

BCC Mtg. Date: July 27, 2021

EAST PARK

Community Development District

*313 Campus Street Celebration, FL 34747 407-566-1935 FAX 407-566-4128
210 N. University Drive, Suite 702, Coral Springs, FL 33071 (954) 603-0033 FAX (954) 345-1292*

Date: June 24, 2021

To: J.R. Krisanda
Specialty Management Company
JKrisanda@greatcommunities.com

From: Diane Manza
District Recording Secretary

RE: Minutes of the Meetings Held on January 25, 2021

Enclosed are the minutes of the meeting of the Board of Supervisors of the East Park Community Development District as referenced above. Please keep them on file for public access.

Thank you.

Cc: **For information purposes only:**

ClerkofBCC@occompt.com

JKrisanda@greatcommunities.com

angel.montagna@inframark.com

**MINUTES OF MEETING
EAST PARK COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the East Park Community Development District was held at 5:00 p.m. on Monday, January 25, 2021 at the Holiday Inn Express, 10105 William Carey Drive, Orlando, Florida.

Present and constituting a quorum were:

Angel Colon
Scott Phillips
Graciela Von Blon
Todd Oneal
Tom Bonner

Chairman
Vice Chairman
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present were:

Kristen Suit
Roy Van Wyk
Ray Malave
Angel Montagna
Jeff Cornett
Resident

District Manager
District Counsel (via conference call)
District Engineer (via conference call)
Field Manager
Servello (via conference call)

The following is a summary of the minutes and actions taken at the January 25, 2021 East Park Board of Supervisors meeting.

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

Ms. Suit called the meeting to order. The record will reflect a quorum was established.

SECOND ORDER OF BUSINESS

Public Comments on Agenda Items

There not being any, the next item followed.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Oath of Office for Newly Elected Supervisors Via General Election (Seat 2, Todd Oneal; Seat 4, Scott Phillips; Seat 5, Angel Colon)

Ms. Suit, a Notary of the State of Florida, administered the oaths of office to Todd Oneal, Scott Phillips and Angel Colon.

B. Resolution 2021-2 – Designating Officers

On MOTION by Ms. Von Blon seconded by Mr. Phillips with all in favor Resolution 2021-2 Designating Angel Colon Chairman; Scott Phillips Vice Chairman; Todd Oneal, Tom Bonner and Graciela von Blon Assistant Secretaries; Kristen Suit Secretary; Alan Baldwin Treasurer and Stephen Bloom Assistant Treasurer was adopted. 5-0

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the November 16, 2020 Meeting

Ms. Suit stated each Board member received a copy of the minutes of the November 16, 2020 meeting and requested any corrections, additions or deletions.

On MOTION by Mr. Phillips seconded by Mr. Colon with all in favor the minutes of the November 16, 2020 meeting were approved. 5-0

FIFTH ORDER OF BUSINESS

District Manager's Report

A. Discussion and Consideration E-Verify MOU

- Mr. Van Wyk reported a recent statute requires all governmental and private entities register with the Homeland Security and enter into a Memorandum of Understanding with them regarding the E-Verify system.

On MOTION by Mr. Colon seconded by Mr. Oneal with all in favor the District Manager was authorized to enter into E-Verify MOU with Homeland Security. 5-0

C. Ratification of Chair Authorized Expenditures Between Meetings

i. Holiday Inn Express Meeting Room Rental in Amount of \$100.00 per Meeting

On MOTION by Ms. Von Blon seconded by Mr. Oneal with all in favor ratification of Chair authorization to hold CDD Board meetings at Holiday Inn Express with meeting room rental rate of \$100 per meeting was approved. 5-0

- The process of obtaining RFPs for engineering services was discussed.

On MOTION by Mr. Oneal seconded by Mr. Bonner with all in favor District Staff was authorized to obtain RFPs for District Engineering Services. 5-0

B. Financial Statements and Check Register

The financial statements and check register through December 31, 2020 were reviewed.

On MOTION by Mr. Colon seconded by Mr. Phillips with all in favor the December 31, 2020 financial statements and November-December check register were accepted. 5-0

- Ratification of Jammin Playgrounds, Inc. Invoice #292 was discussed.

On MOTION by Mr. Bonner seconded by Mr. Oneal with all in favor the ratification of Chair authorization for Jammin Playgrounds, Inc. to obtain required permitting to install playground in the amount of \$1,285.71 was approved. 5-0

- Irrigation by the playground was discussed. A proposal for this work was previously approved; and Servello will proceed with the installation.

SIXTH ORDER OF BUSINESS**Staff Reports****A. Attorney****i. Update on Permitting for Large Pond (KT-1) and Conveyance to District**

- District Counsel will continue to follow up on this item.
- District Counsel will follow up notifying Village Center 2 owners on the disrepair of fence and conditions of the property.
- Sitex Aquatics Agreement to include Pond F as part of their service was discussed.

On MOTION by Ms. Von Blon seconded by Mr. Bonner with all in favor to add Pond F to current Sitex Maintenance Agreement in the amount of \$115 per month; and District Counsel to draft an addendum to the contract was approved. 5-0

B. Engineer**i. Jammin Playground Quote #QU0972**

On MOTION by Mr. Colon seconded by Mr. Bonner with all in favor the Jammin Playground, Inc. proposal QU0972 for purchase and install of swings and swing mats in the amount of \$1,648 was approved. 5-0

C. Field Services

**i. Field Manager's Report – November 2020
December 2020 Report (Under Separate Cover)**

- The November monthly Field Management Reports were included in the agenda package. The December 2020 Report will be emailed to the Board.

ii. Discussion of Decorative Light Posts Proposals

- Discussion ensued with regard to installation of decorative light posts. Additional proposals will be obtained.
- Paver project to begin on Saturday.
- General maintenance was addressed.

SEVENTH ORDER OF BUSINESS

Other Business

- Repair/replacement of lights was discussed.

EIGHTH ORDER OF BUSINESS

**Supervisor's Requests and Audience
Comments**

A. Discussion and Consideration of Adding a Fence Around Playground

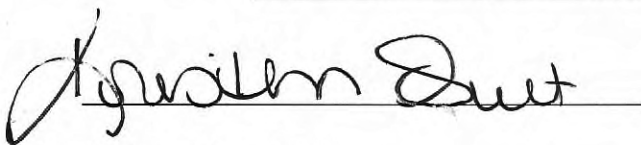
- Consideration of adding a fence around the playground was discussed. It was noted the HOA has indicated they will pay for the fence that will go around playground that is on CDD property.
- The Board was in agreement the HOA should pay for the fence.
- Installation of a dock opposite the playground was requested. Proposals will be obtained for the next meeting.

NINTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Mr. Bonner seconded by Mr. Phillips with all in favor the meeting was adjourned. 5-0



~~Assistant~~ Secretary



Angel Colon
Chairman

East Park Community Development District

□ Angel Colon, Chairman
□ Scott Phillips, Vice Chairman
□ Graciela Von Blon, Assistant Secretary
□ Tom Bonner, Assistant Secretary
□ Todd Oneal, Assistant Secretary

□ Kristen Suit, District Manager
□ Roy Van Wyk, District Counsel
□ Rey Malave, District Engineer
□ Angel Montagna, Field Supervisor
□ Freddy Blanco, Assistant Field Service Manager

Meeting Agenda January 25, 2021 5:00 p.m.

- 1. Call to Order and Roll Call**
- 2. Public Comments on Agenda Items**
- 3. Organizational Matters**
 - A. Oath of Office for Newly Elected Supervisors Via General Election (Seat 2, Todd Oneal; Seat 4, Scott Phillips; Seat 5, Angel Colon)
 - B. Resolution 2021-2 – Designating Officers
- 4. Approval of the Minutes of the November 16, 2020 Meeting**
- 5. District Manager’s Report**
 - A. Discussion and Consideration E-Verify MOU
 - B. Financial Statements and Check Register
 - C. Ratification of Chair Authorized Expenditures Between Meetings
 - i. Holiday Inn Express Meeting Room Rental in Amount of \$100.00 per Meeting
- 6. Staff Reports**
 - A. Attorney
 - i. Update on Permitting for Large Pond (KT-1) and Conveyance to District
 - B. Engineer
 - i. Jammin Playground Quote #QU0972
 - C. Field Services
 - i. Field Manager’s Report – November 2020
December 2020 Report (Under Separate Cover)
 - ii. Discussion of Decorative Light Posts Proposals
- 7. Other Business**
- 8. Supervisor Requests and Audience Comments**
 - A. Discussion and Consideration of Adding a Fence Around Playground
- 9. Adjournment**

Next Meeting Date March 22, 2021 at 5:00 p.m.

District Office:
Inframark
313 Campus Street
Celebration, FL 34747
407-566-1935

www.eastparkcdd.org

Meeting Location:
Holiday Inn Express
10115 William Carey Drive
Orlando, Florida 32832

Orlando Sentinel

Published Daily
ORANGE County, Florida

Sold To:

East Park CDD - CU00103713
210 N University Dr, Ste 702
Coral Springs, FL, 33071-7320

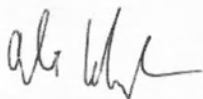
Bill To:

East Park CDD - CU00103713
210 N University Dr, Ste 702
Coral Springs, FL, 33071-7320

**State Of Illinois
County Of Cook**

Before the undersigned authority personally appeared Charlie Welenc, who on oath says that he or she is an Advertising Representative of the ORLANDO SENTINEL, a DAILY newspaper published at the ORLANDO SENTINEL in ORANGE County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter of 11150-Public Hearing Notice, Fiscal Year 2021 was published in said newspaper in the issues of Nov 02, 2020.

Affiant further says that the said ORLANDO SENTINEL is a newspaper Published in said ORANGE County, Florida, and that the said newspaper has heretofore been continuously published in said ORANGE County, Florida, each day and has been entered as periodicals matter at the post office in ORANGE County, Florida, in said ORANGE County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he or she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.



Charlie Welenc

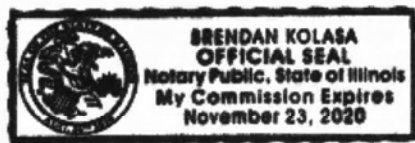
Signature of Affiant

Name of Affiant

Sworn to and subscribed before me on this 5 day of November, 2020,
by above Affiant, who is personally known to me (X) or who has produced identification ().



Signature of Notary Public



Name of Notary, Typed, Printed, or Stamped

6801366

EAST PARK COMMUNITY DEVELOPMENT DISTRICT NOTICE OF MEETING SCHEDULE

The Board of Supervisors of the East Park Community Development District will hold their meetings for Fiscal Year 2021 at the Holiday Inn Express 10115 William Carey Drive, Orlando, Florida 32832 on the Fourth Monday at 5:00 p.m. unless otherwise indicated:

November 16, 2020 (3rd Monday)
January 25, 2021
March 22, 2021
May 24, 2021 (Tentative Budget)
July 26, 2021 (Budget PH)
September 27, 2021

These meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts.

Please note that due to the ongoing nature of the COVID-19 public health emergency, it may be necessary to hold the above referenced meetings utilizing communications media technology in order to protect the health and safety of the public or held at an alternative physical location other than the location indicated above. To that end, anyone wishing to participate in such meetings should contact the District Manager's Office prior to each meeting to confirm the applicable meeting access and/or location information. Additionally, interested parties may refer to the District's website for the latest information: <https://www.eastparkcdd.org>.

There may be occasions when one or more Supervisors will participate by telephone. These meetings may be continued to a date, time, and place to be specified on the record at the meeting. Future meetings will be separately published at least seven days prior with the date, time and location.

Any person requiring special accommodations at these meetings because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. 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), for aid in contacting the District Manager's Office.

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

Kristen Suit
District Manager

RESOLUTION 2021-2

A RESOLUTION DESIGNATING OFFICERS OF THE EAST PARK COMMUNITY DEVELOPMENT DISTRICT


WHEREAS, the Board of Supervisors of the East Park Community Development District at a regular business meeting, desires to appoint the below recited persons to the offices specified.

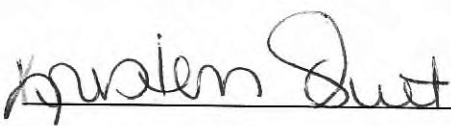
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE EAST PARK COMMUNITY DEVELOPMENT DISTRICT:

1. The following persons were appointed to the offices shown, to wit:

<u>Angel Colon</u>	Chairman
<u>Scott Phillips</u>	Vice Chairman
<u>Kristen Suit</u>	Secretary
<u>Alan Baldwin</u>	Treasurer
<u>Stephen Bloom</u>	Assistant Treasurer
<u>Todd Oneal</u>	Assistant Secretary
<u>Tom Bonner</u>	Assistant Secretary
<u>Graciela Van Blon</u>	Assistant Secretary

PASSED AND ADOPTED THIS 25th DAY OF JANUARY 25, 2021.


Chairman


Secretary



Company ID Number: _____

THE E-VERIFY MEMORANDUM OF UNDERSTANDING FOR EMPLOYERS

ARTICLE I PURPOSE AND AUTHORITY

The parties to this agreement are the Department of Homeland Security (DHS) and the _____ (Employer). The purpose of this agreement is to set forth terms and conditions which the Employer will follow while participating in E-Verify.

E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of Form I-9, Employment Eligibility Verification (Form I-9). This Memorandum of Understanding (MOU) explains certain features of the E-Verify program and describes specific responsibilities of the Employer, the Social Security Administration (SSA), and DHS.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). The Federal Acquisition Regulation (FAR) Subpart 22.18, "Employment Eligibility Verification" and Executive Order 12989, as amended, provide authority for Federal contractors and subcontractors (Federal contractor) to use E-Verify to verify the employment eligibility of certain employees working on Federal contracts.

ARTICLE II RESPONSIBILITIES

A. RESPONSIBILITIES OF THE EMPLOYER

1. The Employer agrees to display the following notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system:
 - a. Notice of E-Verify Participation
 - b. Notice of Right to Work
2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted about E-Verify. The Employer also agrees to keep such information current by providing updated information to SSA and DHS whenever the representatives' contact information changes.
3. The Employer agrees to grant E-Verify access only to current employees who need E-Verify access. Employers must promptly terminate an employee's E-Verify access if the

employee is separated from the company or no longer needs access to E-Verify.

4. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual.

5. The Employer agrees that any Employer Representative who will create E-Verify cases will complete the E-Verify Tutorial before that individual creates any cases.

a. The Employer agrees that all Employer representatives will take the refresher tutorials when prompted by E-Verify in order to continue using E-Verify. Failure to complete a refresher tutorial will prevent the Employer Representative from continued use of E-Verify.

6. The Employer agrees to comply with current Form I-9 procedures, with two exceptions:

a. If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. § 274a.2(b)(1)(B)) can be presented during the Form I-9 process to establish identity.) If an employee objects to the photo requirement for religious reasons, the Employer should contact E-Verify at 888-464-4218.

b. If an employee presents a DHS Form I-551 (Permanent Resident Card), Form I-766 (Employment Authorization Document), or U.S. Passport or Passport Card to complete Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The Employer will use the photocopy to verify the photo and to assist DHS with its review of photo mismatches that employees contest. DHS may in the future designate other documents that activate the photo screening tool.

Note: Subject only to the exceptions noted previously in this paragraph, employees still retain the right to present any List A, or List B and List C, document(s) to complete the Form I-9.

7. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.

8. The Employer agrees that, although it participates in E-Verify, the Employer has a responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, including the obligation to comply with the antidiscrimination requirements of section 274B of the INA with respect to Form I-9 procedures.

a. The following modified requirements are the only exceptions to an Employer's obligation to not employ unauthorized workers and comply with the anti-discrimination provision of the INA: (1) List B identity documents must have photos, as described in paragraph 6 above; (2) When an Employer confirms the identity and employment eligibility of newly hired employee using E-Verify procedures, the Employer establishes a rebuttable presumption that it has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of that employee; (3) If the Employer receives a final nonconfirmation for an employee, but continues to employ that person, the Employer must notify DHS and the Employer is subject to a civil money penalty between \$550 and \$1,100 for each failure to notify DHS of continued employment

following a final nonconfirmation; (4) If the Employer continues to employ an employee after receiving a final nonconfirmation, then the Employer is subject to a rebuttable presumption that it has knowingly employed an unauthorized alien in violation of section 274A(a)(1)(A); and (5) no E-Verify participant is civilly or criminally liable under any law for any action taken in good faith based on information provided through the E-Verify.

b. DHS reserves the right to conduct Form I-9 compliance inspections, as well as any other enforcement or compliance activity authorized by law, including site visits, to ensure proper use of E-Verify.

9. The Employer is strictly prohibited from creating an E-Verify case before the employee has been hired, meaning that a firm offer of employment was extended and accepted and Form I-9 was completed. The Employer agrees to create an E-Verify case for new employees within three Employer business days after each employee has been hired (after both Sections 1 and 2 of Form I-9 have been completed), and to complete as many steps of the E-Verify process as are necessary according to the E-Verify User Manual. If E-Verify is temporarily unavailable, the three-day time period will be extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability.

10. The Employer agrees not to use E-Verify for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use that this MOU or the E-Verify User Manual does not authorize.

11. The Employer must use E-Verify for all new employees. The Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. Employers who are Federal contractors may qualify for exceptions to this requirement as described in Article II.B of this MOU.

12. The Employer agrees to follow appropriate procedures (see Article III below) regarding tentative nonconfirmations. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending. Further, when employees contest a tentative nonconfirmation based upon a photo mismatch, the Employer must take additional steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.

13. The Employer agrees not to take any adverse action against an employee based upon the employee's perceived employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1(l)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification system to verify work authorization, a tentative nonconfirmation, a case in continuance (indicating the need for additional time for the government to resolve a case), or the finding of a photo mismatch, does not establish, and should not be interpreted as, evidence that the employee is not work authorized. In any of such cases, the employee must be provided a full and fair opportunity to contest the finding, and if he or she does so, the employee

may not be terminated or suffer any adverse employment consequences based upon the employee's perceived employment eligibility status (including denying, reducing, or extending work hours, delaying or preventing training, requiring an employee to work in poorer conditions, withholding pay, refusing to assign the employee to a Federal contract or other assignment, or otherwise assuming that he or she is unauthorized to work) until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo mismatch or if a secondary verification is completed and a final nonconfirmation is issued, then the Employer can find the employee is not work authorized and terminate the employee's employment. Employers or employees with questions about a final nonconfirmation may call E-Verify at 1-888-464-4218 (customer service) or 1-888-897-7781 (worker hotline).

14. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA as applicable by not discriminating unlawfully against any individual in hiring, firing, employment eligibility verification, or recruitment or referral practices because of his or her national origin or citizenship status, or by committing discriminatory documentary practices. The Employer understands that such illegal practices can include selective verification or use of E-Verify except as provided in part D below, or discharging or refusing to hire employees because they appear or sound "foreign" or have received tentative nonconfirmations. The Employer further understands that any violation of the immigration-related unfair employment practices provisions in section 274B of the INA could subject the Employer to civil penalties, back pay awards, and other sanctions, and violations of Title VII could subject the Employer to back pay awards, compensatory and punitive damages. Violations of either section 274B of the INA or Title VII may also lead to the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact the Immigrant and Employee Rights Section, Civil Rights Division, U.S. Department of Justice at 1-800-255-8155 or 1-800-237-2515 (TTY) or go to <https://www.justice.gov/ier>.

15. The Employer agrees that it will use the information it receives from E-Verify only to confirm the employment eligibility of employees as authorized by this MOU. The Employer agrees that it will safeguard this information, and means of access to it (such as PINS and passwords), to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU, except for such dissemination as may be authorized in advance by SSA or DHS for legitimate purposes.

16. The Employer agrees to notify DHS immediately in the event of a breach of personal information. Breaches are defined as loss of control or unauthorized access to E-Verify personal data. All suspected or confirmed breaches should be reported by calling 1-888-464-4218 or via email at E-Verify@dhs.gov. Please use "Privacy Incident – Password" in the subject line of your email when sending a breach report to E-Verify.

17. The Employer acknowledges that the information it receives from SSA is governed by the Privacy Act (5 U.S.C. § 552a(i)(1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)). Any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.

18. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, which includes permitting DHS, SSA, their contractors and

other agents, upon reasonable notice, to review Forms I-9 and other employment records and to interview it and its employees regarding the Employer's use of E-Verify, and to respond in a prompt and accurate manner to DHS requests for information relating to their participation in E-Verify.

19. The Employer shall not make any false or unauthorized claims or references about its participation in E-Verify on its website, in advertising materials, or other media. The Employer shall not describe its services as federally-approved, federally-certified, or federally-recognized, or use language with a similar intent on its website or other materials provided to the public. Entering into this MOU does not mean that E-Verify endorses or authorizes your E-Verify services and any claim to that effect is false.

20. The Employer shall not state in its website or other public documents that any language used therein has been provided or approved by DHS, USCIS or the Verification Division, without first obtaining the prior written consent of DHS.

21. The Employer agrees that E-Verify trademarks and logos may be used only under license by DHS/USCIS (see [M-795 \(Web\)](#)) and, other than pursuant to the specific terms of such license, may not be used in any manner that might imply that the Employer's services, products, websites, or publications are sponsored by, endorsed by, licensed by, or affiliated with DHS, USCIS, or E-Verify.

22. The Employer understands that if it uses E-Verify procedures for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and termination of its participation in E-Verify according to this MOU.

B. RESPONSIBILITIES OF FEDERAL CONTRACTORS

1. If the Employer is a Federal contractor with the FAR E-Verify clause subject to the employment verification terms in Subpart 22.18 of the FAR, it will become familiar with and comply with the most current version of the E-Verify User Manual for Federal Contractors as well as the E-Verify Supplemental Guide for Federal Contractors.

2. In addition to the responsibilities of every employer outlined in this MOU, the Employer understands that if it is a Federal contractor subject to the employment verification terms in Subpart 22.18 of the FAR it must verify the employment eligibility of any "employee assigned to the contract" (as defined in FAR 22.1801). Once an employee has been verified through E-Verify by the Employer, the Employer may not create a second case for the employee through E-Verify.

a. An Employer that is not enrolled in E-Verify as a Federal contractor at the time of a contract award must enroll as a Federal contractor in the E-Verify program within 30 calendar days of contract award and, within 90 days of enrollment, begin to verify employment eligibility of new hires using E-Verify. The Employer must verify those employees who are working in the United States, whether or not they are assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within three business days after the hire date. Once enrolled in E-Verify as a Federal contractor, the Employer must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

b. Employers enrolled in E-Verify as a Federal contractor for 90 days or more at the time of a contract award must use E-Verify to begin verification of employment

eligibility for new hires of the Employer who are working in the United States, whether or not assigned to the contract, within three business days after the date of hire. If the Employer is enrolled in E-Verify as a Federal contractor for 90 calendar days or less at the time of contract award, the Employer must, within 90 days of enrollment, begin to use E-Verify to initiate verification of new hires of the contractor who are working in the United States, whether or not assigned to the contract. Such verification of new hires must be initiated within three business days after the date of hire. An Employer enrolled as a Federal contractor in E-Verify must begin verification of each employee assigned to the contract within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever is later.

c. Federal contractors that are institutions of higher education (as defined at 20 U.S.C. 1001(a)), state or local governments, governments of Federally recognized Indian tribes, or sureties performing under a takeover agreement entered into with a Federal agency under a performance bond may choose to only verify new and existing employees assigned to the Federal contract. Such Federal contractors may, however, elect to verify all new hires, and/or all existing employees hired after November 6, 1986. Employers in this category must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

d. Upon enrollment, Employers who are Federal contractors may elect to verify employment eligibility of all existing employees working in the United States who were hired after November 6, 1986, instead of verifying only those employees assigned to a covered Federal contract. After enrollment, Employers must elect to verify existing staff following DHS procedures and begin E-Verify verification of all existing employees within 180 days after the election.

e. The Employer may use a previously completed Form I-9 as the basis for creating an E-Verify case for an employee assigned to a contract as long as:

- i. That Form I-9 is complete (including the SSN) and complies with Article II.A.6,
- ii. The employee's work authorization has not expired, and
- iii. The Employer has reviewed the Form I-9 information either in person or in communications with the employee to ensure that the employee's Section 1, Form I-9 attestation has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen).

f. The Employer shall complete a new Form I-9 consistent with Article II.A.6 or update the previous Form I-9 to provide the necessary information if:

- i. The Employer cannot determine that Form I-9 complies with Article II.A.6,
- ii. The employee's basis for work authorization as attested in Section 1 has expired or changed, or
- iii. The Form I-9 contains no SSN or is otherwise incomplete.

Note: If Section 1 of Form I-9 is otherwise valid and up-to-date and the form otherwise complies with Article II.C.5, but reflects documentation (such as a U.S. passport or Form I-551) that expired after completing Form I-9, the Employer shall

not require the production of additional documentation, or use the photo screening tool described in Article II.A.5, subject to any additional or superseding instructions that may be provided on this subject in the E-Verify User Manual.

g. The Employer agrees not to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU or to authorize verification of any existing employee by any Employer that is not a Federal contractor based on this Article.

3. The Employer understands that if it is a Federal contractor, its compliance with this MOU is a performance requirement under the terms of the Federal contract or subcontract, and the Employer consents to the release of information relating to compliance with its verification responsibilities under this MOU to contracting officers or other officials authorized to review the Employer's compliance with Federal contracting requirements.

C. RESPONSIBILITIES OF SSA

1. SSA agrees to allow DHS to compare data provided by the Employer against SSA's database. SSA sends DHS confirmation that the data sent either matches or does not match the information in SSA's database.

2. SSA agrees to safeguard the information the Employer provides through E-Verify procedures. SSA also agrees to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security numbers or responsible for evaluation of E-Verify or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).

3. SSA agrees to provide case results from its database within three Federal Government work days of the initial inquiry. E-Verify provides the information to the Employer.

4. SSA agrees to update SSA records as necessary if the employee who contests the SSA tentative nonconfirmation visits an SSA field office and provides the required evidence. If the employee visits an SSA field office within the eight Federal Government work days from the date of referral to SSA, SSA agrees to update SSA records, if appropriate, within the eight-day period unless SSA determines that more than eight days may be necessary. In such cases, SSA will provide additional instructions to the employee. If the employee does not visit SSA in the time allowed, E-Verify may provide a final nonconfirmation to the employer.

Note: If an Employer experiences technical problems, or has a policy question, the employer should contact E-Verify at 1-888-464-4218.

D. RESPONSIBILITIES OF DHS

1. DHS agrees to provide the Employer with selected data from DHS databases to enable the Employer to conduct, to the extent authorized by this MOU:

- a. Automated verification checks on alien employees by electronic means, and
- b. Photo verification checks (when available) on employees.

2. DHS agrees to assist the Employer with operational problems associated with the Employer's participation in E-Verify. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.
3. DHS agrees to provide to the Employer with access to E-Verify training materials as well as an E-Verify User Manual that contain instructions on E-Verify policies, procedures, and requirements for both SSA and DHS, including restrictions on the use of E-Verify.
4. DHS agrees to train Employers on all important changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify User Manual. Even without changes to E-Verify, DHS reserves the right to require employers to take mandatory refresher tutorials.
5. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in E-Verify. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Immigrant and Employee Rights Section, Civil Rights Division, U.S. Department of Justice.
6. DHS agrees to issue each of the Employer's E-Verify users a unique user identification number and password that permits them to log in to E-Verify.
7. DHS agrees to safeguard the information the Employer provides, and to limit access to such information to individuals responsible for the verification process, for evaluation of E-Verify, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security numbers and employment eligibility, to enforce the INA and Federal criminal laws, and to administer Federal contracting requirements.
8. DHS agrees to provide a means of automated verification that provides (in conjunction with SSA verification procedures) confirmation or tentative nonconfirmation of employees' employment eligibility within three Federal Government work days of the initial inquiry.
9. DHS agrees to provide a means of secondary verification (including updating DHS records) for employees who contest DHS tentative nonconfirmations and photo mismatch tentative nonconfirmations. This provides final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

ARTICLE III REFERRAL OF INDIVIDUALS TO SSA AND DHS

A. REFERRAL TO SSA

1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the notice as directed by E-Verify. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of

the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.

2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.

3. After a tentative nonconfirmation, the Employer will refer employees to SSA field offices only as directed by E-Verify. The Employer must record the case verification number, review the employee information submitted to E-Verify to identify any errors, and find out whether the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security number, or any other corrected employee information that SSA requests, to SSA for verification again if this review indicates a need to do so.

4. The Employer will instruct the employee to visit an SSA office within eight Federal Government work days. SSA will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.

5. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.

6. The Employer agrees not to ask the employee to obtain a printout from the Social Security Administration number database (the Numident) or other written verification of the SSN from the SSA.

B. REFERRAL TO DHS

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.

2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.

3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation.

4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will instruct the employee to contact DHS through its toll-free hotline (as found on the referral letter) within eight Federal Government work days.

5. If the Employer finds a photo mismatch, the Employer must provide the photo mismatch tentative nonconfirmation notice and follow the instructions outlined in paragraph 1 of this section for tentative nonconfirmations, generally.

6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo mismatch, the Employer will send a copy of the employee's Form I-551, Form I-766, U.S. Passport, or passport card to DHS for review by:

- a. Scanning and uploading the document, or
- b. Sending a photocopy of the document by express mail (furnished and paid for by the employer).

7. The Employer understands that if it cannot determine whether there is a photo match/mismatch, the Employer must forward the employee's documentation to DHS as described in the preceding paragraph. The Employer agrees to resolve the case as specified by the DHS representative who will determine the photo match or mismatch.

8. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.

9. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.

ARTICLE IV SERVICE PROVISIONS

A. NO SERVICE FEES

1. SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access E-Verify, an Employer will need a personal computer with Internet access.

ARTICLE V MODIFICATION AND TERMINATION

A. MODIFICATION

1. This MOU is effective upon the signature of all parties and shall continue in effect for as long as the SSA and DHS operates the E-Verify program unless modified in writing by the mutual consent of all parties.

2. Any and all E-Verify system enhancements by DHS or SSA, including but not limited to E-Verify checking against additional data sources and instituting new verification policies or procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes.

B. TERMINATION

1. The Employer may terminate this MOU and its participation in E-Verify at any time upon 30 days prior written notice to the other parties.

2. Notwithstanding Article V, part A of this MOU, DHS may terminate this MOU, and thereby the Employer's participation in E-Verify, with or without notice at any time if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established E-Verify procedures and/or legal requirements. The Employer understands that if it is a Federal contractor, termination of this MOU by any party for any reason may negatively affect the

performance of its contractual responsibilities. Similarly, the Employer understands that if it is in a state where E-Verify is mandatory, termination of this by any party MOU may negatively affect the Employer's business.

3. An Employer that is a Federal contractor may terminate this MOU when the Federal contract that requires its participation in E-Verify is terminated or completed. In such cases, the Federal contractor must provide written notice to DHS. If an Employer that is a Federal contractor fails to provide such notice, then that Employer will remain an E-Verify participant, will remain bound by the terms of this MOU that apply to non-Federal contractor participants, and will be required to use the E-Verify procedures to verify the employment eligibility of all newly hired employees.

4. The Employer agrees that E-Verify is not liable for any losses, financial or otherwise, if the Employer is terminated from E-Verify.

ARTICLE VI PARTIES

A. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.

B. Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.

C. The Employer may not assign, directly or indirectly, whether by operation of law, change of control or merger, all or any part of its rights or obligations under this MOU without the prior written consent of DHS, which consent shall not be unreasonably withheld or delayed. Any attempt to sublicense, assign, or transfer any of the rights, duties, or obligations herein is void.

D. Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.

E. The Employer understands that its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to, Congressional oversight, E-Verify publicity and media inquiries, determinations of compliance with Federal contractual requirements, and responses to inquiries under the Freedom of Information Act (FOIA).

F. The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively. The Employer understands that any inaccurate statement, representation, data or other information provided to DHS may subject the Employer, its subcontractors, its employees, or its representatives to: (1) prosecution for false statements pursuant to 18 U.S.C. 1001 and/or; (2) immediate termination of its MOU and/or; (3) possible debarment or suspension.

G. The foregoing constitutes the full agreement on this subject between DHS and the

Employer.

To be accepted as an E-Verify participant, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 1-888-464-4218.

Approved by:

E-Verify Employer	
Name (Please Type or Print)	Title
Signature	Date
Department of Homeland Security – Verification Division	
Name (Please Type or Print)	Title
Signature	Date

Information Required for E-Verify	
Information relating to your Company:	
Company Name:	
Company Facility Address:	
Company Alternate Address:	
County or Parish:	

East Park
Community Development District

Financial Report
December 31, 2020



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East Park
Community Development District

Financial Statements

(Unaudited)

December 31, 2020

Balance Sheet
December 31, 2020

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2013 DEBT SERVICE FUND	TOTAL
<u>ASSETS</u>			
Cash - Checking Account	\$ 263,665	\$ -	\$ 263,665
Accounts Receivable	3,583	-	3,583
Due From Other Funds	-	82,621	82,621
Investments:			
Money Market Account	631,841	-	631,841
Prepayment Fund (A-2)	-	1,667	1,667
Redemption Fund (A-2)	-	1,755	1,755
Reserve Fund (A-1)	-	120,124	120,124
Reserve Fund (A-2)	-	54,575	54,575
Revenue Fund	-	4	4
TOTAL ASSETS	\$ 899,089	\$ 260,746	\$ 1,159,835
<u>LIABILITIES</u>			
Accounts Payable	\$ 8,868	\$ -	\$ 8,868
Accrued Expenses	13,641	-	13,641
Due To Other Funds	82,621	-	82,621
TOTAL LIABILITIES	105,130	-	105,130
<u>FUND BALANCES</u>			
Restricted for:			
Debt Service	-	260,746	260,746
Assigned to:			
Operating Reserves	123,790	-	123,790
Reserves-Renewal & Replacement	39,916	-	39,916
Unassigned:	630,253	-	630,253
TOTAL FUND BALANCES	\$ 793,959	\$ 260,746	\$ 1,054,705
TOTAL LIABILITIES & FUND BALANCES	\$ 899,089	\$ 260,746	\$ 1,159,835

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ 5,000	\$ 1,250	\$ 497	\$ (753)
Special Assmnts- Tax Collector	457,522	239,918	98,858	(141,060)
Special Assmnts- Discounts	(18,301)	(9,412)	(3,950)	5,462
Physical Environment	9,700	2,425	2,433	8
Other Miscellaneous Revenues	32,500	-	-	-
TOTAL REVENUES	486,421	234,181	97,838	(136,343)

EXPENDITURES

Administration

P/R-Board of Supervisors	6,000	1,000	1,000	-
FICA Taxes	459	77	77	-
ProfServ-Arbitrage Rebate	600	-	-	-
ProfServ-Dissemination Agent	1,000	-	-	-
ProfServ-Engineering	6,000	1,500	6,910	(5,410)
ProfServ-Legal Services	20,000	5,000	2,333	2,667
ProfServ-Mgmt Consulting Serv	57,052	14,263	14,263	-
ProfServ-Property Appraiser	1,500	1,500	-	1,500
ProfServ-Trustee Fees	5,000	5,000	-	5,000
Auditing Services	3,300	-	-	-
Postage and Freight	900	225	194	31
Insurance - General Liability	7,975	7,975	8,453	(478)
R&M-ADA Compliance	4,000	4,000	1,435	2,565
Printing and Binding	1,500	375	64	311
Legal Advertising	1,300	500	301	199
Miscellaneous Services	700	175	258	(83)
Misc-District Filing Fees	175	175	175	-
Misc-Assessmnt Collection Cost	9,150	-	-	-
Office Supplies	400	100	-	100
Total Administration	127,011	41,865	35,463	6,402

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
Field				
ProfServ-Field Management	25,000	6,250	6,250	-
Contracts-Fountain	2,208	552	552	-
Contracts-Wetland Mitigation	22,740	5,685	4,800	885
Contracts-Landscape	112,494	28,124	28,123	1
Electricity - General	141,000	35,250	35,775	(525)
Utility - Water	9,000	2,250	1,291	959
R&M-General	4,000	1,000	812	188
R&M-Common Area	30,000	7,500	31,043	(23,543)
R&M-Drainage	2,000	500	-	500
R&M-Fountain	4,000	1,000	-	1,000
R&M-Landscape Renovations	15,000	3,750	3,076	674
R&M-Pressure Washing	4,400	1,100	-	1,100
Total Field	371,842	92,961	111,722	(18,761)
TOTAL EXPENDITURES	498,853	134,826	147,185	(12,359)
Excess (deficiency) of revenues				
Over (under) expenditures	(12,432)	99,355	(49,347)	(148,702)
OTHER FINANCING SOURCES (USES)				
Contribution to (Use of) Fund Balance	(12,432)	-	-	-
TOTAL FINANCING SOURCES (USES)	(12,432)	-	-	-
Net change in fund balance	\$ (12,432)	\$ 99,355	\$ (49,347)	\$ (148,702)
FUND BALANCE, BEGINNING (OCT 1, 2020)	843,306	843,306	843,306	
FUND BALANCE, ENDING	\$ 830,874	\$ 942,661	\$ 793,959	

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ -	\$ 5	\$ 5
Special Assmnts- Tax Collector	394,677	206,964	85,279	(121,685)
Special Assmnts- Discounts	(15,787)	(8,278)	(3,407)	4,871
TOTAL REVENUES	378,890	198,686	81,877	(116,809)
<u>EXPENDITURES</u>				
<u>Administration</u>				
Misc-Assessmnt Collection Cost	7,894	-	-	-
Total Administration	7,894	-	-	-
<u>Debt Service</u>				
Principal Debt Retirement A-1	130,000	-	-	-
Principal Debt Retirement A-2	50,000	-	-	-
Prepayments Series A-2	-	-	50,000	(50,000)
Interest Expense Series A-1	112,480	56,240	56,240	-
Interest Expense Series A-2	60,775	30,388	30,388	-
Total Debt Service	353,255	86,628	136,628	(50,000)
TOTAL EXPENDITURES	361,149	86,628	136,628	(50,000)
Excess (deficiency) of revenues				
Over (under) expenditures	17,741	112,058	(54,751)	(166,809)
<u>OTHER FINANCING SOURCES (USES)</u>				
Contribution to (Use of) Fund Balance	17,741	-	-	-
TOTAL FINANCING SOURCES (USES)	17,741	-	-	-
Net change in fund balance	\$ 17,741	\$ 112,058	\$ (54,751)	\$ (166,809)
FUND BALANCE, BEGINNING (OCT 1, 2020)	315,497	315,497	315,497	
FUND BALANCE, ENDING	\$ 333,238	\$ 427,555	\$ 260,746	

Notes to the Financial Statements
December 31, 2020

General Fund

► **Assets**

Cash and Investments - See Cash and Investment Report on page 8 for further details.

Accounts Receivable - Funds due to the District are as follows:

Ravina at East Park HOA - Streetlight Cost Sharing (Oct-Dec)	\$2,433
Enhanced Business Solutions-Vendor was overpaid (Balance)	1,150
Total	<u>\$3,583</u>

► **Liabilities**

Accounts Payable - December invoices paid in January.

Accrued Expenses - Expenses accrued pending receipt of invoices are as follows:

OUC - December Electricity & Water	\$12,491
Enhanced Business Solutions (offset A/P credit)	<u>1,150</u>
Total Accrued Expenses:	<u>\$13,641</u>

Due To Other Funds - FY21 debt service assessments collected and to be transferred to Revenue Fund.

Debt Service Fund

► **Assets**

Due From Other Funds - FY21 debt service assessments collected and to be transferred from General Fund.

Notes to the Financial Statements
December 31, 2020

Financial Highlights

- ▶ 22% of FY21 Assessments have been collected compared to 30% last year at the same time.
- ▶ Physical Environment revenue represents billings to Ravina at East Park HOA for streetlight cost-sharing.
- ▶ Total general fund expenditures are approximately 109% of the YTD budget. Variances are explained below.

General Fund

<u>Account Name</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>% of Budget</u>	<u>Explanation</u>
Expenditures				
<u>Administrative</u>				
Pro-Serv Engineering	\$1,500	\$6,910	461%	Dewberry Engineering - Services thru December 2020.
Pro-Serv Legal Services	\$5,000	\$2,333	47%	Hopping Green & Sams - General counsel & monthly meeting billed through Nov 2020.
Insurance - General	\$7,975	\$8,453	106%	Reviewed and verified. PIF for the year.
<u>Field</u>				
Electricity - General	\$35,250	\$35,775	101%	The reimbursements from Ravina at East Park HOA have been posted to the revenue account (Physical Environment) as per the budget - \$2,433 thru 12/31/20.
R&M-Common Area	\$7,500	\$31,043	414%	Holiday Lighting \$10,138; Jammin' Playgrounds - Rubber Mulch and French Drain @ Swing Area \$15,825; Irrigation Repairs \$4,392; the balance is misc items.

East Park
Community Development District

Supporting Schedules

December 31, 2020

**Non-Ad Valorem Special Assessments - Orange County Tax Collector
(Monthly Collection Distributions)
For the Fiscal Year Ending September 30, 2021**

					ALLOCATION BY FUND	
Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Costs	Gross Amount Received	General Fund	Debt Service Fund
Assessments Levied				\$ 852,199	\$ 457,522	\$ 394,677
Allocation %				100%	54%	46%
11/05/20	\$551	\$14	\$0	\$565	\$303	\$262
11/12/20	14,932	622	-	15,554	8,351	7,204
11/19/20	23,244	969	-	24,213	12,999	11,214
12/03/20	30,962	1,290	-	32,252	17,315	14,937
12/14/20	67,488	2,812	-	70,300	37,742	32,558
12/21/20	39,602	1,650	-	41,252	22,147	19,105
TOTAL	\$176,779	\$7,357	\$0	\$184,136	\$ 98,858	\$ 85,279
% COLLECTED					22%	22%
TOTAL OUTSTANDING					\$ 668,063	\$ 309,398

Cash and Investment Report
December 31, 2020

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Maturity</u>	<u>Yield</u>	<u>Balance</u>
GENERAL FUND					
Checking Account - Operating	SunTrust	Public Funds Now	n/a	0.01%	\$ 56,860
Checking Account - Operating	BankUnited	Public Funds Business Ckg	n/a	0.00%	206,805
			Sub-total		<u>\$ 263,665</u>
Public Funds Money Market	BankUnited	MMA - #9406	n/a	0.25%	631,841
			Subtotal-General Fund		<u>\$ 895,506</u>
DEBT SERVICE FUND					
Series 2013 Prepayment Fund A-2	US Bank	1st Am Gov't Obligation Fund	n/a	0.01%	\$ 1,667
Series 2013 Redemption Fund A-2	US Bank	1st Am Gov't Obligation Fund	n/a	0.01%	1,755
Series 2013 Reserve Fund A-1	US Bank	1st Am Gov't Obligation Fund	n/a	0.01%	120,124
Series 2013 Reserve Fund A-2	US Bank	1st Am Gov't Obligation Fund	n/a	0.01%	54,575
Series 2013 Revenue Account	US Bank	1st Am Gov't Obligation Fund	n/a	0.01%	4
			Subtotal-Debt Service Fund		<u>\$ 178,125</u>
			Total - All Funds		<u><u>\$ 1,073,631</u></u>

East Park CDD

Bank Reconciliation

Bank Account No. 5800 SunTrust Bank GF
Statement No. 12-2020
Statement Date 12/31/2020

G/L Balance (LCY)	56,860.22	Statement Balance	62,212.62
G/L Balance	56,860.22	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	62,212.62
Subtotal	56,860.22	Outstanding Checks	5,352.40
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	56,860.22	Ending Balance	56,860.22
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
11/19/2020	Payment	004032	SCOTT E. PHILLIPS	184.70	0.00	184.70
11/19/2020	Payment	004033	TODD M. ONEAL	184.70	0.00	184.70
12/16/2020	Payment	004043	DEWBERRY ENGINEERS INC	3,365.00	0.00	3,365.00
12/29/2020	Payment	004049	HOPPING GREEN & SAMS	1,618.00	0.00	1,618.00
Total Outstanding Checks.....				5,352.40		5,352.40

East Park CDD

Bank Reconciliation

Bank Account No. 2379 Bank United GF
Statement No. 12-2020
Statement Date 12/31/2020

G/L Balance (LCY)	206,804.96	Statement Balance	206,804.96
G/L Balance	206,804.96	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	206,804.96
Subtotal	206,804.96	Outstanding Checks	0.00
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	206,804.96	Ending Balance	206,804.96
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
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East Park
Community Development District

Check Register

November - December, 2020

EAST PARK COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Fund For the Period from 11/1/20 to 12/31/20 (Sorted by Check / ACH No.)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
GENERAL FUND - 001								
001	004020	11/05/20	HOPPING GREEN & SAMS	117996	MNTHLY MTG THRU SEPT 2020	ProfServ-Legal Services	531023-51401	\$1,500.00
001	004020	11/05/20	HOPPING GREEN & SAMS	117995	GEN COUNSEL THRU SEPT 2020	ProfServ-Legal Services	531023-51401	\$132.00
001	004021	11/04/20	JAMMIN PLAYGROUNDS, INC.	INV-0275	Rubber Mulch/Swing Area	R&M-Common Area	546016-53901	\$14,325.00
001	004021	11/04/20	JAMMIN PLAYGROUNDS, INC.	INV-0274	French Drain for Swing Set Area	R&M-Common Area	546016-53901	\$1,500.00
001	004022	11/05/20	HOME DEPOT CREDIT SERVICES	090420-0670	Inv 4020354-Gazebo Painting Supplies	R&M-Common Area	546016-53901	\$39.69
001	004022	11/05/20	HOME DEPOT CREDIT SERVICES	100520-0670	Install banner,pole,sign at road entrance/Sod	R&M-Common Area	546016-53901	\$55.64
001	004023	11/05/20	SERVELLO	17659	OCT LANDSCAPE MAINT	Contracts-Landscape	534050-53901	\$9,374.49
001	004023	11/05/20	SERVELLO	17803	Sept Irrigation repairs per checklist	R&M-Common Area	546016-53901	\$843.57
001	004023	11/05/20	SERVELLO	17804	Sept Irrigation Repairs per Maint Checklist	R&M-Common Area	546016-53901	\$504.57
001	004023	11/05/20	SERVELLO	17842	Sept Irrigation Repairs per Prop 4662	R&M-Common Area	546016-53901	\$963.83
001	004023	11/05/20	SERVELLO	17858	October Irrigation Repairs per Prop 4684	R&M-Common Area	546016-53901	\$539.39
001	004024	11/05/20	SITEX AQUATICS LLC	4094B	OCT LAKE MAINT 12 WATERWAYS	Contracts-Wetland Mitigation	534049-53901	\$1,600.00
001	004025	11/12/20	DEPT OF ECONOMIC OPPORTUNITY	82899	FY 20/21 DISTRICT FEES	Misc-District Filing Fees	549007-51301	\$175.00
001	004026	11/12/20	HOLIDAY INN EXPRESS	111020	MTG ROOM RENTAL - BRD MEETING	Miscellaneous Services	549001-51301	\$100.00
001	004027	11/12/20	SERVELLO	18026	OCT IRR REPAIRS Prop 4731	R&M-Common Area	546016-53901	\$420.50
001	004028	11/19/20	DEWBERRY ENGINEERS INC	1895903	ENG'G SVCS THRU OCT 2020	ProfServ-Engineering	531013-51501	\$2,520.00
001	004029	11/19/20	FAST SIGNS	2060-13843	8/26/20: 50 qty Pole Banners 24"W x 36"H	R&M-Common Area	546016-53901	\$1,412.80
001	004035	12/03/20	FED EX	7-183-76129	NOV POSTAGE	Postage and Freight	541006-51301	\$130.61
001	004036	12/03/20	INFRAMARK, LLC	57382	NOV MGMT FEES	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,754.33
001	004036	12/03/20	INFRAMARK, LLC	57382	NOV MGMT FEES	ProfServ-Field Management	531016-53901	\$2,083.33
001	004036	12/03/20	INFRAMARK, LLC	57382	NOV MGMT FEES	Postage and Freight	541006-51301	\$5.50
001	004036	12/03/20	INFRAMARK, LLC	57382	NOV MGMT FEES	Printing and Binding	547001-51301	\$0.90
001	004037	12/10/20	HOME DEPOT CREDIT SERVICES	9024440	Nov inv 9024440 - Lights	R&M-Common Area	546016-53901	\$91.73
001	004038	12/10/20	HOPPING GREEN & SAMS	118749	GEN MATTERS THRU OCT 2020	ProfServ-Legal Services	531023-51401	\$715.00
001	004039	12/10/20	SERVELLO	17898	NOV LANDSCAPE MAINT	Contracts-Landscape	534050-53901	\$9,374.49
001	004039	12/10/20	SERVELLO	18216	NOV IRRIGATION REPAIRS	R&M-Common Area	546016-53901	\$666.91
001	004040	12/10/20	SITEX AQUATICS LLC	4196B	NOV WETLAND MITIGATION	Contracts-Wetland Mitigation	534049-53901	\$1,600.00
001	004041	12/10/20	SOLITUDE LAKE MGMT	PI-A00503736	11/1/20-1/31/21 Qtrly Fountain Maint	Contracts-Fountain	534023-53901	\$552.00
001	004042	12/10/20	TROM II CORPORATION	63181	TOILET TISSUE/HAND SOAP	R&M-General	546001-53901	\$135.80
001	004043	12/16/20	DEWBERRY ENGINEERS INC	1906202	ENG'G SVCS THRU NOV 2020	ProfServ-Engineering	531013-51501	\$3,365.00
001	004044	12/16/20	SERVELLO	18229	Main & Dowden Entrances/Add Plants	R&M-Landscape Renovations	546051-53901	\$576.00
001	004045	12/22/20	HOME DEPOT CREDIT SERVICES	120420-0670	HD: 11/04-11/30/20 Purchases	R&M-Common Area	546016-53901	\$121.21
001	004046	12/22/20	ORLANDO SENTINEL	028648254000	Notice of Revised FY21 Mtgs	Legal Advertising	548002-51301	\$301.25
001	004047	12/22/20	SERVELLO	18093	DEC LANDSCAPE MAINT	Contracts-Landscape	534050-53901	\$9,374.49
001	004047	12/22/20	SERVELLO	18246	Cut back 30'@ 5' width along canal. Prop 4798	R&M-Landscape Renovations	546051-53901	\$2,500.00
001	004047	12/22/20	SERVELLO	18263	NOV IRR REPAIRS PROP #4891	R&M-Common Area	546016-53901	\$295.63
001	004048	12/22/20	SITEX AQUATICS LLC	4293B	DEC LAKE MAINT	Contracts-Wetland Mitigation	534049-53901	\$1,600.00
001	004049	12/29/20	HOPPING GREEN & SAMS	119100	MONTHLY MTG THRU NOV 2020	ProfServ-Legal Services	531023-51401	\$1,519.00
001	004049	12/29/20	HOPPING GREEN & SAMS	119099	GEN COUNSEL THRU NOV 2020	ProfServ-Legal Services	531023-51401	\$99.00

EAST PARK COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Fund
For the Period from 11/1/20 to 12/31/20
(Sorted by Check / ACH No.)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
001	DD157	11/23/20	ORLANDO UTILITIES COMMISSION	110320 ACH	OUC BILL PRD 10/2-11/2/20	Electricity - General	543006-53901	\$11,854.48
001	DD157	11/23/20	ORLANDO UTILITIES COMMISSION	110320 ACH	OUC BILL PRD 10/2-11/2/20	Utility - Water	543018-53901	\$437.97
001	DD158	12/21/20	ORLANDO UTILITIES COMMISSION	120220 ACH	OUC BILL PRD 11/2-12/2/20	Electricity - General	543006-53901	\$11,832.33
001	DD158	12/21/20	ORLANDO UTILITIES COMMISSION	120220 ACH	OUC BILL PRD 11/2-12/2/20	Utility - Water	543018-53901	\$449.87
001	004030	11/19/20	ANGEL L. COLON	PAYROLL	November 19, 2020 Payroll Posting			\$184.70
001	004031	11/19/20	GRACIELA M. VON BLON	PAYROLL	November 19, 2020 Payroll Posting			\$184.70
001	004032	11/19/20	SCOTT E. PHILLIPS	PAYROLL	November 19, 2020 Payroll Posting			\$184.70
001	004033	11/19/20	TODD M. ONEAL	PAYROLL	November 19, 2020 Payroll Posting			\$184.70
001	004034	11/19/20	THOMAS A. BONNER	PAYROLL	November 19, 2020 Payroll Posting			\$184.70
Fund Total								\$101,366.81

Total Checks Paid	\$101,366.81
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INVOICE

EAST PARK CDD

Invoice Date
Jan 15, 2021

Invoice Number
INV-0295

Reference
East Park CDD Permit cost

Jammin Playgrounds Inc.
4417 13th st PMB 143
ST.CLOUD FL 34769
UNITED STATES

Description	Quantity	Unit Price	Tax	Amount USD
PERMIT COST FOR INV# 292	1.00	1,285.71	Tax on Sales	1,285.71
*PERMIT PRICE HAS BEEN ADJUSTED TO REFLECT THE FOLLOWING: REVIEW FEES \$161.04, \$51.50 ENGINEERING REVIEW FEE, \$1,047.17 BUILDING PLAN REVIEW FEE & \$26 NOC FEE (FILED 2X TO REFLECT NEW PARCEL)- TOTAL OF \$1,285.71				
Subtotal				1,285.71
TOTAL USD				1,285.71

Due Date: Jan 29, 2021

PAYMENT ADVICE

To: Jammin Playgrounds Inc.
4417 13th st PMB 143
ST.CLOUD FL 34769
UNITED STATES

Customer EAST PARK CDD
Invoice Number INV-0295
Amount Due 1,285.71
Due Date Jan 29, 2021
Amount Enclosed

Enter the amount you are paying above



5273 Giron Cir
Kissimmee, FL 34758

407-717-5851
www.sitexaquatics.com

Aquatic Management Agreement

This agreement is between Sitex Aquatics, LLC. Hereafter called Sitex and East Park CDD hereafter called "customer"

Customer: East Park CDD
C/O: Inframark
Contact: Mrs. Angel Montagna
Address: 313 Campus St Celebration, FL 34747
Email: angel.montagna@inframark.com
Phone: 407.566.1935

Sitex agrees to provide aquatic management services for a period of 12 months in accordance with the terms and conditions of this agreement in the following sites:

One (1) pond (pond F) located in the East Park community in Orlando, FL (see attached map)

Customer agrees to pay Sitex the following amounts during the term of this agreement for the specific service:

- | | |
|--|----------|
| 1. Shoreline Grass and Brush Control | Included |
| 2. Underwater, Floating and Algae Treatment | Included |
| 3. All Services Performed by State Licensed Applicator | Included |
| 4. Treatment Report Issued After Each Visit | Included |
| 5. Use of EPA Regulated Materials Only | Included |
| 6. Algae callback service as needed | Included |
| 7. Non-construction Trash | Included |

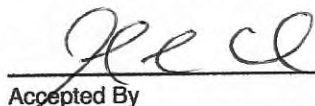
Service shall consist of Twelve (12) treatments a year as needed

Customer agrees to pay Sitex the following amount during the term of this agreement which shall be 2/01/21 thru 2/01/22
Agreement will automatically renew as per Term and Conditions:

Monthly Lake Service Amount: \$115.00
Total Annual Maintenance Cost: \$1,380.00

Invoice is due and payable within 30 days. Overdue accounts may accrue a service charge.

Customer acknowledges that he/she has read and is familiar with the additional terms and conditions printed on the reverse side, which are incorporated in this agreement.


Accepted By

Date

Joseph T. Craig

Submitted by: Joe Craig

1/15/2021

Date

Terms & Conditions

Sitex agrees to provide all labor, supervision, and equipment necessary to carry out the work. There shall be no variance from these specifications unless expressly stated through an addendum.

The Annual Cost will be paid to Sitex in Twelve (12) equal payments, which are due and payable in advance of each month in which the service will be rendered and will be considered late on the 30th of that month. A surcharge of two percent (2%) per month will be added for delinquent payments. The Customer is responsible for any collection or attorney's fees required to collect on this agreement.

This Agreement will be for a twelve (12) month period. This Agreement shall be automatically renewed at the end of the twelve (12) months. The monthly service amount may be adjusted, as agreed upon by both Parties, and set forth in writing to Customer. Both parties agree that service shall be continuous without interruption.

Additional Services requested by the customer such as trash clean up, physical cutting or paint removal, and other additional services performed will be billed separately at the current hourly equipment and labor rates.

Cancellation by either the Customer or Sitex may terminate the Agreement without cause at any time. Termination shall be by written notice, received by either the customer or Sitex at least thirty (30) days prior to the effective date of the termination.

Neither party shall be responsible for damage, penalties or otherwise for any failure or delay in performance of any of its obligations hereunder caused by strikes, riots, war, acts of Nature, accidents, governmental orders and regulations, curtailment or failure to obtain sufficient material, or other force majeure condition (whether or not of the same class or kind as those set forth above) beyond its reasonable control and which, by the exercise of due diligence, it is unable to overcome. • Sitex agrees to hold Customer harmless from any loss, damage or claims arising out of the sole negligence of Sitex. However, Sitex shall in no event be liable to Customer or other for indirect, special or consequential damage resulting from any cause whatsoever.

It is agreed by both Parties that the work performed under this Agreement will be done on a schedule that is sensitive to the overall function of the property. Additionally, it is understood that all work will be performed during the normal business week (Monday-Friday) unless otherwise stipulated.

Sitex shall maintain the following insurance coverage and limits;

- (a) Workman's Compensation with statutory limits;
- (b) Automobile Liability;
- (c) Comprehensive General Liability including Property Damage, Completed Operations, and Product Liability.

A Certificate of insurance will be provided upon request. Customers requesting special or additional insurance coverage and/or language shall pay resulting additional premium to Sitex to provide such coverage. • This Agreement shall be governed by the laws of the state of Florida.

EASTPARK CDD
SITE AQUATICS LLC

Legend

Google Earth

© 2020 Google

200 ft





QUOTE

EAST PARK CDD

Date
Nov 11, 2020

Expiry
Feb 11, 2021

Quote Number
QU-0972

Reference
Swing Set replacement
parts

Jammin Playgrounds Inc.
4417 13th st PMB 143
ST.CLOUD FL 34769
UNITED STATES

Swing Set Replacement Parts East Park CDD

TAX EXEMPT!!

Description	Quantity	Unit Price	Tax	Amount USD
Supply & Delivery of 8 PVC coated Swing chains, 2 Belt Seats, 2 Bucket seats, 2 Rubber Swing Mats and all connections/hardware needed for install.	1.00	570.00	Tax on Sales	570.00
Freight for replacement parts	1.00	328.00	Tax on Sales	328.00
Installation of new Swing Set parts to spec. Includes removal & Disposal of existing parts.	1.00	750.00	Tax on Sales	750.00
			Subtotal	1,648.00
			TOTAL USD	1,648.00

Terms

Permit price STARTS at \$1,000 PLUS the actual permit cost. Price will be adjusted on final invoice.

Exclusions: Excavation, irrigation, sod damage/replacement, underground pipes, etc. Any unforeseen hazards or issues that arise upon arrival to the job site will result in a change order.

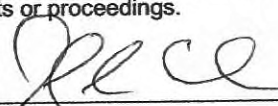
Any items not listed herein will NOT be covered.

Shade Installation price is based on footer information provided. If footer dimensions change due to permitting or engineered drawings, a change order will be issued.

Customer is responsible for providing site plan and/or recent survey if permitting requires. Some additional charges may be added if permitting office requires architect drawings to show setbacks. Customer is also responsible for any CAD drawings that are requested for permitting.

In the unlikely event that Jammin Playgrounds is required to file a civil action or institute any collection effects against a customer, customer agrees to pay any and all cost, fees, expenses and attorney fees incurred by Jammin Playgrounds regardless of whether suit is actually filed and including but not limited to any and all costs, fees, expenses, and attorney fees incurred on appeal or in any post judgement collection efforts or proceedings.

Signature: _____

A handwritten signature in dark ink, appearing to be 'R. C. E.', written over a horizontal line.

Title: _____

The word 'Chair' handwritten in dark ink, written over a horizontal line.

Date: _____

The date '1-25-2021' handwritten in dark ink, written over a horizontal line.



EAST PARK

Ariel Medina | Field Services Supervisor



313 Campus Street, Celebration, FL 34747
(O) 407-566-4122 | (M) 281-831-0139 |
www.inframarkims.com

FREDDY BLANCO | Assistant
Maintenance Manager



313 Campus Street | Celebration, FL 34747
Office: 1.407.566.1935 | Mobile:
1.407.947.2489 | www.inframarkims.com

East Park CDD Community Review

Agenda Page 48

November 2020



Content


- Landscape Review
- Community Updates
- Sitex's Report
- Servello

Landscape Review

East Park Landscape Review

Issue	Location	Date of the drive-thru	Status	Field Manager Comments	Photos
Sod damage	At Caroline Park Dr.	11/17/2020	Completed	Sod damage for mower machine.(Visible tire marks)	
Overgrow Vegetation	At Moss Rose Park	11/17/2020	Pending	Overgrow vegetation around the Gazebo at Moss Rose.	
Annual flowers	Throughout the community	11/17/2020	Pending	The flowers are dying.	
Poor Cleaning service on the irrigation boxes.	Throughout the community	11/17/2020	Not completed	Some irrigation boxes with overgrow vegetation and poor cleaning service. The issue is still present after several month.	

East Park Landscape Review

Issue	Location	Date of the drive-thru	Status	Field Manager Comments	Photos
Mulch on tree ring beds	Around the lakes at Dowden Rd.	11/17/2020	Not completed	Several tree ring beds still without the mulch. (around 42)	

Community Updates

- Met with contractors and performed drive through
- Followed up with vendors on pending items
- Reviewed and processed invoices on a weekly basis
- Returned phone calls and emails as needed
- Performed community review
- Removed trash from lakes
- Repaired dock
- Removed broken branches from sidewalk

Sitex's Report

EAST PARK COMMUNITY DEVELOPMENT DISTRICT

OPERATIONS & MAINTENANCE HIGHLIGHT

SITEX AQUATICS MANAGEMENT REPORT



January 2021

All ponds were treated for shoreline vegetation as needed with a custom grass mix targeted for specific species present.

POND1-Treated for Grasses and Hydrilla

POND2- Treated Grasses

POND3- Treated for Grassess and Algae

POND4- Treated for Algae

POND5- Treated for Algae and Hydrilla

POND6- Treated for Algae and Hydrilla

POND7- Treated for Hydrilla

POND8- Treatment for Algae and Grasses

POND9- Treated for Algae

POND10- Treated for Algae

POND11-Treated for Algae

POND12- Treated for shoreline vegetation

Pond F- Manual cut out and treated for invasive vegetation

DITCH-Ditch was treated for Grasses

ADDITIONAL NOTES:

Trash has been removed from all ponds. Please don't hesitate to reach out to my staff or myself if you need anything at all.

Regards

BRIAN FACKLER,

Field Operations Manager

Sitex Aquatics LLC.

Servello's Report



EAST PARK CDD
MAINTENANCE MONTHLY SUMMARY
December-2021 (BI-Weekly Mowing)

1.1 Turf

1.1.1 - Mowing – Mowing was performed BI-weekly this month throughout common grounds, lakes, and utility easements. Service agreement calls for 2 mowing cycles completed:

- Week Ending 12/11/2021
- Week Ending 12/25/2021

1.1.2 – Edging -All Hard surfaces Completed

1.1.3 – Line Trimming-All completed-(lake edges)

1.1.4 – Weed and Disease Control

a) St. Augustine -Completed

1.1.5 – Fertilization-Completed all Turf

1.1.6 – Pest Control

a) Chinch bugs-None detected

b) Ants treated community wide- As needed (Mound treatment only)On-Going

1.2 Shrub/Ground Cover Care

1.2.1 - Pruning

a) All shrubs pruned weeks ending 12/11-2021---12/25/-2021 Detail all sections completed

1.2.2 - Weeding

a) Herbicide applications to weeds in landscape beds, sidewalks, and roadway crack weeds performed weekly on a rotating basis-ON GOING

1.2.4 – Mulching-Discussed with Angel- Started 12-28-2021 will complete

1.3 Tree Care:

1.3.1 Pruning

All median tree down vista lakes blvd major tree elevations (Ligustrum trees, Mags etc)

a) Done in detail rotation

1.4 Annual Flowers:

NOVEMBER-New Flowers installed...DUE TO weather conditions initial annuals installed in November declined...NEW annuals were installed at no additional cost.



EAST PARK CDD
MAINTENANCE MONTHLY SUMMARY
November-2021 (BI-Weekly Mowing)

1.1 Turf

1.1.1 - Mowing – Mowing was performed BI-weekly this month throughout common grounds, lakes, and utility easements. Service agreement calls for 2 mowing cycles completed:

- Week Ending 11/13/2021
- Week Ending 11/27/2021

1.1.2 – Edging -All Hard surfaces Completed

1.1.3 – Line Trimming-All completed-(lake edges)

1.1.4 – Weed and Disease Control

a) St. Augustine -Completed

1.1.5 – Fertilization-Completed all Turf

1.1.6 – Pest Control

a) Chinch bugs-None detected

b) Ants treated community wide- As needed (Mound treatment only)On-Going

1.2 Shrub/Ground Cover Care

1.2.1 - Pruning

a) All shrubs pruned weeks ending 11-13-2021---11-27-2021 Detail all sections completed

1.2.2 - Weeding

a) Herbicide applications to weeds in landscape beds, sidewalks, and roadway crack weeds performed weekly on a rotating basis-ON GOING

1.2.4 – Mulching-Discussed with Angel- Scheduled December

1.3 Tree Care

1.3.1 Pruning

All median tree down vista lakes blvd major tree elevations (Ligustrum trees, Mags etc)

a) Done in detail rotation

1.4 Annual Flowers:

NOVEMBER-New Flowers installed

ADDITIONAL NOTES

Proposal submitted approved and completed