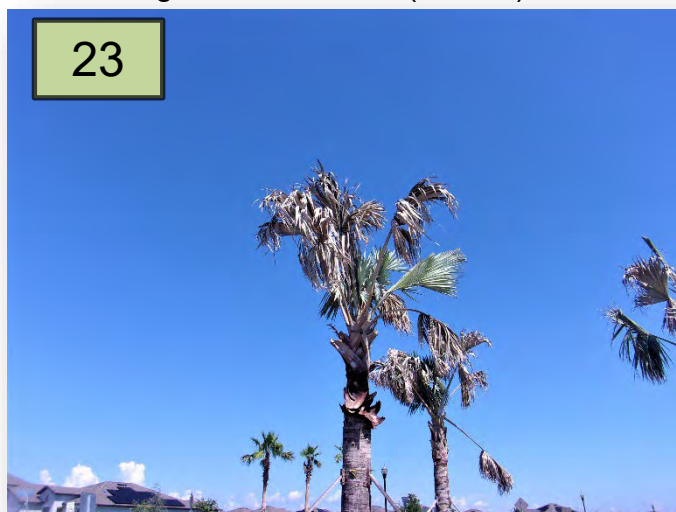
19. Treat the median bed weeds in the new plantings on Pradera Reserve Blvd. from Grassland Way South to Palmera Vista Blvd. roundabout.

20. Remove dead hanging palm fronds in the new median bed on Pradera Reserve Blvd. from Grassland Way South to Palmera Vista Blvd.

21. Remove the sucker growth off the Crepe Myrtles in the new median bed on Pradera Reserve Blvd. from Grassland Way South to Palmera Vista Blvd.

22. Treat the weeds in the bed in the South roundabout of Pradera Reserve Blvd. and Palmera Vista Blvd.

23. I feel it is time to remove the dead out of the 3 newly installed Bismark Palms on the South roundabout of Pradera Reserve Blvd. to allow the new growth to fill out. (Pic. 23)



24. Noting that there appears to be new hog damage along the bank of pond 5 on the Northside.

25. Treat the Dollarweed in the St. Augustine turf on Palmera Vista Blvd. on the ROW across the street from the old model's loop.

26. Treat the turf weeds in the roundabout at the end of Greenchop Pl.

12. Schedule a pruning event for the Confederate Jasmine at the roundabout and surrounding triangles of Palmera Vista Blvd. and Pradera Reserve Blvd.

13. Treat crack weeds in the sidewalk on Pradera Reserve Blvd.

14. Need to treat the weeds in the median bed on Pradera Reserve Blvd. between the large East roundabout to Grassland Way.

15. Remove Oak suckers at the base of the trees on Grassland Way ROW.

16. Ensure all hardscapes are pruned each mowing event. Moss Grass Way and Bermuda Grass Way has been missed in the past.

17. Treat the joint crack weeds in median between the curb and asphalt at Grassland Way and Pradera Reserve Blvd. intersection.

18. Tip prune dead out of Juniper in median bed of Pradera Reserve Blvd. South of Grassland Way.



27. There is a tree leaning that needs to be removed or put back up, straightened, and staked in the roundabout at the end of Greenchop Pl. Has this been proposed? (Pic. 27)



## **Tab 8**



Rizzetta & Company

August 17

# District Manager's Report

# 2023

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## UPCOMING DATES TO REMEMBER

- **Quarterly Website Compliance Audit:** September 21, 2023 at 1030a
- **Bond Refunding Eligibility:** Series 2015 - May 2026
- **Quarterly Website Compliance Audit:** Completed, 100% in compliance.
- **Next Election:** November 2024

<u>FINANCIAL SUMMARY</u>	<u>6/30/2023</u>
General Fund Cash & Investment Balance:	\$216,860
Reserve Fund Cash & Investment Balance:	\$70,616
Debt Service Fund Investment Balance:	<u>\$231,342</u>
<b>Total Cash and Investment Balances:</b>	<b>\$518,818</b>
<b>General Fund Expense Variance: \$45,674</b>	<b>Over Budget</b>



**UPDATES:**

**UPDATES:**

- There were some big-ticket items that were paid for in July
  - Cattail Removals in ponds 5 and 12
  - A replacement main pool motor
  - Mail Notice Letters to Residents
- Over-budget line items are due to additional costs in District Counsel fees, On-site Pool Security, Aquatic maintenance, Landscape and irrigation, and Entry Fountain repair.
- I asked for a report with pictures from the hog trapper and he informed me that "It's not something we like to do because of the graphic nature, and we don't want to offend anybody I've been doing this a long time some people find it disturbing so we don't disclose any of that and it's not in our contract to provide that." He did, however, let me know that there was an 80-90lb hog caught on 8/2.
- I confirmed that the mail kiosk and basketball courts are included in the Home Team pest control contract and the last service date was 07/26/23.
- The shower chain and clock have been installed. TCM is waiting for the lockbox and bulletin board to be delivered to install.
- Met on-site with DDD Fencing to go over fence fixes at the tot lot and dog park. They will be securing the fences and fixing the hinges on the gate at the basketball court as that is the cause of the gate bending outwards sometimes.



## **Tab 9**



## SECURITY OFFICER SERVICE CONTRACT

This renewal agreement is entered into this 28<sup>th</sup> day of July, 2023 by and between **Reserve at Pradera Community development District**, whose address is c/o Rizzetta & Company, Inc., 9428 Camden Field Parkway, Riverview, FL 33578 (hereinafter called the "Customer") and **Marc Security Services, LLC**, whose address is 5118 North 56th Street, Suite 122, Tampa, FL 33610, a limited liability corporation chartered under the laws of the State of Florida, and hereinafter referred to as the "Agency."

The contract renewal is a legally binding agreement intended to continue the Original Contract SECURITY OFFICER SERVICE Contract for a period of one year. The agreement made between and will continue uninterrupted until such date (enter the expiration date) and may be renewed again on or before that date for an extended period.

### **Contract Party Details:**

The Original Contract security officer service was signed on 07/28/2022 and was entered into freely by the following parties.

The Original Agreement was for the term of 07/28/2022 to 07/28/2023.

The contractual terms of the agreement state that (insert what the contract was for and who is responsible for what).

This renewal contract extends the timeframe of the original agreement, but all terms of the contract remain the same, except as noted below.

### **Renewal Terms**

As part of this contract renewal, each party has the option to renegotiate the terms of the agreement. Some of the options to change include the following:

The renewal term - the period of time the extension will last.

Fees - how much one party pays the other for goods or services.

Change in benefits or responsibilities.

The original price for the contract is

**\$21.50**



The new prices suggested, hourly rate.

\$25.20 \_\_\_\_\_  
Initial

Circle one of the following:

Approve Renewal

Decline renewal

Name: \_\_\_\_\_

Approve signature \_\_\_\_\_

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

## Scope of work:

1. Officer will be conducting foot patrol at the amenity center.
2. Check pool, playground, and fitness center.
3. The officer's duty is to ensure rules/procedures and policies are being followed by residents and visitors.
4. Report any incident to manager!
5. Write daily shift report.
6. **BE PRESENT.** Continuously patrolling and monitoring amenity centers while on duty. Sometimes the demand of the day changes due to meetings, busy activities at a certain pool, community events, private resident events, etc. Be sure to check in with the Amenity Office DAILY to get pre-shifted on the rundown of that day's operation.
7. **ENGAGE.** Make sure to closely monitor the ins and outs of amenity center to ensure residents are using fobs, we are associating guests with residents, and we are preventing any large/unauthorized groups (ie: from accessing the amenities and loitering on district property).
8. **BE PROACTIVE.** Make sure while patrolling/monitoring spaces that we are proactively addressing residents and enforcing ALL amenity rules (ie: smoking by the pool), educating residents on rules and policies, giving them an opportunity to correct their actions, and professionally removing them should they not abide.
9. **COMMUNICATION.** Being available to the Amenity Team, Board of Supervisors, and District Management for any specific requests, and informing the respective parties of any need-to-know information, concerns, incident, and anything requiring follow-up. This would be in addition to the nightly report should something need immediate attention.
10. **SAFETY.** The goal is to always protect district property, which is why we MUST ensure that access to any amenity area is authorized and that NO suspicious activity, or threat of damage to district property occurs. In return, this creates additional layers of safety for ALL residents and creates an enjoyable environment throughout.
11. **Lunch.** Officer takes break on site; however, anything occurs during their lunch officer that require immediate attention, the office need to immediately terminate his/her lunch and respond to incident. Exception, officer forgot to bring food or drink with approval of supervisor may grant authorization to step out.

training, procurement, contracts, property management, space management, and travel. Maintains monitors and performs preliminary analysis of budget and fiscal control records. Translates budget data into prescribed budget formats to be used for the purposes of budget formulation. Organizes and maintains departmental filing system for quick location. Reports to Project Manager.

**Minimum  
Education**

**And experience:**

Must be a high school graduate and have the ability to operate in state-of-the-art software in a Local Area Network (LAN) environment, including word processing, scheduling and calendar software, graphics, spreadsheets, records management and electronic mail. Individual must possess demonstrated interpersonal communication skills; must have experience in managing inter and intra office incoming and outgoing correspondence. Person must have one year of related experience. Must be a U.S. citizen and speak English.

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**Project Manager:**

**Duties:** Client consultation to conduct a site survey for entries/exits, security personnel required, client concerns and special request. Coordinates with Shift Security Officer Supervisor the responsibilities of MPS staff, their shift assignments, necessary equipment required, emergency protocol and site emergency procedures. Schedules all site-specific training for assigned security personnel, including the mandatory safety orientation for all workers. Serves as liaison between the client and MPS staff, assuring all channels of communication are consistent

**Minimum  
Education**

**And experience:** Bachelor's degree from an accredited university or college in law enforcement, security management or related fields, or ten (10) years of directly related experience in the application of security principles for the protection of critical national assets, including the protection of sensitive materials, weapons, facilities, and personnel. Advanced/specialized educational courses in areas related to law enforcement are required. Demonstrated ability to understand the application of a wide range of national, state, and local laws and security requirements sufficient to develop and evaluate complex protection strategies for assets. Must be a U.S. citizen and speak English.

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**SECURITY OFFICER SUPERVISOR**

**Duties:** Reviews, coordinates, and interprets policy standards and directives, analyzing these directives to devise requirements and formulate strategies for the resolution of issues and concerns. Directly responsible for supervision and management of all security and emergency dispatch personnel. Perform duties as first responder for all medical emergencies. Prepares

and/or oversees the preparation, update and modification of relative instructions and procedures. Analyzes resources and workload, making recommendations for modifications and/or changes to management. Ensures that personnel under his/her cognizance are assigned and supervised in a productive manner. Continually reviews and evaluates his/her organizations' performance and implements changes to improve operations and/or morale. Supervises and coordinates the activities of the various shifts and patrols through assigned shift supervisors and other staff members. Responsible for determining the training needs of subordinates. Responds to medical emergencies providing initial first aid and CPR required actions. Reports to Project Manager.

**Minimum Education**

**And experience:** Associates Degree from an accredited university or college in law enforcement, security management, business, or related fields or three (3) years of directly experience in the application of security principles for the protection of critical national assets, including the protection of sensitive materials, weapons, facilities, and personnel. Advanced/specialized educational courses in areas related to law enforcement are required. Must be CPR certified, and /or State Firearms certification. Must be a U.S. citizen and speak English

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**Price sheet Unarmed 1 year term**

Unarmed security \_\_\_\_\_ \$21.50 per hour

**Schedule and manpower**

**Thursday to Sunday**

**Shift: 12pm to 8pm**

**Weekly: 32 hours**

**Monthly: 128**

**Holliday pay is the original price time 1.5**

**Approve signature:** Christina Newsome

**Date:** 07/25/22

**Time:** \_\_\_\_\_

**Type of service:** Unarmed Security

**Start date:** July 28, 2022

# Tab 10

## RESOLUTION 2023-05

### THE ANNUAL APPROPRIATION RESOLUTION OF THE RESERVE AT PRADERA COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGETS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023 AND ENDING SEPTEMBER 30, 2024; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

**WHEREAS**, the District Manager has, prior to the fifteenth (15<sup>th</sup>) day in June 2023, submitted to the Board of Supervisors (“**Board**”) of the Reserve at Pradera Community Development District (“**District**”) proposed budgets (“**Proposed Budget**”) for the fiscal year beginning October 1, 2023, and ending September 30, 2024 (“**Fiscal Year 2023/2024**”) along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

**WHEREAS**, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

**WHEREAS**, the Board set a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

**WHEREAS**, the District Manager posted the Proposed Budget on the District’s website at least two days before the public hearing; and

**WHEREAS**, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1<sup>st</sup> of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

**WHEREAS**, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE RESERVE AT PRADERA COMMUNITY DEVELOPMENT DISTRICT:**

#### **SECTION 1. BUDGET**

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s Local Records



Office, and hereby approves certain amendments thereto, as shown in Section 2 below.

- b. The Proposed Budget, attached hereto as **Exhibit “A,”** as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* (“**Adopted Budget**”), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District’s Local Records Office and identified as “The Budget for the Reserve at Pradera Community Development District for the Fiscal Year Ending September 30, 2024.”
- d. The Adopted Budget shall be posted by the District Manager on the District’s official website within thirty (30) days after adoption and shall remain on the website for at least 2 years.

## **SECTION 2. APPROPRIATIONS**

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2023/2024, the sum of \$\_\_\_\_\_ to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District, exclusive of collection costs, during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$ _____
RESERVE FUND	\$ _____
DEBT SERVICE FUND, SERIES 2015	\$ _____
TOTAL ALL FUNDS	\$ _____

## **SECTION 3. BUDGET AMENDMENTS**

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2023/2024 or within 60 days following the end of the Fiscal Year 2023/2024 may amend its Adopted Budget for that fiscal year as follows:

- a. The Board may authorize an increase or decrease in line item appropriations within a fund by motion recorded in the minutes if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may authorize an increase or decrease in line item appropriations within a fund if the total appropriations of the fund

do not increase and if the aggregate change in the original appropriation item does not exceed \$10,000 or 10% of the original appropriation.

- c. By resolution, the Board may increase any appropriation item and/or fund to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.
- d. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must establish administrative procedures to ensure that any budget amendments are in compliance with this Section 3 and Section 189.016, *Florida Statutes*, among other applicable laws. Among other procedures, the District Manager or Treasurer must ensure that any amendments to budget under subparagraphs c. and d. above are posted on the District's website within 5 days after adoption and remain on the website for at least 2 years.

**SECTION 4. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 17<sup>th</sup> DAY OF AUGUST 2023.**

ATTEST:

**RESERVE AT PRADERA  
COMMUNITY DEVELOPMENT  
DISTRICT**

\_\_\_\_\_  
Assistant Secretary

\_\_\_\_\_  
Chair / Vice Chair

**Exhibit A:** FY 2023-2024 Final Budget

# Exhibit A



Rizzetta & Company

# Reserve at Pradera Community Development District

[www.reserveatpraderacdd.org](http://www.reserveatpraderacdd.org)

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**Approved Proposed Budget  
Fiscal Year 2023-2024**

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**Approved Proposed Budget**  
**Reserve at Pradera Community Development District**  
**General Fund**  
**Fiscal Year 2023/2024**

	Chart of Accounts Classification	Actual YTD through 06/30/23	Projected Annual Totals 2022/2023	Annual Budget for 2022/2023	Projected Budget variance for 2022/2023	Budget for 2023/2024	Budget Increase (Decrease) vs 2022/2023	Comments
37	<b>EXPENDITURES - FIELD OPERATIONS</b>							
38								
39	Security Operations							
40	Security Services - Monitor	\$0	\$0	\$0	\$0	\$14,000	\$14,000	Marc Security Services
41	Security - Camera Surveillance	\$22,544	\$23,302	\$19,000	-\$4,302	\$5,000	-\$14,000	Envera\$3,063/Qtr + Repairs
42	Electric Utility Services							
43	Utility Services	\$121,785	\$162,380	\$120,000	-\$42,380	\$138,000	\$18,000	TECO Increase 10%
44	Garbage/Solid Waste Control Services							
45	Garbage - Recreation Facility	\$0	\$0	\$2,400	\$2,400	\$0	-\$2,400	Removed - Funds moved to Utility Services
46	Water-Sewer Combination Services							
47	Utility Services	\$7,198	\$9,597	\$7,500	-\$2,097	\$9,900	\$2,400	Increased
48	Stormwater Control							
49	Aquatic Maintenance	\$15,480	\$20,640	\$17,258	-\$3,382	\$25,000	\$7,742	
50	Fountain Service Maintenance	\$195	\$468	\$0	-\$468	\$1,000	\$1,000	Pond 8 Fountain Maintenance \$80/mon
51	Lake/Pond Bank Repair/Maintenance	\$0	\$0	\$3,960	\$3,960	\$3,960	\$0	
52	Other Physical Environment							
53	Property Insurance	\$6,394	\$5,811	\$6,973	\$1,162	\$8,716	\$1,743	EGIS Estimates 25% increase
54	General Liability Insurance	\$3,441	\$3,102	\$3,841	\$739	\$4,801	\$960	EGIS Estimates 25% increase
55	Landscape Maintenance	\$134,052	\$178,736	\$150,000	-\$28,736	\$165,575	\$15,575	LMP Contract
56	Landscape - Annuals	\$3,363	\$6,650	\$6,650	\$0	\$10,500	\$3,850	LMP Contract
57	Landscape - Fertilization					\$22,346		LMP Contract
58	Landscape - Irrigation Maintenance & Repair	\$19,253	\$27,471	\$11,180	-\$16,291	\$16,000	\$4,820	LMP Contract
59	Landscape - Mulch	\$5,525	\$13,500	\$13,500	\$0	\$31,000	\$17,500	LMP Contract - Installs in APR and OCT
60	Landscape - OTC Injections Palm Trees	\$0	\$0	\$1,080	\$1,080	\$1,080	\$0	LMP Contract
61	Landscape - Pest Control			\$2,600		\$2,904	\$304	LMP Contract - Fire Ant Treatment
62	Landscape - Replacement Plants, Shrubs, Trees	\$2,860	\$3,813	\$10,000	\$6,187	\$10,000	\$0	
63	Landscape Inspection Services	\$6,300	\$15,120	\$8,400	-\$6,720	\$9,600	\$1,200	Economic Impact Increase
64	Well Maintenance	\$0	\$0	\$1,500	\$1,500	\$1,500	\$0	
65	Entry Fountain & Wall Maintenance	\$8,327	\$11,103	\$4,000	-\$7,103	\$10,000	\$6,000	
66	Ornamental Lighting & Maintenance	\$0	\$0	\$1,000	\$1,000	\$0	-\$1,000	Removed - Funds moved to Entry Fountain
67	Holiday Decorations	\$8,000	\$3,000	\$8,000	\$5,000	\$5,000	-\$3,000	Decreased
68	Parks & Recreation							
69	Access Control Maintenance, & Supplies	\$0	\$0	\$4,000	\$4,000	\$4,000	\$0	Securiteam / Access Cards
70	Wildlife Management Services	\$9,900	\$13,200	\$13,200	\$0	\$13,200	\$0	Hog Trapping Services
71	Telephone Fax, Internet	\$1,324	\$1,765	\$2,690	\$925	\$2,500	-\$190	Spectrum -\$157.97/month + repairs
72	Maintenance & Repairs	\$19,385	\$25,847	\$20,000	-\$5,847	\$20,000	\$0	Janitorial , Cleaning and Power Washing Serv
73	Pool Service Contract	\$8,610	\$11,480	\$7,500	-\$3,980	\$10,000	\$2,500	AquaSentry - (Pool + Splash Pad& Fountain)
74	Pool Repairs	\$8,080	\$10,773	\$5,000	-\$5,773	\$5,000	\$0	Hardscapes

**Approved Proposed Budget**  
**Reserve at Pradera Community Development District**  
**General Fund**  
**Fiscal Year 2023/2024**

	<b>Chart of Accounts Classification</b>	<b>Actual YTD through 06/30/23</b>	<b>Projected Annual Totals 2022/2023</b>	<b>Annual Budget for 2022/2023</b>	<b>Projected Budget variance for 2022/2023</b>	<b>Budget for 2023/2024</b>	<b>Budget Increase (Decrease) vs 2022/2023</b>	<b>Comments</b>
75	Fountain Maintenance and Repair			\$2,500				Funds moved to Entry Fountain & Wall Maintenance
76	Pest Control - Amenity	\$2,295	\$3,060	\$1,000	-\$2,060	\$2,000	\$1,000	Hometeam Pest Defense
77	Furniture Repair/Replacement	\$0	\$0	\$20,000	\$20,000	\$20,000	\$0	Pool/Cabana Area Upkeep
78	Dog Waste Station Supplies & Maintenance	\$0	\$0	\$1,500	\$1,500	\$1,500	\$0	TCM
79	Basketball Court Maintenance & Supplies	\$0	\$0	\$1,000	\$1,000	\$1,000	\$0	
80	Playground Equipment and Maintenance	\$0	\$0	\$2,000	\$2,000	\$2,000	\$0	Tot Lot
81	Trail/Bike Path Maintenance	\$0	\$0	\$1,500	\$1,500	\$1,500	\$0	
82	Fitness Equipment Maintenance & Repairs	\$0	\$0	\$0	\$0	\$4,000	\$4,000	
83	Pool/Water Feature Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	Splash Pad
84	Contingency							
85	Miscellaneous Contingency	\$8,130	\$10,840	\$11,000	\$160	\$11,000	\$0	
86								
87	<b>Field Operations Subtotal</b>	<b>\$422,441</b>	<b>\$561,658</b>	<b>\$491,732</b>	<b>-\$75,026</b>	<b>\$593,582</b>	<b>\$82,004</b>	
88								
89	<b>TOTAL EXPENDITURES</b>	<b>\$497,079</b>	<b>\$654,477</b>	<b>\$588,903</b>	<b>-\$70,674</b>	<b>\$703,494</b>	<b>\$94,745</b>	
90								
91	<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$88,109</b>	<b>-\$76,802</b>	<b>-\$16,750</b>	<b>-\$65,152</b>	<b>\$0</b>	<b>\$19,196</b>	



**Approved Proposed Budget  
Reserve at Pradera Community Development District  
Reserve Fund  
Fiscal Year 2023/2024**

	Chart of Accounts Classification	Actual YTD through 06/30/23	Projected Annual Totals 2022/2023	Annual Budget for 2022/2023	Projected Budget variance for 2022/2023	Budget for 2023/2024
1						
2	<b>REVENUES</b>					
3	Interest Earnings					
4	Interest Earnings	\$ 236	\$ 315	\$ -	\$ 315	
5	Special Assessments					
6	Tax Roll*	\$ -	\$ -	\$ -	\$ -	\$ -
7						
8	<b>TOTAL REVENUES</b>	<b>\$ 236</b>	<b>\$ 315</b>	<b>\$ -</b>	<b>\$ 315</b>	<b>\$ -</b>
9						
10	Balance Forward from Prior Year	\$ -	\$ -	\$ -	\$ -	\$ 15,000
11						
12	<b>TOTAL REVENUES AND BALANCE FORWARD</b>	<b>\$ 236</b>	<b>\$ 315</b>	<b>\$ -</b>	<b>\$ 315</b>	<b>\$ 15,000</b>
13						
14	<b>EXPENDITURES</b>					
15						
16	Contingency					
17	Capital Reserves	\$ -	\$ -	\$ -	\$ -	\$ 15,000
18						
19	<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,000</b>
20						
21	<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$ 236</b>	<b>\$ 315</b>	<b>\$ -</b>	<b>\$ 315</b>	<b>\$ -</b>
22						

**Reserve at Pradera Community Development District  
Debt Service  
Fiscal Year 2023/2024**

Chart of Accounts Classification	Series 2015	Budget for 2023/2024
<b>REVENUES</b>		
Special Assessments		
Net Special Assessments <sup>(1)</sup>	\$233,341.66	\$233,341.66
<b>TOTAL REVENUES</b>	<b>\$233,341.66</b>	<b>\$233,341.66</b>
<b>EXPENDITURES</b>		
<b>Administrative</b>		
Financial & Administrative		
Debt Service Obligation	\$233,341.66	\$233,341.66
<b>Administrative Subtotal</b>	<b>\$233,341.66</b>	<b>\$233,341.66</b>
<b>TOTAL EXPENDITURES</b>	<b>\$233,341.66</b>	<b>\$233,341.66</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$0.00</b>	<b>\$0.00</b>

Hillsborough county Collection (2%) and Early payment Discounts (4%) 6.0%

**Gross assessments** **\$248,024.72**

<sup>(1)</sup> Maximum Annual Debt Service less any Prepaid Assessments Received.

**Notes:**

Tax Roll Collection Costs for Hillsborough County are 6.0% of Tax Roll. Budgeted net of tax roll assessments. See Assessment Table.

Reserve at Pradera Community Development District

FISCAL YEAR 2023/2024 O&M & DEBT SERVICE ASSESSMENT SCHEDULE

2023/2024 O&M Budget		\$686,094.00
Hillsborough County Collection Cost @	2%	\$14,597.74
Early Payment Discount @	4%	\$29,195.49
<b>2023/2024 Total</b>		<b>\$729,887.23</b>
2022/2023 O&M Budget		\$572,153.40
2023/2024 O&M Budget		\$686,094.00
<b>Total Difference</b>		<b>\$113,940.60</b>

	PER UNIT ANNUAL ASSESSMENT		Proposed Increase / Decrease	
	2022/2023	2023/2024	\$	%
Debt Service - Single Family 55'	\$642.55	\$642.55	\$0.00	0%
O&M - Single Family 55'	\$1,622.51	\$1,943.10	\$320.59	20%
<b>Total</b>	<b>\$2,265.06</b>	<b>\$2,585.65</b>	<b>\$320.59</b>	<b>14%</b>
Debt Service - Single Family 65'	\$759.38	\$759.38	\$0.00	0%
O&M - Single Family 65'	\$1,694.80	\$2,029.08	\$334.28	20%
<b>Total</b>	<b>\$2,454.18</b>	<b>\$2,788.46</b>	<b>\$334.28</b>	<b>14%</b>
Debt Service - Commercial	\$0.00	\$0.00	\$0.00	0%
O&M - Commercial	\$1,191.76	\$1,501.07	\$309.31	26%
<b>Total</b>	<b>\$1,191.76</b>	<b>\$1,501.07</b>	<b>\$309.31</b>	<b>26%</b>

**RESERVE AT PRADERA COMMUNITY DEVELOPMENT DISTRICT**

**FISCAL YEAR 2023/2024 O&M ASSESSMENT SCHEDULE**

TOTAL O&M BUDGET		\$686,094.00
COLLECTION COSTS @	2%	\$14,597.74
EARLY PAYMENT DISCOUNT @	4%	<u>\$29,195.49</u>
TOTAL O&M ASSESSMENT		<u>\$729,887.23</u>

LOT SIZE Phase 1	UNITS ASSESSED		ALLOCATION OF EQUALIZED COSTS					ALLOCATION OF STRATIFIED COSTS					PER LOT ANNUAL ASSESSMENT		
	O&M	SERIES 2015 DEBT SERVICE <sup>(1)</sup>	EAU FACTOR	TOTAL EAU's	% TOTAL EAU's	TOTAL BUDGET	PER UNIT ASSESSMENT	EAU FACTOR	TOTAL EAU's	% TOTAL EAU's	TOTAL BUDGET	PER UNIT ASSESSMENT	TOTAL O&M	SERIES 2015 DEBT SERVICE <sup>(2)</sup>	TOTAL <sup>(3)</sup>
	Single Family 55'	204	204	1.00	204.00	54.84%	\$299,931.45	\$1,470.25	1.00	204.00	51.27%	\$96,462.38	\$472.85	\$1,943.10	\$642.55
Single Family 65'	154	154	1.00	154.00	41.40%	\$226,418.84	\$1,470.25	1.18	182.00	45.74%	\$86,059.58	\$558.83	\$2,029.08	\$759.38	\$2,788.46
Commercial	14	0	1.00	14.00	3.76%	\$15,388.00	\$1,099.14	0.85	11.90	2.99%	\$5,626.97	\$401.93	\$1,501.07	\$0.00	\$1,501.07
<b>TOTAL</b>	<b>372</b>	<b>358</b>		<u><b>372.00</b></u>	<u><b>100.00%</b></u>	<u><b>\$541,738.30</b></u>			<u><b>397.90</b></u>	<u><b>100.00%</b></u>	<u><b>\$188,148.94</b></u>				

LESS: Hillsborough County Collection Costs (2%) and Early Payment Discount (4%)

(\$32,504.30)

(\$11,288.94)

Net Revenue to be Collected

\$509,234.00

\$176,860.00

<sup>(1)</sup> Reflects the number of total lots with Series 2015 debt outstanding.

<sup>(2)</sup> Annual debt service assessment per lot adopted in connection with the Series 2015 bond issues. Annual assessment includes principal, interest, Hillsborough County collection costs and early payment discount costs.

<sup>(3)</sup> Annual assessment that will appear on November 2023 Hillsborough County property tax bill. Amount shown includes all applicable collection costs and early payment discounts. Property owner is eligible for a discount of up to 4% if paid early.

## GENERAL FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The General Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all General Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

### REVENUES:

**Interest Earnings:** The District may earn interest on its monies in the various operating accounts.

**Tax Roll:** The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County. The second way is by Off Roll collection.

**Off Roll:** For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

**Developer Contributions:** The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

**Event Rental:** The District may receive monies for event rentals for such things as weddings, birthday parties, etc.

**Miscellaneous Revenues:** The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

**Facilities Rentals:** The District may receive monies for the rental of certain facilities by outside sources, for such items as office space, snack bar/restaurants etc.

### EXPENDITURES – ADMINISTRATIVE:

**Supervisor Fees:** The District may compensate its supervisors within the appropriate statutory limits of \$200.00 maximum per meeting within an annual cap of \$4,800.00 per supervisor.

**Administrative Services:** The District will incur expenditures for the day to today operation of District matters. These services include support for the District Management function, recording and preparation of meeting minutes, records retention and maintenance in accordance with Chapter 119, Florida Statutes, and the District's adopted Rules of Procedure, preparation and delivery of agenda, overnight deliveries, facsimiles and phone calls.

**District Management:** The District as required by statute, will contract with a firm to provide for management and administration of the District's day to day needs. These services include the conducting of board meetings, workshops, overall administration of District functions, all required state and local filings, preparation of annual budget, purchasing, risk management, preparing various resolutions and all other secretarial duties requested by the District throughout the year is also reflected in this amount.

**District Engineer:** The District's engineer provides general engineering services to the District. Among these services are attendance at and preparation for monthly board meetings, review of construction invoices and all other engineering services requested by the district throughout the year.

**Disclosure Report:** The District is required to file quarterly and annual disclosure reports, as required in the District's Master Trust Indenture, with the specified repositories. This is contracted out to a third party in compliance with the Trust Indenture.

**Trustee's Fees:** The District will incur annual trustee's fees upon the issuance of bonds for the oversight of the various accounts relating to the bond issues.

**Assessment Roll:** The District will contract with a firm to maintain the assessment roll and annually levy a Non-Ad Valorem assessment for operating and debt service expenses.

**Financial & Revenue Collections:** Services include all functions necessary for the timely billing and collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. These services include, but are not limited to, assessment roll preparation and certification, direct billings and funding request processing as well as responding to property owner questions regarding District assessments. This line item also includes the fees incurred for a Collection Agent to collect the funds for the principal and interest payment for its short-term bond issues and any other bond related collection needs. These funds are collected as prescribed in the Trust Indenture. The Collection Agent also provides for the release of liens on property after the full collection of bond debt levied on particular properties.

**Accounting Services:** Services include the preparation and delivery of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity.

**Auditing Services:** The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting firm, once it reaches certain revenue and expenditure levels, or has issued bonds and incurred debt.

**Arbitrage Rebate Calculation:** The District is required to calculate the interest earned from bond proceeds each year pursuant to the Internal Revenue Code of 1986. The Rebate Analyst is required to verify that the District has not received earnings higher than the yield of the bonds.

**Travel:** Each Board Supervisor and the District Staff are entitled to reimbursement for travel expenses per Florida Statutes 190.006(8).

**Public Officials Liability Insurance:** The District will incur expenditures for public officials' liability insurance for the Board and Staff.

**Legal Advertising:** The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to meeting schedules, special meeting notices, and public hearings, bidding etc. for the District based on statutory guidelines

**Bank Fees:** The District will incur bank service charges during the year.

**Dues, Licenses & Fees:** The District is required to pay an annual fee to the Department of Economic Opportunity, along with other items which may require licenses or permits, etc.

**Miscellaneous Fees:** The District could incur miscellaneous fees throughout the year, which may not fit into any standard categories.

**Website Hosting, Maintenance and Email:** The District may incur fees as they relate to the development and ongoing maintenance of its own website along with possible email services if requested.

**District Counsel:** The District's legal counsel provides general legal services to the District. Among these services are attendance at and preparation for monthly board meetings, review of operating and maintenance contracts and all other legal services requested by the district throughout the year.

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## **EXPENDITURES - FIELD OPERATIONS:**

**Deputy Services:** The District may wish to contract with the local police agency to provide security for the District.

**Security Services and Patrols:** The District may wish to contract with a private company to provide security for the District.

**Electric Utility Services:** The District will incur electric utility expenditures for general purposes such as irrigation timers, lift station pumps, fountains, etc.

**Streetlights:** The District may have expenditures relating to streetlights throughout the community. These may be restricted to main arterial roads or in some cases to all streetlights within the District's boundaries.

**Utility - Recreation Facility:** The District may budget separately for its recreation and or amenity electric separately.

**Gas Utility Services:** The District may incur gas utility expenditures related to district operations at its facilities such as pool heat etc.

**Garbage - Recreation Facility:** The District will incur expenditures related to the removal of garbage and solid waste.

**Solid Waste Assessment Fee:** The District may have an assessment levied by another local government for solid waste, etc.

**Water-Sewer Utility Services:** The District will incur water/sewer utility expenditures related to district operations.

**Utility - Reclaimed:** The District may incur expenses related to the use of reclaimed water for irrigation.

**Aquatic Maintenance:** Expenses related to the care and maintenance of the lakes and ponds for the control of nuisance plant and algae species.

**Fountain Service Repairs & Maintenance:** The District may incur expenses related to maintaining the fountains within throughout the Parks & Recreational areas

**Lake/Pond Bank Maintenance:** The District may incur expenditures to maintain lake banks, etc. for the ponds and lakes within the District's boundaries, along with planting of beneficial aquatic plants, stocking of fish, mowing and landscaping of the banks as the District determines necessary.

**Wetland Monitoring & Maintenance:** The District may be required to provide for certain types of monitoring and maintenance activities for various wetlands and waterways by other governmental entities.

**Mitigation Area Monitoring & Maintenance:** The District may be required to provide for certain types of monitoring and maintenance activities for various mitigation areas by other governmental entities.



**Aquatic Plant Replacement:** The expenses related to replacing beneficial aquatic plants, which may or may not have been required by other governmental entities.

**General Liability Insurance:** The District will incur fees to insure items owned by the District for its general liability needs

**Property Insurance:** The District will incur fees to insure items owned by the District for its property needs

**Entry and Walls Maintenance:** The District will incur expenditures to maintain the entry monuments and the fencing.

**Landscape Maintenance:** The District will incur expenditures to maintain the rights-of-way, median strips, recreational facilities including pond banks, entryways, and similar planting areas within the District. These services include but are not limited to monthly landscape maintenance, fertilizer, pesticides, annuals, mulch, and irrigation repairs.

**Irrigation Maintenance:** The District will incur expenditures related to the maintenance of the irrigation systems.

**Irrigation Repairs:** The District will incur expenditures related to repairs of the irrigation systems.

**Landscape Replacement:** Expenditures related to replacement of turf, trees, shrubs etc.

**Field Services:** The District may contract for field management services to provide landscape maintenance oversight.

**Miscellaneous Fees:** The District may incur miscellaneous expenses that do not readily fit into defined categories in field operations.

**Gate Phone:** The District will incur telephone expenses if the District has gates that are to be opened and closed.

**Street/Parking Lot Sweeping:** The District may incur expenses related to street sweeping for roadways it owns or are owned by another governmental entity, for which it elects to maintain.

**Gate Facility Maintenance:** Expenses related to the ongoing repairs and maintenance of gates owned by the District if any.

**Sidewalk Repair & Maintenance:** Expenses related to sidewalks located in the right of way of streets the District may own if any.

**Roadway Repair & Maintenance:** Expenses related to the repair and maintenance of roadways owned by the District if any.

**Employees - Salaries:** The District may incur expenses for employees/staff members needed for the recreational facilities such as Clubhouse Staff.

**Employees - P/R Taxes:** This is the employer's portion of employment taxes such as FICA etc.

**Employee - Workers' Comp:** Fees related to obtaining workers compensation insurance.

**Management Contract:** The District may contract with a firm to provide for the oversight of its recreation facilities.

**Maintenance & Repair:** The District may incur expenses to maintain its recreation facilities.

**Facility Supplies:** The District may have facilities that required various supplies to operate.

**Gate Maintenance & Repairs:** Any ongoing gate repairs and maintenance would be included in this line item.

**Telephone, Fax, Internet:** The District may incur telephone, fax and internet expenses related to the recreational facilities.

**Office Supplies:** The District may have an office in its facilities which require various office related supplies.

**Clubhouse - Facility Janitorial Service:** Expenses related to the cleaning of the facility and related supplies.

**Pool Service Contract:** Expenses related to the maintenance of swimming pools and other water features.

**Pool Repairs:** Expenses related to the repair of swimming pools and other water features.

**Security System Monitoring & Maintenance:** The District may wish to install a security system for the clubhouse

**Clubhouse Miscellaneous Expense:** Expenses which may not fit into a defined category in this section of the budget

**Athletic/Park Court/Field Repairs:** Expense related to any facilities such as tennis, basketball etc.

**Trail/Bike Path Maintenance:** Expenses related to various types of trail or pathway systems the District may own, from hard surface to natural surfaces.

**Special Events:** Expenses related to functions such as holiday events for the public enjoyment

**Miscellaneous Fees:** Monies collected and allocated for fees that the District could incur throughout the year, which may not fit into any standard categories.

**Miscellaneous Contingency:** Monies collected and allocated for expenses that the District could incur throughout the year, which may not fit into any standard categories.

**Capital Outlay:** Monies collected and allocated for various projects as they relate to public improvements.

## RESERVE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The Reserve Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Reserve Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

### REVENUES:

**Tax Roll:** The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County. The second way is by Off Roll collection.

**Off Roll:** For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

**Developer Contributions:** The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

**Miscellaneous Revenues:** The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

### EXPENDITURES:

**Capital Reserve:** Monies collected and allocated for the future repair and replacement of various capital improvements such as club facilities, swimming pools, athletic courts, roads, etc.

**Capital Outlay:** Monies collected and allocated for various projects as they relate to public improvements.

## DEBT SERVICE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The Debt Service Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Debt Service Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

### REVENUES:

**Special Assessments:** The District may levy special assessments to repay the debt incurred by the sale of bonds to raise working capital for certain public improvements. The assessments may be collected in the same fashion as described in the Operations and Maintenance Assessments.

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### EXPENDITURES – ADMINISTRATIVE:

**Bank Fees:** The District may incur bank service charges during the year.

**Debt Service Obligation:** This would be a combination of the principal and interest payment to satisfy the annual repayment of the bond issue debt.

# Tab 11

## RESOLUTION 2023-06

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RESERVE AT PRADERA COMMUNITY DEVELOPMENT DISTRICT MAKING A DETERMINATION OF BENEFIT AND IMPOSING SPECIAL ASSESSMENTS FOR FISCAL YEAR 2023/2024; PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Reserve at Pradera Community Development District (“**District**”) is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

**WHEREAS**, the District is located in Hillsborough County, Florida (“**County**”); and

**WHEREAS**, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District’s adopted capital improvement plan and Chapter 190, *Florida Statutes*; and

**WHEREAS**, the Board of Supervisors (“**Board**”) of the District hereby determines to undertake various operations and maintenance and other activities described in the District’s budget (“**Adopted Budget**”) for the fiscal year beginning October 1, 2023 and ending September 30, 2024 (“**Fiscal Year 2023/2024**”), attached hereto as **Exhibit “A”** and incorporated by reference herein; and

**WHEREAS**, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the Adopted Budget; and

**WHEREAS**, the provision of such services, facilities, and operations is a benefit to lands within the District; and

**WHEREAS**, Chapter 190, *Florida Statutes*, provides that the District may impose special assessments on benefitted lands within the District; and

**WHEREAS**, it is in the best interests of the District to proceed with the imposition of the special assessments for operations and maintenance in the amount set forth in the Adopted Budget; and

**WHEREAS**, the District has previously levied an assessment for debt service, which the District desires to collect for Fiscal Year 2023/2024; and

**WHEREAS**, Chapter 197, *Florida Statutes*, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector (“**Uniform Method**”), and the District has previously authorized the use of the Uniform Method by, among other things, entering into agreements with the Property Appraiser and Tax Collector of the County for that purpose; and

**WHEREAS**, it is in the best interests of the District to adopt the Assessment Roll of the Reserve at Pradera Community Development District (“**Assessment Roll**”) attached to this Resolution as **Exhibit “B”** and incorporated as a material part of this Resolution by this reference, and to certify the Assessment Roll to the County Tax Collector pursuant to the Uniform Method; and

**WHEREAS**, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll, certified to the County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for the County, for such time as authorized by Florida law.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE RESERVE AT PRADERA COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1. BENEFIT & ALLOCATION FINDINGS.** The Board hereby finds and determines that the provision of the services, facilities, and operations as described in **Exhibit “A”** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the cost of the assessments. The allocation of the assessments to the specially benefitted lands, as shown in **Exhibits “A” and “B,”** is hereby found to be fair and reasonable.

**SECTION 2. ASSESSMENT IMPOSITION.** Pursuant to Chapter 190, *Florida Statutes*, and using the procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operation and maintenance is hereby imposed and levied on benefitted lands within the District, and in accordance with **Exhibits “A” and “B.”** The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution.

**SECTION 3. COLLECTION.** The collection of the operation and maintenance special assessments and previously levied debt service assessments shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method, as indicated on **Exhibits “A” and “B.”** The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.



**SECTION 4. ASSESSMENT ROLL.** The Assessment Roll, attached to this Resolution as **Exhibit “B,”** is hereby certified to the County Tax Collector and shall be collected by the County Tax Collector in the same manner and time as County taxes. The proceeds therefrom shall be paid to the District.

**SECTION 5. ASSESSMENT ROLL AMENDMENT.** The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution, and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates in the District records.

**SECTION 6. SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

**SECTION 7. EFFECTIVE DATE.** This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

**PASSED AND ADOPTED** this 17<sup>th</sup> day of August 2023.

ATTEST:

**RESERVE AT PRADERA  
COMMUNITY DEVELOPMENT  
DISTRICT**

\_\_\_\_\_  
Assistant Secretary

\_\_\_\_\_  
Chair / Vice Chair

**Exhibit A: FY 2023-2024 Budget**

**Exhibit B: Assessment Roll**

**Exhibit A: FY 2023-2024 Budget**

# Exhibit A



Rizzetta & Company

# Reserve at Pradera Community Development District

[www.reserveatpraderacdd.org](http://www.reserveatpraderacdd.org)

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**Approved Proposed Budget  
Fiscal Year 2023-2024**

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**Approved Proposed Budget**  
**Reserve at Pradera Community Development District**  
**General Fund**  
**Fiscal Year 2023/2024**

	Chart of Accounts Classification	Actual YTD through 06/30/23	Projected Annual Totals 2022/2023	Annual Budget for 2022/2023	Projected Budget variance for 2022/2023	Budget for 2023/2024	Budget Increase (Decrease) vs 2022/2023	Comments
37	<b>EXPENDITURES - FIELD OPERATIONS</b>							
38								
39	Security Operations							
40	Security Services - Monitor	\$0	\$0	\$0	\$0	\$14,000	\$14,000	Marc Security Services
41	Security - Camera Surveillance	\$22,544	\$23,302	\$19,000	-\$4,302	\$5,000	-\$14,000	Envera\$3,063/Qtr + Repairs
42	Electric Utility Services							
43	Utility Services	\$121,785	\$162,380	\$120,000	-\$42,380	\$138,000	\$18,000	TECO Increase 10%
44	Garbage/Solid Waste Control Services							
45	Garbage - Recreation Facility	\$0	\$0	\$2,400	\$2,400	\$0	-\$2,400	Removed - Funds moved to Utility Services
46	Water-Sewer Combination Services							
47	Utility Services	\$7,198	\$9,597	\$7,500	-\$2,097	\$9,900	\$2,400	Increased
48	Stormwater Control							
49	Aquatic Maintenance	\$15,480	\$20,640	\$17,258	-\$3,382	\$25,000	\$7,742	
50	Fountain Service Maintenance	\$195	\$468	\$0	-\$468	\$1,000	\$1,000	Pond 8 Fountain Maintenance \$80/mon
51	Lake/Pond Bank Repair/Maintenance	\$0	\$0	\$3,960	\$3,960	\$3,960	\$0	
52	Other Physical Environment							
53	Property Insurance	\$6,394	\$5,811	\$6,973	\$1,162	\$8,716	\$1,743	EGIS Estimates 25% increase
54	General Liability Insurance	\$3,441	\$3,102	\$3,841	\$739	\$4,801	\$960	EGIS Estimates 25% increase
55	Landscape Maintenance	\$134,052	\$178,736	\$150,000	-\$28,736	\$165,575	\$15,575	LMP Contract
56	Landscape - Annuals	\$3,363	\$6,650	\$6,650	\$0	\$10,500	\$3,850	LMP Contract
57	Landscape - Fertilization					\$22,346		LMP Contract
58	Landscape - Irrigation Maintenance & Repair	\$19,253	\$27,471	\$11,180	-\$16,291	\$16,000	\$4,820	LMP Contract
59	Landscape - Mulch	\$5,525	\$13,500	\$13,500	\$0	\$31,000	\$17,500	LMP Contract - Installs in APR and OCT
60	Landscape - OTC Injections Palm Trees	\$0	\$0	\$1,080	\$1,080	\$1,080	\$0	LMP Contract
61	Landscape - Pest Control			\$2,600		\$2,904	\$304	LMP Contract - Fire Ant Treatment
62	Landscape - Replacement Plants, Shrubs, Trees	\$2,860	\$3,813	\$10,000	\$6,187	\$10,000	\$0	
63	Landscape Inspection Services	\$6,300	\$15,120	\$8,400	-\$6,720	\$9,600	\$1,200	Economic Impact Increase
64	Well Maintenance	\$0	\$0	\$1,500	\$1,500	\$1,500	\$0	
65	Entry Fountain & Wall Maintenance	\$8,327	\$11,103	\$4,000	-\$7,103	\$10,000	\$6,000	
66	Ornamental Lighting & Maintenance	\$0	\$0	\$1,000	\$1,000	\$0	-\$1,000	Removed - Funds moved to Entry Fountain
67	Holiday Decorations	\$8,000	\$3,000	\$8,000	\$5,000	\$5,000	-\$3,000	Decreased
68	Parks & Recreation							
69	Access Control Maintenance, & Supplies	\$0	\$0	\$4,000	\$4,000	\$4,000	\$0	Securiteam / Access Cards
70	Wildlife Management Services	\$9,900	\$13,200	\$13,200	\$0	\$13,200	\$0	Hog Trapping Services
71	Telephone Fax, Internet	\$1,324	\$1,765	\$2,690	\$925	\$2,500	-\$190	Spectrum -\$157.97/month + repairs
72	Maintenance & Repairs	\$19,385	\$25,847	\$20,000	-\$5,847	\$20,000	\$0	Janitorial , Cleaning and Power Washing Serv
73	Pool Service Contract	\$8,610	\$11,480	\$7,500	-\$3,980	\$10,000	\$2,500	AquaSentry - (Pool + Splash Pad& Fountain)
74	Pool Repairs	\$8,080	\$10,773	\$5,000	-\$5,773	\$5,000	\$0	Hardscapes

**Approved Proposed Budget**  
**Reserve at Pradera Community Development District**  
**General Fund**  
**Fiscal Year 2023/2024**

	<b>Chart of Accounts Classification</b>	<b>Actual YTD through 06/30/23</b>	<b>Projected Annual Totals 2022/2023</b>	<b>Annual Budget for 2022/2023</b>	<b>Projected Budget variance for 2022/2023</b>	<b>Budget for 2023/2024</b>	<b>Budget Increase (Decrease) vs 2022/2023</b>	<b>Comments</b>
75	Fountain Maintence and Repair			\$2,500				Funds moved to Entry Fountain & Wall Maintenance
76	Pest Control - Amenity	\$2,295	\$3,060	\$1,000	-\$2,060	\$2,000	\$1,000	Hometeam Pest Defense
77	Furniture Repair/Replacement	\$0	\$0	\$20,000	\$20,000	\$20,000	\$0	Pool/Cabana Area Upkeep
78	Dog Waste Station Supplies & Maintenance	\$0	\$0	\$1,500	\$1,500	\$1,500	\$0	TCM
79	Basketball Court Maintenance & Supplies	\$0	\$0	\$1,000	\$1,000	\$1,000	\$0	
80	Playground Equipment and Maintenance	\$0	\$0	\$2,000	\$2,000	\$2,000	\$0	Tot Lot
81	Trail/Bike Path Maintenance	\$0	\$0	\$1,500	\$1,500	\$1,500	\$0	
82	Fitness Equipment Maintenance & Repairs	\$0	\$0	\$0	\$0	\$4,000	\$4,000	
83	Pool/Water Feature Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	Splash Pad
84	Contingency							
85	Miscellaneous Contingency	\$8,130	\$10,840	\$11,000	\$160	\$11,000	\$0	
86								
87	<b>Field Operations Subtotal</b>	<b>\$422,441</b>	<b>\$561,658</b>	<b>\$491,732</b>	<b>-\$75,026</b>	<b>\$593,582</b>	<b>\$82,004</b>	
88								
89	<b>TOTAL EXPENDITURES</b>	<b>\$497,079</b>	<b>\$654,477</b>	<b>\$588,903</b>	<b>-\$70,674</b>	<b>\$703,494</b>	<b>\$94,745</b>	
90								
91	<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$88,109</b>	<b>-\$76,802</b>	<b>-\$16,750</b>	<b>-\$65,152</b>	<b>\$0</b>	<b>\$19,196</b>	

**Approved Proposed Budget  
Reserve at Pradera Community Development District  
Reserve Fund  
Fiscal Year 2023/2024**

	Chart of Accounts Classification	Actual YTD through 06/30/23	Projected Annual Totals 2022/2023	Annual Budget for 2022/2023	Projected Budget variance for 2022/2023	Budget for 2023/2024
1						
2	<b>REVENUES</b>					
3	Interest Earnings					
4	Interest Earnings	\$ 236	\$ 315	\$ -	\$ 315	
5	Special Assessments					
6	Tax Roll*	\$ -	\$ -	\$ -	\$ -	\$ -
7						
8	<b>TOTAL REVENUES</b>	<b>\$ 236</b>	<b>\$ 315</b>	<b>\$ -</b>	<b>\$ 315</b>	<b>\$ -</b>
9						
10	Balance Forward from Prior Year	\$ -	\$ -	\$ -	\$ -	\$ 15,000
11						
12	<b>TOTAL REVENUES AND BALANCE FORWARD</b>	<b>\$ 236</b>	<b>\$ 315</b>	<b>\$ -</b>	<b>\$ 315</b>	<b>\$ 15,000</b>
13						
14	<b>EXPENDITURES</b>					
15						
16	Contingency					
17	Capital Reserves	\$ -	\$ -	\$ -	\$ -	\$ 15,000
18						
19	<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,000</b>
20						
21	<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$ 236</b>	<b>\$ 315</b>	<b>\$ -</b>	<b>\$ 315</b>	<b>\$ -</b>
22						



**Reserve at Pradera Community Development District**  
**Debt Service**  
**Fiscal Year 2023/2024**

Chart of Accounts Classification	Series 2015	Budget for 2023/2024
<b>REVENUES</b>		
Special Assessments		
Net Special Assessments <sup>(1)</sup>	\$233,341.66	\$233,341.66
<b>TOTAL REVENUES</b>	<b>\$233,341.66</b>	<b>\$233,341.66</b>
<b>EXPENDITURES</b>		
<b>Administrative</b>		
Financial & Administrative		
Debt Service Obligation	\$233,341.66	\$233,341.66
<b>Administrative Subtotal</b>	<b>\$233,341.66</b>	<b>\$233,341.66</b>
<b>TOTAL EXPENDITURES</b>	<b>\$233,341.66</b>	<b>\$233,341.66</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$0.00</b>	<b>\$0.00</b>

Hillsborough county Collection (2%) and Early payment Discounts (4%)

6.0%

**Gross assessments**

**\$248,024.72**

<sup>(1)</sup> Maximum Annual Debt Service less any Prepaid Assessments Received.

**Notes:**

Tax Roll Collection Costs for Hillsborough County are 6.0% of Tax Roll. Budgeted net of tax roll assessments. See Assessment Table.

Reserve at Pradera Community Development District

FISCAL YEAR 2023/2024 O&M & DEBT SERVICE ASSESSMENT SCHEDULE

2023/2024 O&M Budget		\$686,094.00
Hillsborough County Collection Cost @	2%	\$14,597.74
Early Payment Discount @	4%	\$29,195.49
<b>2023/2024 Total</b>		<b>\$729,887.23</b>
2022/2023 O&M Budget		\$572,153.40
2023/2024 O&M Budget		\$686,094.00
<b>Total Difference</b>		<b>\$113,940.60</b>

	PER UNIT ANNUAL ASSESSMENT		Proposed Increase / Decrease	
	2022/2023	2023/2024	\$	%
Debt Service - Single Family 55'	\$642.55	\$642.55	\$0.00	0%
O&M - Single Family 55'	\$1,622.51	\$1,943.10	\$320.59	20%
<b>Total</b>	<b>\$2,265.06</b>	<b>\$2,585.65</b>	<b>\$320.59</b>	<b>14%</b>
Debt Service - Single Family 65'	\$759.38	\$759.38	\$0.00	0%
O&M - Single Family 65'	\$1,694.80	\$2,029.08	\$334.28	20%
<b>Total</b>	<b>\$2,454.18</b>	<b>\$2,788.46</b>	<b>\$334.28</b>	<b>14%</b>
Debt Service - Commercial	\$0.00	\$0.00	\$0.00	0%
O&M - Commercial	\$1,191.76	\$1,501.07	\$309.31	26%
<b>Total</b>	<b>\$1,191.76</b>	<b>\$1,501.07</b>	<b>\$309.31</b>	<b>26%</b>

**RESERVE AT PRADERA COMMUNITY DEVELOPMENT DISTRICT**

**FISCAL YEAR 2023/2024 O&M ASSESSMENT SCHEDULE**

TOTAL O&M BUDGET		\$686,094.00
COLLECTION COSTS @	2%	\$14,597.74
EARLY PAYMENT DISCOUNT @	4%	\$29,195.49
TOTAL O&M ASSESSMENT		<u>\$729,887.23</u>

LOT SIZE Phase 1	UNITS ASSESSED		ALLOCATION OF EQUALIZED COSTS					ALLOCATION OF STRATIFIED COSTS					PER LOT ANNUAL ASSESSMENT		
	O&M	SERIES 2015 DEBT SERVICE <sup>(1)</sup>	EAU FACTOR	TOTAL EAU's	% TOTAL EAU's	TOTAL BUDGET	PER UNIT ASSESSMENT	EAU FACTOR	TOTAL EAU's	% TOTAL EAU's	TOTAL BUDGET	PER UNIT ASSESSMENT	TOTAL O&M	SERIES 2015 DEBT SERVICE <sup>(2)</sup>	TOTAL <sup>(3)</sup>
	Single Family 55'	204	204	1.00	204.00	54.84%	\$299,931.45	\$1,470.25	1.00	204.00	51.27%	\$96,462.38	\$472.85	\$1,943.10	\$642.55
Single Family 65'	154	154	1.00	154.00	41.40%	\$226,418.84	\$1,470.25	1.18	182.00	45.74%	\$86,059.58	\$558.83	\$2,029.08	\$759.38	\$2,788.46
Commercial	14	0	1.00	14.00	3.76%	\$15,388.00	\$1,099.14	0.85	11.90	2.99%	\$5,626.97	\$401.93	\$1,501.07	\$0.00	\$1,501.07
<b>TOTAL</b>	<b>372</b>	<b>358</b>		<b>372.00</b>	<b>100.00%</b>	<b>\$541,738.30</b>			<b>397.90</b>	<b>100.00%</b>	<b>\$188,148.94</b>				

LESS: Hillsborough County Collection Costs (2%) and Early Payment Discount (4%)

(\$32,504.30)

(\$11,288.94)

Net Revenue to be Collected

\$509,234.00

\$176,860.00

<sup>(1)</sup> Reflects the number of total lots with Series 2015 debt outstanding.

<sup>(2)</sup> Annual debt service assessment per lot adopted in connection with the Series 2015 bond issues. Annual assessment includes principal, interest, Hillsborough County collection costs and early payment discount costs.

<sup>(3)</sup> Annual assessment that will appear on November 2023 Hillsborough County property tax bill. Amount shown includes all applicable collection costs and early payment discounts. Property owner is eligible for a discount of up to 4% if paid early.

## GENERAL FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The General Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all General Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

### REVENUES:

**Interest Earnings:** The District may earn interest on its monies in the various operating accounts.

**Tax Roll:** The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County. The second way is by Off Roll collection.

**Off Roll:** For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

**Developer Contributions:** The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

**Event Rental:** The District may receive monies for event rentals for such things as weddings, birthday parties, etc.

**Miscellaneous Revenues:** The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

**Facilities Rentals:** The District may receive monies for the rental of certain facilities by outside sources, for such items as office space, snack bar/restaurants etc.

### EXPENDITURES – ADMINISTRATIVE:

**Supervisor Fees:** The District may compensate its supervisors within the appropriate statutory limits of \$200.00 maximum per meeting within an annual cap of \$4,800.00 per supervisor.

**Administrative Services:** The District will incur expenditures for the day to today operation of District matters. These services include support for the District Management function, recording and preparation of meeting minutes, records retention and maintenance in accordance with Chapter 119, Florida Statutes, and the District's adopted Rules of Procedure, preparation and delivery of agenda, overnight deliveries, facsimiles and phone calls.

**District Management:** The District as required by statute, will contract with a firm to provide for management and administration of the District's day to day needs. These services include the conducting of board meetings, workshops, overall administration of District functions, all required state and local filings, preparation of annual budget, purchasing, risk management, preparing various resolutions and all other secretarial duties requested by the District throughout the year is also reflected in this amount.

**District Engineer:** The District's engineer provides general engineering services to the District. Among these services are attendance at and preparation for monthly board meetings, review of construction invoices and all other engineering services requested by the district throughout the year.

**Disclosure Report:** The District is required to file quarterly and annual disclosure reports, as required in the District's Master Trust Indenture, with the specified repositories. This is contracted out to a third party in compliance with the Trust Indenture.

**Trustee's Fees:** The District will incur annual trustee's fees upon the issuance of bonds for the oversight of the various accounts relating to the bond issues.

**Assessment Roll:** The District will contract with a firm to maintain the assessment roll and annually levy a Non-Ad Valorem assessment for operating and debt service expenses.

**Financial & Revenue Collections:** Services include all functions necessary for the timely billing and collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. These services include, but are not limited to, assessment roll preparation and certification, direct billings and funding request processing as well as responding to property owner questions regarding District assessments. This line item also includes the fees incurred for a Collection Agent to collect the funds for the principal and interest payment for its short-term bond issues and any other bond related collection needs. These funds are collected as prescribed in the Trust Indenture. The Collection Agent also provides for the release of liens on property after the full collection of bond debt levied on particular properties.

**Accounting Services:** Services include the preparation and delivery of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity.

**Auditing Services:** The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting firm, once it reaches certain revenue and expenditure levels, or has issued bonds and incurred debt.

**Arbitrage Rebate Calculation:** The District is required to calculate the interest earned from bond proceeds each year pursuant to the Internal Revenue Code of 1986. The Rebate Analyst is required to verify that the District has not received earnings higher than the yield of the bonds.

**Travel:** Each Board Supervisor and the District Staff are entitled to reimbursement for travel expenses per Florida Statutes 190.006(8).

**Public Officials Liability Insurance:** The District will incur expenditures for public officials' liability insurance for the Board and Staff.

**Legal Advertising:** The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to meeting schedules, special meeting notices, and public hearings, bidding etc. for the District based on statutory guidelines

**Bank Fees:** The District will incur bank service charges during the year.

**Dues, Licenses & Fees:** The District is required to pay an annual fee to the Department of Economic Opportunity, along with other items which may require licenses or permits, etc.

**Miscellaneous Fees:** The District could incur miscellaneous fees throughout the year, which may not fit into any standard categories.

**Website Hosting, Maintenance and Email:** The District may incur fees as they relate to the development and ongoing maintenance of its own website along with possible email services if requested.

**District Counsel:** The District's legal counsel provides general legal services to the District. Among these services are attendance at and preparation for monthly board meetings, review of operating and maintenance contracts and all other legal services requested by the district throughout the year.

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## **EXPENDITURES - FIELD OPERATIONS:**

**Deputy Services:** The District may wish to contract with the local police agency to provide security for the District.

**Security Services and Patrols:** The District may wish to contract with a private company to provide security for the District.

**Electric Utility Services:** The District will incur electric utility expenditures for general purposes such as irrigation timers, lift station pumps, fountains, etc.

**Streetlights:** The District may have expenditures relating to streetlights throughout the community. These may be restricted to main arterial roads or in some cases to all streetlights within the District's boundaries.

**Utility - Recreation Facility:** The District may budget separately for its recreation and or amenity electric separately.

**Gas Utility Services:** The District may incur gas utility expenditures related to district operations at its facilities such as pool heat etc.

**Garbage - Recreation Facility:** The District will incur expenditures related to the removal of garbage and solid waste.

**Solid Waste Assessment Fee:** The District may have an assessment levied by another local government for solid waste, etc.

**Water-Sewer Utility Services:** The District will incur water/sewer utility expenditures related to district operations.

**Utility - Reclaimed:** The District may incur expenses related to the use of reclaimed water for irrigation.

**Aquatic Maintenance:** Expenses related to the care and maintenance of the lakes and ponds for the control of nuisance plant and algae species.

**Fountain Service Repairs & Maintenance:** The District may incur expenses related to maintaining the fountains within throughout the Parks & Recreational areas

**Lake/Pond Bank Maintenance:** The District may incur expenditures to maintain lake banks, etc. for the ponds and lakes within the District's boundaries, along with planting of beneficial aquatic plants, stocking of fish, mowing and landscaping of the banks as the District determines necessary.

**Wetland Monitoring & Maintenance:** The District may be required to provide for certain types of monitoring and maintenance activities for various wetlands and waterways by other governmental entities.

**Mitigation Area Monitoring & Maintenance:** The District may be required to provide for certain types of monitoring and maintenance activities for various mitigation areas by other governmental entities.

**Aquatic Plant Replacement:** The expenses related to replacing beneficial aquatic plants, which may or may not have been required by other governmental entities.

**General Liability Insurance:** The District will incur fees to insure items owned by the District for its general liability needs

**Property Insurance:** The District will incur fees to insure items owned by the District for its property needs

**Entry and Walls Maintenance:** The District will incur expenditures to maintain the entry monuments and the fencing.

**Landscape Maintenance:** The District will incur expenditures to maintain the rights-of-way, median strips, recreational facilities including pond banks, entryways, and similar planting areas within the District. These services include but are not limited to monthly landscape maintenance, fertilizer, pesticides, annuals, mulch, and irrigation repairs.

**Irrigation Maintenance:** The District will incur expenditures related to the maintenance of the irrigation systems.

**Irrigation Repairs:** The District will incur expenditures related to repairs of the irrigation systems.

**Landscape Replacement:** Expenditures related to replacement of turf, trees, shrubs etc.

**Field Services:** The District may contract for field management services to provide landscape maintenance oversight.

**Miscellaneous Fees:** The District may incur miscellaneous expenses that do not readily fit into defined categories in field operations.

**Gate Phone:** The District will incur telephone expenses if the District has gates that are to be opened and closed.

**Street/Parking Lot Sweeping:** The District may incur expenses related to street sweeping for roadways it owns or are owned by another governmental entity, for which it elects to maintain.

**Gate Facility Maintenance:** Expenses related to the ongoing repairs and maintenance of gates owned by the District if any.

**Sidewalk Repair & Maintenance:** Expenses related to sidewalks located in the right of way of streets the District may own if any.

**Roadway Repair & Maintenance:** Expenses related to the repair and maintenance of roadways owned by the District if any.



**Employees - Salaries:** The District may incur expenses for employees/staff members needed for the recreational facilities such as Clubhouse Staff.

**Employees - P/R Taxes:** This is the employer's portion of employment taxes such as FICA etc.

**Employee - Workers' Comp:** Fees related to obtaining workers compensation insurance.

**Management Contract:** The District may contract with a firm to provide for the oversight of its recreation facilities.

**Maintenance & Repair:** The District may incur expenses to maintain its recreation facilities.

**Facility Supplies:** The District may have facilities that required various supplies to operate.

**Gate Maintenance & Repairs:** Any ongoing gate repairs and maintenance would be included in this line item.

**Telephone, Fax, Internet:** The District may incur telephone, fax and internet expenses related to the recreational facilities.

**Office Supplies:** The District may have an office in its facilities which require various office related supplies.

**Clubhouse - Facility Janitorial Service:** Expenses related to the cleaning of the facility and related supplies.

**Pool Service Contract:** Expenses related to the maintenance of swimming pools and other water features.

**Pool Repairs:** Expenses related to the repair of swimming pools and other water features.

**Security System Monitoring & Maintenance:** The District may wish to install a security system for the clubhouse

**Clubhouse Miscellaneous Expense:** Expenses which may not fit into a defined category in this section of the budget

**Athletic/Park Court/Field Repairs:** Expense related to any facilities such as tennis, basketball etc.

**Trail/Bike Path Maintenance:** Expenses related to various types of trail or pathway systems the District may own, from hard surface to natural surfaces.

**Special Events:** Expenses related to functions such as holiday events for the public enjoyment

**Miscellaneous Fees:** Monies collected and allocated for fees that the District could incur throughout the year, which may not fit into any standard categories.

**Miscellaneous Contingency:** Monies collected and allocated for expenses that the District could incur throughout the year, which may not fit into any standard categories.

**Capital Outlay:** Monies collected and allocated for various projects as they relate to public improvements.

## RESERVE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The Reserve Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Reserve Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

### REVENUES:

**Tax Roll:** The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County. The second way is by Off Roll collection.

**Off Roll:** For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

**Developer Contributions:** The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

**Miscellaneous Revenues:** The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

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### EXPENDITURES:

**Capital Reserve:** Monies collected and allocated for the future repair and replacement of various capital improvements such as club facilities, swimming pools, athletic courts, roads, etc.

**Capital Outlay:** Monies collected and allocated for various projects as they relate to public improvements.

## DEBT SERVICE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The Debt Service Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Debt Service Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

### REVENUES:

**Special Assessments:** The District may levy special assessments to repay the debt incurred by the sale of bonds to raise working capital for certain public improvements. The assessments may be collected in the same fashion as described in the Operations and Maintenance Assessments.

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### EXPENDITURES – ADMINISTRATIVE:

**Bank Fees:** The District may incur bank service charges during the year.

**Debt Service Obligation:** This would be a combination of the principal and interest payment to satisfy the annual repayment of the bond issue debt.

# Tab 12

**RESOLUTION 2023-07**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RESERVE AT PRADERA COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIME AND LOCATION FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT, FOR FISCAL YEAR 2023/2024, AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, Reserve at Pradera Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within the Hillsborough County, Florida; and

WHEREAS, the District's Board of Supervisors (hereinafter the "Board") is statutorily authorized to exercise the powers granted to the District; and

WHEREAS, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, Florida Statutes; and

WHEREAS, the Board is statutorily required to file annually, with the local governing authority or authorities a schedule of its regular meetings; and

WHEREAS, the District is required by Florida law to prepare an annual schedule of its regular public meetings which designates the date, time, and location of the District's meetings.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE RESERVE AT PRADERA COMMUNITY DEVELOPMENT DISTRICT:**

1. The Fiscal Year 2023/2024 annual public meeting schedule attached hereto and incorporated by reference herein as Exhibit A is hereby approved and will be published and filed in accordance with Section 189.015(1), Florida Statutes.
2. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 17<sup>th</sup> DAY OF AUGUST 2023.**

**RESERVER AT PRADERA  
COMMUNITY DEVELOPMENT  
DISTRICT**

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**CHAIRMAN / VICE CHAIRMAN**

**ATTEST:**

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**SECRETARY / ASST. SECRETARY**

**EXHIBIT "A"**  
**BOARD OF SUPERVISORS MEETING DATES**  
**RESERVE AT PRADERA COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2023/2024**

October 19, 2023  
November 16, 2023  
December 21, 2023  
January 18, 2024  
February 15, 2024  
March 21, 2024  
April 18, 2024  
May 16, 2024  
June 20, 2024  
July 18, 2024  
August 15, 2024  
September 19, 2024

Time: \_\_:\_\_ a.m./ p.m.

Location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_