

*Candler Hills East Community  
Development District*

*Agenda*

*February 19, 2019*

# AGENDA

# *Candler Hills East*

## *Community Development District*

---

135 W. Central Blvd., Suite 320, Orlando, Florida 32801  
Phone: 407-841-5524 – Fax: 407-839-1526

February 12, 2019

Board of Supervisors  
Candler Hills East Community  
Development District

The Board of Supervisors of the Candler Hills East Community Development District will meet on **Tuesday, February 19, 2019, at 9:00 a.m., or as shortly thereafter as reasonably possible, at the Circle Square Commons, Cultural Center, 8395 SW 80<sup>th</sup> Street, Ocala, Florida 34481.** Following is the advance agenda for the meeting:

- I. Roll Call
- II. Public Comment Period
- III. Notice for Meeting
- IV. Organizational Matters
  - A. Administration of Oath of Office to Newly Appointed Supervisor
- V. Approval of Minutes of the November 20, 2018 Meeting
- VI. Consideration of Proposal with VGlobalTech Regarding ADA Website Compliance
- VII. Ratification of Agreement with Candler Hills Neighborhood Association Regarding Mowing for Drainage Retention Areas
- VIII. Staff Reports
  - A. Attorney
  - B. District Manager
    - 1. Approval of Check Register
    - 2. Balance Sheet and Income Statement
- IX. Other Business
- X. Supervisors Requests
- XI. Adjournment

The second order of business is the Public Comment Period where the public has an opportunity to be heard on propositions coming before the Board as reflected on the agenda, and any other items.

Enclosed under the third order of business is the affidavit of publication associated with the public notice for this meeting.

The fourth order of business is Organizational Matters. Section A is administration of Oath of Office to newly appointed Supervisor.

The fifth order of business is the approval of the minutes from the November 20, 2018 meeting. The minutes are enclosed for your review.

The sixth order of business is consideration of proposal with VGlobalTech regarding ADA website compliance. A copy of the proposal is enclosed for your review.

The seventh order of business is ratification of agreement with the Candler Hills Neighborhood Association regarding the Mowing of Drainage Retention Areas. A copy of the agreement is enclosed for your review.

The eighth order of business is Staff Reports. Section 1 of the District Managers Report includes the check register for approval and Section 2 includes the balance sheet and income statement for your review.

The balance of the agenda will be discussed at the meeting. In the meantime, if you have any questions, please contact me.

Sincerely,



George S. Flint  
District Manager

Cc: Gerald Colen, District Counsel  
Ken Colen, On Top of the World  
Guy Woolbright, On Top of the World  
Lynette Vermillion, On Top of the World  
Darrin Mossing, GMS

## SECTION III

# AFFIDAVIT OF PUBLICATION

**Star-Banner**  
Published – Daily  
Ocala, Marion County, Florida

STATE OF FLORIDA  
COUNTY OF MARION

Before the undersigned, a Notary Public of Said County and State, who on oath says that they are an authorized employee of the Star-Banner, a daily newspaper published at Ocala, in Marion County, Florida; that the attached copy of advertisement, being a notice in the matter of

**NOTICE OF MEETING DATES CANDLER HILLS EAST COMMUNITY DEVELOPMENT DISTRICT** The Board of Supervisors of the Candler Hills East Community Development District will hold their regularly scheduled public meetings for the Fiscal Year 2019 at 9:00 AM, or as sh

was published in said newspaper in the issues of:

9/18 1x

Affiant further says that the said STAR-BANNER is a daily newspaper published at Ocala, in said Marion County, Florida, and that the said newspaper has heretofore been continuously published in said Marion County, Florida, daily, and has been entered as second class mail matter at the post office in Ocala in said Marion 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 has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the person of securing this advertisement for publication in the said newspaper.

Sworn to and subscribed before me this 18 day of September, A.D., 2018



Harmony Stalter  
Notary Public  
**HARMONY STALTER**  
(Print, Type or Stamp Name of Notary Public)

Ad #: A000940883

## NOTICE OF MEETING DATES CANDLER HILLS EAST COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Candler Hills East Community Development District will hold their regularly scheduled public meetings for the Fiscal Year 2019 at 9:00 AM, or as shortly thereafter as reasonably possible, at the Circle Square Commons, Cultural Center, 8385 SW 80th Street, Ocala, FL 34476 as follows:

November 20, 2018  
February 19, 2019  
May 21, 2019  
August 20, 2019

The meetings are open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for a particular meeting may be obtained from the District Manager, at 185 W. Central Blvd., Suite 320, Orlando, FL 32801.

The meetings may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when one or more Supervisors will participate by telephone.

Any person requiring special accommodations at these meetings because of a disability or physical impairment should contact the District Office at (407) 841-5524 at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service 1-800-955-8770, for aid in contacting the District Office.

Each person who decides to appeal any action taken at these meetings 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 such appeal is to be based.

George S. Flint  
Governmental Management Services –  
Central Florida, LLC  
District Manager

September 18, 2018  
#A000940883

## SECTION V

MINUTES OF MEETING  
CANDLER HILLS EAST  
COMMUNITY DEVELOPMENT DISTRICT

The Regular Meeting of the Board of Supervisors of the Candler Hills East Community Development District was held on Tuesday, November 20, 2018 at 9:00 a.m. at Circle Square Commons Cultural Center, 8395 S.W. 80<sup>th</sup> Street, Ocala, Florida.

Present and constituting a quorum were:

Philip J. Moherek Sr.  
Elmer Greene  
Robert Scherff  
John Bain

Chairman  
Vice Chairman  
Assistant Secretary  
Assistant Secretary

Also, present were:

George Flint  
Gerald Colen  
Rachel Wagoner  
Lynette Vermillion  
Robert Stepp

District Manager  
District Counsel  
Colen & Wagoner  
On Top of The World Communities  
On Top of The World Communities

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Flint called the meeting to order and called the roll. A quorum was present.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Mr. Flint: If any members of the public that want to provide comment on the Candler Hills East CDD Board Meeting regarding anything on the agenda or not, now would be your opportunity to speak. Hearing none, next item as follows;

**THIRD ORDER OF BUSINESS**

**Notice for Meeting**

Mr. Flint: The notice of the meeting was published in the Ocala Star Banner. You have the affidavit of publication in your agenda package.



**FOURTH ORDER OF BUSINESS****Organizational Matters****A. Appointment of Individuals to Fulfill the Board Vacancy in Seat 4 with a Term Ending November 2022**

Mr. Flint: Mr. Garvin did not qualify to run for his seat, so basically, he did not go to the Supervisor of Elections and sign up to run for the seat that he occupied, which was seat #4. Per the statutes he can hold over in that seat. The Board can either reappoint him or you can appoint someone else. If you choose to reappoint him, you can do that now. If you want to appoint someone else, you can do that now. Or if you defer it then basically, he stays in the seat until you make a decision on a replacement.

Mr. Moherek: I would like to appoint Larry Garvin.

Mr. Flint: I think Mr. Garvin is out of town today so prior to or at the next meeting he will be sworn in and sign the Oath of Office.

On MOTION by Mr. Moherek, seconded by Mr. Greene, with all in favor, Mr. Garvin's Appointment to Fulfill the Board Vacancy in Seat 4 with a Term Ending November 2022, was approved.

**B. Administration of Oath of Office to Newly Appointed Supervisor(s)**

Mr. Flint: We have Mr. Scherff and Mr. Bain that need to take the Oath of Office. As citizens of the State of Florida and of the United States of America and as officers of the Candler Hills East Community Development District and a recipient of public funds as such officer do you hear by solemnly swear of affirm that you will support the Constitution of the United States and of the State of Florida?

Mr. Bain: I do.

Mr. Scherff: I do.

Mr. Flint: Okay, if you can please print your name at the top where it says "I" your name and then where it says "Board Supervisor" sign and I can notarize that for you.

**C. Election of Officers**

Mr. Flint: Each time the Board has an election they are required to elect officers. In your agenda is a resolution electing a Chair, Vice Chair, Secretary, Assistant Secretary, Treasurer and Assistant Treasurers. You can handle this one of two ways. We can take each seat individually and open the floor to nominations and the Board can vote on each office or if a Board Member wants to make a motion to nominate a slate of officers you can handle it in one motion as well.

Mr. Scherff: I would like to make a motion that we keep the officers as they are for another year.

**D. Consideration of Resolution 2019-01 Electing Officers**

On MOTION by Mr. Scherff, seconded by Mr. Greene, with all in favor, Resolution 2019-01 Electing Officers, was approved.

**FIFTH ORDER OF BUSINESS**

**Approval of Minutes of the August 21, 2018 Meeting**

Mr. Flint: Does the Board have any additions, deletions, or corrections to those?

Mr. Scherff: I have one correction. On page 3, it should say Sidney.

Mr. Flint: Okay, we will make that correction. Any other comments?

On MOTION, by Mr. Greene, seconded by Mr. Scherff, with all in favor, the minutes of the August 21, 2018 Meeting, were approved as amended.

**SIXTH ORDER OF BUSINESS**

**Consideration of Agreement with Berger, Toombs, Elam, Gaines & Frank to Provide Auditing Services for Fiscal Year 2018**

Mr. Flint: The Board went through an RFP process as prescribed by statutes and selected Berger, Toombs, Elam, Gaines & Frank to perform the annual independent audit. This is the second year under that bidding process and they provided a not-to-exceed price of \$3,510.

Mr. Scherff : Is that the agreed price that we had when we initially contracted them?

Mr. Flint: Yes, it is.

Mr. Moherek: Do we have any other quotes?

Mr. Flint: We usually only bid it every 3 to 5 years. We don't bid it every year. Because bidding it every year you have to appoint an audit committee. You have to run notices in the newspaper. There is an expense to doing that and typically you wouldn't do it frequently. The most frequent is every 3 years.

Mr. Flint: Any other questions or comments?

On MOTION, by Mr. Moherek, seconded by Mr. Bain, with all in favor, the Agreement with Berger, Toombs, Elam, Gaines & Frank to Provide Auditing Services for Fiscal Year 2018, was approved.

## **SEVENTH ORDER OF BUSINESS**

### **Consideration of Agreement with Candler Hills Neighborhood Association Regarding Mowing for Drainage Retention Areas**

Mr. Flint: During the budget process and at the last meeting we discussed the maintenance of the retention areas and Candler Hills East and the fact that the CDD issued bonds to construct those and included the maintenance of those in their operating and maintenance assessment. However, when Candler Hills West was constructed that storm water system was funded through Candler Hills Neighborhood Association which covers East and West. So, the Board felt there was an inequity there where Candler Hills East residents were paying for maintenance of Candler Hills West storm water through their Neighborhood Association fee, but the Candler Hills West residents were not participating in the cost of the maintenance of the Candler Hills East storm water system. So, as a proposed solution to that the Neighborhood Association agreed to take over maintenance of the Candler Hills East ponds so that they fund through the Neighborhood Association Fee the maintenance of all of the storm water systems in Candler Hills. As a result of that you were able to decrease your O&M assessment going into Fiscal Year 2019. There was a timing issue with the CDD's fiscal year and the Neighborhood Association's fiscal year. The CDD is only required to maintain it for October, November, December of your fiscal year and then the Neighborhood Association's fiscal year starts on January 1<sup>st</sup> and they would take on that maintenance going forward. So, we've been working with the Neighborhood Association staff and we've come up with a proposed agreement. It indicates that the Neighborhood Association would assume the obligations to mow drainage areas 1, 2, 5, 7, and 8. There is an attached exhibit showing those areas. It also indicates that the golf course is currently mowing areas 3, 4, and 6 or Sidney, Colen, and Associates is maintaining that as part of the golf course and they're not included in this agreement. Section 5 is really the section that we should focus on and what it indicates is the effective date of this agreement would be January 1, 2019. It would be valid for 5 years. It would automatically renew for successive 5-year terms and it indicates that if either party intends to not renew at the end of the 5-year term they must provide notice to the other prior to April 1<sup>st</sup> of the last year of the term. For example if the Neighborhood Association decides not to let it automatically renew, they

would have to let us know prior to April 1<sup>st</sup> so that we would have the ability in our budget process to account for those expenses. It also says that there is a termination provision in here that allows termination at any time. The same situation would apply where we would have to be provided notice prior to April 1<sup>st</sup>. That way they're not cancelling it in December and all of a sudden January 1<sup>st</sup> we've got to take over maintenance and we don't have the ability to account for it in our budget.

Mr. Moherek: I have a question. I thought this was going to be an agreement that was permanent. I'd like to know under what circumstances would we cancel it?

Mr. Flint: I can't foresee a circumstance where the CDD would cancel it, but you can't really have an agreement that has no termination provision. It's got to have a term and it's got to have the ability to cancel. It can't be perpetual. So, whether it's 5 years or 10 years long it has to be a term that both parties agree to, but you can't have an agreement with no ability to cancel. There maybe be a scenario at some point in the future that we can't foresee that would require it to be cancelled and without a termination provision you'd basically have to do that through a law suit or a mutual agreement.

Ms. Wagoner: I wanted to also clarify that the agreement that is currently for the maintenance and landscaping of the area is broader than just mowing. It includes pruning and it deals with some sink holes as well. So, this agreement is solely related to the mowing of those drainage retention areas.

Mr. Flint: Part of what we agreed to during the discussions is that they would only take on the mowing obligation if there was a sink hole or there was a drainage structure a capital cost. That would still be the obligation of the CDD, they're just taking on the maintenance portion of it. We've continued to include money in our budget to allow for some of those capital expenses as they occur.

Ms. Wagoner: As part of that scope of services with the landscaping needs to be revised to take out that mowing and be prorated because it's a contract for all of it. The individual services are not detailed.

Mr. Flint: And that agreement would be between the Neighborhood Association and the contractor not the CDD. So, the Neighborhood Association, whatever amendment they would need to make to that agreement, would be between I think the Neighborhood Association and the contractor.

Mr. Bain: Can I get some clarification here? What does the exhibit as part of that agreement, Exhibit A has a whole list of maintenance and edging and weed control etc. Is that all included or not? We just talked about mowing and it sounded like.

Mr. Flint: Well with the mowing and the edging and all that is included but I think there is possibly some language in there that says if there is sink hole smaller than a certain size.

Mr. Bain: Yes, it says here 16D.

Mr. Flint: Yes. That may or may not be carried over in the Neighborhood Associations contract. If not, we can handle that.

Mr. Bain: So that's the only part that's not included then?

Mr. Flint: That or if there is a major sink hole or if there is a drainage structure like a mitered end or outfall or something like that, they're not taking the obligation out of the capital cost of those things. Just the maintenance.

Mr. Bain: So, there is maintenance it is not just grass cutting. It's everything associated.

Mr. Flint: Yes, the pruning and the grass cutting and all that. It just doesn't include sink holes or any capital repairs.

Mr. Bain: So, part D says wash out and other damage created from storm water run-off greater than 3' and that should be reported to Parkway Management and Management Company representative for repair. Does that need to be revised now, that part D?

Mr. Flint: No, that process would still be followed it's just the CDD is going to be obligated to pay those costs.

Mr. Bain: Ok so it needs to say that we'd be advised to then?

Mr. Flint: Well as a practical matter right now, Parkway is the one who is managing the field side of it for the CDD.

Mr. Bain: Okay, thank you.

Mr. Scherff: I would just like to make a comment that the roads and the curbing, drainage curbing is the property of the CHNA not the CDD.

Mr. Flint: Right, in Candler Hills the roads are owned by the Neighborhood Association as opposed to Indigo East where the Indigo East CDD owns the roads.

Ms. Wagoner: So, the directions we received in regards to drafting this agreement were not clear. They seem to relate solely to mowing. So, I don't know if the association is agreeing to take over anything other than mowing. I think we need further clarification on that.

Kenneth Colen, 8445 Southwest 80<sup>th</sup> Street: The intent was just to take over mowing. Not to take over any structural element because the land belongs to someone else which is the CDD. So, I hope that clarifies.

Mr. Scherff: What about plants, shrubs, and trimming?

Mr. Kenneth Colen: Only mowing was what was in our scope. The rest of it is up to you all.

Mr. Bain: Can I asked the question who does the maintenance of shrubs in Candler West?

Mr. Kenneth Colen: The Association does in Candler West.

Mr. Flint: Okay, I guess I was mistaken that I thought the only exclusion was sink hole activity or capital costs. I thought the scope of work other than that from a maintenance perspective would remain the same.

Mr. Moherek: One other question I had. There are a couple of areas in the Candler Hills East CDD where there are a few islands in between the roads and some of them really aren't in great shape. Some of the shrubs and weeds are growing and I would like to know what's the best way we should handle that? Is it the CDD obligation expense? What's the best way to handle those?

Mr. Flint: If it's part of the road right of way it's going to be the Neighborhood Association. If it's part of the storm water drainage areas, then it's going to be the CDD. It sounds like if you're talking about islands then that would be the Neighborhood Association.

Ms. Wagoner: So, If the agreement is solely related to mowing, I believe the agreement with Sharp Fence will also need to be revised. The scope of services that is with the CDD will need to be limited to remove the mowing and the other services remain.

Mr. Moherek: According to the contract it says whereas, CHNA desires to assume the obligations to mow the drainage areas. I don't see anything else in this contract implying that they're doing any more. Unless I am missing something?

Ms. Wagoner: I was referring to the Sharp Fence agreement. So, the association is agreeing to take over the mowing of those drainage retention areas. But the agreement with the CDD is for maintenance including, mowing, pruning, and sink hole and maintenance limited to a certain diameter. There is a current agreement with Sharp Fence that is for mowing and maintaining those areas that will need to be revised, and it expires December 31<sup>st</sup>, 2018.

Mr. Moherek: That clear to everybody here?

Mr. Bain: I think we have to get ahold of Sharp, don't we?

Mr. Flint: Yes, I don't believe we have another meeting before December 31. So, we will have to get ahold of Sharp and discuss with them another agreement effective January 1 with a limited scope.

Mr. Scherff: Everything except mowing.

Mr. Flint: Right.

On MOTION, Mr. Moherek, seconded by Mr. Greene, with all in favor, the Agreement with Candler Hills Neighborhood Association Regarding Mowing for Draining Retention Areas, was approved.

Mr. Flint: Just for clarification what we will do if you approve this agreement is, we will go to Sharpe Fence and we'll modify the scope of work to only include items other than mowing. That will be executed prior to January 1. The Board will have to ratify it at a future meeting. Unless you want to call a special meeting.

Mr. Moherek: That would be fine with me.

Mr. Scherff: I have a question. Number 12 irrigation systems. Is there an irrigation system within the CDD area?

Mr. Flint: Well our expert Phil Hisey is on vacation, so I can't answer that question. I don't believe in the dry retention ponds that there is an irrigation system. There may be some limited landscaped areas that have that, but I am not aware.

Mr. Scherff: We're not paying for any water that I know of.

Mr. Flint: Yes, so that would be a good indication.

## **NINTH ORDER OF BUSINESS**

### **Ratification of Agreement with Sharp Fence Construction, LLC for Maintenance of Retention Ponds**

Mr. Flint: This agreement is basically through December 31<sup>st</sup> with Sharp Fence. Again, you approved the agreement with them previously, this is just ratifying it. It started on October 1. Understanding that another agreement will have to be drafted effective January 1 with a more limited scope.

Mr. Scherff: I just have one more question on the extra cost that we may incur with Sharp Fence are we budgeted for that?

Mr. Flint: We've got \$10,000 that we have left in the budget under the revised assessments that could cover those expenses. We also have a capital reserve fund in the event we have a larger issue with a sink hole or something like that. We've got \$165,000 set aside in a capital reserve for any catastrophic issue.

On MOTION, Mr. Moherek, seconded by Mr. Scherff, with all in favor, the agreement with Sharp Fence Construction LLC for Maintenance of Retention Ponds, was ratified.

## **NINTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

Mr. Flint: Anything else from Counsel? Hearing none, the next item follows.

#### **B. Engineer**

There being none, the next item followed.

#### **C. District Manager's Report**

##### **1. Approval of Check Register**

Mr. Flint: You have the approval of the check register for the general fund and payroll totaling \$37,140.07. There is a detailed register behind the summary. Does the Board have any comments?

Mr. Bain: On 8/28/18 we paid \$6,042 in insurance. Is that the insurance that we carry for ourselves?

Mr. Flint: Yes, that's a one-time annual expense. Its paid at the beginning of the fiscal year. So that includes your liability insurance and also public official's liability insurance. It's a general liability policy, as well as a policy protecting Board Members.

Mr. Bain: And on 9/25/18 assessment of Fiscal Year 2019 assessment roll certification \$5,000.

Mr. Flint: Yeah, that's a one-time annual expense in our contract.

Mr. Bain: Who gets that money?

Mr. Flint: GMS, we prepare and administer the annual assessment roll. That also includes all of the payoffs and all of the activity throughout the year regarding the assessments.

Mr. Bain: Disclosure services for \$250?



Mr. Flint: That was to prepare a revised amortization schedule. Periodically, because of people paying off their debt early etc., it reduces the par amount of the bonds. They prepare a revised amortization schedule, so we can recalculate basically what the payoff amounts are going forward. Making sure that the assessment revenue we collect is going to retire the principal and interest. Anything else? If not is there a motion to approve the check register?

On MOTION, Mr. Moherek seconded by Mr. Bain, with all in favor, the Check Register totaling \$37,140.07, was approved.

**TENTH ORDER OF BUSINESS****Other Business**

There being none, the next item followed.

**ELEVENTH ORDER OF BUSINESS****Supervisor's Requests**

There being none, the next item followed.

**TWELTH ORDER OF BUSINESS****Adjournment**

On MOTION by Mr. Scherff, seconded by Mr. Moherek, with all in favor, the meeting adjourned.

---

Secretary/Assistant Secretary

---

Chairman/Vice Chairman

## SECTION VI

## Proposal For

### Candler Hills East CDD

(<http://candlerhillseastcdd.com/>)

Website Accessibility for People with Disabilities as per

Nondiscrimination requirements of Title II of the American Disabilities Act (ADA)

Date	Version#	Comments	Author
May 25, 2018	1.0	Initial version	VB Joshi
June 18, 2018	1.1	Added document conversion cost	VB Joshi Kristen Thornburgh
June 21, 2018	1.2	Added <b>WCAG Standards</b> Compliance	VB Joshi
August 10, 2018	1.3	Added CDD Specific details	VB Joshi
August 13, 2018	1.4	Updated pricing for simple, medium and high complexity CDD websites	As per requirements from Ariel and Valerie
August 28, 2018	2.0	Updated conversion and support costs based on discussed scope	As per meeting with GMSCL
January 17, 2019	2.1	Updated "The Law" section	VB Joshi

Presented by: VGlobalTech, Orlando, Florida



BBB Rating: A+  
Click for Profile

**Service Providers: VGlobalTech LLC, Orlando, Florida, USA**

**COPYRIGHT ©: This proposal is solely created by VGlobalTech team for its customers and cannot be reproduced, copied, modified or distributed (including forwarding to other customers, competitors, web designers etc.) without the written consent of VGlobalTech. Any violations shall be prosecuted.**

VGlobalTech.com ~ Experience Innovation

Page 1 of 13

Your strategic partner for Web Design, Software, Marketing, and SEO solutions.

Call: 321-947-7777 | Email: [contact@VGlobalTech.com](mailto:contact@VGlobalTech.com)

Private and Confidential Document. No part of this document shall be produced, sent, copied to any parties it is not intended for. It is intended for the entities listed clearly on this proposal. Any distribution without written consent shall be prosecuted

## Table of Contents

1.0	The Law.....	3
2.0	ADA & WCAG Compliance – Introduction .....	5
2.1	Common Problems and Solutions in Website Accessibility? .....	6
2.1.1	Problem: Images Without Text Equivalents .....	6
2.1.2	Problem: Documents Are Not Posted In an Accessible Format.....	6
2.1.3	Problem: Specifying Colors and Font Sizes .....	6
2.1.4	Problem: Videos and Other Multimedia Lack Accessible Features.....	7
2.1.5	Web Content Accessibility Guidelines (WCAG) .....	7
3.0	Pricing.....	9
3.1	One time (website conversion and compliance cost):.....	9
3.2	ADA Compliance Yearly Maintenance and Upgrade starting after initial conversion is completed (Optional Maintenance – It is critical to maintain compliance as websites get updated): .....	10
4.0	Proposal Acceptance:.....	12
5.0	References: .....	13

## 1.0 The Law

Source:

[http://www.leg.state.fl.us/statutes/index.cfm?App\\_mode=Display\\_Statute&URL=0100-0199/0189/Sections/0189.069.html](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0100-0199/0189/Sections/0189.069.html)

### **189.069 Special districts; required reporting of information; web-based public access. —**

(1) Beginning on October 1, 2015, or by the end of the first full fiscal year after its creation, each special district shall maintain an official website containing the information required by this section. Each special district shall submit its official website address to the department.

(a) Each independent special district shall maintain a separate website.

(b) Each dependent special district shall be prominently displayed on the home page of the website of the local general-purpose government upon which it is dependent with a hyperlink to such webpages as are necessary to provide the information required by this section. A dependent special district may maintain a separate website providing the information required by this section.

(2)(a) A special district shall post the following information, at a minimum, on the district's official website:

1. The full legal name of the special district.
2. The public purpose of the special district.
3. The name, official address, official e-mail address, and, if applicable, term and appointing authority for each member of the governing body of the special district.
4. The fiscal year of the special district.
5. The full text of the special district's charter, the date of establishment, the establishing entity, and the statute or statutes under which the special district operates, if different from the statute or statutes under which the special district was established. Community development districts may reference chapter 190 as the uniform charter but must include information relating to any grant of special powers.
6. The mailing address, e-mail address, telephone number, and website uniform resource locator of the special district.
7. A description of the boundaries or service area of, and the services provided by, the special district.

8. A listing of all taxes, fees, assessments, or charges imposed and collected by the special district, including the rates or amounts for the fiscal year and the statutory authority for the levy of the tax, fee, assessment, or charge. For purposes of this subparagraph, charges do not include patient charges by a hospital or other health care provider.
  9. The primary contact information for the special district for purposes of communication from the department.
  10. A code of ethics adopted by the special district, if applicable, and a hyperlink to generally applicable ethics provisions.
  11. The budget of the special district and any amendments thereto in accordance with s.189.016.
  12. The final, complete audit report for the most recent completed fiscal year and audit reports required by law or authorized by the governing body of the special district.
  13. A listing of its regularly scheduled public meetings as required by s. 189.015(1).
  14. The public facilities report, if applicable.
  15. The link to the Department of Financial Services' website as set forth in s. 218.32(1)(g).
  16. At least 7 days before each meeting or workshop, the agenda of the event, along with any meeting materials available in an electronic format, excluding confidential and exempt information. The information must remain on the website for at least 1 year after the event.
- (b) The department's website list of special districts in the state required under s. 189.061 shall include a link for each special district that provides web-based access to the public for all information and documentation required for submission to the department pursuant to subsection

## 2.0 ADA & WCAG Compliance – Introduction

Every individual must have equal access to information whether it is in person service or online. This is a general agreement and understanding of access.

The Internet has dramatically changed the way state and local governments do business. Today, government agencies routinely make much more information about their programs, activities, and services available to the public by posting it on their websites. As a result, many people can easily access this information seven day a week, 24 hours a day.

Many government services and activities are also provided on websites because the public is able to participate in them at any time of day and without the assistance of government personnel. Many government websites offer a low cost, quick, and convenient way of filing tax returns, paying bills, renewing licenses, signing up for programs, applying for permits or funding, submitting job applications, and performing a wide variety of other activities.

The Americans with Disabilities Act (ADA) and, if the government entities receive federal funding, the Rehabilitation Act of 1973 generally require that state and local governments provide qualified individuals with disabilities equal access to their programs, services, or activities unless doing so would fundamentally alter the nature of their programs, services, or activities or would impose an undue burden. One way to help meet these requirements is to ensure that government websites have accessible features for people with disabilities, using the simple steps described in this document. An agency with an inaccessible website may also meet its legal obligations by providing an alternative accessible way for citizens to use the programs or services, such as a staffed telephone information line. These alternatives, however, are unlikely to provide an equal degree of access in terms of hours of operation and the range of options and programs available.

The World Wide Web Consortium (W3C) sets the main international standards for the World Wide Web and its accessibility. W3C created the Web Content Accessibility Guidelines (WCAG 2.0 and 2.1) which are similar to Section 508, but on an international level. WCAG 2.0 and 2.1 requires specific techniques for compliance and is more current than Section 508.

Many countries and international organizations require compliance with WCAG 2.0 and 2.1. The guidelines are categorized into three levels of compliance: A (must support), AA (should support), and AAA (may support). Representatives from the accessibility community around the world participate in the evolution of these guidelines.

Source: <https://www.w3.org/WAI/standards-guidelines/wcag/>

**Visit <http://vglobaltech.com/website-compliance/> for more details, do a website compliance check on your website and to download a PDF proposal.**

## 2.1 Common Problems and Solutions in Website Accessibility?

### 2.1.1 Problem: Images Without Text Equivalents

#### **Solution: Add a Text Equivalent to Every Image**

Adding a line of simple HTML code to provide text for each image and graphic will enable a user with a vision disability to understand what it is. Add a type of HTML tag, such as an “alt” tag for brief amounts of text or a “longdesc” tag for large amounts, to each image and graphic on your agency’s website.

The words in the tag should be more than a description. They should provide a text equivalent of the image. In other words, the tag should include the same meaningful information that other users obtain by looking at the image. In the example of the mayor’s picture, adding an “alt” tag with the words “Photograph of Mayor Jane Smith” provides a meaningful description.

In some circumstances, longer and more detailed text will be necessary to convey the same meaningful information that other visitors to the website can see. For example, a map showing the locations of neighborhood branches of a city library needs a tag with much more information in text format. In that instance, where the map conveys the locations of several facilities, add a “longdesc” tag that includes a text equivalent description of each location shown on the map – e.g., “City Center Library, 433 N. Main Street, located on North Main Street between 4th Avenue and 5th Avenue.”

### 2.1.2 Problem: Documents Are Not Posted In an Accessible Format

#### **Solution: Post Documents in a Text-Based Format**

Always provide documents in an alternative text-based format, such as HTML or RTF (Rich Text Format), in addition to PDF. Text-based formats are the most compatible with assistive technologies.

### 2.1.3 Problem: Specifying Colors and Font Sizes

#### **Solution: Avoid Dictating Colors and Font Settings**

Websites should be designed so they can be viewed with the color and font sizes set in users’ web browsers and operating systems. Users with low vision must be able to specify the text and background colors as well as the font sizes needed to see webpage content.



## 2.1.4 Problem: Videos and Other Multimedia Lack Accessible Features

### Solution: Include Audio Descriptions and Captions

Videos need to incorporate features that make them accessible to everyone. Provide audio descriptions of images (including changes in setting, gestures, and other details) to make videos accessible to people who are blind or have low vision. Provide text captions synchronized with the video images to make videos and audio tracks accessible to people who are deaf or hard of hearing.

## 2.1.5 Web Content Accessibility Guidelines (WCAG)

### Understanding the Four Principles of Accessibility

The guidelines and Success Criteria are organized around the following four principles, which lay the foundation necessary for anyone to access and use Web content. Anyone who wants to use the Web must have content that is:

1. **Perceivable** - Information and user interface components must be presentable to users in ways they can perceive.
  - This means that users must be able to perceive the information being presented (it can't be invisible to all of their senses)
2. **Operable** - User interface components and navigation must be operable.
  - This means that users must be able to operate the interface (the interface cannot require interaction that a user cannot perform)
3. **Understandable** - Information and the operation of user interface must be understandable.
  - This means that users must be able to understand the information as well as the operation of the user interface (the content or operation cannot be beyond their understanding)
4. **Robust** - Content must be robust enough that it can be interpreted reliably by a wide variety of user agents, including assistive technologies.
  - This means that users must be able to access the content as technologies advance (as technologies and user agents evolve, the content should remain accessible)

**If any of these are not true, users with disabilities will not be able to use the Web.**

Under each of the principles are guidelines and Success Criteria that help to address these principles for people with disabilities. There are many general usability guidelines that make content more **usable by all people**, including those with disabilities. However, in WCAG 2.1, we only include those guidelines that address problems particular to people with disabilities. This includes issues that block access or interfere with access to the Web more severely for people with disabilities.

See reference section at the end of this document for more information and websites for ADA, Usability and other important compliance issues and solutions.

**VGlobalTech development and business management team shall study these compliance guidelines and with our technical capabilities apply these to make your website accessible, compatible and fully functional for all people, including those with disabilities.**

### 3.0 Pricing

#### Website Complexity: **Small Level Websites**

**VGlobalTech team shall complete the following critical tasks for client website. All costs below are per website / CDD:**

##### **3.1 One time (website conversion and compliance cost):**

	Task	Estimated Cost
1.	Perform ADA Website Compliance Check for current website – Update ALL webpages on the website. Create accessibility before and after document, code review, html updates, plugins / security updates required for ADA and WCAG compliance	\$700
2.	Cross-Device Check (Website needs to appear as per ADA standards on Mobile Phones, Tablets, Desktops etc). Braille Readers, Other assistance technology compatibility	\$100
3.	ADA Standards application (as per Section 1 above). ADA.gov, <b>Web Content Accessibility Guidelines (WCAG)</b>	\$700
4.	PDF Documents conversion (to Text, HTML etc) as needed for ADA Compliance / Reader Compliance (upto 2 years of documents shall be converted)	\$300
5.	Create a webpage showing websites ADA Compliance efforts	\$100
6.	Create customized footer with VGlobalTech’s ADA Compliance Seal (valid for 1 year only)	\$75
	<b>Total (one time compliance / conversion cost)</b>	<b>\$1975 / one time</b>

**3.2 ADA Compliance Yearly Maintenance and Upgrade starting after initial conversion is completed (Optional Maintenance – It is critical to maintain compliance as websites get updated):**

**VGlobalTech team shall complete the following critical tasks for client website. All costs below are per website / CDD:**

	<b>Task</b>	<b>Cost</b>
1.	Perform ADA Website Compliance Check for current website – All new webpages on the website	\$200
2.	Cross-Device Check (Website needs to appear as per ADA standards on Mobile Phones, Tablets, Desktops etc)	\$75
3.	Update footer with VGlobalTech’s ADA Compliance Seal (extended for current year)	\$75
4.	Support (upto 5 hr / month) for the year including updates to newly added pages, upgrade to new standards (if any). Posting new documents, minutes, agendas etc to the websites as needed – Worry Free Monthly Maintenance.	\$600
5.	PDF Documents conversion (to Text, HTML etc) as needed for ADA Compliance / Reader Compliance	\$400
	<b>Annual Maintenance (starts after initial compliance engagement quoted above is complete)</b>	<b>\$1350 / year</b> (can be broken up into smaller monthly bills)

***This proposal includes following points, stipulations terms and conditions:***

\*(1) conference call or in person meetings per month with client to review metrics, results and monthly recaps *\*unless otherwise noted*

\* email and phone communication

\*Anything out of the scope of work in the above proposal will be addressed and client will be immediately notified. After notification of additional work, a subsequent quote will be provided to cover that work.

\*Client is responsible to adhering to timelines as far as information required to complete the task is concerned. If timelines are not adhered to and exceed 15 business days past the current marketing months, last day, all work will end. A new month with new allocated costs will be presented for future work to commence. No refunds and owed work will be due unless otherwise agreed upon. **An Invoice will be provided once signature approval of this project proposal. Payments will be made to VGLOBALTECH**

\*Client is responsible for verifying quality of work, providing feedback, verifying that compliance has been met as required. VGlobalTech team shall not be responsible for any legal ramifications arising from work not done as per external agencies / organizations / associations needs if proper feedback is not provided by the customer. VGlobalTech's work will be in best faith but cannot guarantee all compliance / legal needs since we are not the final authority in the ADA or WCAG compliance area. VGlobalTech shall not be liable for any legal ramifications arising from compliance issues and cannot be held responsible for any legal or other lawsuits.

Refund Policy: The client may halt work and request for a refund within seven days of the date of signing this services agreement by mailing a signed letter to the main address listed on [www.VGlobalTech.com](http://www.VGlobalTech.com) website. If client requests a refund within seven days of the date of signing their agreement they shall be liable to pay for all work completed and will be refunded the remaining balance of the initial payment if billable work has not exceeded a charge that would be greater than client's initial payment. If client requests a refund after the seven days from the date of the signing of the agreement client is liable to pay for all work completed plus an additional 25% of any remaining balance that may still be due. Once line item projects are complete no refunds will be issued. Confidentiality: All information between client and service provider inclusive of technical and business information relating to proprietary ideas, patentable ideas and/or trade secrets, existing and/or contemplated products and services, research and development, production, costs, profit and margin information, finances and financial projections, customers, clients, marketing, and current or future business plans and models, regardless of whether such information is designated as "Confidential Information" at the time of its disclosure and will be treated as such and with absolute confidentiality and will not be shared or used, which will be maintained at all times. The client is not allowed to disclose their price with any third parties. Doing so is in breach of this agreement. All information development will be shared and proprietary information and property between client and service providers.

#### 4.0 Proposal Acceptance:

To accept these project, associated costs and conditions as listed above please sign and date below.

***The VGlobalTech proposed solution and terms have been accepted by the customer and the VGlobalTech team can proceed with the project. All payments shall be made according to this agreement.***

Select Proper Option Below, Sign and Date, Return to [contact@vglobaltech.com](mailto:contact@vglobaltech.com):

☐ ***Section 3.1: One time (website conversion and compliance cost):***

☐ ***Section 3.1: One time (website conversion and compliance cost)***

**+**

***Section 3.2 ADA Compliance Yearly Maintenance and Upgrade starting after initial conversion is completed (Optional Maintenance – It is critical to maintain compliance as websites get updated):***

---

For Customer

*Date*

VB Joshi

---

For VGlobalTech

*Date*

## 5.0 References:

**ADA Best Practices Tool Kit for State and Local Governments:**

<https://www.ada.gov/pcatoolkit/chap5toolkit.htm>

**U.S. Department of Justice, Civil Rights Division, *Disability Rights Section***

<https://www.ada.gov/websites2.htm>

**Web design Standards:** <https://www.w3schools.com/>

**Web Content Accessibility Guidelines (WCAG)** <https://www.w3.org/TR/WCAG21/>

**VGlobalTech Web Content Accessibility Implementation and Checkpoints:**

<http://vglobaltech.com/website-compliance/>



ACCREDITED  
BUSINESS

BBB Rating: A+

[Click for Profile](#)

VGlobalTech.com ~ *Experience Innovation*

Page 13 of 13

Your strategic partner for Web Design, Software, Marketing, and SEO solutions.

Call: 321-947-7777 | Email: [contact@VGlobalTech.com](mailto:contact@VGlobalTech.com)

Private and Confidential Document. No part of this document shall be produced, sent, copied to any parties it is not intended for. It is intended for the entities listed clearly on this proposal. Any distribution without written consent shall be prosecuted.



## SECTION VII



AGREEMENT TO ASSUME CONTRACTUAL  
OBLIGATIONS REGARDING DRAINAGE AREA LANDSCAPE MAINTENANCE

THIS AGREEMENT made this 29 day of NOVEMBER 2018, between Candler Hills East Community Development District (hereinafter CHECDD) and Candler Hills Neighborhood Association, Inc. (hereinafter CHNA) for the purposes set forth here:

WHEREAS, at present, CHECDD is obligated to maintain certain drainage areas listed as drainage areas 1, 2, 5 and 7 as are fully described in Exhibit A that is attached to this Agreement and fully incorporated herein;

WHEREAS, drainage areas 3, 4 and 6 are maintained by Sidney Colen & Associates, LTD as part of certain golf course maintenance but are not included in this Agreement;

WHEREAS, CHNA desires to assume the obligation to maintain the drainage areas 1, 2, 5 and 7 as set forth in said Exhibit B to this Agreement "Landscape Scope of Work";

WHEREAS, upon assuming the obligation to maintain the above-listed drainage areas, CHNA acknowledges, ratifies and confirms that it will assume landscaping maintenance responsibilities on those areas even though said areas are the property of CHECDD;

NOW THEREFORE, CHECDD and CHNA agree as follows:

1. CHECDD shall authorize CHNA to take such action as is necessary and proper to have CHNA assume all the obligations to maintain drainage areas 1, 2, 5 and 7 in attached Exhibit A, including the financial responsibility that will be required.
2. CHNA shall provide a sufficient amount in its 2019 budget to pay for all costs and expenses associated with the landscape maintenance of said drainage areas as provided in the Landscape Scope of Work in attached Exhibit B. Provided further, that CHNA shall hold harmless CHECDD from any action, cause of action, loss or damages resulting from its assumption of said maintenance obligations.
3. CHECDD shall remain responsible for maintenance obligations above the Landscape Scope of Work (Exhibit B), such as, but not limited to, geological anomaly repairs if any.
4. Both CHECDD and CHNA shall allocate the prorated costs of maintenance on its separate budgets, with CHNA providing for prorated landscape costs on its budget commencing on January 1, 2019.
5. This Agreement shall be effective January 1, 2019 and is valid for a period of five (5) years. This Agreement shall automatically renew for successive five (5) year terms. If either party intends not to renew at the end of a five (5) year term, notice must be provided to the other party prior to the April 1 immediately preceding the expiration date. Either party may also terminate this Agreement at any time by providing notice of termination to the other party by April 1 of each year, which date shall provide CHECDD sufficient time to allow the mowing maintenance contract to be budgeted for the following fiscal year.

IN WITNESS WHEREOF, the parties have signed this document on the date or dates set forth beneath their signatures.

CANDLER HILLS COMMUNITY  
DEVELOPMENT DISTRICT

BY: Philip M. Hank

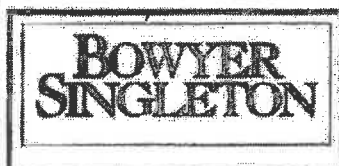
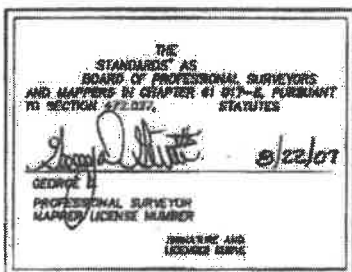
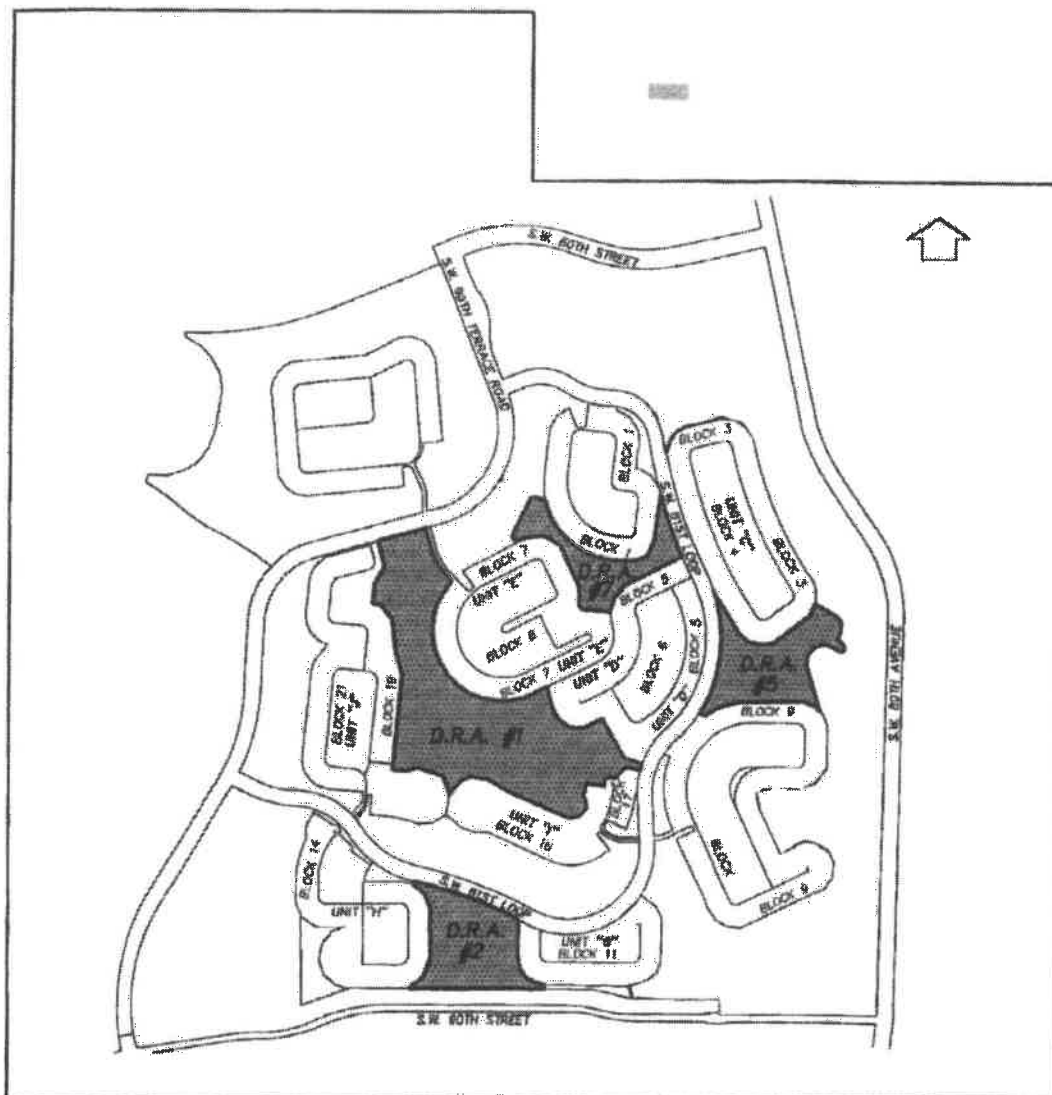
DATE: 11/29/18

CANDLER HILLS NEIGHBORHOOD  
ASSOCIATION, INC.

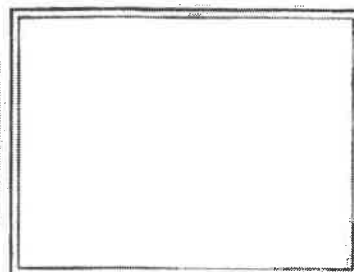
BY: [Signature]

DATE: 11/30/18

# Exhibit "A"



WY 200,  
FLORIDA  
291-4



pm 11/29/18

## Exhibit "B"

### Landscape Scope of Work Candler Hills East Community Development District (CDD) Drainage Retention Areas (DRA's) 1, 2, 5 and 7

#### General Conditions:

*Parkway Maintenance & Management Co., Inc. ("Parkway") shall be the designated representative for Candler Hills Neighborhood Association, Inc. for the purposes of contracting and contract services administration.*

#### Maintenance of Turf

##### Bahia Turf:

1. Bahia Turf shall not be fertilized.

##### 1. Turf Maintenance

1. Turf mowing height shall be based upon latest horticultural specifications for turf variety and season.
2. Grass clippings that are left over shall be removed after mowing.
3. Whenever possible, chutes from mowers shall be pointed away from landscape beds to reduce turf clippings in the beds.
4. Sidewalks, Driveways and Streets shall be blown off and free of clippings after every mowing.
5. It is expected that all turf areas unless otherwise specified shall be mowed on a weekly basis in the growing season (April through October) and shall be maintained in months not specified in the growing season (November through March) not to exceed 41 cuts per year.
6. It is expected that the contractor maintain the turf grass to a high level of acceptable maintenance. In the event that turf grass dies or becomes unacceptable due to contractor negligence, insect damage or if it is deemed by the Parkway Maintenance and Management Company Representative that the turf grass is unacceptable due to contractor negligence than contractor will be responsible for replacement of all turf grass that is unacceptable.

##### 2. Edging:

1. Edging of all hard edges: Sidewalks, Driveways, Curb lines, storm water inlet, etc. shall be done on a bi-weekly basis during the growing season in conjunction with the maintenance schedule.
2. Edging of all landscape beds shall be done on a weekly basis to provide a crisp edge.

*pm 11/29/18*

3. All bed lines shall be edged using mechanical equipment such as an edger, string trimmer. Herbicidal edging is will not be acceptable.
4. Bed lines shall be edged with the intent to keep the same original design. Bed lines shall be enlarged if plant material growth warrants.
5. All irrigation valve boxes will be edged in accordance with the biweekly edging of sidewalks, driveways, curbs lines etc.

**3. Disease and Pest Control:**

1. Treatment of the varied turf shall be done "as-needed" to prevent damage and promote healthy, vigorous growth. Applications of herbicides and fungicides shall be done on an "as needed" basis.

**4. Weed Control:**

1. It is expected that contractor will make as needed applications of a broadleaf herbicide treatment for all CDD retention areas to include a 10' buffer behind all homes that abut CDD DRA's

**5. Bed Maintenance:**

1. Beds are to be free of weeds, trash and other debris at all times. Pre-emergent and post-emergent herbicidal applications may be used to help control weed growth but hand weeding shall be done "as needed."

**6. Shrub Maintenance:**

1. In the event that plant material dies or becomes unacceptable due to contractor negligence or if it is deemed by the Parkway Maintenance and Management Company Representative that the plant material is unacceptable due to contractor negligence than contractor will be responsible for replacement of all plant material that is unacceptable.
2. Shrub clippings shall be removed and hauled off site unless otherwise directed from time to time by Landscape Superintendent.

**7. Shrub Fertilization:**

1. Shrubs shall be fertilized at least (3) three times per year with a complete, acid forming fertilizer containing at least 50% slow release nitrogen. Fertilizers such as LESCO 12-2-14, or 13-3-13 or similar with major and minor nutrient package may be used. Fertilizer shall be applied at a rate of 10-20 pounds of actual product per 1000 square feet. At this rate small shrubs (1) gallon, should receive about ½ cup of fertilizer per plant and large shrubs (3) gallon, should receive about 1 cup per plant. Larger shrubs (larger than (3) gallon) should receive a fertilizer application with regard to size.
2. Where possible all granular fertilizations shall be watered in immediately following application to reduce nitrogen loss due to volatilization.
3. All sidewalks, roadways and painted surfaces shall be blown off immediately after application to minimize discoloration to surfaces.

## **8. Pruning**

1. Natural growth of plant material shall be promoted to ensure healthy vigorous growth. When needed, due to sight restrictions, plant material may be trimmed to ensure safety.
2. Wholesale shearing of all plant types will not be accepted. In certain instances with certain plant materials shears may be used with approval of a Parkway Maintenance & Management Co., Inc. Commercial Area Landscape Representative.
3. Pruning will be done to remove dead branches, promote healthy growth and to keep plant material from obstructing curbs, sidewalks, and drainage structures.

## **9. Mulch:**

1. Pine Straw mulch is responsibility of Candler Hills East CDD.

## **10. Diseases and Pest Control**

1. Treatment for varieties of shrubs will be done on an "as needed" basis to ensure quality of plant health. When shrubs begin to show signs infestation, curative action must be taken by the contractor

## **11. Tree Maintenance, Pruning and Fertilization**

### ***Canopy trees and accent trees:***

1. Trees shall be fertilized (3) four times per year with a complete fertilizer. LESCO 12-2-14 or similar with alike major and minor nutrient package may be used. Rate of application should be determined by rate stated on the bag.
2. Tree staking materials may need to be adjusted, tightened or removed to ensure proper growth.
3. The contractor is directed to remove any loose tree guying material with the exception that the tree/trees have had sufficient time to root in.

## **12. Irrigation system and maintenance**

1. There is no irrigation on the property within the scope of this contract.

## **13. Erosion Control**

1. Minor repairs are qualified as those repairs made to the Homeowner Association, Community Development District or similar Drainage Retention Areas requiring addition of soil to washouts and the addition of soil to depressions no greater than 3' in depth and 3' in diameter shall be included as part of the scope of this contract.

## **14. Burrowing Owl Nest Protection and Maintenance**

1. The contractor shall maintain a 15' buffer around all Burrowing Owl nests where mowing equipment shall not be used. Contractor shall use string-trimming devices to trim the grass around the nest to avoid collapse of the nest.
2. Herbicides or pesticides may not be used within 15' of the nests borrows.

*AP 11/29/18*

3. Burrows are identified with a stake, perch posts, or other signifying post marking the nests.
4. Contractor shall not remove the stakes, perch posts or other signifying post marking the burrow at any time. If posts become damaged it is the contractors responsibility to notify Parkway Maintenance and Management Company, Inc., representative of the damage.
5. Damage caused by the contractor may result in back charge of the damaged property or cancellation of the contract depending on the severity of the damage to the nest.

**15. Pocket Gophers**

1. Contractor shall spread out, knock down, trap or otherwise remove mounds generated by Pocket Gophers.

**16. Site cleanliness**

1. Sites are to be kept free from trash, construction, and other debris.
2. Contractor shall remove trash, construction debris, and other debris prior to mowing each individual site to maintain a clean site.
3. The maintenance contractor shall be responsible for trash pickup in the pond bottom whenever conditions warrant. Pond shall be kept free of debris.
4. Washouts and other damage created from storm water runoff greater than 3' in depth should be reported to a Parkway Maintenance & Management Company representative and CDD District Manager.

## SECTION VIII



## SECTION B

# SECTION 1

# Candler Hills East Community Development District

## Summary of Invoices

November 13, 2018 to February 12, 2019

Fund	Date	Check No.'s		Amount
General Fund	11/15/18	925	\$	997.81
	11/21/18	926	\$	24,836.99
	11/28/18	927-928	\$	170.38
	12/6/18	929-930	\$	2,587.20
	12/11/18	931	\$	175.00
	12/14/18	932	\$	100,900.36
	12/21/18	933-934	\$	4,205.15
	1/3/19	935-936	\$	6,186.60
	1/8/19	937	\$	1,009.93
	1/23/19	938	\$	67,137.46
	2/7/19	939	\$	1,000.70
			\$	209,207.58
Payroll	<u>November 2018</u>			
	Elmer Greene	50194	\$	184.70
	John Bain	50195	\$	184.70
	Philip Moherek	50196	\$	200.00
	Robert Scherff	50197	\$	184.70
			\$	754.10
			\$	<b>209,961.68</b>



CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO...	YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT	#
12/14/18	00033	12/11/18	12112018	201812 300-20700-10200						CANDLER HILLS EAST CDD C/O USBANK	*	100,900.36	100,900.36	000932
				FY19 DEBT SERVICE SER2016										
12/21/18	00004	12/11/18	6-395-38	201811 310-51300-42000						DELIVERY 11/30/18	*	38.87	38.87	
										FEDEX				
12/21/18	00041	12/10/18	4012	201811 320-53800-47000						POND MOWING-NOV18	*	4,166.28	4,166.28	
										SHARP SITE SERVICES, LLC				
1/03/19	00041	12/29/18	4042	201812 320-53800-47000						POND MOWING-DEC18	*	4,166.28	4,166.28	000934
										SHARP SITE SERVICES, LLC				
1/03/19	00022	12/24/18	5221326	201812 310-51300-32300						TRUSTEE FEES-SER2016 FY19	*	2,020.32	2,020.32	000935
										USBANK				
1/08/19	00019	1/01/19	186	201901 310-51300-34000						MANAGEMENT FEES-JAN19	*	621.75	621.75	
		1/01/19	186	201901 310-51300-35100						INFORMATION TECH-JAN19	*	83.33	83.33	
		1/01/19	186	201901 310-51300-31300						DISSEMINATION-JAN19	*	291.67	291.67	
		1/01/19	186	201901 310-51300-51000						OFFICE SUPPLIES	*	.12	.12	
		1/01/19	186	201901 310-51300-42000						POSTAGE	*	12.46	12.46	
		1/01/19	186	201901 310-51300-42500						COPIES	*	.60	.60	
										GOVERNMENTAL MANAGEMENT SERVICES				
1/23/19	00033	1/23/19	01232019	201901 300-20700-10200						FY19 DEBT SERVICE SER2016	*	67,137.46	67,137.46	000937
										CANDLER HILLS EAST CDD C/O USBANK				
2/07/19	00019	2/01/19	187	201902 310-51300-34000						MANAGEMENT FEES-FEB19	*	621.75	621.75	
		2/01/19	187	201902 310-51300-35100						INFORMATION TECH-FEB19	*	83.33	83.33	
		2/01/19	187	201902 310-51300-31300						DISSEMINATION-FEB19	*	291.67	291.67	
		2/01/19	187	201902 310-51300-51000						OFFICE SUPPLIES	*	.12	.12	

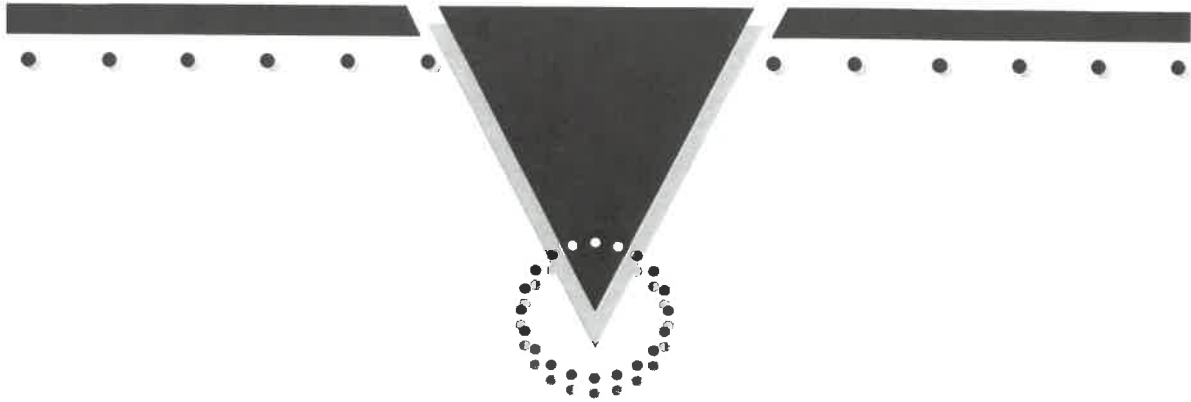
CAND CANDLE HILLS APEREGRINO

AP300R  
\*\*\* CHECK DATES 11/13/2018 - 02/12/2019 \*\*\*  
YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 2/12/19  
CANDLER HILLS-GENERAL FUND  
BANK A CANDLER HILLS CDD  
PAGE 3

CHECK DATE	VEND#	.....INVOICE DATE	.....INVOICE INVOICE	.....EXPENSED TO... YRMO	DPT	ACT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT	#
		2/01/19	187	201902	310	51300	42000			*	1.88		
		2/01/19	187	201902	310	51300	42500			*	1.95		

GOVERNMENTAL MANAGEMENT SERVICES	1,000.70	000939
TOTAL FOR BANK A	209,207.58	
TOTAL FOR REGISTER	209,207.58	

## SECTION 2



# Candler Hills East

## Community Development District

Unaudited Financial Reporting  
January 31, 2019





# Table of Contents

<b>1</b>	<b><u>Balance Sheet</u></b>
<b>2</b>	<b><u>General Fund</u></b>
<b>3</b>	<b><u>Debt Service Fund</u></b>
<b>4</b>	<b><u>Capital Reserve Fund</u></b>
<b>5</b>	<b><u>Month to Month</u></b>
<b>6</b>	<b><u>Long-Term Debt</u></b>
<b>7</b>	<b><u>Assessment Receipt Schedule</u></b>

# Candler Hills East

## Community Development District

### Combined Balance Sheet

For the Period Ended January 31, 2019

	<u>Governmental Fund Types</u>			Totals
	General Fund	Debt Service	Capital Reserves	(Memorandum Only) 2019
<b><u>ASSETS:</u></b>				
CASH	\$73,757	---	---	\$73,757
DUE FROM GENERAL FUND	---	\$8,363	---	\$8,363
SERIES 2016				
RESERVE	---	\$118,756	---	\$118,756
REVENUE	---	\$327,411	---	\$327,411
PREPAYMENTS	---	\$15,859	---	\$15,859
<b><u>INVESTMENTS - OPERATIONS</u></b>				
SBA ACCOUNT	---	---	\$164,925	\$164,925
<b>TOTAL ASSETS</b>	<b>\$73,757</b>	<b>\$470,389</b>	<b>\$164,925</b>	<b>\$709,071</b>
<b><u>LIABILITIES:</u></b>				
ACCOUNTS PAYABLE	---	---	---	\$0
DUE TO DEBT SERVICE	\$8,363	---	---	\$8,363
<b><u>FUND BALANCES:</u></b>				
RESTRICTED FOR DEBT SERVICE	---	\$470,389	---	\$470,389
ASSIGNED	---	---	\$164,925	\$164,925
UNASSIGNED	\$65,394	---	---	\$65,394
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>\$73,757</b>	<b>\$470,389</b>	<b>\$164,925</b>	<b>\$709,071</b>

# Candler Hills East

## COMMUNITY DEVELOPMENT DISTRICT General Fund

### Statement of Revenues & Expenditures

For the Period Ended January 31, 2019

	ADOPTED BUDGET	PRORATED BUDGET THRU 1/31/19	ACTUAL THRU 1/31/19	VARIANCE
<b><u>REVENUES:</u></b>				
MAINTENANCE ASSESSMENTS	\$55,051	\$50,393	\$50,393	\$0
INTEREST	\$35	\$12	\$11	(\$1)
<b>TOTAL REVENUES</b>	<b>\$55,086</b>	<b>\$50,405</b>	<b>\$50,404</b>	<b>(\$1)</b>
<b><u>EXPENDITURES:</u></b>				
<b><u>ADMINISTRATIVE:</u></b>				
SUPERVISOR FEES	\$4,000	\$1,333	\$800	\$533
FICA EXPENSE	\$306	\$102	\$46	\$56
ENGINEERING	\$2,200	\$733	\$0	\$733
TRUSTEE FEES	\$2,050	\$2,050	\$2,020	\$30
DISSEMINATION	\$3,500	\$1,167	\$1,417	(\$250)
ARBITRAGE	\$600	\$0	\$0	\$0
ASSESSMENT ROLL	\$5,000	\$5,000	\$5,000	\$0
ATTORNEY	\$6,000	\$2,000	\$1,500	\$500
ANNUAL AUDIT	\$3,500	\$0	\$0	\$0
MANAGEMENT FEES	\$7,461	\$2,487	\$2,487	\$0
INFORMATION TECHNOLOGY	\$1,000	\$333	\$333	\$0
TELEPHONE	\$50	\$17	\$0	\$17
POSTAGE	\$800	\$267	\$231	\$36
PRINTING & BINDING	\$800	\$267	\$72	\$194
INSURANCE	\$6,646	\$6,646	\$6,042	\$604
LEGAL ADVERTISING	\$700	\$233	\$0	\$233
OTHER CURRENT CHARGES	\$475	\$158	\$107	\$51
OFFICE SUPPLIES	\$150	\$50	\$28	\$22
DUES, LICENSES & SUBSCRIPTIONS	\$175	\$175	\$175	\$0
<b>TOTAL ADMINISTRATIVE</b>	<b>\$45,413</b>	<b>\$23,018</b>	<b>\$20,259</b>	<b>\$2,759</b>
<b><u>MAINTENANCE:</u></b>				
RETENTION PONDS/OWL PRESERVE DRA	\$12,499	\$16,665	\$12,499	\$4,166
CONTINGENCIES	\$10,000	\$3,333	\$0	\$3,333
<b>TOTAL MAINTENANCE</b>	<b>\$22,499</b>	<b>\$19,999</b>	<b>\$12,499</b>	<b>\$7,500</b>
<b>TOTAL EXPENDITURES</b>	<b>\$67,912</b>	<b>\$43,017</b>	<b>\$32,758</b>	<b>\$10,259</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$12,826)</b>		<b>\$17,646</b>	
<b>FUND BALANCE - BEGINNING</b>	<b>\$12,499</b>		<b>\$47,748</b>	
<b>FUND BALANCE - ENDING</b>	<b>(\$327)</b>		<b>\$65,394</b>	

**Candler Hills East**  
**Community Development District**  
**Debt Service Fund Series 2016**  
For the Period Ended January 31, 2019

ADOPTED BUDGET	PRORATED THRU 1/31/19	ACTUAL THRU 1/31/19	VARIANCE
-------------------	--------------------------	------------------------	----------

**REVENUES:**

ASSESSMENTS - TAX ROLL	\$229,936	\$207,300	\$207,300	\$0
ASSESSMENTS - PREPAYMENTS	\$0	\$0	\$13,233	\$13,233
INTEREST	\$500	\$167	\$309	\$142
<b>TOTAL REVENUES</b>	<b>\$230,436</b>	<b>\$207,467</b>	<b>\$220,842</b>	<b>\$13,375</b>

**EXPENDITURES:**

**SERIES 2016**

INTEREST - 11/1	\$53,525	\$53,525	\$53,525	\$0
SPECIAL CALL - 11/1	\$20,000	\$20,000	\$25,000	(\$5,000)
PRINCIPAL - 5/1	\$105,000	\$0	\$0	\$0
INTEREST - 5/1	\$53,525	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$232,050</b>	<b>\$73,525</b>	<b>\$78,525</b>	<b>(\$5,000)</b>

**OTHER SOURCES & USES**

INTERFUND TRANSFERS IN/(OUT)	\$0	\$0	\$0	\$0
OTHER DEBT SERVICE COST	\$0	\$0	\$0	\$0
<b>TOTAL OTHER SOURCES &amp; USES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

EXCESS REVENUES (EXPENDITURES)	(\$1,614)	\$142,317
--------------------------------	-----------	-----------

FUND BALANCE - BEGINNING	\$204,176	\$328,073
--------------------------	-----------	-----------

FUND BALANCE - ENDING	\$202,562	\$470,389
-----------------------	-----------	-----------

**Candler Hills East**  
**Community Development District**  
**Capital Reserves Fund**  
For the Period Ended January 31, 2019

ADOPTED BUDGET	PRORATED THRU 1/31/19	ACTUAL THRU 1/31/19	VARIANCE
-------------------	--------------------------	------------------------	----------

**REVENUES:**

INTEREST	\$2,500	\$833	\$1,389	\$555
<b>TOTAL REVENUES</b>	<b>\$2,500</b>	<b>\$833</b>	<b>\$1,389</b>	<b>\$555</b>

**EXPENDITURES:**

CAPITAL OUTLAY	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
EXCESS REVENUES (EXPENDITURES)	\$2,500		\$1,389	
FUND BALANCE - BEGINNING	\$163,447		\$163,536	
FUND BALANCE - ENDING	\$165,947		\$164,925	

# Candler Hills East

## COMMUNITY DEVELOPMENT DISTRICT

### GENERAL FUND

#### Month to Month Detail

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
<b>REVENUES:</b>													
MAINTENANCE ASSESSMENTS	\$1,336	\$15,005	\$27,462	\$6,592	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,395
INTEREST	\$1	\$0	\$4	\$4	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9
<b>TOTAL REVENUES</b>	<b>\$1,337</b>	<b>\$15,005</b>	<b>\$27,466</b>	<b>\$6,596</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,404</b>
<b>EXPENDITURES:</b>													
<b>ADMINISTRATIVE:</b>													
SUPERVISOR FEE	\$0	\$800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$800
FICA	\$0	\$46	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$46
ENGINEERING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TRUSTEE FEES	\$0	\$0	\$2,020	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,020
DISSEMINATION	\$542	\$292	\$292	\$292	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,417
ARBITRAGE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ASSESSMENT ROLL	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
ATTORNEY	\$0	\$1,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500
ANNUAL AUDIT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MANAGEMENT FEES	\$622	\$622	\$622	\$622	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,487
INFORMATION TECHNOLOGY	\$83	\$83	\$83	\$83	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$333
TELEPHONE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
POSTAGE	\$6	\$210	\$2	\$12	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$231
PRINTING & BINDING	\$11	\$0	\$60	\$1	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$72
INSURANCE	\$6,042	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,042
LEGAL ADVERTISING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OTHER CURRENT CHARGES	\$27	\$26	\$27	\$27	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$107
OFFICE SUPPLIES	\$1	\$0	\$28	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$28
DUES, LICENSES & SUBSCRIPTIONS	\$0	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
<b>TOTAL ADMINISTRATIVE</b>	<b>\$12,334</b>	<b>\$3,754</b>	<b>\$3,134</b>	<b>\$1,037</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$70,259</b>
<b>MAINTENANCE:</b>													
RETENTION PONDS/OWL PRESERVE DRA	\$4,166	\$4,166	\$4,166	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,499
CONTINGENCIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL MAINTENANCE</b>	<b>\$4,166</b>	<b>\$4,166</b>	<b>\$4,166</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,499</b>
<b>TOTAL EXPENDITURES</b>	<b>\$16,500</b>	<b>\$7,920</b>	<b>\$7,301</b>	<b>\$1,037</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$32,758</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$15,163)</b>	<b>\$7,085</b>	<b>\$20,165</b>	<b>\$5,559</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$17,646</b>

**Candler Hills East**  
**Community Development District**  
**LONG TERM DEBT REPORT**

<b>SERIES 2016, SPECIAL ASSESSMENT BONDS</b>		
INTEREST RATE:	2.531%, 3.750%, 4.000%	
MATURITY DATE:	5/1/2037	
RESERVE FUND DEFINITION	50% of Maximum Annual Debt Service	
RESERVE FUND REQUIREMENT	\$118,400	
RESERVE FUND BALANCE	\$118,756	
BONDS OUTSTANDING - 11/17/2016		\$3,380,000
LESS: PRINCIPAL PAYMENT 5/1/17		(\$55,000)
LESS: PRINCIPAL PAYMENT 5/1/17 (Prepayment)		(\$55,000)
LESS: PRINCIPAL PAYMENT 11/1/17 (Prepayment)		(\$55,000)
LESS: PRINCIPAL PAYMENT 5/1/18		(\$125,000)
LESS: PRINCIPAL PAYMENT 5/1/18 (Prepayment)		(\$10,000)
LESS: PRINCIPAL PAYMENT 11/1/18 (Prepayment)		(\$25,000)
<b>CURRENT BONDS OUTSTANDING</b>		<b>\$3,055,000</b>

