

**THE GROVES
COMMUNITY DEVELOPMENT
DISTRICT**

APRIL 2, 2024

AGENDA PACKAGE



210 N. UNIVERSITY DRIVE, SUITE 702
CORAL SPRINGS, FLORIDA 33071

The Groves Community Development District

Board of Supervisors

Bill Boutin, Chairman
 Richard Loar, Vice Chairman
 Jimmy Allison, Assistant Secretary
 Christina Cunningham, Assistant Secretary
 James Nearey, Assistant Secretary

District Staff

Jayna Cooper, District Manager
 Vivek Babbar, District Counsel
 Stephen Brletic, District Engineer
 Wendi McAnn, Clubhouse Manager
 Clint Robinson, Assistant Clubhouse Manager

Meeting Agenda

Tuesday, April 2, 2024 at 10:00 a.m.

- 1. Call to Order/Roll Call**
- 2. Pledge of Allegiance**
- 3. Audience Comments**
- 4. Public Hearing Considering Rental Agreement & Revised Rental Fee Schedule**
 - A. Discussion of Rental Agreement
 - B. Discussion of revised rental fee schedule
 - C. Consideration of Resolution 2024-06, Adopting Revised Rental Agreement & Revised Rental Fee Schedule
- 5. Business Items**
 - A. Discussion with Kilinski-Van Wyk Attorneys
 - B. Consideration of Security Guard Proposals
 - i. ESS Global Corporation Proposal
 - ii. MPS Investigations & Guard Services
 - C. Ratification of Florida Reserve Study Update Proposal
 - D. Consideration of Pool Project Change Orders
 - i. Pool Project Change Orders 2
 - ii. Pool Project Change Orders 3
 - iii. Pool Project Change Orders 4
 - iv. Pool Project Change Orders 5
 - v. Pool Project Change Orders 6
 - E. Review Updated Proposal for Access to Golf Course by Emergency Vehicles at Holes 3 & 4
- 6. Staff Reports**
 - A. District Counsel
 - B. District Engineer
 - C. Aquatics Report
 - D. Clubhouse Manager
 - i. Clubhouse Manager Report
 - ii. Discussion of Revised Gate Proposal
 - E. District Manager
 - i. Discussion of FY25 Proposed Budget
- 7. Business Administration**
 - A. Consideration of the March 5, 2024 Meeting Minutes
 - B. Consideration of Financials for February 2024
- 8. Supervisors' Requests**
- 9. Adjournment**

Next regularly scheduled meeting is May 7, 2024 at 10:00 a.m.

District Office:

210 N. University Drive, Suite 702
 Coral Springs, FL. 33071

Meeting Location:

The Groves Civic Center
 7924 Melogold Circle
 Land 'O Lakes, FL. 34637

Fourth Order of Business

4A.

The Groves Community Development District

Rental Agreement

This Rental Agreement (this “**Agreement**”) is made between **The Groves Community Development District** (the “**District**”) and the individual or organization named below (“**Renter**”) effective as of the date the District staff member signs this Agreement.

Name: _____ Phone: _____

Name of Organization if Applicable: _____

Address: _____ Email: _____

Date of Event: _____ Start & End Time: _____

Description of Event: _____

Estimated Number of People Attending: _____

_____ Check here if alcohol be served or sold (no BYOB)

_____ Check here for a rental of the Ballroom (includes adjacent kitchen/catering room).

_____ Check here for a rental of the Card Room.

_____ Check here for a rental of the Craft Room.

Reminders:

1. This Agreement is for the exclusive rental of the above selected room (and the restrooms and adjacent parking lot) at the Civic Center at 7924 Melogold Circle Land O’Lakes, Florida 34637. No other portions of the Civic Center also located at the same address are part of the rental.
2. Rental duration is for up to 5 hours (including set-up and clean-up).
 - a. No events are permitted past 11pm.
 - b. The rooms have a default setup. Renter is responsible for setting up the room.
3. The Rental Fees, Security Deposits, and additional fees that may be imposed are described in the Fee Schedule adopted by the Board of Supervisors (the “**Fee Schedule**”).
 - a. Using the District’s Concession Operator or another vendor pre-approved by the Clubhouse Manager will result in the waiver of the security deposit.
 - b. Checks should be made payable to The Groves Community Development District.
 - c. The Security Deposit is deposited when received. It will be returned within 14 days after the event if in full compliance with this Agreement.
 - d. All Rental Fees and Security Deposits are payable at the time of the reservation.
4. District staff may monitor the event to ensure compliance with all policies, rules, and regulations of the District as well as the laws of the State of Florida. District staff is not responsible for providing protection or supervision for the personal safety or security of any guests.

Terms and Conditions:

1. Renter must remain on property during the entirety of the event.
2. Renter is responsible for all guests at all times.
3. Renter agrees and understands that the District has no duty to protect against and does not in any manner warrant or insure against, any death, injury or damage caused by any other condition in or upon District property.
4. Renter and their guests entering or using any District property do so at their own risk.
5. Renter assumes all risks to persons or property, including theft.
6. The District does not warrant or represent that the room is safe and suitable for Renter's purposes.
7. Renter expressly acknowledges for itself and its agents, vendors, and guests that the District is providing the room on an "as is" basis.
8. Renter agrees to assume financial responsibility for damages in excess of the Security Deposit.
9. Alcohol:
 - a. Renter may not hold events where they or their guests bring their own alcohol.
 - b. If Renter plans on serving or selling alcohol, they shall utilize the District's Concession Operator, if the District's Concession Operator is not interested in providing those services Renter may use a licensed and insured vendor authorized to serve and sell alcohol and must comply with all Florida Department of Business and Professional Regulation, Division of Alcoholic Beverages and Tobacco regulations and requirements.
 - c. Renter understands that the sale, possession, consumption, and use of alcoholic beverages are subject to state and federal law, as well as District policies.
 - d. Renter or Renter's agents, vendors, and guests shall not provide alcohol to persons under the age of 21 or to persons who are already intoxicated or are apparently intoxicated.
 - e. Renter acknowledges that the District does not condone the irresponsible use of alcoholic beverages.
 - f. It shall be Renter's sole responsibility to monitor the use of alcoholic beverages by Renter's agents, vendors, and guests.
10. Cancellations and Refunds:
 - a. If the Renter provides written notice at least 60 days prior to the date of event, the Security Deposit and the Rental Fee will be refunded.
 - b. If the Renter provides written notice between 10 and 59 days prior to the date of the event, only 50% of the Rental Fee will be refunded and the Security Deposit will be forfeited.
 - c. If the Renter provides written notice of 9 days or less prior to the date of the event, only 25% of the Rental Fee will be refunded and the Security Deposit will be forfeited.
 - d. If the District cancels the event at any time prior to the event, the Security Deposit and the Rental Fee will be refunded.
 - i. The District shall not be liable for any costs or damages incurred because of the District's cancellation.
11. To ensure the return of Security Deposit and avoiding additional fees that may be imposed pursuant to the Fee Schedule, Renter (or their cleaning vendor) must:
 - a. Remove all trash from the building and place it in the dumpster (cannot leave bags on the ground).
 - i. Renters must bring their own garbage bags.
 - ii. The dumpster is in the steel enclosure located outside the lobby doors on the left.
 - b. Wipe down all chairs and tables.
 - c. Return the room to the default setup.
 - d. Additionally, if the Ballroom is being rented:
 - i. Sweep and mop the Ballroom. The cleaning supplies are located under the kitchen sink and the mop and bucket are in the storeroom area.
 - ii. Remove all items placed in the refrigerator and kitchen area and wipe down all counter surfaces and the sink.

12. Insurance:

- a. Renter must provide a valid certificate of insurance, with limits of not less than \$1,000,000 naming the District as an additional insured on a primary, noncontributory basis.
 - i. No certificate shall be acceptable to the District unless it provides that any change or termination within the policy periods of the insurance coverage, as certified, shall not be effective within 30 days of prior written notice to the District.
 - ii. Insurance coverage shall be from a reputable insurance carrier, licensed to conduct business in the State of Florida.
- b. If alcohol will be served or sold by any vendor other than the District's Concession Operator, such vendor will need to provide their certificate of insurance with the same requirements as above.
- c. Additional liability insurance coverage may be required for events that the District feels should require additional liability coverage on a case by case basis to be reviewed by the Board of Supervisors.

13. Renter will comply with all laws, statutes, codes, and regulations of the State of Florida and Pasco County. Renter will incur and pay any fines levied for violation of occupancy capacity. The Renter shall abide by the District's rules, regulations, and policies.

14. **In consideration for receiving permission to rent the above selected room, Renter hereby releases, waives, discharges, and covenants not to sue, indemnify, and otherwise hold harmless the District, its officers, agents and employees (hereinafter referred to as "Releasees") from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or relating to any loss, damage or injury, including death, that may be sustained by me or my guests, or to any property belonging to me or my guests, whether caused by the negligence of the Releasees, or otherwise, during the rental, or while in, on or upon the premises where the rental is located, while in transit to or from the premises, or in any place or places connected with the rental.**

- a. It is my express intent that this Release shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a Release, Waiver, Discharge and Covenant Not to Sue the abovenamed Releasees.

15. Renter may not assign their rights or interest under this Agreement.

16. Renter understands and acknowledges that all documents of any kind relating to this Agreement may be subject to Chapter 119, Florida Statutes, Florida's Public Records law, and shall be treated as such by the District in accordance with Florida law.

17. Nothing herein shall constitute or be construed as a waiver of the District's sovereign immunity or limits of liability beyond any limits of liability which may have been adopted by the Florida Legislature in Section 768.28, *Florida Statutes* or other law.

18. In the event it becomes necessary for either party to institute legal proceedings in order to enforce the terms of this Agreement, the prevailing party will be entitled to all costs, including reasonable attorney's fees at both trial and appellate levels against the non-prevailing party.

19. This Agreement shall be governed under the laws of the State of Florida with venue in Pasco County, Florida.

20. This Agreement has been negotiated fully between the parties as an arm's length transaction. In the case of a dispute concerning the interpretation of any provision of this Agreement, the parties are each deemed to have drafted, chosen, and selected the language, and any doubtful language will not be interpreted or construed against any party.

21. In the event any term or provision of this Agreement is determined by appropriate judicial authority to be illegal or otherwise invalid, such provision shall be given its nearest legal meaning or be construed as deleted as such authority determines, and the remainder of this Agreement shall be construed to be in full force and effect.

22. This Agreement contains the entire agreement and no party is to rely upon any oral representations made by another party or any other written documents preceding this Agreement.

The Renter certifies that he/she is at least 18 years of age and has read and understands the terms and conditions of this Agreement and signs it voluntarily. If this Agreement is entered into on behalf of an organization or a group, the undersigned certifies that he/she is authorized to sign this Agreement on behalf of the organization or group.

Renter Signature: _____

District Staff Signature: _____

Date: _____

4B.



The Groves Community Development District Rental Policies for Recreational Facilities

The following policies for The Groves Community Development District (the “**District**”) may be changed from time to time as determined in the sole discretion of the District’s Board of Supervisors (the “**Board**”). The policies have been written and are to be interpreted and enforced, for the sole purpose of enhancing and maintaining the enjoyment of District property. Failure to observe these policies will be considered a violation of the policies and may result in the restriction of an individual’s use of the District’s recreational facilities. Please observe these policies and refer any questions regarding them to the administration office in the Civic Center.

Policies:

1. The District permits the rental of the Ballroom (includes adjacent kitchen/catering room), Card Room, or Craft Room.
 - a. Use the restrooms and parking lot is included, but not any other portions of the Civic Center.
 - b. The Ball Room and Craft Room may be rented for a maximum of 5 hours.
 - c. The Card Room may be rented for a maximum of 1 hour.
2. The cancellation policy and process for refunds is described in the Rental Agreement.
3. The Renter’s requirements for cleaning up and returning the rented room to the original setup is described in the Rental Agreement.
4. Adults must accompany children under the age of 18.
5. The maximum number of participants at the event shall not exceed the number of occupants as permitted for the rented facilities, by Pasco County and/or the Pasco County Fire Marshall.
6. The Board reserves the right, in the sole discretion of the District Manager, Clubhouse Manager, or Operations Manager, to limit the frequency of use of the rented facilities by any Renter or to cancel any scheduled event without reasonable notice.
 - a. If the District cancels the Event for any reason, the District shall not be liable for any costs or damages incurred by the Renter because of the District’s cancellation of the Event.
7. For any costs that exceed the Security Deposit, Renter shall pay the District for the cost of any special cleanup required after their event, for the repair of any damage to the rented room, or for the replacement of any items..
8. All legal fees and collection costs incurred by the District to collect damage costs are the responsibility of the Renter.

Reservation Process:

1. The first page of the Rental Agreement must be filled out by the individual or organization desiring to reserve the room (the “**Renter**”).
 - a. Reservation hours should include time needed for cleanup.
 - b. Events must end by 11pm.
2. If the room is available, the Renter must pay the applicable Rental Fee and Security Deposit and provide a copy of their government issued ID at the time of the reservation.
 - a. The District accepts debit or credit cards or checks.
 - b. Checks must be made payable to “The Groves Community Development District”.



**The Groves Community Development District
Fee Schedule for Recreational Facilities**

Resident Fee Schedule			
Rental Code	Location and Type of Event	Rental Fee	Security Deposit
	Ballroom		
R1	Social Activity for Residents	\$ -	\$ 100.00
R2	Private Event	\$ 100.00	\$ 100.00
R3	Commercial Event	\$ 300.00	\$ 100.00
R4	Non-Profit Event	\$ 300.00	\$ 100.00
	Card Room		
R5	Social Activity for Residents	\$ -	\$ 50.00
R6	Private Event	\$ 25.00	\$ 50.00
R7	Commercial Event	\$ 25.00	\$ 50.00
R8	Non-Profit Event	\$ 25.00	\$ 50.00
	Craft Room		
R9	Social Activity for Residents	\$ -	\$ 50.00
R10	Private Event	\$ 25.00	\$ 50.00
R11	Commercial Event	\$ 25.00	\$ 50.00
R12	Non-Profit Event	\$ 25.00	\$ 50.00

Non-Resident Fee Schedule			
Rental Code	Location and Type of Event	Rental Fee	Security Deposit
	Ballroom		
NR1	Private Event	\$ 300.00	\$ 300.00
NR2	Commercial Event	\$ 500.00	\$ 300.00
NR3	Non-Profit Event	\$ -	\$ 300.00
	Craft Room		
NR7	Private Event	\$ 50.00	\$ 300.00
NR8	Commercial Event	\$ 50.00	\$ 300.00
NR9	Non-Profit Event	\$ -	\$ 300.00

Additional Fees:

1. Failure to remove trash: \$100.00.
2. Failure to clean surfaces: \$50.00.
3. Failure to sweep and mop the Ballroom: \$100.00.
4. The District may determine that certain Non-resident events require additional staff coverage. The District will provide the actual cost of such staff coverage as soon as it is available.

Notes:

1. A Resident is a person residing in The Groves Golf and Country Club.
2. The District has higher and additional fees for Non-Residents as residents already pay non-ad valorem special assessments into the District and the District has additional recourses against residents.
3. The Card Room is not available to rent by non-residents unless they pay the annual non-resident user fee.
4. Residents, Non-Profits, and Commercial Organizations can submit a request (with appropriate justification) to the Board for waiver of fees.

4C.

RESOLUTION 2024-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE GROVES COMMUNITY DEVELOPMENT DISTRICT ADOPTING RENTAL POLICIES AND FEE SCHEDULE; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The Groves Community Development District (the “**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes;

WHEREAS, the District owns, maintains, and operates recreational facilities;

WHEREAS, the Board of Supervisors of the District (the “**Board**”) is authorized by Sections 190.011(15) and 190.035, Florida Statutes, to establish policies and adopt rate and fee schedules for its recreational facilities;

WHEREAS, after hearing and considering public comment, the Board has determined that the proposed rental policies and fee schedule should be adopted.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD:

1. **Adoption**. The Board hereby adopts the Rental Policies and Fee Schedule, as finalized in the form attached hereto as **Exhibit A**.
2. **Conflicts**. All District resolutions or parts thereof or other adopted policies in actual conflict with this Resolution are, to the extent of such conflict, superseded and repealed.
3. **Severability**. If any section or part of a section of this Resolution is declared invalid or unconstitutional, the validity, force and effect of any other section or part of a section of this Resolution shall not thereby be affected or impaired unless it clearly appears that such other section or part of a section of this Resolution is wholly or necessarily dependent upon the section or part of a section so held to be invalid or unconstitutional.
4. **Effective Date**. This Resolution shall become effective upon adoption.

Passed and adopted on April 2, 2024.

Attest:

**The Groves
Community Development District**

Jayna Cooper
Secretary

Bill Boutin
Chair of the Board of Supervisors

Fifth Order of Business

5A.



KILINSKI | VAN WYK



PROPOSAL FOR DISTRICT COUNSEL SERVICES
The Groves
Community Development District
Land O' Lakes, Florida

Why Kilinski | Van Wyk

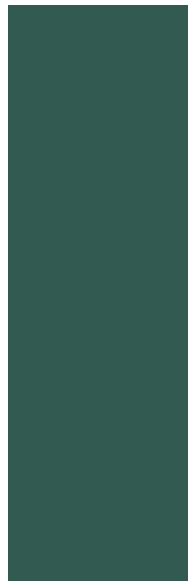
On behalf of Kilinski | Van Wyk PLLC (Kilinski | Van Wyk), we appreciate the opportunity to submit this proposal to provide legal representation to The Groves Community Development District ("District"). Kilinski | Van Wyk is a professional limited liability company with its practice focused in the areas of special districts, real estate law, construction law, governmental law, public financing, public contract law, ethics, and related areas.

In July of 2021, entrepreneurial minded partners, Jennifer Kilinski and Roy Van Wyk, with decades of experience serving special district clients, started the law firm of Kilinski | Van Wyk, with the intent to focus exclusively on the needs of special district clients in a nimble and innovative environment. Within the first eighteen months of operations, Kilinski | Van Wyk grew to ten employees, including six lawyers, two paralegals, and administrative support staff, and we now have fourteen professionals serving our clients' needs. Our growth is in direct response to the confidence our clients have put in our attorneys' depth of experience and the quality of our legal services. Kilinski | Van Wyk prides itself on efficiency, responsiveness, and creative strategic thinking.

We serve clients throughout all of Florida. We have three offices; one, located in Florida's Capital City of Tallahassee, where we have access to all state administrative offices, the Florida Legislature, and other regulatory agencies important to our clients. The second office, located in Tampa, includes four attorneys. The firm also maintains a third office in Naples, and we anticipate opening a fourth office in Jacksonville in the coming months, which reflects our successful growth and client-focused approach. Our Tampa and Jacksonville offices provide us with strategic locations to serve our many Central Florida districts.

Kilinski | Van Wyk is a unique law firm. Its founders created the firm with the mission to provide excellent, solution-oriented, and responsive legal counseling services centered on representing special districts, leveraging the strength of our decades of experience so that our clients are not experiencing on the job training. Our goal is to deliver the legal counsel that achieves the desired results to make your District, and your business, successful. We do that by listening, collaborating, strategizing, and bringing the strength of our decades of legal and business experience to bear on your objectives. We commit ourselves to being, hiring and training the best attorneys in our practice area, so that you can be the best in your business area.

The attorneys at Kilinski | Van Wyk have experience representing various types of special districts, including stewardship districts, improvement districts, community development districts and others, in virtually every part of our home state of Florida. The competence and extensive experience of our lawyers is critical to providing the highest level of client service. We endeavor to recruit the best and most experienced lawyers and law students to our firm. Our attorneys' many awards and accolades demonstrate our "bench strength," including our many highly credentialed younger attorneys. When you hire Kilinski | Van Wyk, you hire a legal team with decades of experience at various levels of government and in virtually every part of our state.



KVW Personnel & Other Resources

Kilinski | Van Wyk attorneys primarily focus their legal practice in special districts and related legal subject matter. Our combination of knowledge and experience means that our lawyers can provide services efficiently, and we offer flexible and competitive pricing arrangements based on client needs and circumstances. To ensure responsiveness, we are able to work in small teams, while keeping costs low by using an associate attorney or paralegal where appropriate.

As partners, we are personally invested with our names on the firm, and it is our commitment to provide proactive, business-minded, and timely legal counsel to address your business objectives. As partners, we also supervise the firm's personnel and resource assignments to ensure each client receives the personal and professional counsel needed for their unique circumstance. Additional information about our firm and team can be found at www.cddl原因.com.



KVW Experience with Special Districts

The firm's founding members, Jennifer Kilinski and Roy Van Wyk, were former partners with Hopping Green & Sams, PA, which had provided clients with advice regarding the operation of community development districts since 1985. Lawyers from our firm presently serve as general counsel to over one hundred fifty (150) special districts and similar clients throughout Florida and have established, and are currently establishing, several others. We regularly address all facets of legal issues affecting special districts, including establishment at city, county and state levels, public finance, procurement, acquisitions, rulemaking, open meetings and records, ethics, real property conveyances, contracts, construction, boundary amendments, mergers, assessments, foreclosure, and other such issues. There are few issues our lawyers have not faced.

We currently represent over 60 districts in Pasco County and surrounding counties, and our Central Florida-based attorneys are well positioned to serve the District. Several of our clients own and operate multiple amenities, and their communities are home to thousands of residents. Our lawyers are familiar with best practices in amenity management legal considerations, restaurant operations and DBPR licensing, policies and procedures, operations and other related matters and have performed due diligence (i.e., ownership and maintenance responsibilities) research for all of our districts.



KVW Understanding the Scope of Work

In our work as general counsel to special districts, we provide necessary legal services for a wide range of needs. This work varies widely by project but usually includes (1) advice on governmental meetings, ethics, and procurement matters, (2) assistance with maintenance contracts and activities, and (3) other legal needs of the District.

In addition to our attendance at Board meetings, whether remotely or in person, our firm works with the Board and District staff to prepare the Board meeting agendas, participate in agenda conference calls, and prepare various documents for distribution in the agenda packages. After a Board meeting, we will follow up with the Board and District staff to address any outstanding issues and answer any questions raised at the Board meeting. We are also available by phone or email to promptly resolve issues that arise between meetings.

Our firm's experience in proactively counseling community development districts gives us insight on how to prevent expensive litigation. Often, thoughtful actions taken at the earliest stages of a dispute can save tens of thousands of unbudgeted dollars. However, not all litigation can or should be avoided, and if required, we can provide experienced litigation support or provide referrals for the District to consider.



Conclusion

As mentioned previously, we represent numerous community development districts and independent special districts throughout the state. We believe that our experience and resources allow us to represent our clients with a high degree of professionalism and cost effectiveness that is unique to our firm. Please take a moment to further review our qualifications at www.cddlawyers.com. We would be happy to talk with you about our qualifications and experience and can be reached at 877-350-0372 or 850-508-2335. We are CDD lawyers, and we look forward to hearing from you.

Jennifer L. Kilinski,
Founding Partner

Kilinski | Van Wyk PLLC
517 E. College Avenue
Tallahassee, 32301
877.350.0372
Jennifer@cddlawyers.com



Experience

- General Counsel to several special districts on a variety of matters including public finance, public procurement, open government and ethics, construction and real property transactions.
- Represents clients before state agency and local government boards and commissions including county and city commissions, Florida Land and Water Adjudicatory Commission, and regulatory agencies.
- Represents special districts and landowners before local governments regarding the establishment of community development districts and development issues and in complex construction transactions.
- Represents clients before regulatory agencies, such as the Commission on Ethics, Department of Business and Professional Regulation and Department of Health for various licensing and procedural matters.
- Provided legislative monitoring and support to special districts in conjunction with Legislative Session.

Education

- Florida State University, J.D., 2009, Magna Cum Laude (Order of the Coif)
- Florida State University, M.A., 2006, Summa Cum Laude (first in class)
- University of Texas, B.S., 2003, Summa Cum Laude (first in class)

Bar & Court Admissions; Certifications

- Florida, 2009

Savannah Hancock

Attorney

Kilinski | Van Wyk PLLC
 1600 E 8th Avenue A200, Suite 103
 Tampa, FL 33605
 877.350.0372
 Savannah@cddlawyers.com



Experience

- Savannah Hancock is an associate attorney at Kilinski | Van Wyk where she specializes in the establishment and representation of special districts, including community development districts, improvement districts, stewardship districts, and recreational districts.
- She also represents private and public clients in construction law matters, serves as issuer's counsel in conjunction with public financing, and represents landowners around Florida in conservation programs with the state.
- Prior to her legal career, Savannah worked as an analyst with one of the largest asset managers in the world. During that time, she assisted in financing a variety of complex projects and created investment plans for clients' liquid assets.
- Savannah began her legal career working within the real estate, land use, and environmental division of a prominent Florida-based law firm. While there, she worked with developers from the property acquisition phase through completion of the development project. This experience, as well as her time in the financial services industry, allowed for a quick and successful transition to Kilinski Van Wyk.
- She was able to draw upon her knowledge base to represent developers, landowners, homebuilders, and others in the establishment and general counsel representation of various special districts, including Community Development Districts ("CDDs").
- Savannah enjoys helping create, finance, and operate vibrant communities and other development projects that serve Florida's growing population.

Education

- Stetson University, College of Law, Graduated with honors
- University of Florida, Hough Graduate School, Masters in International Business
- University of Florida, Warrington College of Business, MA in Finance

Bar & Court Admissions; Certifications

- Florida, 2022

KVW Proposed Agreement

**KILINSKI | VAN WYK PLLC
FEE AGREEMENT
THE GROVES CDD**

I. PARTIES

THIS AGREEMENT ("Agreement") is made and entered into by and between the following parties:

A. The Groves Community Development District ("Client")
c/o Inframark, LLC
210 University Drive, Suite 702
Coral Springs, Florida 33071

and

B. Kilinski | Van Wyk PLLC ("Kilinski | Van Wyk")
517 E. College Avenue
Tallahassee, Florida 32301

II. SCOPE OF SERVICES

In consideration of the mutual agreements contained herein, the parties agree as follows:

- A. The Client agrees to employ and retain Kilinski | Van Wyk as its general legal counsel.
- B. Kilinski | Van Wyk accepts such employment and agrees to serve as attorney for and provide legal representation to the Client regarding those matters referenced above.

III. FEES

The Client agrees to compensate Kilinski | Van Wyk for services rendered regarding any matters covered by this Agreement according to the hourly billing rates for individual Kilinski | Van Wyk lawyers set forth herein, plus actual expenses incurred by Kilinski | Van Wyk in accordance with the attached standard Expense Reimbursement Policy (Attachment A, incorporated herein by reference). Kilinski | Van Wyk proposes hourly rates of \$350 - \$385 per hour for partners, \$300-\$350 per hour for of counsel lawyers, \$265 - \$290 per hour for associates, and \$190 per hour for paralegals. Any increase in hourly rates would require client consent.

The Client agrees to pay Kilinski | Van Wyk monthly billings for fees and expenses incurred within thirty (30) days following receipt of a statement from Kilinski | Van Wyk. Kilinski | Van Wyk shall not be obligated to perform further legal services under this Fee Agreement if any such billing statement remains unpaid longer than thirty (30) days after submittal to and receipt by Client. Non-payment of billing statements shall be a basis for Kilinski | Van Wyk to immediately withdraw from the representation without regard to remaining actions necessitating attention by Kilinski | Van Wyk as part of the representation.

IV. CLIENT FILES

The files and work product materials ("Client File") of the Client generated or received by Kilinski | Van Wyk will be maintained by Kilinski | Van Wyk in accordance with Florida Bar rules. At the conclusion of the representation, the Client File will be stored by Kilinski | Van Wyk for a minimum of five (5) years. After the five (5) year storage period, the Client hereby acknowledges and consents that Kilinski | Van Wyk may confidentially destroy or shred the Client File, unless Kilinski | Van Wyk is provided a written request from the Client requesting return of the Client File, to which Kilinski | Van Wyk will return the Client File at Client's expense.

V. DEFAULT

In the event of a dispute arising under this Agreement, whether or not a lawsuit or other proceeding is filed, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs, including attorneys' fees and costs incurred in litigating entitlement to attorneys' fees and costs, as well as in determining or quantifying the amount of recoverable attorneys' fees and costs. The reasonable costs to which the prevailing party is entitled shall include costs that are taxable under any applicable statute, rule, or guideline, as well as non-taxable costs, including, but not limited to, costs of investigation, telephone charges, mailing and delivery charges, information technology support charges, consultant and expert witness fees, travel expenses, court reporter fees, and mediator fees, regardless of whether such costs are otherwise taxable. Venue of any such action shall be exclusive in the state courts of the Second Judicial Circuit in and for Leon County, Florida.

VI. CONFLICTS

It is important to disclose that Kilinski | Van Wyk represents a number of special districts, builders, developers, property owners' associations and other entities throughout Florida relating to community development districts and other special districts. In the course of Kilinski | Van Wyk's representation of Client, Kilinski | Van Wyk may be asked to represent Client on transactions between Client and the developer and/or builders involved in the Client's project, when at the same time Kilinski | Van Wyk may be representing such developer and/or builders on matters unrelated to Client. By accepting this Agreement, Client agrees that (1) Client was provided with an explanation of the implications of the common representation(s) and the advantages and risks involved; (2) Kilinski | Van Wyk will be able to provide competent and diligent representation of Client, regardless of Kilinski | Van Wyk's other representations; and, (3) there is not a substantial risk that Kilinski | Van Wyk's representation of Client would be materially limited by Kilinski | Van Wyk's responsibilities to another client, a former client or a third person or by a personal interest. Acceptance of this fee proposal will constitute your waiver of any

“conflict” with Kilinski | Van Wyk’s representation of various special districts, builders, developers, property owners’ associations and other entities relating to community development districts and other special districts in Florida. However, to the extent there is any perceived or real direct conflict of interest, Kilinski | Van Wyk agrees it shall present a separate request for conflict waiver.

VII. TERMINATION

Either party may terminate this Agreement upon providing prior written notice to the other party at its regular place of business. All fees due and payable in accordance with this Agreement shall accrue and become payable pursuant to the terms of this Agreement through the date of termination.

VIII. EXECUTION OF AGREEMENT

This Agreement shall be deemed fully executed upon its signing by Kilinski | Van Wyk and the Client. The contract formed between Kilinski | Van Wyk and the Client shall be the operational contract between the parties.

IX. ENTIRE CONTRACT

This Agreement constitutes the entire agreement between the parties.

Accepted and agreed to by:

THE GROVES CDD

KILINSKI | VAN WYK PLLC

Jennifer Kilinski

By: _____

By: Jennifer Kilinski

Its: _____

Its: Authorized Member

Date: _____

Date: March 15, 2024

ATTACHMENT A

KILINSKI | VAN WYK PLLC EXPENSE REIMBURSEMENT POLICY

The following is the expense reimbursement policy for the Agreement. All expenses are billed monthly. Billings ordinarily reflect expenses for the most recent month, except where there are delays in receiving bills from third party vendors.

Telephone. All telephone charges are billed at an amount approximating actual cost.

Facsimile. There are no charges for faxes.

Postage. Postage is billed at actual cost.

Overnight Delivery. Overnight delivery is billed at actual cost.

Travel. Travel (including airfare, rental cars, taxicabs, hotel, meals, tips, etc.) is billed at actual cost. Where air travel is required, coach class is used wherever feasible. Out-of-town mileage is billed at the IRS approved reimbursement rate.

Other Expenses. Other outside expenses, such as court reporters, agency copies, large print projects, etc. are billed at actual cost.

5Bi.



ESS Global Corporation

PROPOSAL FOR SERVICES



425 E. Spruce St.
Tarpon Springs, FL.

ESS Global Corporation

The Groves, CDD.
Wesley Chapel, Florida





CONTENTS

- 03 OUR STORY AND VALUES
- 05 MEET THE TEAM
- 06 PERSONNEL
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- 08 TRAINING PROGRAMS
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MESSAGE FROM PRESIDENT

ESS Global Corporation would like to thank you for taking the time to review our proposal. We take pride in providing our clients with the maximum standard of service in the Security industry.

If you have any questions or concerns, please do not hesitate to contact our office. Our management staff will be available to you and assist you in any way possible. We look forward to the opportunity to work together to accomplish your security and protection goals.

ESS Global Corp is your source for Elite Security Services.

Very Respectfully,

Theodore Billiris
President

A handwritten signature in blue ink that reads 'Theodore A. Billiris'.

905 E MLK Jr Dr. Suite 270
Tarpon Springs, FL 34689
(727) 940-7926
theo@essglobalcorp.com



OUR STORY

ESS Global Corporation was formed in 2011 by the President CEO Theodore Billiris along with a group of seasoned tactical specialists for the purpose of providing elite security services. As threat levels continue to rise throughout the world, the need for highly trained security personnel has become essential. As a result, ESS Global Corp was formed to meet the demand of the market not only to provide a service, but a more quality service at a more quality rate.

Theo and his associates identified ESS Global Corp as a company with Florida presence and an industry expertise in private security. With the proper application of acquired skills, management talent, and industry experience, they felt that ESS Global Corp could be transformed into a force with an international presence providing protection services and quality training throughout the world. At that time, ESS Global Corporation was already establishing itself as an industry leader, serving as a source for private security as well as a certified executive protection and security training school.

ESS Global's management team has brought decades of prior experience in executive protection and security from their services with the United States Marine Corps, Navy Seals, Department of Homeland Security, and The White House. They are credited for providing this company with some of the most advanced techniques and procedures that we continue to use everyday. Our Lead Advance Agent, a former Reconnaissance Marine, has applied years of recon and surveillance training to the company setting our agents and guards apart from our competitors in the area of threat and risk assessments.

Since its inception, ESS Global has remained focused on its core values of providing Executive Protection, VIP Transport, and Security Guard services. The growth of the company has been noticeable with an average annual growth rate (AAGR) of 90%. Not only has there been growth in the areas of protection but our employee development and training programs have begun to surpass all expectations.

ESS Global Executive Protection School is currently the first and only EP security school that is licensed and certified by The Florida Department of Education. ESS Global is also one of only a few who are GI Bill Approved. These are just a few company attributes that ensure the staffing of quality agents and security personnel. In addition to manpower, we also see the use of technology as essential to providing high quality documentation and logging. ESS Global Corp has partnered with some of the industries leading security software providers to add additional accuracy and efficiency by extending our clients paperless logs and documentations through a web-based profile with 24 hour access. Our commitment to our clients remains unwavering, with all staff and business processes based in the United States.

ESS Global Corporation continues to receive recognition for the quality of its services. Our company currently holds a 100% retention rate with our clients. Once a company chooses ESS Global they stay with ESS Global.

**ESS GLOBAL'S STAFF
DEVELOPMENT IS SECOND
TO NONE IN THE
SECURITY INDUSTRY.**



Vision:

To be the nation’s trusted resource for Executive Protection, Security Services, and World Class Training.



Mission:

We accomplish this vision by consistently educating our clients on effective solutions, providing the highest level of training, and world class service.



Values:

INTEGRITY

Do the right thing when no one is looking

PASSION

Work passionately. Live passionately

RESPONSIBILITY

Do what you say. Be accountable to your co-workers, clients, and yourself.

HONESTY

Being truthful with yourself, to the company, team members, and clients.

RESPECT

To treat others the way you would like to be treated.

EFFICIENCY

Always improve. Work smarter, not harder.

EXCELLENCE

Strive to provide your best. Deliver quality in everything you do.

HONOR

Demonstrating esteem and value of your fellow team members, company, and clients

TEAM WORK

Consider what your job means to the people around you.

BELIEF

Believe in yourself, the Company and the people around you. Believe in the vision.

LOYALTY

Honoring the relationship and your commitments to the company, team members, and clients.

POSITIVITY

Express yourself in a positive manner. Encourage those around you.



Meet the TEAM

When it comes to the management structure of this project, our company has chosen to take a simplistic approach. We have found that when too many individuals are involved in a single project, key information can at times become lost or mistranslated.

For this project, the individuals listed below will be performing the following functions:



Theo Billiris

President/CEO

Theo has provided Executive Protection and led details in over 30 countries. He is responsible for licensing and contracts.

727-403-9301
theo@essglobalcorp.com



Jason Klimis

Director of Operations

Jason will be over the responsibility for THE GROVES CDD

727-641-1571
jason@essglobalcorp.com



Anthony Macklin

Field supervisor

will be over site survey, hiring, training, analysis and

910-265-9576
Anthony@essglobalcorp.com



Marianne Vollrath

Office Administrator

Marianne will be in charge of finances, background checks and hiring.

727-940-7926
Marianne@essglobalcorp.com



Miles Bodden


Field Supervisor

Miles will do training, analysis and quality control for employees in the field.

888-816-0132
info@essglobalcorp.com

Rest assured that when requests are made with ESS Global Corp, you will not be placed on hold with customer service but will immediately be taken care of by our management team.

PERSONAL SELECTION PROCESS



RECRUITMENT AND EVALUATION

When it comes to recruitment and the evaluation of potential officers, we have an element to our company that none of our competitors have. Not only are we a licensed security company but we are the only licensed Executive Protection School in the State of Florida as well as a licensed Security Officer school. This benefits us in that we can monitor and evaluate perspective officers throughout the licensing process. The majority of our employees are hand selected from those that excel within these courses.

It is well known throughout this industry that it is easy to become a licensed security guard, but only a few possess quality skills. Unfortunately, most security companies do not have the ability to evaluate their guards until they are employed, which means, one cannot determine their true ability until after they have been hired and are working on your property. This is a liability issue as individuals with subpar skill sets maybe working your property and protecting your residence. We however have the advantage of eliminating this from happening by drawing quality guards from our programs.

BACKGROUND CHECKS

All security background checks and screenings will be done through Applicant Insight. Applicant Insight delivers intelligent, single source solutions to the country's most visible employers. Ai possesses a proven track record of managing the employment verification, criminal background check, driving record, and other screening programs for a complete spectrum of businesses. With solutions for companies of all sizes, Ai excels in the administration of basic to very complex programs.

EMPLOYMENT REQUIREMENTS

Minimum Age: 18 years of age (as of application date)

Strongly Preferred: 21 years of age and above

Health: Good health. Must be free from any physical, mental or emotional condition that would prohibit the full performance of all essential duties and functions of an ESS Global Security Officer.

Minimum Education: High school diploma or GED

Strongly Preferred Education: Possession of a degree, associate or high, from an accredited college; also, additional coursework or events skills in areas that will enhance performance.

Conduct: No felony convictions and good personal conduct; must possess a Florida State drivers license upon interview. ESS Global Corp has strict guidelines related to the personal characteristics required for employment as a security office. During the back investigation, a candidate is evaluated relative to an established set of automatic disqualification criteria. Candidates are asked questions related to the frequency and recency of traffic citations, at fault automobile collisions, illegal drug use, arrests and convictions.

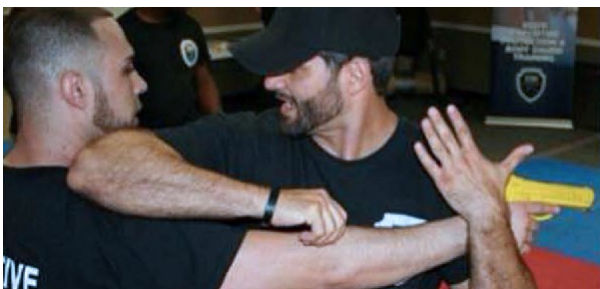
Citizenship: United States citizen or permanent resident immigrant who is eligible and has applied for citizenship; must be a United States citizen at the time of interview.

Minimum Certification & Licenses: D License (40 hour security officer training), First Aid/CPR/AED Certification, Florida drivers license (with clean driving record)

Strongly Preferred Certification & Licenses: Anti-terrorism office training (ATO), Defensive driving tactics, ESS Global School course completion



TRAINING PROGRAMS



CONTINUED EDUCATION

As a licensed school, ESS Global is able to certify, recertify, and license all of our employees, as well as offer them additional training courses such as Anti-Terrorism Officer Training, Executive Protection Training, Threat/Risk Assessment, and many more. Professionals in this field seek to advance in their knowledge and licensure to be able to provide a higher quality of service to their clients, and through ESS Global's continued education programs they are able to achieve their career goals. ESS Global Corporation graduates and employees are not typical, entry-level security guards. Therefore, because of their specialized training, many graduates have advanced into fields of protection for clientele of international prestige.



PROJECT SUPPORT TRAINING

The elite training programs that ESS Global Corporation offers is among the greatest assets being utilized in support of this project. Being a licensed training school allows us to closely monitor all prospective employees, maintain a standard of excellence an accuracy, thus producing a qualified employee for our clients. Another benefit of our school is the continued training and education we are able to offer our employees at a lesser cost than other outsourced training programs. ESS Global Corp is dedicated to providing dependable and qualified employees who excel during our training courses, and we are able to fill that commitment to our clients.

MEASURE OF SUCCESS

The success of our training is measured by the satisfaction our client has with the product we are producing and the efficiency of our guards carrying out what they have learned. We take advantage of the courses we provide by monitoring our students success before they enter the field. This enables us to know in advance which prospective employees are a good fit for the client, eliminating the possibility of wasting time and money on training individuals that will not be suitable for your community.

SITE SPECIFIC TRAINING



All prospective employees will be required to go through site-specific training that caters to the needs of The Groves CDD in addition to on-site training once they have been hired. The initial phase of training will take place in the classroom at our facilities to familiarize the prospective employee with the standard operating procedures in order to be considered for the position.

Once they have completed the initial phase of training, they will then progress to the on-site portion of training. This is where the trainee will shadow a current employee at each position to gain understanding how to properly work each position within the security detail. Once shadowing is complete, the trainee will then begin shift work within each role, under strict supervision. When management believes they able to perform all duties efficiently and independently, we will then solidify them as an employee of the company.

Through video instruction and textbook review, all trainees will be instructed on the following:

Logging Techniques	Written, Paperless, Cloud Database, Client Access
Report Writing	Proper report writing techniques, methods, and procedures
Gate Access Control	Protocol for Ingress, Egress, Guests, Tenants, and Deliveries
Professionalism	Dress Code, Mannerisms, Speech, Job Performance
Investigation	Threat Analysis, Risk Assessment, Incident Analysis
Lake Chase Condominiums	The Property, The Staff, The Services, The Tenants
Customer Service	How to properly serve the community
Patrol	Route Running, Scenarios Monitoring, Responding
Alarm Systems	Reporting, System Design
Other Tasks as Required	Any task or job function associated with the client

REFERENCES



New York Yankees

1 Steinbrenner Dr. | Tampa, FL 33614
Ralph Cuputo | 813-505-9903 | rcaputpo@yankees.com



Carrollwood Day Academy

Ann Quagliana | 813-920-2288
aquagliana@carrollwooddayschool.org



Superbowl 55 - Tampa

Landmark Events
Mike Smith | 970-286-9552



Robbins & Morton

Allen Sanders | 386-235-2057
asanders@robinsmorton.com



Advent Health

Michael Gibson | 727-389-6148
Michael.gibson@adventhealth.com

PRICING



OVERTIME PAY

Under the Fair Labor Standard Act (FLSA) there are no limits to the number of hours an employer may require an employee to work in one workday or one workweek. However, ESS Global is required by law to pay employees an overtime rate of “one and a half times” their regular rate for all hours worked in a workweek in excess of 40, unless the employee is otherwise exempt from the FLSA’s overtime requirements.

HOLIDAY PAY

The following holidays will be recognized. Guards scheduled to work these days will be paid time and a half for their services. Independence Day, Labor Day, Easter, Thanksgiving, Christmas Day, New Years Day

*** Note : The above quotes do not include software, gate access upgrades. Any upgrades to current systems will be added on as a line item price. Quotes and prices on upgrades will be given during the upcoming meeting / interview.*

CURRENT SERVICES PROVIDED (SUMMARY)

Currently we offer guard services for the following:

(1) guard (12) hrs. shift 7 days/week

Total of 12 hrs./day \$231.00/DAY OR \$84,315.00 annual

- ESS Global Corp. Guard(s) currently enforces Security Officer handbook for main entrance, along with fulfillment of all expectations and objectives as described to include:
 - Visible security presence & high degree of customer service
 - Access control in accordance with The Groves policies
 - Adherence to enforcement of all community access control with vehicles through main gate.
 - Reporting and noting security risks, vandalism and malfunctions and emergencies whether in person or on camera or as brought to attention by residents and guests.
 - Notifying the CDD and Management ESS global of all malfunctions.

- **The following issues have been communicated by COD/Field supervisor and residents of community.**

Addressing the community's concerns requires a focused approach

Security Enhancement:

- **Boost patrols in key areas.**
- **Employ trained security personnel for regular monitoring.**
- **Quick response of sheriff's dept.**

Youth Engagement:

- **Positive Interactions with youth**
- **Buffer between residents and visitors**

Communication and Feedback:

- **Foster dialogue between residents and authorities.**
- **Engage our assets and relationships at local law enforcement**

Continuous Improvement:

- **Regularly assess effectiveness and adjust strategies accordingly.**
- **Recognize positive contributions to community safety.**

- **PROPOSED ADDITIONAL SERVICES SUMMARY:**

TO ASSIST THE GROVES COMMUNITY IN SOLVING THESE EXPRESSED ISSUES WE HAVE DETAILED BELOW:

A Staggered shift option keeping guard in shack for "access control" during peak hours i.e. 7am-11am, then roving via a golf cart provided by The Groves from 11am-7pm

The Second guard working access control for pm peak hours 3pm-7pm, then roving from 7pm -11pm total of 20 hrs. of coverage daily

Option-1 "Security, Roving shifts and Overlapping coverage"

- (1) Guard from 0700-1900
- (1) Guard from 1500-2300

TOTAL OF 20 HRS TOAL OR \$425.00/DAY OR \$155,125.00 annual.

In addition :

ESS Global marked vehicle with Amber & Green Lights -Vehicle Charge flat rate of \$500.00/MONTH

Option-2 "24 Hr. Security & Roving"

- (1) Guard 0700-1900
- (1) Guard1900-0700

TOTAL OF 24 HRS OR \$510/DAY OR \$186,150.00 annual

In addition:

ESS Global can used marked vehicle with Amber & Green Lights -Vehicle Charge flat rate of \$500.00/MONTH



**THANK
YOU**
for your consideration

ESS Global Corporation



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TO BE SENT UNDER SEPARATE COVER

5C.



March 14, 2024

The Groves CDD
 c/o Inframark
 2654 Cypress Ridge Blvd, Suite 101
 Wesley Chapel, FL 33544

RE: Reserve Study Update with Site Inspection
 The Groves CDD
 7924 Melogold Circle
 Land O Lakes, FL 34637

Dear Board of Supervisors:

We are very appreciative for the opportunity to perform a reserve study update with site inspection and recommendations for The Groves CDD. We are a team of knowledgeable reserve analysts with extensive experience and take pride in performing reserve studies. The reserve study will project costs and funding for a 30 year time frame for all common areas and improvements.

The Groves CDD commenced operations in August 2000. The community started home construction shortly thereafter and the construction was completed in 2007. The Groves is comprised of mostly single family homes, but also has some multifamily homes and villas. Currently, there are 755 owners assessed, but the Golf course is also assessed. Central to the community is an amenity parcel which includes a pool area, clubhouse, fitness center, and tennis courts. The clubhouse was built in 2000. The CDD consists of 446.03 acres and is located in Land O Lakes, Pasco County, Florida. The following reserve items be included in the report:

- **Clubhouse**
- **Pool Area and Equipment**
- **Sidewalks**
- **Streets and Parking Area**
- **Nature Boardwalks**
- **Golf Maintenance Building**
- **Tennis Courts (3)**
- **Shuffleboard Courts (2)**
- **Irrigation Pumps and Wells**
- **Stormwater Drainage**
- **Walls and Fencing**
- **Guardhouse/Gates/Entry Areas**
- **Retention Ponds**
- **Dog Park**
- **Bocce Courts**
- **Any Other Items Specified by You**

The physical analysis portion of the reserve study will include a reserve item component list, remaining life, useful life, current cost, future cost of all reserve items as well as any site recommendations. The financial analysis portion of the study will include allowances for your interest income, taxes and projected changes in building costs. The pooled method and component method (if applicable) will be used and presented to derive the funding schedules.



Scope of Service

Our scope of service for a reserve study update with site inspection that includes all expenses consists of:

- Site inspection of common areas and improvements with both a Certified General Contractor and a CAI-designated Reserve Specialist (Both are degreed engineers).
- Our user-friendly reserve study report that includes narrative, photographs, pooled method cash flow plan, component method plan (if applicable), reserve item component cost, remaining life, and useful life inventory. The report projects costs and funding for 30 years using localized costs.
- Percent Funded Analysis. This compares what you have in reserve funds to what the ideal amount should be, something many reserve studies do not include.
- One site meeting with management or the board on the day of inspection, if requested.
- Electronic copies of the report. Electronic copies can also be requested any time in the future by email. A hard copy is available free of charge upon request.
- Revisions or amendments of reports for up to 90 days from the first submission of the report. We welcome all feedback. (It is not uncommon for there to be one or two refinements of the report to meet your specific requirements).
- Accessibility. Call, write, or email us any time and you will receive prompt follow-up. We aim to exceed expectations and consider customer service our top priority.
- 30 year cash flow plan in the report.
- Review of plats, drawings, and site aerials.



Qualifications

Paul Gallizzi and Steven Swartz are professionals in the business of preparing reserve studies and insurance appraisals for community associations. We both inspect all properties and have provided detailed analysis of over 300,000 single family, apartment, villa, townhome, and condominium units. Our high repeat customer rate indicates high customer satisfaction. We have prepared reserve studies and insurance appraisals for all types of community associations including high rise condominiums, mid-rise condominiums, garden-style condominiums, office condominiums, medical condominiums, townhouse developments, single family residential homeowners associations, community development districts, and special use facilities.

We both hold engineering degrees from fully accredited universities. Paul is a State Certified General Real Estate Appraiser License Number RZ 110 and a State Certified General Contractor License Number CGC 019465 with over 30 years of experience in each. Steven is one of approximately only 200 people nationwide that have earned the designation of Reserve Specialist (RS) from the Community Associations Institute and is a State Certified General Real Estate Appraiser License Number RZ 3479. He has also been a speaker at CAI functions discussing reserves and budgeting. To learn more, please visit us on the web at www.reservestudyfl.com and visit our articles section for more than 50 articles about reserves, funding, and budgeting.

A partial list of our clients include:

- Greenacre Properties
- Standard Pacific Homes
- Leland Management
- M/I Homes
- Associa Gulf Coast
- Sentry Management
- Starwood Land Ventures
- Management & Associates
- Resource Property Management
- Condominium Associates
- Insurance Office of America
- Argus Property Management
- Creative Management
- Many Other Individually Managed Associations
- The Mahaffey Apartment Company
- Rizzetta & Company
- First Service Residential
- Brown & Brown Insurance
- Taylor Morrison Homes
- Vanguard Management Group
- Lennar Homes
- McNeil Management Services
- Development Planning and Financing Group
- Qualified Property Management
- Avid Property Management
- Southshore Property Management
- Terra Management Services



Experience

Here is a short list of communities we have conducted reserve studies for, showing experience with various construction types, building systems, and community amenities:

Fishhawk CDD I, CDD II, CDD III, & CDD IV, Lithia, Florida

Fishhawk Ranch is a large planned community consisting of approximately 3000 acres in Lithia, Florida. It is comprised of numerous single family home subdivisions as well as a few townhome subdivisions. There are many community amenities including swimming pools, clubhouses, tennis courts, playgrounds, fitness centers, a banquet center, running trails, parks, and various others. The District also maintains the ponds, stormwater drainage, and the entry areas. There are a total of 6,286 members.

Heritage Harbour South CDD, Bradenton, Florida

Heritage Harbour South CDD is comprised of single family residential and multifamily residences. The community started construction in 2002 and construction finished in 2006. Overall, there are 1,523 units. The CDD maintains the baseball field and recreation area. The District also maintains the streets, ponds, stormwater drainage, and the entry areas. The CDD encompasses a total site size of 980.79 acres in Bradenton, Florida.

Venetian CDD, Venice, FL

Venetian CDD commenced operations in September 2002. The Venetian Golf and River Club has 1,377 lots planned primarily for single family residential development as well as a small amount of multi-family development. The River Club recreation area was built in 2004 and includes a clubhouse, kitchen and banquet facilities, fitness center, pool area, tennis courts, as well as other amenities. The District also maintains the streets, ponds, stormwater drainage, and the entry areas. The CDD encompasses a total site size of 964 acres.

Riverwood CDD, Port Charlotte, FL

Riverwood CDD started development in the mid 1990s and most of the construction was complete over the next decade. The District maintains an amenity campus with a clubhouse/athletic center, pool area, tennis, and shuffleboard courts. The district also owns an off-site Beach Club on Manasota Key in Englewood. The Beach Club was built in 2003 and acquired in 2014. Additionally, the District also maintains the streets, potable water system, re-claimed water system, sewer system (and plant), and stormwater drainage.

Two Creeks CDD, Middleburg, FL

Two Creeks has 624 platted lots planned for single family residential development and encompasses 625 acres. The community was platted in June 2007. Within the district, there is a recreation comprised of a clubhouse, pool area, 2 tennis courts, a basketball court, playgrounds, and a volleyball court. The community also maintains the ponds, stormwater drainage, and the entry areas.



Services

The fee schedule for the current assignment is as follows, please sign below to confirm your acceptance:

Reserve Study Update with Site Inspection (Level-2)	\$4,500
------------------------------------------------------------	----------------

We will provide you with electronic copies of the report. Payment will be due at the first submission of the report. The report will be completed within ten weeks of our firm receiving this engagement letter signed and faxed or emailed to our office.

Thank you again for the opportunity to present our proposal to you.

Sincerely,

Paul Gallizzi
Florida General Contractor #CGC-019465
State-Certified General Appraiser RZ110

Steven Swartz, RS
Reserve Specialist Designation No. 214
State-Certified General Appraiser RZ3479

Jayna Cooper

Accepted by Signature:

3-15-2024

Date

Accepted by Printed Name: Jayna Cooper, District Manager

5D.

All,

We are submitting the following change orders for the project. We are including a brief description of each to refresh everyone on the various issues. We would anticipate a further discussion going forward.

CO 2. We were directed by Martin Aquatics to prepare a cost for the replacement of the main drains in the pool and spa. It was determined by them that the existing main drains did not meet the requirements of Federal and State laws. This requires technical demolition as well as intricate plumbing under the pool and spa shell.

CO 3. The existing pool lift requires repair. It was discovered that one of the lifting cylinders had water intrusion.

CO 4. We were directed by Martin Aquatics to prepare a cost for the installation of an ADA chair lift for the spa. It was determined that a lift was required in the spa.

CO 5. We were directed by Martin Aquatics to modify the pump sizes for the spa. It had been discovered that the pipe sizes underground were different than anticipated.

CO 6. We were directed by the district to prepare a cost for the replacement of the handrails and ladders for the pool and spa. The existing ones were discovered to be damaged and past the warranty period.

Martin Aquatics has supplied revised plans for the project that encompass the additional scopes of work above. We will be submitting the revised plans to the Building Department when directed by the district. Thank you.

--

Donald Ball, Sr., President
The Pool Works of Florida
9191 130th Avenue North
Largo, FL 33773
727-938-8389 Office
727-938-5594 Fax
727-638-4638 Mobile
www.thepoolworks.com

State of Florida Certified Commercial Pool Builder, License # CPC1457968

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State of Florida Pool Contractor, License # CPC1457968

PROPOSAL

Submitted To: The Groves CDD - C/O # 2

Date: March 22, 2024

Work to be performed at: 7924 Melogold Circle Land O Lakes, FL 34637

Point of Contact: Stephen Brletic | sbrletic@bdiengineers.com

We hereby submit specifications and estimates for renovations of a swimming pool. We agree to furnish materials and labor to complete renovation. All work to be completed in compliance with attached specifications.

POOL SUMPS

- Cut 1-inch-deep cut in a 6 foot by 6 foot around both pool sumps
- Jack hammer pool floor to expose and preserve existing rebar.
- Excavate to remove all gravel and dirt to install two new Lawson 18 x 18 sumps.
- Install new gravel and a vapor barrier and install rebar and bond wires with 3m potting compound at each connection.
- Install new sump and plumb to each from existing main drain pipes.
- Pour Sikacrete in 6-inch lifts per the engineering plans and then install a lock stop /water stop around each sump.

Note: The pool floor may need to be opened wider at each sump to make the plumbing connections.

Set well points to dewater the areas as needed this could take several days to dewater.

SPA SUMP

- Cut 1-inch-deep cut in a 5 foot by 65 foot around spa sump,
- Jack hammer pool floor to expose and preserve existing rebar.
- Excavate to remove all gravel and dirt to install one new Lawson 18 x 18 sump.
- Install new gravel and a vapor barrier and install rebar and bond wires with 3m potting compound at each connection.
- Install new sump and plumb from existing main drain pipe.
- Pour Sikacrete in 6-inch lifts per the engineering plans and then install a lock stop /water stop around the sump.

All sumps to be installed per supplied engineering plans.

PROPOSAL TOTAL \$94,550.00

The Pool Works of Florida, Inc.
 9191 130th Avenue North | Largo, FL 33773
 Phone 727.938.8389 | Fax 727.938.5594 | www.thepoolworks.com

5Dii.



State of Florida Pool Contractor, License # CPC1457968

PROPOSAL

Submitted To: The Groves CDD

Date: March 22, 2024

Work to be performed at: 7924 Melogold Circle Land O Lakes, FL 34637

Point of Contact: Stephen Brletic | sbrletic@bdiengineers.com

We hereby submit specifications and estimates for renovations of a swimming pool. We agree to furnish materials and labor to complete renovation. All work to be completed in compliance with attached specifications.

POOL CHAIR LIFT

- Install new lift actuator.
- Install new housing covers.
- Provide one new handheld remote and one Battery backup.
- Provide one new lift cover color tan.

PROPOSAL TOTAL \$6,932.00

The Pool Works of Florida, Inc.
9191 130th Avenue North | Largo, FL 33773
Phone 727.938.8389 | Fax 727.938.5594 | www.thepoolworks.com

5Diii.



State of Florida Pool Contractor, License # CPC1457968

PROPOSAL

Submitted To: The Groves CDD C/O #4

Date: March 22, 2024

Work to be performed at: 7924 Melogold Circle Land O Lakes, FL 34637

Point of Contact: Stephen Brletic | sbrletic@bdiengineers.com

We hereby submit specifications and estimates for renovations of a swimming pool. We agree to furnish materials and labor to complete renovation. All work to be completed in compliance with attached specifications.

NEW SPA CHAIR LIFT

- Install new SR Smith chair lift model 370-000 with extended reach.
- Install / provide new lift cover color tan.
- Provide one battery backup.

Comes with Two-year warranty on electronics and motor components, this excludes batteries.



PROPOSAL TOTAL \$18,883.00

The Pool Works of Florida, Inc.
9191 130th Avenue North | Largo, FL 33773
Phone 727.938.8389 | Fax 727.938.5594 | www.thepoolworks.com

5Div.



State of Florida Pool Contractor, License # CPC1457968

PROPOSAL

Submitted To: The Groves CDD C/O#5

Date: March 22, 2024

Work to be performed at: 7924 Melogold Circle Land O Lakes, FL 34637

Point of Contact: Stephen Brletic | sbrletic@bdiengineers.com

We hereby submit specifications and estimates for renovations of a swimming pool. We agree to furnish materials and labor to complete renovation. All work to be completed in compliance with attached specifications.

SPA JET PUMP AND SPA RECIRCULATION PUMP

- Spa jet pump and VFD has been changed by Martin Aquatics engineering.
- Install new Pentair 5HP WHISPERFLOWXF for spa jets.
- Install new Danfoss 5HP VFD Per engineering specs.

Notes: This quote includes restocking fees to return the 1.5 HP VFD and 1.5 HP pumps already in our possession.

The engineer also changed the spa recirculation pump from the 1.5 HP to a 3HP

The new 5HP pump and VFD will require us to have the new electrical plans updated and resubmitted to the building department.

PROPOSAL TOTAL \$10,760.00

5Dv.



State of Florida Pool Contractor, License # CPC1457968

New Handrails & Ladders CO #6

Submitted To: The Groves CDD

Date: March 23, 2024

Work to be performed at: 7924 Melogold Circle Land O Lakes, FL 34637

Point of Contact: Stephen Brletic sbrletic@ bdiengineers.com

We hereby submit specifications and estimates for renovations of a swimming pool. We agree to furnish materials and labor to complete renovation. All work to be completed in compliance with attached specifications.

Provide (3) Safron Handrails to pool.

Provide (1) Safron Handrail to spa.

Provide (2) Safron Crossed Braced ladders to pool.

Dispose of old rails and ladders.

Includes freight and delivery.

Note: New mounting anchors and installation is already included in current contract.

TOTAL \$ 6,385.00

The Pool Works of Florida, Inc.
9191 130th Avenue North | Largo, FL 33773
Phone 727.938.8389 | Fax 727.938.5594 | www.thepoolworks.com



State of Florida Pool Contractor, License # CPC1457968TM

Sixth Order of Business

6C.



The Groves CDD Aquatics

Inspection Date:

3/25/2024 10:45 AM

Prepared by:

Niklas Hopkins

Account Manager

STEADFAST OFFICE:

WWW.STEADFASTENV.COM
813-836-7940

Inspection Report

SITE: 1

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

This pond is in excellent condition. No algae or nuisance grass noted. Grasses along the shoreline have been treated for and are still actively decaying. Our technician will continue to monitor and treat accordingly.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	<input type="checkbox"/> Turbid	<input type="checkbox"/> Tannic
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Subsurface Filamentous	<input type="checkbox"/> Surface Filamentous
		<input type="checkbox"/> Planktonic	<input type="checkbox"/> Cyanobacteria
<u>GRASSES:</u>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate
			<input type="checkbox"/> Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	<input type="checkbox"/> Torpedo Grass	<input type="checkbox"/> Pennywort	<input type="checkbox"/> Babytears
	<input type="checkbox"/> Hydrilla	<input type="checkbox"/> Slender Spikerush	<input type="checkbox"/> Chara
		<input type="checkbox"/> Other:	

SITE: 2a

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

This pond is in excellent condition. Water is clear of algae and nuisance grasses. Routine maintenance and monitoring will occur here.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	<input type="checkbox"/> Turbid	<input type="checkbox"/> Tannic
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Subsurface Filamentous	<input type="checkbox"/> Surface Filamentous
		<input type="checkbox"/> Planktonic	<input type="checkbox"/> Cyanobacteria
<u>GRASSES:</u>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate
			<input type="checkbox"/> Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	<input type="checkbox"/> Torpedo Grass	<input type="checkbox"/> Pennywort	<input type="checkbox"/> Babytears
	<input type="checkbox"/> Hydrilla	<input type="checkbox"/> Slender Spikerush	<input type="checkbox"/> Chara
		<input type="checkbox"/> Other:	

SITE: 2b

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

The water level is low on this pond which is typical for the season. Water levels will resume to normal as rain becomes more apparent. The lilies within the pond are in a healthy state and are not overpopulating the pond.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	<input type="checkbox"/> Turbid	<input type="checkbox"/> Tannic	
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Subsurface Filamentous	<input type="checkbox"/> Surface Filamentous	
		<input type="checkbox"/> Planktonic	<input type="checkbox"/> Cyanobacteria	
<u>GRASSES:</u>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Substantial
<u>NUISANCE SPECIES OBSERVED:</u>				
	<input type="checkbox"/> Torpedo Grass	<input type="checkbox"/> Pennywort	<input type="checkbox"/> Babytears	<input type="checkbox"/> Chara
	<input type="checkbox"/> Hydrilla	<input type="checkbox"/> Slender Spikerush	<input type="checkbox"/> Other:	

SITE: 3a

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

This pond is in excellent condition. Noted a very minimal amount of torpedo grass along parts of the ponds perimeter. Technician will make sure to address in the upcoming visit.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	<input type="checkbox"/> Turbid	<input type="checkbox"/> Tannic	
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Subsurface Filamentous	<input type="checkbox"/> Surface Filamentous	
		<input type="checkbox"/> Planktonic	<input type="checkbox"/> Cyanobacteria	
<u>GRASSES:</u>	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Substantial
<u>NUISANCE SPECIES OBSERVED:</u>				
	<input checked="" type="checkbox"/> Torpedo Grass	<input type="checkbox"/> Pennywort	<input type="checkbox"/> Babytears	<input type="checkbox"/> Chara
	<input type="checkbox"/> Hydrilla	<input type="checkbox"/> Slender Spikerush	<input type="checkbox"/> Other:	

SITE: 3b

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

Water level is down a little on this pond. No algae growth was observed. In the north end of the pond there is still some lingering nuisance grass, some of which looked to be decaying. Our technician will make sure to address in the next visit.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	Turbid	Tannic
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	Subsurface Filamentous	Surface Filamentous
		Planktonic	Cyanobacteria
<u>GRASSES:</u>	N/A	<input checked="" type="checkbox"/> Minimal	Moderate
			Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	<input checked="" type="checkbox"/> Torpedo Grass	<input checked="" type="checkbox"/> Pennywort	Babytears
	Hydrilla	Slender Spikerush	Other:
			Chara

SITE: 17

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

This pond is in excellent condition. Routine maintenance and monitoring will occur here.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	Turbid	Tannic
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	Subsurface Filamentous	Surface Filamentous
		Planktonic	Cyanobacteria
<u>GRASSES:</u>	<input checked="" type="checkbox"/> N/A	Minimal	Moderate
			Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	Torpedo Grass	Pennywort	Babytears
	Hydrilla	Slender Spikerush	Other:
			Chara

SITE: 19

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

This rim ditch is being maintained and treated for nuisance grasses and species. Our technician will continue to keep a nice buffer preventing any nuisance species from expanding outward.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	<input type="checkbox"/> Turbid	<input type="checkbox"/> Tannic
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Subsurface Filamentous	<input type="checkbox"/> Surface Filamentous
		<input type="checkbox"/> Planktonic	<input type="checkbox"/> Cyanobacteria
<u>GRASSES:</u>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate
			<input type="checkbox"/> Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	<input type="checkbox"/> Torpedo Grass	<input type="checkbox"/> Pennywort	<input type="checkbox"/> Babytears
	<input type="checkbox"/> Hydrilla	<input type="checkbox"/> Slender Spikerush	<input type="checkbox"/> Other: Chara

SITE: 20

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

This rim ditch is in good condition. Nuisance grasses have been treated for and were not present, however within the water there is some floating weeds forming. This primarily being Salvinia, which most likely came from overflow from the wetland area and other waterfowl species. Our technician will make sure to address with the goal to get the water clarity back to normal.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	<input type="checkbox"/> Turbid	<input type="checkbox"/> Tannic
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Subsurface Filamentous	<input type="checkbox"/> Surface Filamentous
		<input type="checkbox"/> Planktonic	<input type="checkbox"/> Cyanobacteria
<u>GRASSES:</u>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate
			<input type="checkbox"/> Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	<input type="checkbox"/> Torpedo Grass	<input type="checkbox"/> Pennywort	<input type="checkbox"/> Babytears
	<input type="checkbox"/> Hydrilla	<input type="checkbox"/> Slender Spikerush	<input checked="" type="checkbox"/> Other: Salvinia

SITE: 21

Condition: Excellent Great ✓Good Poor Mixed Condition Improving



Comments:

This rim ditch is also in good condition. It is experiencing some floating weeds just like rim ditch 20, which is most likely coming in through the wetland area. Our technician will address in the upcoming visit.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	Turbid	Tannic
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	Subsurface Filamentous	Surface Filamentous
		Planktonic	Cyanobacteria
<u>GRASSES:</u>	<input checked="" type="checkbox"/> N/A	Minimal	Moderate
			Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	Torpedo Grass	Pennywort	Babytears
	Hydrilla	Slender Spikerush	<input checked="" type="checkbox"/> Other: Salvinia
			Chara

SITE: 22

Condition: ✓Excellent Great Good Poor Mixed Condition Improving



Comments:

This buffer zone we maintain is in excellent condition. Nuisance species and algae have been treated for and are decaying.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	Turbid	Tannic
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	Subsurface Filamentous	Surface Filamentous
		Planktonic	Cyanobacteria
<u>GRASSES:</u>	N/A	<input checked="" type="checkbox"/> Minimal	Moderate
			Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	<input checked="" type="checkbox"/> Torpedo Grass	Pennywort	Babytears
	Hydrilla	Slender Spikerush	Other:
			Chara

MANAGEMENT SUMMARY

With the arrival of April, the changing weather has rapidly shifted the conditions affecting The Groves. The series of cold snaps has been broken, and warmer temperatures are now the norm. The lack of significant wind or rain has increased decay times for surface algae once treated. Residents may notice this algae that sticks around longer between treatment events, this is a direct result of the current weather.

The battle against the algae will continue until we see some more frequent rain events. Once the rain returns, water levels will rise and algae will be cleared out much easier. Technicians will continue on with routine treatment and make as much headway as possible. Littoral shelves have been a main focus as well and are being closely monitored and maintained for nuisance vegetation growth.

RECOMMENDATIONS

Continue to treat ponds for algae, administer follow-ups to ponds experiencing extended decay times.

Administer treatments to any nuisance grasses growing along exposed shorelines and within beneficial plants.

Continue to apply treatment to overgrown littoral areas.

Avoid overtreating ponds, to prevent fish kills or toxic blooms.

Stay alert for debris items that find their way to the pond's shore.

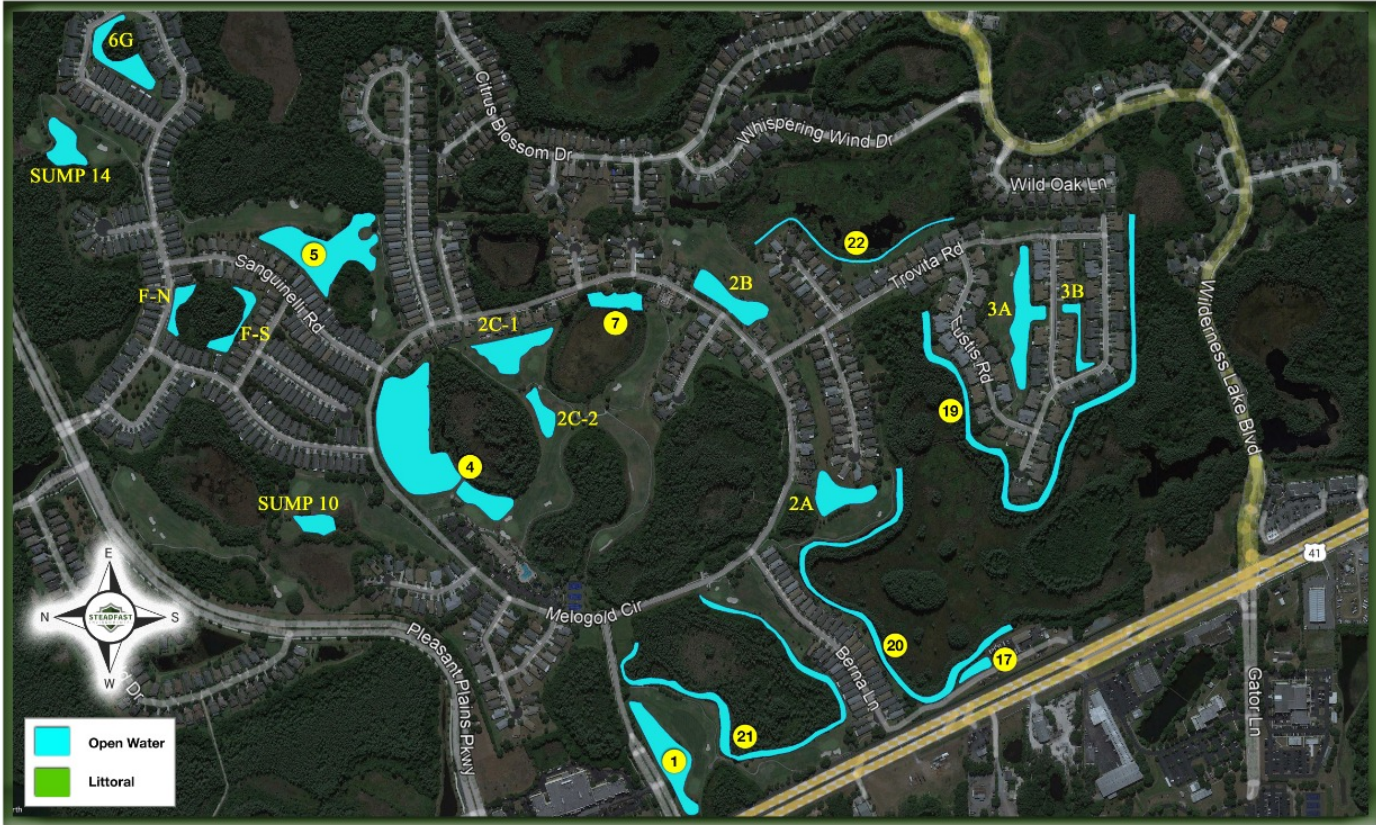
Thank you for choosing Steadfast Environmental!

MAINTENANCE AREA



THE GROVES CDD
Festive Groves Blvd, Land O' Lakes

Gate Code:



6Di.



The Board Update

April 2024

Landscape

- Davies irrigation technician on-site assessing system.
- Yellowstone has been providing an onsite person the past few weeks and they are working on removing moss this week beginning with the crape myrtles on Festive Groves.
- Dumping area cleaned / wooden fence removed / brush trimmed.
- New gate installed to secure the dumping area.



Ponds

- Lake doctor scheduled for service during 3rd week of April for:
 - a) replace new fountain on Sanguinelli
 - b) assess fountain failure on Jaffa
 - c) assess pressure at fountain behind clubhouse

Turn Bar and Grill

- Restaurant and Lanai Bathroom Air Conditioner has a slow leak. Freon was added this past week. Replacement cost for new unit is \$9K.
- Keg Cooler coils cleaned.
- Electrician called for electrical sockets on back kitchen loading dock.
- Piper on site for suppression hoods in kitchen and fire extinguishers.
- Kitchen Hoods cleaned this week.
- Patio screen doors repaired.

Pool Project

- Pool ladders not under warranty, Pool works to order new ones.
- Pool gutter pipes delivered.
- Received quote for handicap lift repair for pool \$6K
- Received quote for adding a handicap lift to the spa \$20k
- Received quote for bringing gutter drains to code.



Club and Field Maintenance

- Senior Expo over 100 residents attended to talk with 23 vendors.
- Accurate Electronics proposing rear gates, official proposal pending. Ballpark cost 65 – 75K not including removal of speed bumps & permitting.
- Building locks re-keyed.
- New faucets installed in women's bathroom.
- Fire Alarm power transfer supply failure (repair pending)
- Pasco Sherriff safety and security meeting with residents.
- Bottom portion of aqua range netting replaced \$4K it was not under warranty.
- Re-attached fencing to poles at the tennis courts.
- HVAC system failure update wiring issue for bathrooms and electrical room and storage area. (Repaired)
- Kids cut fence at end of cul de sac on Ruby Red, it has been repaired.
- TV replaced on Lanai.
- Holiday Lighting secured for the 2024 season they were overpaid so we have already put down a "deposit" of \$4K
- Credit for Propump Controls of \$4K overpayment these are all a result of Rizetta accounting issues.
- Contacted Chasen Gill to look over our Ring Central Bill and cross reference with the Spectrum account to find savings on our phone bill.
- Pine Tree fallen across cart path off of #18 close to Tennis Courts, cut up and removed by DTE.

6Ei.

TO BE SENT UNDER SEPARATE COVER

Seventh Order of Business

7A.

**MINUTES OF MEETING
THE GROVES
COMMUNITY DEVELOPMENT DISTRICT**

The meeting of the Board of Supervisors of The Groves Community Development District was held on Tuesday, March 5, 2024 at 10:00 a.m. at The Groves Civic Center, 7924 Melogold Circle, Land O’ Lakes, Florida.

Present and constituting a quorum were:

Bill Boutin	Chairman
Richard Loar	Vice Chairman
Jimmy Allison	Assistant Secretary
Christina Cunningham	Assistant Secretary
James Nearey	Assistant Secretary

Also present were:

Jayna Cooper	District Manager
Vivek Babbar	District Counsel
Stephen Brletic	District Engineer
Wendi McAnn	Clubhouse Manager
Clint Robinson	Assistant Clubhouse Manager
Jennifer Daskevich	Restaurant Operator
Audience Members	

The following is a summary of the discussions and actions taken at the meeting.

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Cooper called the meeting to order and called the roll. A quorum was established.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The Pledge of Allegiance was recited.

THIRD ORDER OF BUSINESS

Audience Comments

Audience members present. The Board heard audience comments regarding the rental agreement, insurance requirements, Dynamic Security settlement agreement, Supervisor Pay, and a request for new canopies at the pool & speed table.

On MOTION by Mr. Loar seconded by Ms. Cunningham with all in favor to accept photos of each into District's records was approved. 5-0

The Board continued to hear audience comments regarding the landscape beautification, shuffleboard parking, and a restaurant update from Ms. Daskevich.

FOURTH ORDER OF BUSINESS

Business Items

A. Ratification of Revised Martin Aquatics Additional Services Proposal for Pool Gutter Re-Design

On MOTION by Mr. Loar seconded by Mr. Nearey with all in favor the Revised Martin Aquatics Additional Services Proposal for Pool Gutter Re-Design was ratified. 5-0

B. Consideration of Resolution 2024-05, General Election

On MOTION by Mr. Boutin seconded by Mr. Allison with all in favor Resolution 2024-05, General Election was adopted. 5-0

C. Discussion of Work Performed by Irrigation Committee (Accomplishments, Costs, and Next Steps)

Mr. Loar provided an update of work done to date by irrigation committee including additional locating needed for battery operated clocks, interviewing 2 companies independent of the landscaping companies, cost to date is approximately \$70,000.

FIFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

i. Consideration of Davey Landscape Maintenance Proposal

- Mr. Babbar reviewed the agreement and scope (exhibit A)
- Discussion ensued regarding items struck through by Davey, converting the scope to a checklist or calendar format, clarification of spraying vs hand removal of moss, and the opportunity to have a face-to-face meeting with Davey at a continued meeting.
- Consensus of Board is to continue the meeting to a date and time certain so Davey staff can be present to answer questions.

ii. Consideration of Rental Agreement

- Mr. Babbar reviewed the rental agreement.
- Discussion ensued regarding posting a floor plan in each room, increasing the trash fee, request for staff or security to be present at non-resident events, cleaning up the fee schedule, a request for residents to have no rental fees, a request for the CDD to increase insurance limits by \$1,000,000, and a request to clarify the process to waive fees.

- A Public Hearing will be set for April meeting to consider revised rental agreement and fees.

B. District Engineer

- Mr. Brletic provided an update on the pool project and most recent site visit.
- The Pool Works has requested an extension to the original timeline based on additional scope of work.
- Mr. Brletic reviewed the road surface analysis - overall, roads are in good shape, no signs of warranty work, full report was sent to Ms. Cooper and is available upon request.
- Mr. Brletic reviewed irrigation map progress to date. Approximately 25-26% of the irrigated area is CDD, approximately 73-74% of the irrigated area is club homes or golf course.

C. Aquatics Report

- The Board reviewed the aquatics report. Discussion regarding trash pickup in ponds. The Board questioned what is in the agreement. Ms. Cooper to investigate.

D. Clubhouse Manager

i. Clubhouse Manager Report

- Ms. McAnn presented the clubhouse manager report. Mr. Robinson reviewed changes to gate work (price decreased from original proposal by \$12,000).
- The Board requested cost for full gates rather than arms at the back entry.
- The Board requested photos for documentation of all restaurant updates & inventory.

E. District Manager

- Ms. Cooper provided an update on security options including off duty PSO deputies and a roving guard. ESS & MPS will be invited to attend the April meeting to discuss options to enhance security.
- Board directed Ms. Cooper to terminate FHP services.
- First cut of the budget will be presented at the April meeting.
- Ms. Cooper requested Supervisors send wish list items and that the Board consider scheduling a budget workshop in April or May.

SIXTH ORDER OF BUSINESS **Business Administration**

A. Consideration of the February 6, 2024 Meeting Minutes

Board directed staff to publicize work cell phone numbers.

On MOTION by Mr. Boutin, seconded by Mr. Nearey with all in favor the minutes of the February 6, 2024 meeting were approved as presented. 5-0

B. Consideration of Financials for January 2024

Ms. Cooper reviewed the financials. Board directed Ms. McAnn & Tom to collaborate on decreasing the Spectrum bills.

On MOTION by Mr. Boutin seconded by Mr. Nearey with all in favor the financials for January 2024 were approved. 5-0

SEVENTH ORDER OF BUSINESS **Supervisor Requests**

The following was discussed:

- Ms. Cunningham suggested decreasing Spectrum bills and removing Ring Central.
- Mr. Loar requested a Reserve Study update.
- Mr. Boutin requested Supervisors to send budget wish list items.
- Mr. Loar requested holiday lighting proposals, and requested to include night swimming proposal on April agenda.

EIGHTH ORDER OF BUSINESS **Adjournment**

There being no further business,

On MOTION by Mr. Boutin seconded by Mr. Nearey with all in favor to continue the meeting to March 7 @ 10:00 am was approved. 5-0

Jayna Cooper
Secretary

Bill Boutin
Chairperson

7B.

**MINUTES OF MEETING
THE GROVES
COMMUNITY DEVELOPMENT DISTRICT**

The continued meeting of the Board of Supervisors of The Groves Community Development District was held on Tuesday, March 7, 2024 at 10:00 a.m. at The Groves Civic Center, 7924 Melogold Circle, Land O’ Lakes, Florida.

Present and constituting a quorum were:

Bill Boutin	Chairman
Richard Loar	Vice Chairman
Jimmy Allison	Assistant Secretary
Christina Cunningham	Assistant Secretary
James Nearey	Assistant Secretary

Also present were:

Jayna Cooper	District Manager
Vivek Babbar	District Counsel
Wendi McAnn	Clubhouse Manager
Clint Robinson	Assistant Clubhouse Manager
April Pursley	Davey Branch Manager
Wally	Davey Production Manager
Audience Members	

The following is a summary of the discussions and actions taken at the meeting.

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Cooper called the meeting to order and called the roll. A quorum was established.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The Pledge of Allegiance was recited.

THIRD ORDER OF BUSINESS

Audience Comments

Audience members present.

FIFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

i. Consideration of Davey Landscape Maintenance Proposal

- Lengthy discussion ensued regarding landscape agreement and scope of work in exhibit A.
- Board directed Ms. Cooper to communicate need to remove Spanish moss to Yellowstone prior to the end of the month. Discussion ensued regarding withholding payment of final invoice if not completed.

- Board directed staff to review common areas with Davey.
- Mr. Robinson gave an update on the cost for full gates. Accurate Electronics gave an estimate but needs to do a site visit to provide a proposal. The Board agreed to hold off on moving forward with the gate project until the proposed cost for full gates at the back entry is in.

EIGHTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Mr. Loar seconded by Mr. Boutin with all in favor the meeting was adjourned at 11:41 am. 5-0

Jayna Cooper
Secretary

Bill Boutin
Chairperson

7C.

THE GROVES

Community Development District

Financial Report

February 29, 2024

Prepared by



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THE GROVES
Community Development District

Financial Statements

(Unaudited)

February 29, 2024

Balance Sheet
February 29, 2024

<u>ACCOUNT DESCRIPTION</u>	<u>GENERAL FUND</u>	<u>RESERVE FUND</u>	<u>SERIES 2007 DEBT SERVICE FUND</u>	<u>GENERAL FIXED ASSETS FUND</u>	<u>GENERAL LONG-TERM DEBT FUND</u>	<u>TOTAL</u>
ASSETS						
Cash - Checking Account	\$ 166,684	\$ -	\$ -	\$ -	\$ -	\$ 166,684
Accounts Receivable	11,366	-	-	-	-	11,366
Due From Other Funds	106,296	-	3,006	-	-	109,302
Investments:						
FLCLASS Operating	678,559	-	-	-	-	678,559
FLCLASS Reserve	-	1,542,895	-	-	-	1,542,895
Money Market Account	768,328	-	-	-	-	768,328
Prepayment Account	-	-	4	-	-	4
Reserve Fund	-	-	1	-	-	1
Revenue Fund	-	-	233,395	-	-	233,395
Deposits	9,504	-	-	-	-	9,504
Fixed Assets						
Land	-	-	-	1,438,000	-	1,438,000
Improvements Other Than Buildings (IOTB)	-	-	-	10,422,264	-	10,422,264
Equipment	-	-	-	3,689,242	-	3,689,242
Amount Avail In Debt Services	-	-	-	-	100,363	100,363
Amount To Be Provided	-	-	-	-	1,059,637	1,059,637
TOTAL ASSETS	\$ 1,740,737	\$ 1,542,895	\$ 236,406	\$ 15,549,506	\$ 1,160,000	\$ 20,230,611

Balance Sheet
February 29, 2024

ACCOUNT DESCRIPTION	GENERAL FUND	RESERVE FUND	SERIES 2007 DEBT SERVICE FUND	GENERAL FIXED ASSETS FUND	GENERAL LONG-TERM DEBT FUND	TOTAL
<u>LIABILITIES</u>						
Accounts Payable	\$ 10,446	\$ -	\$ -	\$ -	\$ -	\$ 10,446
Sales Tax Payable	171	-	-	-	-	171
Deposits - Rentals	6,000	-	-	-	-	6,000
Bonds Payable	-	-	-	-	1,160,000	1,160,000
Due To Other Funds	-	110,369	-	-	-	110,369
TOTAL LIABILITIES	16,617	110,369	-	-	1,160,000	1,286,986
<u>FUND BALANCES</u>						
Nonspendable:						
Deposits	9,504	-	-	-	-	9,504
Restricted for:						
Debt Service	-	-	237,473	-	-	237,473
Unassigned:	1,714,616	1,432,526	-	15,549,506	-	18,696,648
TOTAL FUND BALANCES	\$ 1,724,120	\$ 1,432,526	\$ 237,473	\$ 15,549,506	\$ -	\$ 18,943,625
TOTAL LIABILITIES & FUND BALANCES	\$ 1,740,737	\$ 1,542,895	\$ 237,473	\$ 15,549,506	\$ 1,160,000	\$ 20,230,611

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending February 29, 2024

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
REVENUES					
Interest - Investments	\$ 40,000	\$ 16,667	\$ 19,009	\$ 2,342	47.52%
Interest - Tax Collector	-	-	1,502	1,502	0.00%
Special Assmnts- Tax Collector	1,166,540	1,166,540	1,129,658	(36,882)	96.84%
Other Miscellaneous Revenues	18,000	7,500	9,883	2,383	54.91%
Insurance Reimbursements	-	-	962	962	0.00%
Facility Revenue	5,000	2,083	912	(1,171)	18.24%
RV Parking Lot Revenue	-	-	3,935	3,935	0.00%
TOTAL REVENUES	1,229,540	1,192,790	1,165,861	(26,929)	94.82%
EXPENDITURES					
Administration					
P/R-Board of Supervisors	18,000	7,500	5,230	2,270	29.06%
ProfServ-Trustee Fees	3,300	3,300	3,300	-	100.00%
Management Contract	357,482	148,951	148,951	-	41.67%
Assessment Roll	5,000	5,000	-	5,000	0.00%
Disclosure Report	1,000	1,000	-	1,000	0.00%
District Counsel	30,000	12,500	14,462	(1,962)	48.21%
District Engineer	25,000	10,417	20,160	(9,743)	80.64%
Administrative Services	8,600	3,583	737	2,846	8.57%
District Management	75,000	31,250	31,000	250	41.33%
Accounting Services	19,200	8,000	8,000	-	41.67%
Website Hosting/Email services	2,400	1,000	1,000	-	41.67%
Website Compliance	1,515	-	-	-	0.00%
Public Officials Insurance	3,675	3,675	3,458	217	94.10%
Legal Advertising	1,500	625	342	283	22.80%
Bank Fees	1,000	417	36	381	3.60%
Financial & Revenue Collections	5,000	2,083	-	2,083	0.00%
Music & Entertainment	500	500	-	500	0.00%
Dues, Licenses, Subscriptions	750	750	175	575	23.33%
Total Administration	565,772	240,551	236,851	3,700	41.86%
Law Enforcement					
Deputy Services	5,000	2,083	-	2,083	0.00%
Total Law Enforcement	5,000	2,083	-	2,083	0.00%
Electric Utility Services					
Utility - StreetLights	27,000	11,250	9,376	1,874	34.73%
Utility Services	10,000	4,167	3,207	960	32.07%
Utility - Recreation Facilities	27,000	11,250	7,556	3,694	27.99%
Total Electric Utility Services	64,000	26,667	20,139	6,528	31.47%

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending February 29, 2024

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>Garbage/Solid Waste Services</u>					
Contracts-Solid Waste Services	30,000	12,500	11,541	959	38.47%
Garbage - Recreational Facility	3,700	1,542	1,542	-	41.68%
Total Garbage/Solid Waste Services	36,450	14,042	13,083	959	35.89%
<u>Water-Sewer Comb Services</u>					
Utility Services	20,000	8,333	8,333	-	41.67%
Total Water-Sewer Comb Services	20,000	8,333	8,333	-	41.67%
<u>Stormwater Control</u>					
Stormwater Assessment	3,684	3,684	3,684	-	100.00%
R&M-Stormwater System	2,700	1,125	1,039	86	38.48%
R&M Lake & Pond Bank	8,000	3,333	3,333	-	41.66%
Aquatic Maintenance	21,744	9,060	8,658	402	39.82%
Miscellaneous Expenses	4,000	1,667	1,667	-	41.68%
Total Stormwater Control	40,128	18,869	18,381	488	45.81%
<u>Other Physical Environment</u>					
Workers' Compensation	701	701	701	-	100.00%
Reclaimed Water - WUP Commitment	10,000	4,167	4,167	-	41.67%
Liability/Property Insurance	39,592	39,592	39,815	(223)	100.56%
R&M-Irrigation	15,000	6,250	5,000	1,250	33.33%
Landscape - Annuals	2,600	1,733	-	1,733	0.00%
Landscape Maintenance	141,578	58,991	54,747	4,244	38.67%
Landscape Replacement	20,000	8,333	7,612	721	38.06%
Pump & Well Maintenance	2,500	1,042	1,042	-	41.68%
Entry & Walls Maintenance	2,000	833	149	684	7.45%
Holiday Decoration	8,354	8,354	8,354	-	100.00%
Total Other Physical Environment	262,350	129,996	121,587	8,409	46.35%
<u>Security Operations</u>					
Security Patrol Services	80,000	33,333	33,328	5	41.66%
Security Monitoring Services	27,600	11,500	11,500	-	41.67%
R&M-Security Cameras	4,000	1,667	1,654	13	41.35%
Operating Supplies	4,000	1,667	1,410	257	35.25%
Total Security Operations	115,600	48,167	47,892	275	41.43%
<u>Road and Street Facilities</u>					
R&M-Parking Lots	1,000	417	-	417	0.00%
R&M-Sidewalks	20,000	8,333	5,864	2,469	29.32%
Roadway Repair & Maintenance	1,000	417	417	-	41.70%
R&M-Gates	2,000	833	833	-	41.65%
Total Road and Street Facilities	24,000	10,000	7,114	2,886	29.64%

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending February 29, 2024

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>
<u>Parks and Recreation</u>					
Fountain Service Contract	1,480	617	617	-	41.69%
Pest Control	2,000	833	833	-	41.65%
Contracts-Pools	34,560	14,400	14,300	100	41.38%
Security & Fire Monitoring Services	1,600	667	667	-	41.69%
Telephone, Cable & Internet Service	9,000	3,750	2,843	907	31.59%
Lease - Copier	3,800	1,583	1,583	-	41.66%
R&M-Fountain	300	125	125	-	41.67%
R&M-Pools	1,000	417	368	49	36.80%
R&M-Vehicles	1,000	417	312	105	31.20%
R&M-Fitness Equipment	500	208	208	-	41.60%
Athletic/Park Court/Field Repairs	1,000	417	417	-	41.70%
Facility A/C & Heating Maintenance & Repair	6,000	2,500	1,608	892	26.80%
Boardwalk and Bridge Maintenance	2,000	833	-	833	0.00%
Lighting Repairs & Maintenance	1,000	417	200	217	20.00%
Dog Park Maintenance	1,000	417	137	280	13.70%
Pool/Water Park/Fountain Maintenance	3,000	1,250	1,250	-	41.67%
Maintenance & Repairs	25,000	10,417	10,417	-	41.67%
Furniture Repair/Replacement	1,000	417	417	-	41.70%
Clubhouse Misc. Expense	14,000	5,833	4,670	1,163	33.36%
Computer Support	500	500	-	500	0.00%
Office Supplies	2,500	1,042	98	944	3.92%
Janitorial Supplies	6,500	2,708	2,552	156	39.26%
Total Parks and Recreation	122,740	49,768	43,622	6,146	35.54%
<u>Restaurant</u>					
Restaurant Expense	1,000	417	417	-	41.70%
Total Restaurant	1,000	417	417	-	41.70%
TOTAL EXPENDITURES & RESERVES	1,317,040	548,893	517,419	31,474	39.29%
Excess (deficiency) of revenues					
Over (under) expenditures	(87,500)	643,897	648,442	4,545	-741.08%
<u>OTHER FINANCING SOURCES (USES)</u>					
Contribution to (Use of) Fund Balance	(87,500)	-	-	-	0.00%
TOTAL FINANCING SOURCES (USES)	(87,500)	-	-	-	0.00%
Net change in fund balance	\$ (87,500)	\$ 643,897	\$ 648,442	\$ 4,545	-741.08%
FUND BALANCE, BEGINNING (OCT 1, 2023)	1,076,177	1,076,177	1,076,177		
FUND BALANCE, ENDING	\$ 988,677	\$ 1,720,074	\$ 1,724,619		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending February 29, 2024

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>
<u>REVENUES</u>					
Interest - Investments	\$ -	\$ -	\$ 35,947	\$ 35,947	0.00%
Special Assmnts- Tax Collector	307,146	307,146	297,435	(9,711)	96.84%
TOTAL REVENUES	307,146	307,146	333,382	26,236	108.54%
<u>EXPENDITURES</u>					
<u>Reserves</u>					
Capital Outlay	80,000	-	-	-	0.00%
Capital Reserve	227,146	-	-	-	0.00%
Total Reserves	307,146	-	-	-	0.00%
TOTAL EXPENDITURES & RESERVES	307,146	-	-	-	0.00%
Excess (deficiency) of revenues Over (under) expenditures	-	307,146	333,382	26,236	0.00%
Net change in fund balance	\$ -	\$ 307,146	\$ 333,382	\$ 26,236	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)	1,572,017	1,572,017	1,572,017		
FUND BALANCE, ENDING	\$ 1,572,017	\$ 1,879,163	\$ 1,905,399		

THE GROVES

Community Development District

Series 2007 Debt Service Fund

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending February 29, 2024

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>
REVENUES					
Interest - Investments	\$ -	\$ -	\$ 2,066	\$ 2,066	0.00%
Special Assmnts- Tax Collector	158,096	158,096	153,096	(5,000)	96.84%
TOTAL REVENUES	158,096	158,096	155,162	(2,934)	98.14%
EXPENDITURES					
Debt Service					
Principal Debt Retirement	95,000	-	-	-	0.00%
Interest Expense	63,096	31,548	29,425	2,123	46.64%
Total Debt Service	158,096	31,548	29,425	2,123	18.61%
TOTAL EXPENDITURES	158,096	31,548	29,425	2,123	18.61%
Excess (deficiency) of revenues Over (under) expenditures	-	126,548	125,737	(811)	0.00%
Net change in fund balance	\$ -	\$ 126,548	\$ 125,737	\$ (811)	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)	111,736	111,736	111,736		
FUND BALANCE, ENDING	\$ 111,736	\$ 238,284	\$ 237,473		

Notes to the Financial Statements
February 29, 2024

Financial Overview / Highlights

- ▶ Total General Fund revenues are at approximately 94.8% of the Annual Budget.
- ▶ Total General Fund expenditures are at approximately 39.3% of the Annual Budget.

Balance Sheet

Account Name	YTD Actual	Explanation
Assets		
Accounts Receivable	11,366	HOA invoice for August plus OMR0623-1, 2 & 3.
Due to/Due from Others	109,302	Assessments collected and excess fees - sending to Trustee in March.
Deposits	9,504	Utilities deposits.
Liabilities		
Accrued Expenses	-	Invoices for current month but not paid in current month.
Deposits-Rentals	6,000	Deposits for NRE, ballroom rental, craft room rental.
Due to/Due from Others	110,369	Assessments collected and excess fees

Variance Analysis

Account Name	Annual Budget	YTD Actual	% of Budget	Explanation
General Fund 001				
Revenues				
Interest Income	40,000	19,008	47.52%	Interest earned on investments from Money Market account.
Special Assessments-Tax Collector	1,166,540	1,129,658	96.84%	Collections were at 104.53% at this time last year.
RV Parking Lot Revenue	-	3,935	N/A	RV & boat storage fees less sales tax.
Expenditures				
<u>Administrative</u>				
ProfServ-Trustee Fees	3,300	3,300	100.00%	Trustee fees for the Series 2007 bond.
Management Contract	357,482	148,951	41.67%	Budget will be restructured next year for Inframark.
District Engineer	25,000	20,160	80.64%	Meeting preparation, bridge repair project management, Jaffa roadway repair, pool project management, irrigation map.
District Management	75,000	31,000	41.33%	Budget will be restructured next year for Inframark.
Website Hosting/Email services	2,400	1,000	41.67%	Website paid through 1st quarter, email migration set-up, email accounts & Google vault.
Public Officials Insurance	3,675	3,458	94.10%	Paid in full for year.

Notes to the Financial Statements
February 29, 2024

<u>Account Name</u>	<u>Annual Budget</u>	<u>YTD Actual</u>	<u>% of Budget</u>	<u>Explanation</u>
Expenditures (con't)				
<u>Electric Utility Services</u>				
Utility - Streetlights	27,000	9,376	34.73%	Monthly electric charges for streetlights.
Utility Services	10,000	3,207	32.07%	Monthly electric charges for fountain and HOA.
<u>Garbage/Solid Waste Services</u>				
Garbage - Recreational Facility	3,700	1,542	41.68%	Waste Mgmt charges more than budget-will need to increase budget for next year.
<u>Water-Sewer Comb Services</u>				
Utility Services	20,000	8,333	41.67%	Pasco County Utilities charges more than budget-will need to increase budget for next year.
<u>Stormwater Control</u>				
Miscellaneous Expenses	4,000	1,667	41.68%	Jaffa Lane pipe repair plus additional work-jet vac storm pipe.
<u>Other Physical Environment</u>				
Workers' Compensation	701	701	100.00%	Additional workers comp policy from Egis Insurance-will need to increase budget for next year.
Landscape Replacement	141,578	54,747	38.67%	Trim trees at dog park, garden project, clean-up debris.
<u>Security Operations</u>				
Security Patrol Services	80,000	33,328	41.66%	Daily patrol service - will need to increase budget for next year.
Security Monitoring Services	27,600	11,500	41.67%	Quarterly video monitoring paid through 1st quarter.
R&M-Security Cameras	4,000	1,654	41.35%	Security cameras repair at gate, installed new license plate reader camera.
<u>Road and Street Facilities</u>				
Roadway Repair & Maintenance	1,000	417	41.70%	Investigate & excavate at Jaffa Lane.
R&M-Gates	2,000	833	41.65%	Gate repairs for the back & front, replaced LED controller & strip.
<u>Parks and Recreation</u>				
Fountain Service Contract	1,480	617	41.69%	Quarterly fountain cleaning service paid through 1st quarter.
Pest Control	2,000	833	41.65%	Quarterly pest and rodent control paid through 1st quarter.
Telephone, Cable & Internet Service	9,000	2,843	31.59%	Monthly fees from Charter/Spectrum for phone, TV & internet.
R&M-Fountain	3,800	1,583	41.66%	Service call for fountain.
R&M-Fitness Equipment	1,000	312	31.20%	Repair leg press machine.
<u>Restaurant</u>				
Restaurant Expense	1,000	417	41.70%	Equipment purchase -Full kitchen cleaning deposit

Notes to the Financial Statements
February 29, 2024

Account Name	Annual Budget	YTD Actual	% of Budget	Explanation
Expenditures (con't)				
Reserve Fund 005				
Revenues				
Interest Income	-	35,947	N/A	Interest earned on Custody trust account.
Special Assessments-Tax Collector	307,146	297,435	96.84%	Collections were at 104.53% at this time last year.
Expenditures				
Debt Service - Series 2007				
Revenues				
Interest Income	-	2,064	N/A	Interest earned on trust accounts.
Special Assessments-Tax Collector	158,096	152,029	96.16%	Collections were at 104.53% at this time last year.
Expenditures				
<u>Debt Service</u>				
Interest Expense	63,096	29,425	46.64%	Next payment will be made in May.

THE GROVES

Community Development District

Supporting Schedules

February 29, 2024

THE GROVES

Community Development District

**Non-Ad Valorem Special Assessments - Pasco County Tax Collector
Monthly Collection Distributions
For the Fiscal Year Ending September 30, 2024**

Date Rcvd	Net Amount Received	Discount / (Penalties) Amount	Collection Costs	Gross Amount Received	Allocation by Fund		
					General Fund	Reserve Fund	Series 2007 Debt Service Fund
Assessments Levied				\$1,631,783	\$1,166,542	\$307,146	\$158,095
Allocation %				81%	71.49%	18.82%	9.69%
11/09/23	\$ 38,331	\$ 2,069	\$ 782	\$ 41,183	\$ 27,402	\$ 7,215	\$ 3,714
11/14/23	247,469	10,522	5,050	263,041	176,912	46,580	23,976
11/21/23	194,297	8,261	3,965	206,524	138,901	36,572	18,824
11/29/23	168,881	7,117	3,447	179,445	120,731	31,788	16,362
12/01/23	211,378	8,987	4,314	224,679	151,112	39,787	20,479
12/07/23	589,297	25,055	12,026	626,379	421,282	110,922	57,094
12/14/23	27,781	1,087	567	29,435	19,860	5,229	2,692
12/29/23	18,333	579	374	19,285	13,106	3,451	1,776
01/09/24	42,382	1,361	865	44,608	30,298	7,977	4,106
01/31/24	31,030	722	633	32,385	22,183	5,841	3,006
02/29/24	11,009	113	225	11,347	7,870	2,072	1,067
TOTAL	\$ 1,580,189	\$ 65,874	\$ 32,249	\$ 1,678,311	\$ 1,129,658	\$ 297,435	\$ 153,096
% COLLECTED					96.8%	96.8%	96.8%
TOTAL OUTSTANDING					\$ 36,884	\$ 9,711	\$ 4,999

**Cash and Investment Balances
February 29, 2024**

<u>ACCOUNT NAME</u>	<u>BANK NAME</u>	<u>YIELD</u>	<u>BALANCE</u>
GENERAL FUND			
Operating Account - Business Checking	BankUnited	0.00%	\$ 166,684
Money Market Account	BankUnited	5.25%	\$ 768,328
Pooled Account - General Fund	FLClass	5.50%	\$ 678,559
Pooled Account - Reserve Fund	FLClass	5.50%	\$ 1,542,895
Series 2007 Prepayment Fund	US Bank	5.24%	\$ 4
Series 2007 Reserve Fund	US Bank	5.24%	\$ 1
Series 2007 Revenue Fund	US Bank	5.24%	\$ 233,395
	Subtotal		\$ 233,400
	Grand Total		\$ 1,460,542

THE GROVES

Community Development District

**Payment Register by Fund
For the Period from 2/01/24 to 2/29/24
(Sorted by Check / ACH No.)**

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid	
GENERAL FUND - 001								
CHECK # 1104								
001	02/13/24	BALLENGER LANDCARE, LLC	23533	OCT23 WATER METER READING	Landscape Maintenance	546300-53900	\$250.00	
001	02/13/24	BALLENGER LANDCARE, LLC	23536	NOV23 WATER METER READING	Landscape Maintenance	546300-53900	\$250.00	
001	02/13/24	BALLENGER LANDCARE, LLC	23509	AUG23-SEPT23 WATER METER READING	Landscape Maintenance	546300-53900	\$500.00	
001	02/13/24	BALLENGER LANDCARE, LLC	23615	DEC23 WATER METER READING	Landscape Maintenance	546300-53900	\$250.00	
001	02/13/24	BALLENGER LANDCARE, LLC	23678	JAN24 WATER METER READING	Landscape Maintenance	546300-53900	\$250.00	
001	02/13/24	BALLENGER LANDCARE, LLC	23723	FEB24 WATER METER READING	Landscape Maintenance	546300-53900	\$250.00	
							Check Total	\$1,750.00
CHECK # 1105								
001	02/13/24	BDI ENGINEERING	1359	ENGINEERING SERVICES 01/24	District Engineer	531147-51301	\$3,735.00	
							Check Total	\$3,735.00
CHECK # 1106								
001	02/13/24	CHRISTINA R CUNNINGHAM	011824	BOARD MEETING 01/18/24	P/R-Board of Supervisors	511001-51101	\$200.00	
							Check Total	\$200.00
CHECK # 1107								
001	02/13/24	COMPLETE I.T. SERVICE & SOLUTIONS	12614	EMAIL ACCOUNTS & GOOGLE VAULT 02/24	Website Hosting/Email services	534369-51301	\$115.50	
							Check Total	\$115.50
CHECK # 1108								
001	02/13/24	COOPER POOLS, INC.	7674	POOL SERVICE DEC23	Contracts-Pools	534078-57201	\$2,860.00	
							Check Total	\$2,860.00
CHECK # 1109								
001	02/13/24	FITNESS LOGIC	116835	REPLACE HANDLEBAR END CAP ON TREADMILL	R&M-Fitness Equipment	546115-57201	\$66.99	
001	02/13/24	FITNESS LOGIC	116834	REPLACE CABLE ON BATCA MULTISTATION	R&M-Fitness Equipment	546115-57201	\$245.99	
001	02/13/24	FITNESS LOGIC	59368	REPLACE RECUMBENT BIKE HR GRIP & LEG PRESS SLEEVE	R&M-Fitness Equipment	546115-57201	\$357.68	
							Check Total	\$670.66
CHECK # 1110								
001	02/13/24	GRAY ROBINSON, P.A.	11197284	CIVIC CENTER LIQUOR LICENSE UPDATES JAN24	District Counsel	531146-51401	\$372.00	
							Check Total	\$372.00
CHECK # 1111								
001	02/13/24	INFRAMARK, LLC.	109146	01/24 MANAGEMENT SRVCS	Ring Central-Nov & Dec	552025-53935	\$899.27	
001	02/13/24	INFRAMARK, LLC.	109146	01/24 MANAGEMENT SRVCS	Green Tech-Termite Pest Control	531170-57201	\$92.00	
001	02/13/24	INFRAMARK, LLC.	109146	01/24 MANAGEMENT SRVCS	Home Depot-Supplies	546920-57201	\$47.51	
001	02/13/24	INFRAMARK, LLC.	110112	02/24 MANAGEMENT SRVCS	District Management	531151-51301	\$6,200.00	
001	02/13/24	INFRAMARK, LLC.	110112	02/24 MANAGEMENT SRVCS	AMENITY MGMT	531136-51301	\$35,726.33	
							Check Total	\$42,965.11
CHECK # 1112								
001	02/13/24	JAMES P NEARY	011824	BOARD MEETING 01/18/24	P/R-Board of Supervisors	511001-51101	\$200.00	
							Check Total	\$200.00
CHECK # 1113								
001	02/13/24	JIMMY D. ALLISON	013024	BOARD MEETING	P/R-Board of Supervisors	511001-51101	\$200.00	
							Check Total	\$200.00
CHECK # 1114								
001	02/13/24	PASCO COUNTY FIRE RESCUE	2023003197	REINSPECTION OF PROPERTY 10/17/23	Clubhouse Misc. Expense	549173-57201	\$75.00	
							Check Total	\$75.00
CHECK # 1115								
001	02/13/24	PROPUMP AND CONTROLS INC	IN002633	IRRIGATION PUMP STATION SERVICE CALL	Pump & Well Maintenance	546918-53900	\$1,328.20	
							Check Total	\$1,328.20
CHECK # 1116								
001	02/13/24	RICHARD D LOAR	011824	BOARD MEETING 01/18/24	P/R-Board of Supervisors	511001-51101	\$200.00	
							Check Total	\$200.00

THE GROVES

Community Development District

**Payment Register by Fund
For the Period from 2/01/24 to 2/29/24
(Sorted by Check / ACH No.)**

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
CHECK # 1117							
001	02/13/24	SERVPRO OF WESLEY CHAPEL	10789	FULL KITCHEN CLEANING-FINAL INVOICE	Restaurant Expense	552400-57210	\$4,112.01
							Check Total
							<u>\$4,112.01</u>
CHECK # 1118							
001	02/13/24	STRALEY ROBIN VERICKER	24134	LEGAL SERVICES JAN24	District Counsel	531146-51401	\$3,590.50
							Check Total
							<u>\$3,590.50</u>
CHECK # 1119							
001	02/13/24	WILBUR H. BOUTIN, JR	011824	BOARD MEETING 01/18/24	P/R-Board of Supervisors	511001-51101	\$200.00
							Check Total
							<u>\$200.00</u>
CHECK # 1120							
001	02/20/24	TIMES PUBLISHING COMPANY	0000301282	FY 2024 MEETING DATES	Legal Advertising	548002-51301	\$210.50
							Check Total
							<u>\$210.50</u>
CHECK # 1121							
001	02/27/24	09000 CONSULTING, LLC	6043-2	RESTAURANT/CARD ROOM LVP-BALANCE DUE	Maintenance & Repairs	546920-57201	\$4,400.50
							Check Total
							<u>\$4,400.50</u>
CHECK # 1122							
001	02/27/24	PASCO COUNTY UTILITIES	020524 ACH	UTILITY SERVICE 12/15/23-01/16/24	Reclaimed Water - WUP Commitment	543096-53900	\$1,371.04
001	02/27/24	PASCO COUNTY UTILITIES	020524 ACH	UTILITY SERVICE 12/15/23-01/16/24	Utility Services	543063-53601	\$2,159.40
							Check Total
							<u>\$3,530.44</u>
CHECK # 1123							
001	02/28/24	CHRISTINA R CUNNINGHAM	020624	BOARD MEETING 02/06/24	P/R-Board of Supervisors	511001-51101	\$200.00
							Check Total
							<u>\$200.00</u>
CHECK # 1124							
001	02/28/24	CLARK FIRE PROTECTION	161709	REPLACE MOTOR PUMP 1HP 115V	Pump & Well Maintenance	546918-53900	\$1,893.28
							Check Total
							<u>\$1,893.28</u>
CHECK # 1125							
001	02/28/24	INNERSYNC	21930	QTRLY WEBSITE SVCS 01/01/24-03/31/24-COMPLIANCE SR	Website Hosting/Email services	534369-51301	\$153.75
001	02/28/24	INNERSYNC	21930	QTRLY WEBSITE SVCS 01/01/24-03/31/24-COMPLIANCE SR	Website Compliance	534397-51301	\$225.00
							Check Total
							<u>\$378.75</u>
CHECK # 1126							
001	02/28/24	JAMES P NEARY	020624	BOARD MEETING 02/06/24	P/R-Board of Supervisors	511001-51101	\$200.00
							Check Total
							<u>\$200.00</u>
CHECK # 1127							
001	02/28/24	JIMMY D. ALLISON	020624	BOARD MEETING 02/06/24	P/R-Board of Supervisors	511001-51101	\$200.00
							Check Total
							<u>\$200.00</u>
CHECK # 1129							
001	02/28/24	RICHARD D LOAR	020624	BOARD MEETING 02/06/24	P/R-Board of Supervisors	511001-51101	\$200.00
							Check Total
							<u>\$200.00</u>
CHECK # 1130							
001	02/28/24	STEADFAST ENVIRONMENTAL, LLC	SE-23401	01/24 AQUATIC MAINTENANCE	Aquatic Maintenance	546995-53805	\$1,443.00
001	02/28/24	STEADFAST ENVIRONMENTAL, LLC	SE-23521	02/24 AQUATIC MAINTENANCE	Aquatic Maintenance	546995-53805	\$1,443.00
001	02/28/24	STEADFAST ENVIRONMENTAL, LLC	SE-23599	REMOVAL OF VEGETATION AND BRAZILIAN PEPPER TREES	Landscape Maintenance	546300-53900	\$12,670.00
							Check Total
							<u>\$15,556.00</u>
CHECK # 1131							
001	02/28/24	TOTAL LOCK AND DOOR SOLUTIONS	0001178	REPAIR/RE-KEYED ALL DINING ENTRIES	Maintenance & Repairs	546920-57201	\$186.00
							Check Total
							<u>\$186.00</u>
CHECK # 1132							
001	02/28/24	TRIANGLE POOLS	123202A	FL AR IMPORT	Pool/Water Park/Fountain Maintenance	546728-57201	\$1,186.75
							Check Total
							<u>\$1,186.75</u>
CHECK # 1133							
001	02/28/24	WILBUR H. BOUTIN, JR	020624	BOARD MEETING 02/06/24	P/R-Board of Supervisors	511001-51101	\$200.00
							Check Total
							<u>\$200.00</u>

THE GROVES

Community Development District

**Payment Register by Fund
For the Period from 2/01/24 to 2/29/24
(Sorted by Check / ACH No.)**

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid	
CHECK # DD125								
001	02/05/24	CHARTER COMMUNICATIONS-ACH	0028989011824	FRONT GATE INTERNET 8989 01/18/24-02/17/24	Telephone, Cable & Internet Service	541016-57201	\$325.28	
							Check Total	\$325.28
CHECK # DD126								
001	02/16/24	TOSHIBA FINANCIAL SERVICES	35756478	COPIER LEASE 01/24	Lease - Copier	544008-57201	\$369.28	
							Check Total	\$369.28
CHECK # DD127								
001	02/09/24	YELLOWSTONE LANDSCAPE	TM 611420	NOV23 LANDSCAPE MAINTENANCE	Landscape Maintenance	546300-53900	\$11,798.17	
							Check Total	\$11,798.17
CHECK # DD128								
001	02/09/24	YELLOWSTONE LANDSCAPE	TM 606517	OCT23 LANDSCAPE MAINTENANCE	Landscape Maintenance	546300-53900	\$11,798.17	
							Check Total	\$11,798.17
CHECK # DD129								
001	02/09/24	YELLOWSTONE LANDSCAPE	TM 541439	CONSERVATION CUTBACKS	Landscape Replacement	546338-53900	\$18,904.62	
							Check Total	\$18,904.62
CHECK # DD130								
001	02/24/24	WASTE MANAGEMENT INC OF FLORIDA	0917832-1568-3 ACH	REFUSE REMOVAL 02/01/24-02/29/24	Garbage - Recreational Facility	543185-53401	\$393.86	
							Check Total	\$393.86
CHECK # DD131								
001	02/23/24	WITHLACOOCHEE RIVER ELECTRIC - ACH	020624-8056 ACH	ELECTRIC 01/02/24-02/01/24	Utility - StreetLights	543062-53100	\$2,344.01	
001	02/23/24	WITHLACOOCHEE RIVER ELECTRIC - ACH	020624-8056 ACH	ELECTRIC 01/02/24-02/01/24	Utility Services	543063-53100	\$1,260.96	
001	02/23/24	WITHLACOOCHEE RIVER ELECTRIC - ACH	020624-8056 ACH	ELECTRIC 01/02/24-02/01/24	Utility - Recreation Facilities	543079-53100	\$1,483.43	
							Check Total	\$5,088.40
CHECK # DD132								
001	02/09/24	CHARTER COMMUNICATIONS-ACH	1284215012224 ACH	REAR GATEHOUSE-4215 01/22/24-02/21/24	Telephone, Cable & Internet Service	541016-57201	\$132.46	
							Check Total	\$132.46
CHECK # DD136								
001	02/01/24	WASTE MANAGEMENT INC OF FLORIDA	0911040-1568-9 ACH	REFUSE REMOVAL 01/01/24-01/31/24	Garbage - Recreational Facility	543185-53401	\$393.86	
							Check Total	\$393.86
							Fund Total	140120.3
RESERVE FUND - 005								
CHECK # 1128								
005	02/28/24	MARTIN AQUATIC DESIGN & ENGINEERING 5769		INTERIM OBSERVATION 1 OF 8/TRAVEL FEES	Original Stage 3/ Addl Eng Rev 3A	568018-58200	\$3,430.00	
							Check Total	\$3,430.00
							Fund Total	3430
							Total Checks Paid	\$143,550.30