



Rizzetta & Company

# **Estates at Cherry Lake Community Development District**

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## **Board of Supervisors' Meeting April 4, 2023**

**District Office:  
8529 South Park Circle, Suite 330  
Orlando, Florida 32819  
407.472.2471**

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

# ESTATES AT CHERRY LAKE COMMUNITY DEVELOPMENT DISTRICT

Half Associates, Inc., 902 N. Sinclair Avenue, Tavares, Florida 32778

<b>Board of Supervisors</b>	Patricia O. Buck Robert Hicks Paula Hall Christopher Rubio Gary Hall	Board Supervisor Board Supervisor Board Supervisor Board Supervisor Board Supervisor
<b>District Manager</b>	Richard Hernandez	Rizzetta & Company, Inc.
<b>District Counsel</b>		Kutak Rock LLP
<b>District Engineer</b>	Wes Haber  Duane Booth	Booth, Ern, Straughan & Hoitt, Inc.

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

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

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (407) 472-2471. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

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

**ESTATES AT CHERRY LAKE COMMUNITY DEVELOPMENT DISTRICT**  
District Office · Orlando, Florida · (407) 472-2471  
Mailing Address · 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

www.estatesatcherrylakecdd.org

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April 4, 2023

**Board of Supervisors  
Estates at Cherry Lake Community  
Development District**

**AGENDA**

Dear Board Members:

The regular meeting of the Board of Supervisors of the Estates at Cherry Lake Community Development District will be held on **Tuesday, April 4, 2023, at 1:00 p.m.** at the office of Halff Associates, Inc., 902 N. Sinclair Avenue, Tavares, Florida 32778. The following is the agenda for the meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. PUBLIC COMMENT**
- 3. BUSINESS ADMINISTRATION**
  - A. Consideration of the Minutes of the Board of Supervisors' Meeting held on August ,2 2022..... Tab 1
  - B. Ratification of Operation and Maintenance Expenditures for July, August, September, October, November, December 2022, and January 2023 ..... Tab 2
- 4. BUSINESS ITEMS**
  - A. Ratification of Resolution 2023-01, Designating Assistant Secretary .....Tab 3
  - B. Ratification of Public Records Retention Memorandum Resolution 2023-02 A and 2023-02 B, Appointment of a Records Management Liaison Officer.....Tab 4
  - C. Presentation of Fiscal Year 2023-2024 Proposed Budget and setting the public Hearing on the Final Budget
    1. Consideration of Resolution 2023-03, Approving Fiscal Year 2023/2024.....Tab 5
  - D. Ratification of LLS Tax Solutions Engagement Letter .....Tab 6
  - E. Consideration of Campus Suite Contract Addendum .....Tab 7
- 5. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. District Manager
- 6. SUPERVISOR REQUESTS AND COMMENTS**
- 7. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (407) 472-2471.

Very truly yours,

*Richard Hernandez*

Richard Hernandez  
District Manager

cc: Wes Haber, Kutak Rock, LLP.



**FOURTH ORDER OF BUSINESS**

**Ratification of the Operation &  
Maintenance Expenditures for March –  
June 2022**

Mr. Hernandez reviewed the Operation and Maintenance Expenditures for March 2022 through June 2022. Mr. Hernandez mentioned that all expenditures are budgeted items, and the District is currently under budget.

On a motion by Ms. Buck, seconded by Ms. Orsi, with all in favor, the Board ratified the Operations & Maintenance Expenditures for March 2022 (\$3,341.67), April 2022 (\$3,349.10), May 2022 (\$3,641.67), and June 2022 (\$6,531.67), for Estates at Cherry Lake Community Development District.

**FIFTH ORDER OF BUSINESS**

**Public Hearing on Fiscal Year  
2022/2023 Final Budget**

Mr. Hernandez presented and reviewed the proposed budget with the Board.

On a motion by Ms. Buck, seconded by Ms. Hall, with all in favor, the Board opened the public hearing on the Fiscal Year 2022-2023 Final Budget, for Estates at Cherry Lake Community Development District.

There was no public comment.

On a motion by Ms. Buck, seconded by Ms. Hall, with all in favor, the Board closed the public hearing on the Fiscal Year 2022-2023 Final Budget, for Estates at Cherry Lake Community Development District.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-04,  
Adopting the Fiscal Year 2022/2023  
Final Budget**

Mr. Hernandez presented and reviewed Resolution 2022-04 with the Board.

On a motion by Ms. Buck, seconded by Ms. Hall, with all in favor, the Board adopted Resolution 2022-04, Adopting the Fiscal Year 2022-2023 Final Budget, for Estates at Cherry Lake Community Development District.

77 **SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-05,  
Imposing Special Assessments and  
Certifying an Assessment Roll**

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On a motion by Ms. Buck, seconded by Ms. Hall, with all in favor, the Board opened the public hearing on Imposing Special Assessments and Certifying an Assessment Roll, for Gramercy Farms Community Development District.

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There was no public commentary by the audience.

On a motion by Ms. Buck, seconded by Ms. Hall, with all in favor, the Board closed the public hearing on Imposing Special Assessments and Certifying an Assessment Roll, for Gramercy Farms Community Development District.

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Mr. Hernandez presented and reviewed Resolution 2022-05 with the Board.

On a motion by Ms. Buck, seconded by Ms. Hall, with all in favor, the Board adopted Resolution 2022-05, Imposing Special Assessments and Certifying an Assessment Roll, for Estates at Cherry Lake Community Development District.

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**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-06,  
Setting the Fiscal Year 2022-2023  
Meeting Schedule**

Mr. Hernandez presented and reviewed Resolution 2022-05 with the Board.

On a motion by Ms. Orsi, seconded by Ms. Buck, with all in favor, the Board adopted Resolution 2022-06, Setting the Fiscal Year 2022-2023 Meeting Schedule, for Estates at Cherry Lake Community Development District.

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**NINTH ORDER OF BUSINESS**

**Consideration of First Addendum to  
the Contract for Professional District  
Services**

Mr. Hernandez presented First Addendum to the Board for their consideration. Mr. Hernandez advised that the contract amends the District contract with Rizzetta and Company to reflect the amended Schedule of Fees and Expenses listed on Exhibit B. Mr. Hernandez mentioned that the Fourth Addendum is already a budgeted item for the Fiscal Year 2022-2023.

On Motion by Ms. Buck, seconded by Ms. Orsi, with all in favor, the Board of Supervisors' approved the First Addendum to the Contract for Professional District Services, for the Estates at Cherry Lake Community Development District.

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108 **TENTH ORDER OF BUSINESS** **Acceptance of Annual Financial**  
109 **Report, Ending Period September 30,**  
110 **2021**  
111

112 Mr. Hernandez briefed the Board regarding the Fiscal Year 2021 Audit Report. He  
113 advised that the audit has been sent to the State as required. The audit was clean, there  
114 were no adverse findings, and the proper governmental accounting principles and  
115 practices were followed.  
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On Motion by Ms. Hall, seconded by Ms. Orsi, with all in favor, the Board of Supervisors' accepted the Fiscal year 2021 Audit Report, for the Estates at Cherry Lake Community Development District.

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119 **ELEVENTH ORDER OF BUSINESS** **Acceptance of Resignation from**  
120 **Supervisor – Candace Solomon**  
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On Motion by Ms. Hall, seconded by Ms. Orsi, with all in favor, the Board of Supervisors' accepted Supervisor Candace Solomon's resignation from the Board (Seat No. 1), effective as of December 20, 2021, for the Estates at Cherry Lake Community Development District.

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126 **TWELFTH ORDER OF BUSINESS** **Appointment of Christopher Rubio to**  
127 **Vacant Seat**  
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On Motion by Ms. Buck, seconded by Mr. Rubio, with all in favor, the Board of Supervisors' appointed Christopher Rubio to the Board of Supervisors (Seat No. 1), for the Estates at Cherry Lake Community Development District.

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138 **THIRTEENTH ORDER OF BUSINESS** **Acceptance of Resignation from**  
139 **Supervisor – Jennifer Orsi**  
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On Motion by Ms. Hall, seconded by Ms. Orsi, with all in favor, the Board of Supervisors' accepted Supervisor Jennifer Orsi's resignation from the Board (Seat No. 3), effective as of August 2, 2022, for the Estates at Cherry Lake Community Development District.

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143 **FOURTEENTH ORDER OF BUSINESS**

**Appointment of Helen Kaminski to the  
Board of Supervisors**

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146 *Ms. Kaminski was not present. This item was tabled for further discussion.*

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148 **FIFTEENTH ORDER OF BUSINESS**

**Staff Reports**

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150 A. District Counsel  
151 No Report.

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153 B. District Engineer  
154 Not Present.

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156 C. District Manager  
157 Mr. Hernandez stated that the registered voter count was 1,030 as of April 15,  
158 2022.

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160 **SIXTEENTH ORDER OF BUSINESS**

**Supervisor Requests**

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162 Mr. Hernandez noted that the next meeting is tentatively scheduled for October 4,  
163 2022, at 1:00 p.m. at the office of Halff Associates or Booth, Ern, Straughan & Hiott Inc.,  
164 located at 902 N. Sinclair Avenue, Tavares, Florida 32778.

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181 **SEVENTEENTH ORDER OF BUSINESS**

**Adjournment**

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On a motion by Ms. Hall, seconded by Mr. Rubio, with all in favor, the Board adjourned  
184 the Board of Supervisors' Meeting at 1:30 p.m. for Estates at Cherry Lake Community  
185 Development District.

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Secretary/Assistant Secretary

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Chairperson/Vice Chairperson

DRAFT

# Estates at Cherry Lake Community Development District

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District Office · Orlando, Florida 32819

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

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

## Operations and Maintenance Expenditures July 2022 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from July 1, 2022 through July 31, 2022. This does not include expenditures previously approved by the Board.

The total items being presented:    **\$6,641.67**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

# Estates at Cherry Lake Community Development District

## Paid Operation & Maintenance Expenditures

July 1, 2022 Through July 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Computershare Trust Company, N.A.	001086	2101384	Trustee Fees Series 2006 06/01/22 - 05/31/23	\$ 3,500.00
Rizzetta & Company, Inc.	001085	INV0000069285	District Management Fees 07/22	<u>\$ 3,141.67</u>
<b>Report Total</b>				<b><u>\$ 6,641.67</u></b>

# Fee Invoice

Corporate Trust



<b>Invoice Number</b> 2101384	<b>Billing Date</b> 06/03/2022	<b>Due Date</b> 07/03/2022	<b>Amount Due</b> <b>\$3,500.00</b>
Estates at Cherry Lake Community Development Dist C/O of Rizzetta & Company 3434 Colwell Ave, Suite 200 Tampa, FL 33614			Please mail or wire payment to: <b>Mailing Address:</b> Computershare Trust Company, N.A. WF 8113 P.O. Box 1450 Minneapolis, MN 55485-8113

Please return this portion of the statement with your payment in the envelope provided:

Please retain this portion for your records

Account Number: 48049700  
 Estates at Cherry Lake CDD Series 2006

Administration Charges

For the Period 06/01/2022 through 05/31/2023

Annual Trustee Administration Fee	\$8,660,000.00 @ 3.50	Minimum Fee	\$3,500.00
<b>Total Amount Due:</b>			<b>\$3,500.00</b>

Date Rec'd Rizzetta & Co., Inc. 07/13/2022

D/M approval RA Date 7/18/22

Date entered 07.15.22

Fund <sup>001</sup>            GL 51300 OC 3105 \$1,166.67

Check #            <sup>001</sup>            15500 \$2,333.33

*This document is provided by Computershare Trust Company, NA, or one or more of its affiliates (collectively, "Computershare"), in its named capacity or as agent of or successor to Wells Fargo Bank, NA, or one or more of its affiliates ("Wells Fargo"), by virtue of the acquisition by Computershare of substantially all the assets of the corporate trust services business of Wells Fargo.*

*Billings past due are subject to an 18% annual finance charge of the balance due.*

**Rizzetta & Company, Inc.**  
 3434 Colwell Avenue  
 Suite 200  
 Tampa FL 33614

**Invoice**

Date	Invoice #
7/1/2022	INV0000069285

**Bill To:**

ESTATES AT CHERRY LAKE CDD 3434 Colwell Avenue, Suite 200 Tampa FL 33614
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Services for the month of	Terms	Client Number
July	Upon Receipt	00152

Description	Qty	Rate	Amount																																								
Accounting Services	1.00	\$1,083.33	\$1,083.33																																								
Administrative Services	1.00	\$416.67	\$416.67																																								
Financial & Revenue Collections	1.00	\$300.00	\$300.00																																								
Management Services	1.00	\$1,241.67	\$1,241.67																																								
Website Compliance & Management	1.00	\$100.00	\$100.00																																								
<p style="text-align: right;">Date Rec'd Rizzetta &amp; Co., Inc. <u>06/23/2022</u>            D/M approval <u>RH</u> Date <u>7/6/22</u>            Date entered <u>07.01.22</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">Fund</td> <td style="width: 10%;">001</td> <td style="width: 10%;">GL</td> <td style="width: 10%;">51300</td> <td style="width: 10%;">OC</td> <td style="width: 10%;">3201</td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: right;">1083.33</td> </tr> <tr> <td></td> <td>001</td> <td></td> <td>51300</td> <td></td> <td>3100</td> <td></td> <td style="text-align: right;">416.67</td> </tr> <tr> <td>Check #</td> <td>001</td> <td></td> <td>51300</td> <td></td> <td>3111</td> <td></td> <td style="text-align: right;">300</td> </tr> <tr> <td></td> <td>001</td> <td></td> <td>51300</td> <td></td> <td>3101</td> <td></td> <td style="text-align: right;">1241.67</td> </tr> <tr> <td></td> <td>001</td> <td></td> <td>51300</td> <td></td> <td>5103</td> <td></td> <td style="text-align: right;">100</td> </tr> </table>				Fund	001	GL	51300	OC	3201		1083.33		001		51300		3100		416.67	Check #	001		51300		3111		300		001		51300		3101		1241.67		001		51300		5103		100
Fund	001	GL	51300	OC	3201		1083.33																																				
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<b>Subtotal</b>			<b>\$3,141.67</b>																																								
<b>Total</b>			<b>\$3,141.67</b>																																								

# Estates at Cherry Lake Community Development District

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District Office · Orlando, Florida 32819

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

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

## **Operations and Maintenance Expenditures August 2022 For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from August 1, 2022 through August 31, 2022. This does not include expenditures previously approved by the Board.

The total items being presented:     **\$3,236.17**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

# Estates at Cherry Lake Community Development District

## Paid Operation & Maintenance Expenditures

August 1, 2022 Through August 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Kutak Rock, LLP	100001	3083169	Legal Services 06/22	\$ 94.50
Rizzetta & Company, Inc.	100000	INV0000070104	District Management Fees 08/22	\$ <u>3,141.67</u>
<b>Report Total</b>				<b>\$ <u>3,236.17</u></b>



**KUTAK ROCK LLP**

**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

July 31, 2022

**Check Remit To:**

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

**Wire Transfer Remit To:**

ABA #104000016

First National Bank of Omaha

Kutak Rock LLP

A/C # 24690470

Reference: Invoice No. 3083169

Client Matter No. 6323-1

Mr. Richard Hernandez  
Estates at Cherry Lake CDD  
c/o Rizzetta & Company, Inc.  
Suite 200  
3434 Colwell Avenue  
Tampa, FL 33614

Invoice No. 3083169  
6323-1

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Re: Estates at Cherry Lake CDD - General Counsel

For Professional Legal Services Rendered

06/16/22	W. Haber	0.30	70.50	Review and revise budget notice
06/16/22	K. Jusevitch	0.20	24.00	Correspond with district manager regarding budget hearing documents

TOTAL HOURS 0.50

TOTAL FOR SERVICES RENDERED \$94.50

TOTAL CURRENT AMOUNT DUE \$94.50

**RECEIVED**  
08/03/22

51400.3107

**Rizzetta & Company, Inc.**  
 3434 Colwell Avenue  
 Suite 200  
 Tampa FL 33614

**Invoice**

Date	Invoice #
8/1/2022	INV0000070104

**Bill To:**

ESTATES AT CHERRY LAKE CDD  
 3434 Colwell Avenue, Suite 200  
 Tampa FL 33614

Services for the month of	Terms	Client Number
August	Upon Receipt	00152

Description	Qty	Rate	Amount
Accounting Services	1.00	\$1,083.33	\$1,083.33
Administrative Services	1.00	\$416.67	\$416.67
Financial & Revenue Collections	1.00	\$300.00	\$300.00
Management Services	1.00	\$1,241.67	\$1,241.67
Website Compliance & Management	1.00	\$100.00	\$100.00
Date Rec'd Rizzetta & Co., Inc. <u>07/25/2022</u> D/M approval _____ Date _____ Date entered _____ Fund _____ GL _____ OC _____ Check # _____			

<b>Subtotal</b>	\$3,141.67
<b>Total</b>	\$3,141.67

# Estates at Cherry Lake Community Development District

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## **Operations and Maintenance Expenditures September 2022 For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from September 1, 2022 through September 30, 2022. This does not include expenditures previously approved by the Board.

The total items being presented:     **\$3,236.17**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

# Estates at Cherry Lake Community Development District

## Paid Operation & Maintenance Expenditures

September 1, 2022 Through September 30, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Kutak Rock, LLP	100001	3083169	Legal Services 06/22	\$ 94.50
Rizzetta & Company, Inc.	100000	INV0000070104	District Management Fees 08/22	\$ <u>3,141.67</u>
<b>Report Total</b>				<b>\$ <u>3,236.17</u></b>

**KUTAK ROCK LLP**

**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

July 31, 2022

**Check Remit To:**

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

**Wire Transfer Remit To:**

ABA #104000016

First National Bank of Omaha

Kutak Rock LLP

A/C # 24690470

Reference: Invoice No. 3083169

Client Matter No. 6323-1

Mr. Richard Hernandez  
Estates at Cherry Lake CDD  
c/o Rizzetta & Company, Inc.  
Suite 200  
3434 Colwell Avenue  
Tampa, FL 33614

Invoice No. 3083169  
6323-1

Re: Estates at Cherry Lake CDD - General Counsel

For Professional Legal Services Rendered

06/16/22	W. Haber	0.30	70.50	Review and revise budget notice
06/16/22	K. Jusevitch	0.20	24.00	Correspond with district manager regarding budget hearing documents

TOTAL HOURS 0.50

TOTAL FOR SERVICES RENDERED \$94.50

TOTAL CURRENT AMOUNT DUE \$94.50

**RECEIVED**  
08/03/22

51400.3107

**Rizzetta & Company, Inc.**  
 3434 Colwell Avenue  
 Suite 200  
 Tampa FL 33614

**Invoice**

Date	Invoice #
8/1/2022	INV0000070104

**Bill To:**

ESTATES AT CHERRY LAKE CDD  
 3434 Colwell Avenue, Suite 200  
 Tampa FL 33614

Services for the month of	Terms	Client Number
August	Upon Receipt	00152

Description	Qty	Rate	Amount
Accounting Services	1.00	\$1,083.33	\$1,083.33
Administrative Services	1.00	\$416.67	\$416.67
Financial & Revenue Collections	1.00	\$300.00	\$300.00
Management Services	1.00	\$1,241.67	\$1,241.67
Website Compliance & Management	1.00	\$100.00	\$100.00
Date Rec'd Rizzetta & Co., Inc. <u>07/25/2022</u> D/M approval _____ Date _____ Date entered _____ Fund _____ GL _____ OC _____ Check # _____			

<b>Subtotal</b>	\$3,141.67
<b>Total</b>	\$3,141.67

# Estates at Cherry Lake Community Development District

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

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

## Operations and Maintenance Expenditures October 2022 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from October 1, 2022 through October 31, 2022. This does not include expenditures previously approved by the Board.

The total items being presented:    **\$3,812.16**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

# Estates at Cherry Lake Community Development District

## Paid Operation & Maintenance Expenditures

October 1, 2022 Through October 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Florida Department of Economic Opportunity	100006	86836	Special District Fee FY 22/23	\$ 175.00
Kutak Rock, LLP	100007	3112234	Legal Services 08/22	\$ 353.00
Rizzetta & Company, Inc.	100008	INV0000071712	District Management Fees 10/22	<u>\$ 3,284.16</u>
<b>Report Total</b>				<b><u>\$ 3,812.16</u></b>



**Florida Department of Economic Opportunity, Special District Accountability Program**  
**FY 2022/2023 Special District Fee Invoice and Update Form**  
 Required by Sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

Invoice No.: 86836			Date Invoiced: 10/03/2022
Annual Fee: \$175.00	Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 12/02/2022: \$175.00

**STEP 1:** Review the following information, make changes directly on the form, and sign and date:

**1. Special District's Name, Registered Agent's Name, and Registered Office Address:**



**Estates at Cherry Lake Community Development District**  
 Mr. William Rizzetta  
 3434 Colwell Avenue, Suite 200  
 Tampa, FL 33614

**RECEIVED**  
 OCT - 6 2022 *(Signature)*

- 2. Telephone: (813) 514-0400
- 3. Fax: (813) 514-0401
- 4. Email: brizzetta@rizzetta.com
- 5. Status: Independent
- 6. Governing Body: Elected
- 7. Website Address: ~~estatesatcherrylakecdd.org~~ *estatesatcherrylakecdd.org*
- 8. County(ies): Lake
- 9. Function(s): Community Development
- 10. Boundary Map on File: 07/14/2005
- 11. Creation Document on File: 07/14/2005
- 12. Date Established: 05/26/2005
- 13. Creation Method: Local Ordinance
- 14. Local Governing Authority: City of Groveland
- 15. Creation Document(s): City Ordinances 2005-05-13
- 16. Statutory Authority: Chapter 190, Florida Statutes
- 17. Authority to Issue Bonds: Yes
- 18. Revenue Source(s): Assessments
- 19. Most Recent Update: 10/26/2021

I do hereby certify that the information above (changes noted if necessary) is accurate and complete as of this date.

Registered Agent's Signature: *William A. Rizzetta* Date 10/13/22

**STEP 2:** Pay the annual fee or certify eligibility for the zero fee.

- a. **Pay the Annual Fee:** Pay the annual fee online by following the instructions at [www.Floridajobs.org/SpecialDistrictFee](http://www.Floridajobs.org/SpecialDistrictFee) or by check payable to the Department of Economic Opportunity.
- b. **Or, Certify Eligibility for the Zero Fee:** By initialing each of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, **ALL** of the following statements contained herein and on any attachments hereto are true, correct, complete, and made in good faith as of this date. I understand that any information I give may be verified.
  - 1. \_\_\_ This special district and its Certified Public Accountant determined the special district is not a component unit of a local general-purpose government.
  - 2. \_\_\_ This special district is in compliance with the reporting requirements of the Department of Financial Services.
  - 3. \_\_\_ This special district reported \$3,000 or less in annual revenues to the Department of Financial Services on its Fiscal Year 2020/2021 Annual Financial Report (if created since then, attach an income statement verifying \$3,000 or less in revenues).

Department Use Only: Approved: \_\_\_ Denied: \_\_\_ Reason: \_\_\_\_\_

**STEP 3:** Make a copy of this form for your records.

**STEP 4:** Mail this form and payment (if paying by check) to the Department of Economic Opportunity, Bureau of Budget Management, 107 E. Madison Street, MSC 120, Tallahassee, FL 32399-4124. Direct any questions to (850) 717-8430.

**KUTAK ROCK LLP**

**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

September 30, 2022

**Check Remit To:**

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

**Wire Transfer Remit To:**

ABA #104000016

First National Bank of Omaha

Kutak Rock LLP

A/C # 24690470

Reference: Invoice No. 3112234

Client Matter No. 6323-1

Mr. Richard Hernandez  
Estates at Cherry Lake CDD  
c/o Rizzetta & Company, Inc.  
Suite 200  
3434 Colwell Avenue  
Tampa, FL 33614

Invoice No. 3112234  
6323-1

---

Re: Estates at Cherry Lake CDD - General Counsel

For Professional Legal Services Rendered

08/01/22	W. Haber	0.30	70.50	Prepare for Board meeting
08/02/22	W. Haber	0.80	188.00	Prepare for and participate in Board meeting
08/26/22	W. Haber	0.30	70.50	Review and process audit inquiry
08/26/22	K. Jusevitch	0.20	24.00	Correspond with district manager regarding meeting documents
TOTAL HOURS		1.60		

**KUTAK ROCK LLP**

Estates at Cherry Lake CDD  
September 30, 2022  
Client Matter No. 6323-1  
Invoice No. 3112234  
Page 2

TOTAL FOR SERVICES RENDERED \$353.00

TOTAL CURRENT AMOUNT DUE \$353.00

UNPAID INVOICES:

September 4, 2022 Invoice No. 3106000 Entered and approved for payment 158.50

TOTAL DUE \$511.50

**RECEIVED**  
09/30/22

**Rizzetta & Company, Inc.**  
 3434 Colwell Avenue  
 Suite 200  
 Tampa FL 33614

**Invoice**

Date	Invoice #
10/1/2022	INV0000071712

**Bill To:**

ESTATES AT CHERRY LAKE CDD 3434 Colwell Avenue, Suite 200 Tampa FL 33614
--

Services for the month of	Terms	Client Number
October	Upon Receipt	00152

Description	Qty	Rate	Amount
Accounting Services	1.00	\$1,132.08	\$1,132.08
Administrative Services	1.00	\$433.33	\$433.33
Financial & Revenue Collections	1.00	\$315.00	\$315.00
Management Services	1.00	\$1,303.75	\$1,303.75
Website Compliance & Management	1.00	\$100.00	\$100.00
<b>Subtotal</b>			\$3,284.16
<b>Total</b>			\$3,284.16

**RECEIVED**  
 10/03/22

# Estates at Cherry Lake Community Development District

---

District Office · Orlando, Florida 32819

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

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

## **Operations and Maintenance Expenditures November 2022 For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from November 1, 2022 through November 30, 2022. This does not include expenditures previously approved by the Board.

The total items being presented:    **\$8,425.16**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

# Estates at Cherry Lake Community Development District

## Paid Operation & Maintenance Expenditures

November 1, 2022 Through November 30, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Kutak Rock, LLP	100009	3126936	Legal Services 09/22	\$ 141.00
Rizzetta & Company, Inc.	100011	INV0000071860	Assessment Roll Annual	\$ 5,000.00
Rizzetta & Company, Inc.	100010	INV0000072548	District Management Services 11/22	<u>\$ 3,284.16</u>
<b>Report Total</b>				<b><u><u>\$ 8,425.16</u></u></b>

**KUTAK ROCK LLP**

**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

October 31, 2022

**Check Remit To:**

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

**Wire Transfer Remit To:**

ABA #104000016

First National Bank of Omaha

Kutak Rock LLP

A/C # 24690470

Reference: Invoice No. 3126936

Client Matter No. 6323-1

Mr. Richard Hernandez  
Estates at Cherry Lake CDD  
c/o Rizzetta & Company, Inc.  
Suite 200  
3434 Colwell Avenue  
Tampa, FL 33614

Invoice No. 3126936  
6323-1

---

Re: Estates at Cherry Lake CDD - General Counsel

For Professional Legal Services Rendered

09/06/22	W. Haber	0.20	47.00	Review and respond to audit inquiry
09/28/22	W. Haber	0.40	94.00	Review status of audit inquiry

TOTAL HOURS 0.60

TOTAL FOR SERVICES RENDERED \$141.00

TOTAL CURRENT AMOUNT DUE \$141.00

**RECEIVED**  
10/31/22

**Rizzetta & Company, Inc.**  
 3434 Colwell Avenue  
 Suite 200  
 Tampa FL 33614

**Invoice**

Date	Invoice #
10/1/2022	INV0000071860

**Bill To:**

ESTATES AT CHERRY LAKE CDD 3434 Colwell Avenue, Suite 200 Tampa FL 33614
--

Services for the month of	Terms	Client Number
October	Upon Receipt	00152

Description	Qty	Rate	Amount
Assessment Roll (Annual)	1.00	\$5,000.00	\$5,000.00
<b>Subtotal</b>			\$5,000.00
<b>Total</b>			\$5,000.00

**RECEIVED**  
 10/04/22



**Rizzetta & Company, Inc.**  
 3434 Colwell Avenue  
 Suite 200  
 Tampa FL 33614

**Invoice**

Date	Invoice #
11/1/2022	INV0000072548

**Bill To:**

ESTATES AT CHERRY LAKE CDD 3434 Colwell Avenue, Suite 200 Tampa FL 33614
--

Services for the month of	Terms	Client Number
November	Upon Receipt	00152

Description	Qty	Rate	Amount
Accounting Services	1.00	\$1,132.08	\$1,132.08
Administrative Services	1.00	\$433.33	\$433.33
Financial & Revenue Collections	1.00	\$315.00	\$315.00
Management Services	1.00	\$1,303.75	\$1,303.75
Website Compliance & Management	1.00	\$100.00	\$100.00
		<b>RECEIVED</b> 10/24/22	
		<b>Subtotal</b>	\$3,284.16
		<b>Total</b>	\$3,284.16

# Estates at Cherry Lake Community Development District

---

District Office · Orlando, Florida 32819

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

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

## **Operations and Maintenance Expenditures December 2022 For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from December 1, 2022 through December 31, 2022. This does not include expenditures previously approved by the Board.

The total items being presented:    **\$3,284.16**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

# Estates at Cherry Lake Community Development District

## Paid Operation & Maintenance Expenditures

December 1, 2022 Through December 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta & Company, Inc.	100012	INV0000073194	District Management Services 12/22	\$ 3,284.16
<b>Report Total</b>				<b><u>\$ 3,284.16</u></b>

**Rizzetta & Company, Inc.**  
 3434 Colwell Avenue  
 Suite 200  
 Tampa FL 33614

**Invoice**

Date	Invoice #
12/1/2022	INV0000073194

**Bill To:**

ESTATES AT CHERRY LAKE CDD 3434 Colwell Avenue, Suite 200 Tampa FL 33614
--

Services for the month of	Terms	Client Number
December	Upon Receipt	00152

Description	Qty	Rate	Amount
Accounting Services	1.00	\$1,132.08	\$1,132.08
Administrative Services	1.00	\$433.33	\$433.33
Financial & Revenue Collections	1.00	\$315.00	\$315.00
Management Services	1.00	\$1,303.75	\$1,303.75
Website Compliance & Management	1.00	\$100.00	\$100.00
<b>Subtotal</b>			\$3,284.16
<b>Total</b>			\$3,284.16

**RECEIVED**  
 11/21/22

# Estates at Cherry Lake Community Development District

---

District Office · Orlando, Florida 32819

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

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

## Operations and Maintenance Expenditures January 2023 For Board Approval

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

The total items being presented:    **\$3,284.16**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

# Estates at Cherry Lake Community Development District

## Paid Operation & Maintenance Expenditures

January 1, 2023 Through January 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta & Company, Inc.	100013	INV0000074632	District Management Fees 01/23	\$ <u>3,284.16</u>
<b>Report Total</b>				<b>\$ <u>3,284.16</u></b>

**Rizzetta & Company, Inc.**  
 3434 Colwell Avenue  
 Suite 200  
 Tampa FL 33614

**Invoice**

Date	Invoice #
1/1/2023	INV0000074632

**Bill To:**

ESTATES AT CHERRY LAKE CDD 3434 Colwell Avenue, Suite 200 Tampa FL 33614
--

Services for the month of	Terms	Client Number
January	Upon Receipt	00152

Description	Qty	Rate	Amount
Accounting Services	1.00	\$1,132.08	\$1,132.08
Administrative Services	1.00	\$433.33	\$433.33
Financial & Revenue Collections	1.00	\$315.00	\$315.00
Management Services	1.00	\$1,303.75	\$1,303.75
Website Compliance & Management	1.00	\$100.00	\$100.00

**RECEIVED**  
 12/20/22

<b>Subtotal</b>	\$3,284.16
<b>Total</b>	\$3,284.16

**RESOLUTION 2023-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF ESTATES AT  
CHERRY LAKE COMMUNITY DEVELOPMENT DISTRICT  
DESIGNATING THE OFFICERS OF THE DISTRICT, AND PROVIDING  
FOR AN EFFECTIVE DATE**

WHEREAS, The Estates at Cherry lake Community Development District (hereinafter the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within City of Groveland, Lake County, Florida; and

WHEREAS, the Board of Supervisors of the District desires to designate the Officers of the District.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF  
ESTATES AT CHERRY LAKE COMMUNITY DEVELOPMENT DISTRICT:**

Section 1. \_\_\_\_\_ is appointed Chairman.

Section 2. \_\_\_\_\_ is appointed Vice Chairman.

Section 3. \_\_\_\_\_ is appointed Assistant Secretary.  
\_\_\_\_\_ is appointed Assistant Secretary.  
\_\_\_\_\_ is appointed Assistant Secretary.  
Richard Hernandez is appointed Assistant Secretary.  
Matthew Huber is appointed Assistant Secretary.

Section 4. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.**

**ESTATES AT CHERRY LAKE  
COMMUNITY DEVELOPMENT  
DISTRICT**

\_\_\_\_\_  
**CHAIRPERSON/VICE CHAIRPERSON**

**ATTEST:**

\_\_\_\_\_  
**SECRETARY/ASSISTANT SECRETARY**



MEMORANDUM

TO: ESTATES AT CHERRY LAKE COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS

FROM: WESLEY S. HABER

DATE: MARCH 13, 2023

RE: PUBLIC RECORDS RETENTION

---

The purpose of this memorandum and attached resolutions are to update and/or establish the District's Records Retention Policy, including to reflect management of transitory messages and establishment that the electronic record is considered the official record.

The District essentially has two options to ensure compliance with applicable Records Retention laws.

First, the District can adopt the Florida Records Retention Schedules modified to ensure the District is also retaining the records required by federal law and the trust indenture. This option allows for the timely destruction of records while ensuring that the District's policy is in compliance with state and federal laws. Kutak Rock has prepared a resolution that implements this option, and it is attached hereto as **Option 1**.

Second, a District can adopt the Florida Records Retention Schedules as written and adopt a policy that states that the District will not be destroying any records at this point in time, with the exception of Transitory Messages. Kutak Rock has prepared a resolution that implements this option, and it is attached hereto as **Option 2**.

It is important to note that the District could change its Records Retention policy at a later date so long as the District's amendment was consistent with the notice and hearing provisions found in Chapter 190.

# **OPTION 1**

**RESOLUTION 2023-02 A**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ESTATES AT CHERRY LAKE COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON OFFICER; PROVIDING THE DUTIES OF THE RECORDS MANAGEMENT LIAISON OFFICER; ADOPTING A RECORDS RETENTION POLICY; DETERMINING THE ELECTRONIC RECORD TO BE THE OFFICIAL RECORD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

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

**WHEREAS**, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

**WHEREAS**, Section 257.36(5), *Florida Statutes*, requires the District to establish and maintain an active and continuing program for the economical and efficient management of records and to provide for the appointment of a records management liaison officer (“Records Management Liaison Officer”); and

**WHEREAS**, the District desires for the Records Management Liaison Officer to be an employee of the District or an employee of the District Manager; and

**WHEREAS**, the District desires to authorize the District’s records custodian to appoint a Records Management Liaison Officer, which may or may not be the District’s records custodian; and

**WHEREAS**, the District desires to prescribe duties of the Records Management Liaison Officer and provide for the assignment of additional duties; and

**WHEREAS**, the District’s Board of Supervisors (“Board”) finds that it is in the best interests of the District to adopt by resolution a Records Retention Policy (the “Policy”) for immediate use and application; and

**WHEREAS**, the District desires to provide for future amendment of the Records Retention Policy.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE ESTATES AT CHERRY LAKE COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1.** The District hereby authorizes the District’s records custodian to appoint a Records Management Liaison Officer and report such appointment to the appropriate State of Florida agencies. A Records Management Liaison Officer shall be an employee of the District or

the District Manager. The Board, and the District's records custodian, shall each have the individual power to remove the Records Management Liaison Officer at any time for any reason. Immediately following the removal or resignation of a Records Management Liaison Officer, the District's records custodian shall appoint a replacement Records Management Liaison Officer.

**SECTION 2.** The duties of the Records Management Liaison Officer shall include the following:

- A.** Serve as the District's contact with the Florida Department of State, State Library and Archives of Florida;
- B.** Coordinate the District's records inventory;
- C.** Maintain records retention and disposition forms;
- D.** Coordinate District records management training;
- E.** Develop records management procedures consistent with the attached Records Retention Policy, as amended;
- F.** Participate in the development of the District's development of electronic record keeping systems;
- G.** Submit annual compliance statements;
- H.** Work with the Florida Department of State, State Library and Archives of Florida to establish individual retention schedules for the District, from time to time and as may be necessary; and
- I.** Such other duties as may be assigned by the Board or the District's records custodian in the future.

**SECTION 3.** The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), *Florida Statutes*, the rules adopted by the Division of Library and Information Services of the Department of State ("Division") pursuant to Section 257.36, *Florida Statutes*, and the General Records Schedules established by the Division. However, the District will retain certain records longer than required by the General Records Schedules established by the Division as set forth in **Exhibit A**. To the extent the above statute, rules or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic amendment shall not reduce the retention times set forth in **Exhibit A**. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

**SECTION 4.** In accordance with section 668.50, Florida Statutes, and section 119.01, Florida Statutes, the Board finds that the electronic record shall be considered the official record

and any paper originals are hereby duplicates which may be disposed of unless required to be preserved by any applicable statute, rule or ordinance.

**SECTION 5.** If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**SECTION 6.** This resolution shall become effective upon its passage; shall replace, supplant, and supersede any prior policy or resolution of the District regarding records retention; and shall remain in effect unless rescinded or repealed.

**PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_ 2023.

ATTEST:

**ESTATES AT CHERRY LAKE DEVELOPMENT  
DISTRICT**

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

\_\_\_\_\_  
Chairperson, Board of Supervisors

**Exhibit A:** District Amendments to General Records Schedules Established by the Division

## **Exhibit A**

### **District Amendments to General Records Schedules established by the Division**

#### **ADVERTISEMENTS: LEGAL (Item #25)**

The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to proceedings under uniform method of collection of debt assessments permanently. The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to the levy of assessments securing bonds for five (5) fiscal years provided applicable audits have been released, or until three (3) calendar years after related bonds are redeemed, whichever is later.

#### **AUDITS: INDEPENDENT (Item #56)**

The District shall retain the record copy of independent audits for ten (10) fiscal years or until three (3) calendar years after all related bonds are redeemed, whichever is later.

#### **DISBURSEMENT RECORDS: DETAIL (Item #340)**

The District shall retain the record copy of disbursement records relating to the use of bonds for five (5) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

#### **DISBURSEMENT RECORDS: SUMMARY (Item #341)**

The District shall retain the record copy of disbursement records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

#### **FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (Item #107)**

The District shall retain the record copy of disbursement records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

#### **INCIDENT REPORT FILES (Item #241)**

The District shall retain incident reports for five (5) anniversary years from the date of the incident.

#### **MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS (Item #4)**

The District shall retain audio recordings of board of supervisor meetings for five (5) calendar years after adoption of the official minutes.

#### **PROJECT FILES: CAPITAL IMPROVEMENT (Item #136)**

The District shall retain the record copy of project files for projects funded with bonds for ten (10) fiscal years after completion of the project provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

#### **REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION (Item #364)**

The District shall retain the record copy of project files for condemnation/demolition projects funded with bonds for five (5) anniversary years after final action or until three (3) calendar years after all related bonds are redeemed, whichever is later. The record copy of deeds and easements shall be kept permanently.

#### **REAL PROPERTY RECORDS: PROPERTY ACQUIRED (Item #172)**

The District shall retain the record copy of documents related to property acquisitions funded with bonds for three (3) fiscal years after final disposition of the property provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later. The record copy of deeds and easements shall be kept permanently.

# **OPTION 2**

**RESOLUTION 2023-02 B**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ESTATES AT CHERRY LAKE COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON OFFICER; PROVIDING THE DUTIES OF THE RECORDS MANAGEMENT LIAISON OFFICER; ADOPTING A RECORDS RETENTION POLICY; DETERMINING THE ELECTRONIC RECORD TO BE THE OFFICIAL RECORD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

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

**WHEREAS**, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

**WHEREAS**, Section 257.36(5), *Florida Statutes*, requires the District to establish and maintain an active and continuing program for the economical and efficient management of records and to provide for the appointment of a records management liaison officer (“Records Management Liaison Officer”); and

**WHEREAS**, the District desires for the Records Management Liaison Officer to be an employee of the District or an employee of the District Manager; and

**WHEREAS**, the District desires to authorize the District’s records custodian to appoint a Records Management Liaison Officer, which may or may not be the District’s records custodian; and

**WHEREAS**, the District desires to prescribe duties of the Records Management Liaison Officer and provide for the assignment of additional duties; and

**WHEREAS**, the District’s Board of Supervisors (“Board”) finds that it is in the best interests of the District to adopt by resolution a Records Retention Policy (the “Policy”) for immediate use and application; and

**WHEREAS**, the District desires to provide for future amendment of the Records Retention Policy.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE ESTATES AT CHERRY LAKE COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1.** The District hereby authorizes the District’s records custodian to appoint a Records Management Liaison Officer and report such appointment to the appropriate State of Florida agencies. A Records Management Liaison Officer shall be an employee of the District or



the District Manager. The Board, and the District's records custodian, shall each have the individual power to remove the Records Management Liaison Officer at any time for any reason. Immediately following the removal or resignation of a Records Management Liaison Officer, the District's records custodian shall appoint a replacement Records Management Liaison Officer.

**SECTION 2.** The duties of the Records Management Liaison Officer shall include, but not be limited to, the following:

- A. Serve as the District's contact with the Florida Department of State, State Library and Archives of Florida;
- B. Coordinate the District's records inventory;
- C. Maintain records retention and disposition forms;
- D. Coordinate District records management training;
- E. Develop records management procedures consistent with the attached Records Retention Policy, as amended;
- F. Participate in the District's development of electronic record keeping systems.
- G. Submit annual compliance statements;
- H. Work with the Florida Department of State, State Library and Archives of Florida to establish individual retention schedules for the District, from time to time and as may be necessary; and
- I. Such other duties as may be assigned by the Board or the District's records custodian in the future.

**SECTION 3.** The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), *Florida Statutes*, the rules adopted by the Division of Library and Information Services of the Department of State ("Division") pursuant to Section 257.36, *Florida Statutes*, and the General Records Schedules established by the Division. However, the District hereby extends the minimum retention guidelines contained in the General Records Schedules so that the District will retain all public records relating to District business until the Board of Supervisors amends the Records Retention Policy to address the disposition of the same. Notwithstanding the foregoing, the District shall only retain Transitory Messages until the Transitory Message is obsolete, superseded or administrative value is lost in accordance with *the General Records Schedule for State and Local Government Agencies, Item #146*, as incorporated by reference in Rule 1B-24.003(1)(a), Florida Administrative Code. To the extent the above statute, rules, or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic change does not permit the disposition of District records without further action

of the Board. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

**SECTION 4.** In accordance with section 668.50, Florida Statutes, and section 119.01, Florida Statutes, the Board finds that the electronic record shall be considered the official record and any paper originals are hereby duplicates which may be disposed of unless required to be preserved by any applicable statute, rule or ordinance.

**SECTION 5.** If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**SECTION 6.** This resolution shall become effective upon its passage; shall replace, supplant, and supersede any prior policy or resolution of the District regarding records retention; and shall remain in effect unless rescinded or repealed.

**PASSED AND ADOPTED** this \_\_\_ day of \_\_\_\_\_ 2023.

ATTEST:

**ESTATES AT CHERRY LAKE COMMUNITY  
DEVELOPMENT DISTRICT**

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

\_\_\_\_\_  
Chairperson, Board of Supervisors

**Composite Exhibit A:** General Records Schedules, GS1-SL and GS3

**Composite Exhibit A**

**General Records Schedules Established by the Division (GS1-SL and GS3)**

*[attach, if Option 2 adopted]*



Rizzetta & Company

# **Estates at Cherry Lake Community Development District**

<http://estatesatcherrylakecdd.org>

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

**Presented by: Rizzetta & Company, Inc.**

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Rizzetta & Company

**Proposed Budget**  
**Estates at Cherry Lake Community Development District**  
**General Fund**  
**Fiscal Year 2023/2024**

Chart of Accounts Classification	Actual YTD through 02/28/23	Projected Annual Totals 2022/2023	Annual Budget for 2022/2023	Projected Budget variance for 2022/2023	Budget for 2023/2024	Budget Increase (Decrease) vs 2022/2023	Comments
<b>1 REVENUES</b>							
2							
3 Special Assessments							
4 Tax Roll*	\$ 30,228	\$ 30,228	\$ 24,358	\$ 5,870	\$ 33,176	\$ 8,818	
5 Off Roll*	\$ 35,894	\$ 41,642	\$ 41,642	\$ -	\$ 32,824	\$ (8,818)	
6							
<b>7 TOTAL REVENUES</b>	<b>\$ 66,122</b>	<b>\$ 71,892</b>	<b>\$ 66,000</b>	<b>\$ 5,892</b>	<b>\$ 66,000</b>	<b>\$ -</b>	
8							
9 Balance Forward from Prior Year	\$ 6,072	\$ 6,072	\$ 6,072	\$ -	\$ 6,072	\$ -	
10							
<b>11 TOTAL REVENUES AND BALANCE FORWARD</b>	<b>\$ 72,194</b>	<b>\$ 77,964</b>	<b>\$ 72,072</b>	<b>\$ 5,892</b>	<b>\$ 72,072</b>	<b>\$ -</b>	
12							
13							
14							
<b>15 EXPENDITURES - ADMINISTRATIVE</b>							
16							
17 Legislative							
18 Supervisor Fees	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000	Board of Supervisors Stipend Payments
19 Financial & Administrative							
20 Administrative Services	\$ 2,167	\$ 5,000	\$ 5,200	\$ 200	\$ 5,200	\$ -	
21 District Management	\$ 6,519	\$ 15,645	\$ 15,645	\$ -	\$ 15,645	\$ -	
22 District Engineer	\$ -	\$ -	\$ 1,750	\$ 1,750	\$ 1,500	\$ (250)	
23 Disclosure Report	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	\$ -	
24 Trustees Fees	\$ 2,333	\$ 3,500	\$ 3,500	\$ -	\$ 3,500	\$ -	
25 Assessment Roll	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	
26 Financial & Revenue Collections	\$ 1,575	\$ 3,780	\$ 3,780	\$ -	\$ 3,780	\$ -	
27 Accounting Services	\$ 5,661	\$ 13,585	\$ 13,585	\$ -	\$ 13,585	\$ -	
28 Auditing Services	\$ -	\$ 3,025	\$ 3,025	\$ -	\$ 3,025	\$ -	Per contractual rate
29 Arbitrage Rebate Calculation	\$ -	\$ 500	\$ 500	\$ -	\$ 500	\$ -	
30 Public Officials Liability Insurance	\$ 3,174	\$ 3,174	\$ 3,464	\$ 290	\$ 3,810	\$ 346	Increased based on Egis projections. (10%)
31 Legal Advertising	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	
33 Dues, Licenses & Fees	\$ 275	\$ 275	\$ 225	\$ (50)	\$ 300	\$ 75	\$175 Due annually to State. \$50 NADV to Prop Apprais
34 Website Hosting, Maintenance, Backup(and Email)	\$ 2,037	\$ 2,738	\$ 2,738	\$ -	\$ 2,738	\$ -	RTS - \$1200/yr + Innersync - \$1538/yr
35 Legal Counsel							
36 District Counsel	\$ 141	\$ 1,000	\$ 5,000	\$ 4,000	\$ 2,500	\$ (2,500)	
37							
<b>38 Administrative Subtotal</b>	<b>\$ 30,382</b>	<b>\$ 59,722</b>	<b>\$ 65,912</b>	<b>\$ 6,190</b>	<b>\$ 64,583</b>	<b>\$ (1,329)</b>	
39							
<b>40 EXPENDITURES - FIELD OPERATIONS</b>							
41							
42 Other Physical Environment							
43 General Liability Insurance	\$ 3,811	\$ 3,811	\$ 4,160	\$ 349	\$ 6,240	\$ 2,080	Increased based on Egis projections. (50%)
44 Contingency							
45 Miscellaneous Contingency	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ 1,249	\$ (751)	Suggest keeping for unforeseen expenses.
46							
<b>47 Field Operations Subtotal</b>	<b>\$ 3,811</b>	<b>\$ 5,811</b>	<b>\$ 6,160</b>	<b>\$ 349</b>	<b>\$ 7,489</b>	<b>\$ 1,329</b>	
48							
<b>49 TOTAL EXPENDITURES</b>	<b>\$ 34,193</b>	<b>\$ 65,533</b>	<b>\$ 72,072</b>	<b>\$ 6,539</b>	<b>\$ 72,072</b>	<b>\$ 0</b>	No Increase to Pior FY
50							
<b>51 EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$ 38,001</b>	<b>\$ 12,431</b>	<b>\$ -</b>	<b>\$ 12,431</b>	<b>\$ -</b>	<b>\$ (0)</b>	

**Estates at Cherry Lake Community Development District  
Debt Service  
Fiscal Year 2023/2024**

Chart of Accounts Classification	Series 2006	Budget for 2023/2024
<b>REVENUES</b>		
Special Assessments		
Net Special Assessments <sup>(1)</sup>	\$737,333.53	\$737,333.53
<b>TOTAL REVENUES</b>	<b>\$737,333.53</b>	<b>\$737,333.53</b>
<b>EXPENDITURES</b>		
<b>Administrative</b>		
Debt Service Obligation	\$737,333.53	\$737,333.53
<b>Administrative Subtotal</b>	<b>\$737,333.53</b>	<b>\$737,333.53</b>
<b>TOTAL EXPENDITURES</b>	<b>\$737,333.53</b>	<b>\$737,333.53</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$0.00</b>	<b>\$0.00</b>

Lake County Collection Costs (2%) and Early payment Discounts (4%)

6.0%

**Gross assessments**

**\$783,730.37**

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

**Notes:**

Tax Roll County Collection Costs and Early Payment Discount is 6.0% of Tax Roll. Budgeted net of tax roll assessments. See Assessment Table.

**ESTATES AT CHERRY LAKE COMMUNITY DEVELOPMENT DISTRICT**

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

<b>2023/2024 O&amp;M Budget</b>		\$66,000.00
<b>Collection Cost @</b>	<b>2%</b>	\$1,404.26
<b>Early Payment Discount @</b>	<b>4%</b>	\$2,808.51
<b>2023/2024 Total</b>		<u><b>\$70,212.77</b></u>
<b>2022/2023 O&amp;M Budget</b>		\$66,000.00
<b>2023/2024 O&amp;M Budget</b>		\$66,000.00
<b>Total Difference</b>		<u><u><b>\$0.00</b></u></u>

	<b>PER UNIT ANNUAL ASSESSMENT</b>		<b>Proposed Increase / Decrease</b>	
	<b>2022/2023</b>	<b>2023/2024</b>	<b>\$</b>	<b>%</b>
<b>Debt Service - Single Family Platted</b>	\$617.11	\$617.11	\$0.00	0.00%
<b>Operations/Maintenance - SF Platted</b>	\$46.68	\$46.68	\$0.00	0.00%
<b>Total</b>	<u><b>\$663.79</b></u>	<u><b>\$663.79</b></u>	<u><b>\$0.00</b></u>	<u><b>0.00%</b></u>
<b>Debt Service - Single Family Platted (Partial)</b>	\$115.24	\$115.24	\$0.00	0.00%
<b>Operations/Maintenance - SF Platted (Partial)</b>	\$46.68	\$46.68	\$0.00	0.00%
<b>Total</b>	<u><b>\$161.92</b></u>	<u><b>\$161.92</b></u>	<u><b>\$0.00</b></u>	<u><b>0.00%</b></u>
<b>Debt Service - Single Family (Previously Unplatted)</b>	\$501.53	\$501.53	\$0.00	0.00%
<b>Operations/Maintenance - SF Unplatted</b>	\$46.68	\$46.68	\$0.00	0.01%
<b>Total</b>	<u><b>\$548.21</b></u>	<u><b>\$548.21</b></u>	<u><b>\$0.00</b></u>	<u><b>0.00%</b></u>
<b>Debt Service - Single Family Unplatted</b>	\$501.53	\$501.53	\$0.00	0.00%
<b>Operations/Maintenance - SF Unplatted</b>	\$46.68	\$46.68	\$0.00	0.00%
<b>Total</b>	<u><b>\$548.21</b></u>	<u><b>\$548.21</b></u>	<u><b>\$0.00</b></u>	<u><b>0.00%</b></u>



**ESTATES AT CHERRY LAKE COMMUNITY DEVELOPMENT DISTRICT**

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

TOTAL O&M BUDGET		\$66,000.00
COLLECTION COSTS @	2%	\$1,404.26
EARLY PAYMENT DISCOUNT @	4%	\$2,808.51
TOTAL O&M ASSESSMENT		<u>\$70,212.77</u>

LOT SIZE	UNITS ASSESSED		ALLOCATION OF O&M ASSESSMENT				PER LOT ANNUAL ASSESSMENT		
	O&M	SERIES 2006 DEBT SERVICE <sup>(1)</sup>	EAU FACTOR	TOTAL EAU's	% TOTAL EAU's	TOTAL O&M BUDGET	O&M	DEBT SERVICE <sup>(2)</sup>	TOTAL <sup>(3)</sup>
Single Family Platted	287	284	1.00	287.00	19.08%	\$13,398.31	\$46.68	\$617.11	\$663.79
Single Family Platted (Partial)	1	1	1.00	1.00	0.07%	\$46.68	\$46.68	\$115.24	\$161.92
Single Family (Previously Unplatted)	468	465	1.00	468.00	31.12%	\$21,848.12	\$46.68	\$501.53	\$548.21
Unplatted	748	748	1.00	748.00	49.73%	\$34,919.65	\$46.68	\$501.53	\$548.21
	<u>1504</u>	<u>1498</u>		<u>1504.00</u>	<u>100.00%</u>	<u>\$70,212.77</u>			

LESS: Lake County Collection Costs (2%) and Early Payment Discounts (4%): (\$4,212.77)

**Net Revenue to be Collected** \$66,000.00

<sup>(1)</sup> Reflects the number of total lots with Series 2006 debt outstanding. Includes 6 (six) Series 2006 prepayments and 1 (one) partial prepayment.

<sup>(2)</sup> Annual debt service assessment per lot adopted in connection with the Series 2006 bond issue. Annual assessment includes principal, interest, Lake County collection costs and early payment discount costs.

<sup>(3)</sup> Annual assessment that will appear on November 2023 Lake County property tax bill. Amount shown includes all applicable county collection costs and early payment discounts (up to 4% if paid early)

## GENERAL FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

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

### REVENUES:

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

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

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

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

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

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

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

### EXPENDITURES – ADMINISTRATIVE:

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



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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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## EXPENDITURES - FIELD OPERATIONS:

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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



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## DEBT SERVICE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

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

### REVENUES:

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

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### EXPENDITURES – ADMINISTRATIVE:

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

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





LLS Tax Solutions Inc.  
2172 W. Nine Mile Rd.  
#352  
Pensacola, FL 32534  
Telephone: 850-754-0311  
Email: [liscott@llstax.com](mailto:liscott@llstax.com)

December 8, 2022

Estates at Cherry Lake Community Development District  
c/o Rizzetta & Company, Inc.  
3434 Colwell Avenue, Suite 200  
Tampa, Florida 33614

Thank you for choosing LLS Tax Solutions Inc. (“LLS Tax”) to provide arbitrage services to Estates at Cherry Lake Community Development District (“Client”) for the following bond issue. This Engagement Letter describes the scope of the LLS Tax services, the respective responsibilities of LLS Tax and Client relating to this engagement and the fees LLS Tax expects to charge.

- \$13,315,000 Estates at Cherry Lake Community Development District Capital Improvement Revenue Bonds, Series 2006

## **SCOPE OF SERVICES**

The procedures that we will perform are as follows:

- Assist in calculation of the bond yield, unless previously computed and provided to us.
- Assist in determination of the amount, if any, of required rebate to the federal government.
- Issuance of a report presenting the cumulative results since the issue date of the issue of bonds.
- Preparation of necessary reports and Internal Revenue Service (“IRS”) forms to accompany any required payment to the federal government.

As a part of our engagement, we will read certain documents associated with each issue of bonds for which services are being rendered. We will determine gross proceeds of each issue of bonds based on the information provided in such bond documents. You will have sole responsibility for determining any other amounts not discussed in those documents that may constitute gross proceeds of each series of bonds for the purposes of the arbitrage requirements.

## **TAX POSITIONS AND REPORTABLE TRANSACTIONS**

Because the tax law is not always clear, we will use our professional judgment in resolving questions affecting the arbitrage calculations. Unless you instruct us otherwise, we will take the reporting position most favorable to you whenever reasonable. Any of your bond issues may be selected for review by the IRS, which may not agree with our positions. Any proposed adjustments are subject to certain rights of appeal. Because of the lack of clarity in the law, we cannot provide assurances that

the positions asserted by the IRS may not ultimately be sustained, which could result in the assessment of potential penalties. You have the ultimate responsibility for your compliance with the arbitrage laws; therefore, you should review the calculations carefully.

The IRS and some states have promulgated “tax shelter” rules that require taxpayers to disclose their participation in “reportable transactions” by attaching a disclosure form to their federal and/or state income tax returns and, when necessary, by filing a copy with the Internal Revenue Service and/or the applicable state agency. These rules impose significant requirements to disclose transactions and such disclosures may encompass many transactions entered into in the normal course of business. Failure to make such disclosures will result in substantial penalties. In addition, an excise tax is imposed on exempt organizations (including state and local governments) that are a party to prohibited tax shelter transactions (which are defined using the reportable transaction rules). Client is responsible for ensuring that it has properly disclosed all “reportable transactions” and, where applicable, complied with the excise tax provision. The LLS Tax services that are the subject of this Engagement Letter do not include any undertaking by LLS Tax to identify any reportable transactions that have not been the subject of a prior consultation between LLS Tax and Client. Such services, if desired by Client, will be the subject of a separate engagement letter. LLS Tax may also be required to report to the IRS or certain state tax authorities certain tax services or transactions as well as Client’s participation therein. The determination of whether, when and to what extent LLS Tax complies with its federal or state “tax shelter” reporting requirements will be made exclusively by LLS Tax. LLS Tax will not be liable for any penalties resulting from Client’s failure to accurately and timely file any required disclosure or pay any related excise tax nor will LLS Tax be held responsible for any consequences of its own compliance with its reporting obligations. Please note that any disclosure required by or made pursuant to the tax shelter rules is separate and distinct from any other disclosure that Client might be required to or choose to make with its tax returns (e.g., disclosure on federal Form 8275 or similar state disclosure).

## **PROFESSIONAL FEES AND EXPENSES**

Our professional fees for the services listed above for the three annual bond years ending April 5, 2023, April 5, 2024, and April 5, 2025, is \$1,500, which is \$500 each year. We will bill you upon completion of our services. Our invoices are payable upon receipt. Additionally, you may request additional consulting services from us upon occasion; we will bill you for these consulting services at a beforehand agreed upon rate.

Unanticipated factors that could increase our fees beyond the estimate given above include the following (without limitation). Should any of these factors arise we will alert you before additional fees are incurred.

- Investment data provided by you is not in good order or is unusually voluminous.
- Proceeds of bonds have been commingled with amounts not considered gross proceeds of the bonds (if that circumstance has not previously been communicated to us).
- A review or other inquiry by the IRS with respect to an issue of bonds.

The Client (District) has the option to terminate this Agreement within ninety days of providing notice to LLS Tax Solutions Inc. of its intent.

**ACCEPTANCE**

You understand that the arbitrage services, report and IRS forms described above are solely to assist you in meeting your requirements for federal income tax compliance purposes. This Engagement Letter constitutes the entire agreement between Client and LLS Tax with respect to this engagement, supersedes all other oral and written representations, understandings or agreements relating to this engagement, and may not be amended except by the mutual written agreement of the Client and LLS Tax.

Please indicate your acceptance of this agreement by signing in the space provided below and returning a copy of this Engagement Letter to us. Thank you again for this opportunity to work with you.

Very truly yours,  
LLS Tax Solutions Inc.

AGREED AND ACCEPTED:  
Estates at Cherry Lake Community Development  
District

By: Linda L. Scott  
Linda L. Scott, CPA

By: \_\_\_\_\_  
Print Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date: \_\_\_\_\_

# Addendum

## Addendum A to Campus Suite Contract:

Contract effective date: 1/1/2022

## Statement of Work

### 2. Maintenance and Management of the Website.

2. Remediate in an ADA compliant format new documents uploaded by the District Manager to the document portal;\*

\*If certain PDFs are not able to be fully remediated, Contractor shall work with the District to create a summary of the content in the PDF and provide contact information if anyone needs reasonable accommodations to access the full content within that PDF.

## Website Creation and Management Agreement

### B. Maintenance.

ii. remediate new documents on an unlimited basis; for any agenda packages, Contractor shall turn around the remediated version within two (2) business days; any updates or fixes needed to the agenda requiring remediation shall be remediated within 48 hours of the District Manager's submission for such request.

### Section 3. Compensation.

**B. Maintenance.** For performance of the Services as provided in Section 2(B) of this Agreement, starting October 1, 2019 the District shall pay Contractor (\$1,515.00) per year, payable in one annual installment for Ongoing PDF Accessibility Compliance Service and Website Services. Parties understands and acknowledges that this includes (i) the annual fee for the domain name for the District's Website, which Contractor shall pay, at its sole expense, on behalf of the District; and (ii) document remediation pursuant to Section 2(B)(iii).

**PROVIDER:** Innersync Studio, Ltd.

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

Authorized Representative

Innersync Studio, LLC

**USER:** Estates at Cherry Lake Community Development District

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

Print name: \_\_\_\_\_