

*Chapel Creek
Community Development District*

Meeting Agenda

March 1, 2022

AGENDA

Chapel Creek

Community Development District

219 E. Livingston St., Orlando, Florida 32801

Phone: 407-841-5524 - Fax: 407-839-1526

February 22, 2022

**Board of Supervisors
Chapel Creek
Community Development District**

Dear Board Members:

The regular meeting of the Board of Supervisors of the **Chapel Creek Community Development District** will be held **Tuesday, March 1, 2022**, at 5:00 PM at the **Quality Inn Zephyrhills-Dade City, 6815 Gall Blvd, Zephyrhills, FL 33542**.

Those members of the public wishing to attend the meeting can do so using the information below:

Zoom Video Link: <https://us06web.zoom.us/j/84951889785>

Zoom Call-In Information: 1-646-876-9923
Meeting ID: 849 5188 9785

Following is the advance agenda for the meeting:

Board of Supervisors Meeting

1. Roll Call
2. Public Comment Period (¹Speakers will fill out a card and submit it to the District Manager prior to the beginning of the meeting)
3. Approval of Minutes of the February 1, 2022 Board of Supervisors Meeting
4. Consideration of Resolution 2022-02 Setting a Public Hearing to Adopt Amended Amenity Policies and Rates
5. Consideration of Resolution 2022-03 Directing Chairman and District Staff to File a Petition Amending District Boundaries
6. Consideration of Resolution 2022-04 Approving the Boundary Amendment Funding Agreement

¹ Comments will be limited to three (3) minutes

7. Consideration of Boundary Amendment Funding Agreement
8. Consideration of Change Order for District Engineering Services to Include Preparation of Required Stormwater Legislation Report
9. Ratification of Fiscal Year 2021 Audit Services Agreement
10. Staff Reports
 - A. Attorney
 - B. Engineer
 - i. Presentation of Stormwater Management System Report
 - C. Field Manager's Report
 - i. Consideration of Proposal for Adding Gravel to Parking Lot
 - D. District Manager's Report
 - i. Approval of Check Register
 - ii. Balance Sheet & Income Statement
11. Other Business
12. Supervisors Requests and Audience Comments
13. Adjournment

MINUTES

**MINUTES OF MEETING
CHAPEL CREEK
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Chapel Creek Community Development District was held on Tuesday, **February 1, 2022** at 11:01 a.m. at the Quality Inn Zephyrhills-Dade City, 6815 Gall Blvd, Zephyrhills, Florida.

Present and constituting a quorum were:

Brian Walsh
Milton Andrade *by Zoom*
Steve Johnson
Garret Parkinson
Tim Jones

Chairman
Vice Chairman
Assistant Secretary
Assistant Secretary
Assistant Secretary (joined after roll call)

Also, present were:

Jill Burns
Tracy Robin *via Zoom*
Clayton Smith
Residents

District Manager, GMS
District Counsel, Straley Robin Vericker
GMS

The following is a summary of the discussions and actions taken at the February 1, 2022 Chapel Creek Community Development District's Regular Board of Supervisor's Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order. There were three Supervisors present at the meeting constituting a quorum. Two Supervisors attended by phone with 1 joining the meeting after roll call.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns noted that there were no public comments at this time and the next item followed.

THIRD ORDER OF BUSINESS

Approval of Minutes of the August 3, 2021 Board of Supervisors Meeting

Ms. Burns presented the August 3, 2021 Board meeting minutes and asked for questions, comments, or corrections on the minutes. The Board had no changes to the minutes.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, the Minutes of the August 3, 2021 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Consideration of Conveyance Documents for New Chapel Creek, LLC Parcel *(to be provided under separate cover)*

Ms. Burns stated this strip of land was in the old entity and was intended to be conveyed to the District. She noted they were trying to get a legal description of that parcel. She asked for Board approval and to allow Counsel to draft the deed documents that need to be drawn up in order for the CDD to accept conveyance. Mr. Robin added this parcel does not have an independent legal description. Ms. Burns asked about using a not to exceed number for surveyance for approval. The Board decided on a NTE of \$2,500.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, the Conveyance Documents for New Chapel Creek, LLC Parcel with a Not To Exceed of \$2,500 and Authorization for the Chairman to sign documents related to the conveyance, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2022-01 Re-Designating Registered Agent

Ms. Burns stated this resolution is an administrative item that needs approval for update to the new management agent.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, Resolution 2022-01 Re-Designating Registered Agent, was approved.

SIXTH ORDER OF BUSINESS**Consideration of Resident Request for Additional Playground**

Ms. Burns stated a resident request had been received for an additional playground for smaller children under the age of 5. At this time there were no plans for one, and she noted there were funds available. Mr. Smith noted there was a larger multi use field on the north side of the current playground. The Board asked that staff get a playground quote and this be moved to a later date for budget consideration. Discussion ensued on the ideas for outdoor space and the development of landscaping and all of the following agenda items.

SEVENTH ORDER OF BUSINESS**Consideration of Request to Add Umbrella or Shade at the Amenity**
(requested by Supervisor Johnson)

Ms. Burns stated all of the requests were under discussion.

EIGHTH ORDER OF BUSINESS**Discussion Regarding Additional Holiday Decorations** *(requested by Supervisor Johnson)*

Ms. Burns stated this was under discussion with all improvements.

NINTH ORDER OF BUSINESS**Consideration of Resident Request for Additional Lighting at the Amenity**
(requested by Supervisor Johnson)

Ms. Burns stated this was under discussion with the above items. The Board decided to get quotes on all of the requests for playground, umbrellas, holiday decorations, and additional lighting and put it on a future agenda for budget discussion. Discussion ensued on expenditures on holiday lights, landscaping, and other shade needs. They wanted the focus to be at the amenity, cameras, security, and landscaping. Clayton will bring back shade options at the next meeting. All of the requests will be discussed during future budget meetings.

TENTH ORDER OF BUSINESS**Staff Reports****A. Attorney**

Mr. Robin commented on the District Engineer report upcoming and would make comments later. He added that there were some questions on the upcoming storm water reports

and what land was owned, access to parcels, and regulatory issues. This issue would be discussed at an upcoming meeting.

B. Engineer

Ms. Stewart was not in attendance.

C. Field Manager's Report

i. Consideration of Proposal for Security Cameras at Amenity

Mr. Smith presented the Field Manager's report. He noted the security access system, and the cards were up and running. He stated landscaping enhancements were completed but the frosts has had an impact. He noted the landscaper was coming out to review and they would get things back in shape. Playground mulch was added, streetlights are being repaired, lighting inspection has been completed, pressure washing, and tree pruning is in progress. The proposal for security cameras was a basic system in different locations. He added remote access is available, and it is cost effective. Ms. Burns noted there was a security line item for \$7,500 available for this expenditure.

On MOTION by Mr. Walsh, seconded by Mr. Jones, with all in favor, the Proposal for Security Cameras at the Amenity, was approved.

ii. Consideration of Proposals for Amenity Pest Control Services

Mr. Smith presented the different proposals for pest control due to the current company no longer in service. He reviewed the areas that would be treated. Ms. Burns noted what was available in the budget. After discussion the Board decided to go with All American for the pest service.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, the Proposal for Amenity Pest Control Services with All American, was approved.

iii. Consideration of Proposal for Various Landscape Items

Mr. Smith presented the landscape proposal with various general clean up items to include brush clean up at different locations, plant removal of dead plants, trimming of plants,

and installing new plants. Ms. Burns noted the landscape budget for enhancements was at \$35,000. Discussion ensued on locations that needed attention and what could be omitted from the proposal. After discussion the Board decided to set a not to exceed amount of \$6,800.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, the Proposal for Various Landscape Items with a Not To Exceed Amount of \$6,800, was approved.

D. District Manager's Report

i. Approval of Check Register

Ms. Burns noted the check register was included in the package and is through December 31st. The total amount for the general fund was \$349,450.21.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, the Check Register for \$349,450.21, was approved.

ii. Balance Sheet & Income Statement

Ms. Burns noted that the financial statements were included in the package and there was no action required.

iii. Ratification of QGS Change Orders #16 and #17

Ms. Burns stated that these were previously approved and needed to be ratified by the Board.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, Change Orders #16, and #17, were ratified.

ELEVENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TWELTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There were no Supervisors requests, so Ms. Burns opened the floor to audience comments. There were no audience comments.

THIRTEENTH ORDER OF BUSINESS

Adjournment

| |
|--|
| On MOTION by Mr. Walsh, seconded by Mr. Jones, with all in favor, the meeting was adjourned. |
|--|

Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION IV

RESOLUTION 2022-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CHAPEL CREEK COMMUNITY DEVELOPMENT DISTRICT TO DESIGNATE DATE, TIME AND PLACE OF PUBLIC HEARING AND AUTHORIZATION TO PUBLISH NOTICE OF SUCH HEARING FOR THE PURPOSE OF ADOPTING AMENDED AMENITY POLICIES AND RATES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Chapel Creek Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated in Pasco County, Florida; and

WHEREAS, Chapter 190, *Florida Statutes*, authorizes the District’s Board of Supervisors (“Board”) to adopt rules setting amenity rates pursuant to Chapter 120, *Florida Statutes*.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CHAPEL CREEK COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The Board of Supervisors will hold a public hearing to adopt Amended Amenity Policies and Rates setting forth the suspension and termination of privileges related to the use of the district’s recreational facilities and services, and establish non-resident fees and rental rates, among others, related to the use of the District’s recreational facilities and services, a proposed copy of which is attached hereto as **Exhibit A** (“Amended Amenity Facility Policies”). The Board will hold a public hearing on **Tuesday, May 3, 2022 at 11:00 A.M. at the Quality Inn Zephyrhills—Dade City, 6815 Gall Blvd., Zephyrhills, Florida 33542.**

SECTION 2. The District Secretary is directed to publish notice of the hearing in accordance with Section 120.54, *Florida Statutes*.

SECTION 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 1st day of March 2022.

ATTEST:

**CHAPEL CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A Amenity Rules

*Exhibit A will
be provided
under separate
cover.*

SECTION V

RESOLUTION NO. 2022-03

A RESOLUTION AUTHORIZING THE AMENDMENT OF THE BOUNDARIES OF THE CHAPEL CREEK COMMUNITY DEVELOPMENT DISTRICT AND AUTHORIZING THE SUBMITTAL OF A PETITION TO AMEND THE BOUNDARIES OF THE DISTRICT TO THE BOARD OF COUNTY COMMISSIONERS OF PASCO COUNTY, FLORIDA, UNDER SECTION 190.046, FLORIDA STATUTES.

WHEREAS, the Chapel Creek Community Development District (the "**District**") is a local unit of special-purpose government organized and existing in accordance with the Uniform Community Development District Act of 1980, Chapter 190, Florida Statutes; and

WHEREAS, the Board of Supervisors of the District (the "**Board**") desires to amend the boundaries of the District and to submit a petition to amend the boundaries of the Chapel Creek Community Development District (the "**Petition**") for the area described in **Exhibit "A"** attached hereto.

NOW THEREFORE, BE IT RESOLVED that:

1. The Board hereby authorizes and approves the amendment of the District boundaries, and the Board hereby authorizes and directs the Chair to sign and submit the Petition to the Board of County Commissioners of Pasco County, Florida.
2. The Board hereby authorizes and directs the Chair, the Vice Chair, any other member of the Board, the District Counsel, and the District Manager to take any action or to offer testimony in any proceeding held in connection with obtaining approval of the Petition from the Board of County Commissioners of Pasco County, Florida.
3. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED ON THE 1ST DAY OF MARCH, 2022.

Attest:

**Chapel Creek Community
Development District**

Name: _____
Secretary/Assistant Secretary

Name: _____
Chair/Vice Chair of the Board of Supervisors

SECTION VI

RESOLUTION NO. 2022-04

**A RESOLUTION APPROVING THE BOUNDARY AMENDMENT
PETITION FUNDING AGREEMENT BETWEEN THE CHAPEL CREEK
COMMUNITY DEVELOPMENT DISTRICT AND CLAYTON
PROPERTIES GROUP, INC. D/B/A HIGHLAND HOMES**

WHEREAS, the Chapel Creek Community Development District (the "**District**") is a local unit of special-purpose government organized and existing in accordance with the Uniform Community Development District Act of 1980, Chapter 190, Florida Statutes; and

WHEREAS, the Board of Supervisors of the District (the "**Board**") has approved and authorized the amendment to the District's Boundaries; and.

WHEREAS, the Board desires to enter into a funding agreement with Clayton Properties Group, Inc., d/b/a/ Highland Homes (the "**Developer**") for payment of the costs to submit a petition to amend the boundaries of the District, as described in the Boundary Amendment Petition Funding Agreement (the "**Agreement**") attached hereto **Exhibit "A"**.

NOW THEREFORE, BE IT RESOLVED that:

1. The Board hereby authorizes and approves the Boundary Amendment Petition Funding Agreement between the District and the Developer and directs the Chair or the Vice Chair to execute the Agreement.
2. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED ON THE 1ST DAY OF MARCH, 2022.

Attest:

**Chapel Creek Community
Development District**

Name: _____
Secretary/Assistant Secretary

Name: _____
Chair/Vice Chair of the Board of Supervisors

SECTION VII

**CHAPEL CREEK COMMUNITY DEVELOPMENT
BOUNDARY AMENDMENT PETITION FUNDING AGREEMENT**

This Agreement is made and entered into as of the _____ day of March, 2022, by and between the **Chapel Creek Community Development District**, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, being situated entirely within Pasco County, Florida, whose address is 219 E. Livingston Street, Orlando, Florida 32801 (the "**District**"), and **Clayton Properties Group, Inc. d/b/a Highland Homes**, a Tennessee corporation, whose address is P. O. Box 4098, Maryville, Tennessee 37802 (the "**Developer**").

Recitals

WHEREAS, the District was established by Pasco County, Florida, Ordinance No. 05-35, for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure;

WHEREAS, the Developer has requested that the governing Board of Supervisors of the District amend the boundaries of the District;

WHEREAS, the Board of Supervisors have determined that it is in the best interests of the District and the Developer to seek a boundary amendment and file a petition for such purposes to the Board of County Commissioners of Pasco County, Florida (the "**County**");

WHEREAS, the District requires a funding mechanism to enable it to proceed with the submission of a boundary amendment petition to the County; and

WHEREAS, the Developer desires to provide the funds necessary to pay for the costs associated with the District's boundary amendment.

NOW THEREFORE, for good and valuable consideration and other mutual covenants, the receipt of which and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. The Developer shall provide timely funding for all costs and expenses relating to the boundary amendment and petition to the County. Such costs expenses include, but are not limited to, petition preparation costs, petition filing fees and costs, legal fees and costs, district management fees and costs, engineering fees and costs, recording fees and costs, and any legal advertising fees and costs.

2. The District shall periodically submit funding requests to the Developer for payment of all invoices received by the District for boundary amendment expenses, as described in paragraph 1 above. The Developer shall provide payment of all funding requests within thirty (30) days after receipt thereof.

3. This instrument shall constitute the final and complete agreement between the parties relating to the subject matter of this Agreement. Amendments to and waivers of the

provisions contained in this Agreement may be made only by a written instrument executed by both of the parties hereto.

4. The execution of this Agreement has been duly authorized by the appropriate body or official of each of the parties hereto, each party has complied with all the requirements of law, and each party has full power and authority to comply with the terms and provisions of this Agreement.

5. This Agreement may be assigned, in whole or in part, by either party only upon the written consent of the other. Any purported assignment without such written consent shall be void.

6. A default by either party under this Agreement shall entitle the other to all remedies available at law or in equity, which shall include, but not be limited to, the right of damages, injunctive relief and specific performance, and specifically including the ability of the District to enforce any and all payment obligations under this Agreement through the imposition and enforcement of a contractual or other lien on property owned by the Developer.

7. In the event either party is required to enforce this Agreement by court proceedings or otherwise, the parties agree that the prevailing party shall be entitled to recover from the other all costs incurred, including reasonable attorneys' fees and costs for trial, alternative dispute resolution, or appellate proceedings.

8. This Agreement is solely for the benefit of the parties herein as well as for the benefit of the District Counsel, District Manager, and the District Engineer. All of the provisions, representations, covenants, and conditions herein contained shall inure to the sole benefit of and shall be binding upon the parties hereto and their respective representatives, successors and assigns.

9. This Agreement and the provisions contained herein shall be construed, interpreted, and controlled according to the laws of the State of Florida with venue in Pasco County, Florida.

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

11. The Agreement shall be effective after execution by both parties hereto.

IN WITNESS WHEREOF, the parties execute this Agreement as of the day and year first written above.

**CHAPEL CREEK COMMUNITY
DEVELOPMENT DISTRICT**

By: _____
Name: _____
Chair/Vice Chair of the Board of Supervisors

Clayton Properties Group, Inc.
d/b/a Highland Homes,
a Tennessee corporation

By: _____
Name: _____
Title: _____

SECTION VIII



PROFESSIONAL SERVICES AGREEMENT CHANGE ORDER

Change Order # 2022-1 Date 8 February 2022

"Stantec" Stantec Consulting Services, Inc.
Stantec Project # 215610537
777 S. Harbour Island Blvd., Suite 600
Tampa, FL 33602
Ph: (813) 223-9500
email: tonja.stewart@stantec.com

Client Chapel Creek CDD
Client Project # 363006
219 E. Livingston Street
Orlando, FL 32801
Ph: (407) 841-5524
email: jburns@gmsfl.com

Project Name and Location: Chapel Creek CDD (Zephyrhills, Florida)

In accordance with the original Professional Services Agreement dated 25 June 2011 and Change Orders thereto, the Agreement changes as detailed below are hereby authorized.

Change Order #2022-1 to be added to Task 2022 (FY 2022 Budget)

| | | |
|------------------------------|-----------|-----------------|
| Total fees this Change Order | \$ | 3,000.00 |
| Original agreement amount | \$ | 3,500.00 |
| Change Order Number | \$ | - |
| Change Order Number | \$ | - |
| Change Order Number | \$ | - |
| Change Order Number | \$ | - |
| Total Agreement | \$ | 6,500.00 |

Effect on Schedule: None

Payments shall be made in accordance with the original agreement terms. All other items and conditions of the original Agreement shall remain in full force and effect.

Stantec Consulting Services, Inc.

Chapel Creek CDD

Signature Tonja L. Stewart, P.E.
Print Name and Title
Date Signed: February 8, 2022

Signature _____
Print Name and Title
Date Signed: _____

SECTION IX

February 3, 2022

Board of Supervisors
Chapel Creek Community Development District
9145 Narcoossee Road, Suite A206
Orlando, FL 32827

The following represents our understanding of the services we will provide *Chapel Creek Community Development District*.

You have requested that we audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of *Chapel Creek Community Development District*, as of September 30, 2021, and for the year then ended and the related notes to the financial statements, which collectively comprise *Chapel Creek Community Development District's* basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on each opinion unit applicable to those basic financial statements.

Accounting principles generally accepted in the United States of America, (U.S. GAAP), as promulgated by the Governmental Accounting Standards Board (GASB) require that certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America, (U.S. GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP. This RSI will be subjected to certain limited procedures but will not be audited:

1. Management's Discussion and Analysis

Auditor Responsibilities

We will conduct our audit in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the basic financial statements and related matters.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements (whether caused by errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and Government Auditing Standards.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the basic financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. Our responsibility as auditors is, of course, limited to the period covered by our audit and does not extend to any other periods.

We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Compliance with Laws and Regulations

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of *Chapel Creek Community Development District's* compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Management Responsibilities

Our audit will be conducted on the basis that management acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the basic financial statements in accordance with accounting principles generally accepted in the United States of America;
- b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
- c. To provide us with:
 - i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the basic financial statements such as records, documentation, and other matters;
 - ii. Additional information that we may request from management for the purpose of the audit; and
 - iii. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
- d. For including the auditor's report in any document containing financial statements that indicates that such financial statements have been audited by the entity's auditor;
- e. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities;
- f. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole; and
- g. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
- h. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
- i. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on the financials; and
- j. For the accuracy and completeness of all information provided.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited financial statements, or if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of the audit, we will assist preparation of your financial statements and related notes. You will be required to acknowledge in the written representation letter our assistance with preparation of the financial statements and that you have accepted responsibility for them.

With respect to any nonattest services we perform, such as drafting the financial statements, we will not assume management responsibilities on behalf of the District. However, we will provide advice and recommendations to assist management of the District in performing its responsibilities.

The District's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Our responsibilities and limitations of the engagement are as follows:

- We will perform the services in accordance with applicable professional standards, including Government Auditing Standards
- The engagement is limited to the services previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account codings and approving journal entries.

Government Auditing Standards require that we document an assessment of the skills, knowledge, and experience of management, should we participate in any form of the preparation of the basic financial statements and related schedules or disclosures as these actions are deemed a non-audit service.

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit.

Reporting

We will issue a written report upon completion of our audit of *Chapel Creek Community Development District's* basic financial statements. Our report will be addressed to the governing body of *Chapel Creek Community Development District*. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance will not be an objective of the audit and, therefore, no such opinion will be expressed.

Other

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Provisions of Engagement Administration, Timing and Fees

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

We expect to begin our audit in January 2022 and the audit reports and all corresponding reports will be issued no later than June 1, 2022.

Tamara Campbell is the engagement partner for the audit services specified in this letter. Her responsibilities include supervising McDirmitt Davis, LLC's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fee for these services described in this letter will be \$4,800 for the year ended September 30, 2021, inclusive of all costs and out-of-pocket expenses, unless the scope of the engagement is changed; the assistance that *Chapel Creek Community Development District* has agreed to furnish is not provided, or unexpected conditions are encountered, in which case we will discuss the situation with you before proceeding.

Our invoices for fees shall be rendered upon completion of the work, shall provide sufficient detail to demonstrate that fees charged are solely for the specified services as actually rendered and shall demonstrate compliance with the terms of this agreement.

This Agreement provides for the agreement period of one (1) year, unless terminated earlier in accordance with this Agreement. This agreement may be renewed for one additional year subject to the mutual agreement by both parties to the terms and fees for such renewal. The District agrees that Auditor may terminate this Agreement with or without cause by providing sixty (60) days' written notice of termination to the District; provided, however, that the District shall be provided a reasonable opportunity to cure any failure under this Agreement. Auditor agrees that the District may terminate this Agreement immediately with cause. Auditor further agrees that the District may terminate this Agreement by providing thirty (30) days' written notice of termination to Auditor. Upon any termination of this Agreement, Auditor shall be entitled to payment for all work and/or services rendered up until the effective termination date, subject to whatever claims or off-sets the District may have against Auditor.

Whenever possible, we will attempt to use *Chapel Creek Community Development District's* personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit. Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

During the course of the audit we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the basic financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

Public Records

Auditor understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and. Accordingly, Auditor agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, *Florida Statutes*. Auditor acknowledges that the designated public records custodian for the District is Government Management Services ("Public Records Custodian"). Among other requirements and to the extent applicable by law, Auditor shall 1) Keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes*; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if Auditor does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in Auditor's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by Auditor, Auditor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District, in a format that is compatible with Microsoft Word or Adobe PDF formats.

IF THE AUDITOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AUDITOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE PUBLIC RECORDS CUSTODIAN AT 407-841-5524, RECORDREQUEST@GMSCFL.COM, OR AT 219 EAST LIVINGSTON ST., ORLANDO, FL 32801.

E-Verification- Pursuant to Section 448.095(2), Florida Statutes (the "Statute")

- a. Auditor represents that it is eligible to contract with the District, and is currently in compliance and will remain in compliance with the Statute for as long as it has any obligations under this Agreement, including, but not limited to, registering with and

using the United States Department of Homeland Security's E-Verify system to verify the work authorization status of all employees hired on or after January 1, 2021.

- b. If the District has a good faith belief that the Auditor has knowingly violated the Statute, the District will terminate this Agreement as required by Section 448.095(2)(c), Florida Statutes. If the District has a good faith belief that a subcontractor knowingly violated Section 448.09(1), Florida Statutes, but the Auditor otherwise complied with its obligations thereunder, the District shall promptly notify the Auditor and the Auditor will immediately terminate its contract with the subcontractor.
- c. If this Agreement is terminated in accordance with such requirements, then the Auditor will be liable for any additional costs incurred by the District.

At the conclusion of our audit engagement, we will communicate to the Board of Supervisors the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of McDirmit Davis, LLC and constitutes confidential information. However, we may be requested to make certain audit documentation available to a federal or state agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities, pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of McDirmit Davis, LLC's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm for your consideration and files.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

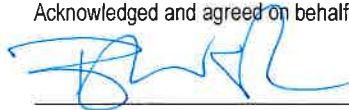
Respectfully,

McDirmit Davis

McDirmit Davis, LLC
Orlando, FL

RESPONSE:

This letter correctly sets forth our understanding.
Chapel Creek Community Development District
Acknowledged and agreed on behalf of Chapel Creek Community Development District by:



Title: C. Hackman

SECTION X

SECTION B

SECTION 1

**TEMPLATE FOR LOCAL GOVERNMENTS AND SPECIAL DISTRICTS FOR PERFORMING A STORMWATER NEEDS ANALYSIS
PURSUANT TO SECTION 5 OF SECTION 403.9302, FLORIDA STATUTES**

INTRODUCTION

As part of the 2021 regular session, the Legislature recognized the need for a long-term planning process for stormwater and wastewater. Section 403.9302, Florida Statutes, requires a 20-year needs analysis from the local governments providing stormwater services. Because this planning document is forward-looking, it will necessarily include a large number of assumptions about future actions. These assumptions should be based on any available information coupled with best professional judgment of the individuals completing the document.

Completing this template by June 30, 2022, will fulfill the statutory requirements for the first round of 20-year needs analyses for stormwater. The template was generated by EDR in cooperation with local governments, Special Districts, the Florida Department of Environmental Protection (DEP), the Water Management Districts, the Florida Stormwater Association, private consultants, and others. Use of this tool will help ensure that information is compiled consistently for the Office of Economic & Demographic Research's (EDR) report to the Legislature.

For the purposes of this document, a stormwater management program and a stormwater management system are as defined in statute (s. 403.031(15) and (16), F.S., respectively; language provided here: <https://www.flsenate.gov/Laws/Statutes/2021/403.031>). Plainly speaking, the "program" is the institutional framework whereby stormwater management activities (MS4 NPDES permit activities, and other regulatory activities, construction, operation and maintenance, etc.) are carried out by the public authority. The "system" comprises the physical infrastructure that is owned and/or operated by the local government or special district that specifically is intended to control, convey or store stormwater runoff for treatment and flood protection purposes.

For the purposes of this document, the following guiding principles have been adopted:

- Stormwater systems or facilities owned and operated by any of the following are excluded from reporting requirements for local governments and special districts:
 - o Private entities or citizens
 - o Federal government
 - o State government, including the Florida Department of Transportation (FDOT)
 - o Water Management Districts
 - o School districts
 - o State universities or Florida colleges
- Local government expenditures associated with routine operation and maintenance are fully funded prior to commencing new projects and initiatives.
- Local government submissions will include the activities of dependent special districts. Only independent special districts report separately. For a list of all special districts in the state and their type (*i.e.*, dependent or independent), please see the Department of Economic Opportunity's Official List of Special Districts at the following link: <http://specialdistrictreports.floridajobs.org/webreports/alphalist.aspx>.
- With respect to federal and state statutes and rulemaking, current law and current administration prevails throughout the 20-year period. In other words, the state's present legal framework (*i.e.*, the status quo) continues throughout the period.

GENERAL INSTRUCTIONS FOR USING THE TEMPLATE

Instructions for submitting the template are still under development. Additional information regarding submission and answers to frequently asked questions will be posted on EDR's website, along with other useful materials, here: <http://edr.state.fl.us/Content/natural-resources/stormwaterwastewater.cfm>

The statutory language forms the titles for each part. This template asks that you group your recent and projected expenditures in prescribed categories. A detailed list of the categories is provided in part 5.0.

The same project should not appear on multiple tables in the jurisdiction's response unless the project's expenditures are allocated between those tables. All expenditures should be reported in \$1,000s (e.g., five hundred thousand dollars should be reported as \$500).

For any jurisdiction that is contracting with another jurisdiction where both could be reporting the same expenditure, please contact EDR for additional guidance. In situations where a reporting jurisdiction contracts with a non-reporting jurisdiction, (i.e., FDOT, the water management districts, the state or federal government), the reporting jurisdiction should include the expenditures.

When reporting cost information, please only include the expenditures that have flowed, are flowing, or will likely flow through your jurisdiction's budget. While necessary to comply with the statute, the concept of "future expenditures" should be viewed as an expression of identified needs.

These projections are necessarily speculative and do not represent a firm commitment to future budget actions by the jurisdiction.

This Excel workbook contains three worksheets for data entry. (Along the bottom of the screen, the three tabs are highlighted green.) Empty cells with visible borders are unlocked for data entry. In the first tab, titled "Background through Part 4," the information requested is either text, a dropdown list (e.g., Yes or No), or a checkbox. The next tab, "Part 5 through Part 8," contains tables for expenditure or revenue data as well as some follow-up questions that may have checkboxes, lists, or space for text.

In Part 5 and Part 6, the expenditure tables have space for up to 5 projects. More projects can be listed in the "Additional Projects" tab. This tab contains a table with space for up to 200 additional projects. In order for these additional projects and expenditures to be correctly classified and included in the final totals, each project must be assigned a Project Type and Funding Source Type from the dropdown lists in columns B and C.

Links to Template Parts:

[Background Information](#)

[Part 1](#)

[Part 2](#)

[Part 3](#)

[Part 4](#)

[Part 5](#)

[Part 6](#)

[Part 7](#)

[Part 8](#)

Additional Projects - This table contains additional rows for projects that do not fit into the main tables in Parts 5 and 6

Background Information

Please provide your contact and location information, then proceed to the template on the next sheet.

| | |
|--|---|
| Name of Local Government: | Chapel Creek Community Development District |
| Name of stormwater utility, if applicable: | N/A |
| Contact Person | |
| Name: | Tonja Stewart, PE |
| Position/Title: | CDD Engineer |
| Email Address: | tonja.stewart@stantec.com |
| Phone Number: | (813)223-9500 |

Indicate the Water Management District(s) in which your service area is located.

- ☐ Northwest Florida Water Management District (NFWFMD)
- ☐ Suwannee River Water Management District (SRWMD)
- ☐ St. Johns River Water Management District (SJRWMD)
- ☒ Southwest Florida Water Management District (SWFWMD)
- ☐ South Florida Water Management District (SFWMD)

Indicate the type of local government:

- ☐ Municipality
- ☐ County
- ☒ Independent Special District

Part 1.0 Detailed description of the stormwater management program (Section 403.9302(3)(a), F.S.)

The stormwater management program, as defined in the Introduction, includes those activities associated with the management, operation and maintenance, and control of stormwater and stormwater management systems, including activities required by state and federal law. The detailed program description is divided into multiple subparts consisting of narrative and data fields.

Part 1.1 Narrative Description:

Please provide a brief description of the current institutional strategy for managing stormwater in your jurisdiction. Please include any mission statement, divisions or departments dedicated solely or partly to managing stormwater, dedicated funding sources, and other information that best describes your approach to stormwater:

The CDD professional engineering staff has established BMPs for the stormwater ponds designed and constructed as part of its Master Drainage Plan. The District has incorporated littoral shelf and pond perimeter aquatic plantings for improved stormwater quality and management of slope erosion. Pond and landscape maintenance vendors have been informed of Illicit Discharges and street flooding for notification to District Management, if observed, for identification and maintenance.

On a scale of 1 to 5, with 5 being the highest, please indicate the importance of each of the following goals for your program:

| 0 | 1 | 2 | 3 | 4 | 5 | |
|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Drainage & flood abatement (such as flooding events associated with rainfall and hurricanes) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Water quality improvement (TMDL Process/BMAPs/other) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Reduce vulnerability to adverse impacts from flooding related to increases in frequency and duration of rainfall events, storm surge and sea level rise |
| | | | | | | Other: |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

Part 1.2 Current Stormwater Program Activities:

Please provide answers to the following questions regarding your stormwater management program.

- Does your jurisdiction have an NPDES Municipal Separate Storm Sewer System (MS4) Permit?
If yes, is your jurisdiction regulated under Phase I or Phase II of the NPDES Program:
- Does your jurisdiction have a dedicated stormwater utility?
If no, do you have another funding mechanism?
If yes, please describe your funding mechanism.
- Does your jurisdiction have a Stormwater Master Plan or Plans?
If Yes:
How many years does the plan(s) cover?
Are there any unique features or limitations that are necessary to understand what the plan does or does not address?

Please provide a link to the most recently adopted version of the document (if it is published online):
- Does your jurisdiction have an asset management (AM) system for stormwater infrastructure?
If Yes, does it include 100% of your facilities?
If your AM includes less than 100% of your facilities, approximately what percent of your facilities are included?

- Does your stormwater management program implement the following (answer Yes/No):

| | |
|---|-----|
| A construction sediment and erosion control program for new construction (plans review and/or inspection)? | No |
| An illicit discharge inspection and elimination program? | Yes |
| A public education program? | Yes |
| A program to involve the public regarding stormwater issues? | Yes |
| A "housekeeping" program for managing stormwater associated with vehicle maintenance yards, chemical storage, fertilizer management, etc. ? | No |
| A stormwater ordinance compliance program (i.e., for low phosphorus fertilizer)? | No |
| Water quality or stream gage monitoring? | No |
| A geospatial data or other mapping system to locate stormwater infrastructure (GIS, etc.)? | No |
| A system for managing stormwater complaints? | Yes |
| Other specific activities? | |

Monthly observations and reporting by both the pond and landscape maintenance vendors at Board of Supervisors' meetings.

Notes or Comments on any of the above:

Part 1.3 Current Stormwater Program Operation and Maintenance Activities

Please provide answers to the following questions regarding the operation and maintenance activities undertaken by your stormwater management program.

- Does your jurisdiction typically assume maintenance responsibility for stormwater systems associated with new private development (i.e., systems that are dedicated to public ownership and/or operation upon completion)?

Yes

Notes or Comments on the above:

- Does your stormwater operation and maintenance program implement any of the following (answer Yes/No):

| | |
|--|-----|
| Routine mowing of turf associated with stormwater ponds, swales, canal/lake banks, <i>etc.</i> ? | Yes |
| Debris and trash removal from pond skimmers, inlet grates, ditches, <i>etc.</i> ? | Yes |
| Invasive plant management associated with stormwater infrastructure? | No |
| Ditch cleaning? | Yes |
| Sediment removal from the stormwater system (vacator trucks, other)? | No |
| Muck removal (dredging legacy pollutants from water bodies, canal, <i>etc.</i>)? | No |
| Street sweeping? | No |
| Pump and mechanical maintenance for trash pumps, flood pumps, alum injection, <i>etc.</i> ? | No |
| Non-structural programs like public outreach and education? | Yes |
| Other specific routine activities? | |

Part 2. Detailed description of the stormwater management system and its facilities and projects (continued Section 403.9302(3)(a), F.S.)

A stormwater management system, as defined in the Introduction, includes the entire set of site design features and structural infrastructure for collection, conveyance, storage, infiltration, treatment, and disposal of stormwater. It may include drainage improvements and measures to prevent streambank channel erosion and habitat degradation. This section asks for a summary description of your stormwater management system. It is not necessary to provide geospatial asset data or a detailed inventory. For some, it may be possible to gather the required data from your Asset Management (AM) system. For others, data may be gathered from sources such as an MS4 permit application, aerial photos, past or ongoing budget investments, water quality projects, or any other system of data storage/management that is employed by the jurisdiction.

Please provide answers to the following questions regarding your stormwater system inventory. Enter zero (0) if your system does not include the component.

| | Number | Unit of Measurement |
|--|--------|---------------------|
| Estimated feet or miles of buried culvert: | | |
| Estimated feet or miles of open ditches/conveyances (lined and unlined) that are maintained by the stormwater program: | 0.00 | |
| Estimated number of storage or treatment basins (i.e., wet or dry ponds): | 11 | |
| Estimated number of gross pollutant separators including engineered sediment traps such as baffle boxes, hydrodynamic separators, etc. : | 0 | |
| Number of chemical treatment systems (e.g., alum or polymer injection): | 0 | |
| Number of stormwater pump stations: | 0 | |
| Number of dynamic water level control structures (e.g., operable gates and weirs that control canal water levels): | 0 | |
| Number of stormwater treatment wetland systems: | 2 | |
| Other: | | |
| Pond Control Structures | 9.00 | |
| | | |
| | | |
| | | |
| | | |
| | | |

Notes or Comments on any of the above:

Which of the following green infrastructure best management practices do you use to manage water flow and/or improve water quality (answer Yes/No):

| Best Management Practice | Current | Planned |
|--------------------------|---------|---------|
| Tree boxes | No | No |
| Rain gardens | No | No |
| Green roofs | No | No |
| Pervious pavement/pavers | No | No |
| Littoral zone plantings | Yes | |
| Living shorelines | Yes | |

Other Best Management Practices:

| | | |
|--------------------------------|--|--|
| Invasive vegetation management | | |
| | | |
| | | |
| | | |
| | | |

Please indicate which resources or documents you used when answering these questions (check all that apply).

- ☒ Asset management system
- ☐ GIS program
- ☐ MS4 permit application
- ☒ Aerial photos
- ☒ Past or ongoing budget investments
- ☒ Water quality projects

Other(s):

Part 3. The number of current and projected residents served calculated in 5-year increments (Section 403.9302(3)(b), F.S.)

Counties and municipalities: Instead of requiring separate population projections, EDR will calculate the appropriate population estimates for each municipality or the unincorporated area of the county. If your service area is less than or more than your local government's population, please describe in the first text box provided below for part 4.0.

Independent Special Districts:

If an independent special district's boundaries are completely aligned with a county or a municipality, identify that jurisdiction here:

Pasco County

Any independent special district whose boundaries do not coincide with a county or municipality must submit a GIS shapefile with the current and projected service area. EDR will calculate the appropriate population estimates based on that map. Submission of this shapefile also serves to complete Part 4.0 of this template.

Part 4.0 The current and projected service area for the stormwater management program or stormwater management system (Section 403.9302(3)(c), F.S.)

Rather than providing detailed legal descriptions or maps, this part of the template is exception-based. In this regard, if the stormwater service area is less than or extends beyond the geographic limits of your jurisdiction, please explain.

Similarly, if your service area is expected to change within the 20-year horizon, please describe the changes (*e.g.*, the expiration of an interlocal agreement, introduction of an independent special district, *etc.*).

[Proceed to Part 5](#)

Part 5.0 The current and projected cost of providing services calculated in 5-year increments (Section 403.9302(3)(d), F.S.)

Given the volume of services, jurisdictions should use the template's service groupings rather than reporting the current and projected cost of each individual service. Therefore, for the purposes of this document, "services" means:

1. Routine operation and maintenance (inclusive of the items listed in Part 1.3 of this document, ongoing administration, and non-structural programs)
2. Expansion (that is, improvement) of a stormwater management system.

Expansion means new work, new projects, retrofitting, and significant upgrades. Within the template, there are four categories of expansion projects.

1. Flood protection, addressed in parts 5.2 and 5.3... this includes capital projects intended for flood protection/flood abatement
2. Water quality, addressed in part 5.2 and 5.3... this includes stormwater projects related to water quality improvement, such as BMAPs; projects to benefit natural systems through restoration or enhancement; and stormwater initiatives that are part of aquifer recharge projects
3. Resiliency, addressed in part 5.4... this includes all major stormwater initiatives that are developed specifically to address the effects of climate change, such as sea level rise and increased flood events
4. End of useful life replacement projects, addressed in part 6.0... this includes major expenses associated with the replacement of aging infrastructure

While numbers 3 and 4 have components that would otherwise fit into the first two categories, they are separately treated given their overall importance to the Legislature and other policymakers.

Expansion projects are further characterized as currently having either a committed funding source or no identified funding source. Examples of a committed funding source include the capacity to absorb the project's capital cost within current budget levels or forecasted revenue growth; financing that is underway or anticipated (bond or loan); known state or federal funding (appropriation or grant); special assessment; or dedicated cash reserves for future expenditure.

All answers should be based on local fiscal years (LFY, beginning October 1 and running through September 30). Please use nominal dollars for each year, but include any expected cost increases for inflation or population growth. Please check the EDR website for optional growth rate schedules that may be helpful.

If you have more than 5 projects in a particular category, please use the "Additional Projects" tab. There, you can use dropdown lists to choose the project category and whether there is a committed funding source, then enter the project name and expenditure amounts.

Part 5.1 Routine Operation and Maintenance

Please complete the table below, indicating the cost of operation and maintenance activities for the current year and subsequent five-year increments throughout the 20-year horizon. Your response to this part should exclude future initiatives associated with resiliency or major expenses associated with the replacement of aging infrastructure; these activities are addressed in subparts 5.4 and 6.0. However, do include non-structural programs like public outreach and education in this category.

If specific cost data is not yet available for the current year, the most recent (2020-21) O&M value can be input into the optional growth rate schedules (available on EDR's website as an Excel workbook). The most recent O&M value can be grown using the provided options for inflation, population growth, or some other metric of your choosing. If the growth in your projected total O&M costs is more than 15% over any five-year increment, please provide a brief explanation of the major drivers.

Routine Operation and Maintenance

| | Expenditures (in \$thousands) | | | | |
|--|-------------------------------|--------------------|--------------------|--------------------|--------------------|
| | LFY 2021-2022 | 2022-23 to 2026-27 | 2027-28 to 2031-32 | 2032-33 to 2036-37 | 2037-38 to 2041-42 |
| Operation and Maintenance Costs | 20,000 | 20,000 | 20,000 | 21,000 | 21,000 |
| Brief description of growth greater than 15% over any 5-year period: | | | | | |
| | | | | | |

Part 5.2 Future Expansion (Committed Funding Source)

Please list expansion projects and their associated costs for the current year and subsequent five-year increments throughout the 20-year planning horizon. In this section, include stormwater system expansion projects or portions of projects with a committed funding source. If you include a portion of a project that is not fully funded, the project's remaining cost must be included in part 5.3, Expansion Projects with No Identified Funding Source.

Though many, if not most, stormwater projects benefit both flood protection and water quality, please use your best judgment to either allocate costs or simply select the primary purpose from the two categories below.

5.2.1 Flood Protection (Committed Funding Source): Provide a list of all scheduled new work, retrofitting and upgrades related to flood protection/flood abatement. Include infrastructure such as storage basins, piping and other conveyances, land purchases for stormwater projects, etc. Also include major hardware purchases such as vacator/jet trucks.

5.2.2 Water Quality Projects (Committed Funding Source): Please provide a list of scheduled water quality projects in your jurisdiction, such as treatment basins, alum injection systems, green infrastructure, water quality retrofits, etc., that have a direct stormwater component. The projected expenditures should reflect only those costs.

- If you are party to an adopted BMAP, please include the capital projects associated with stormwater in this table. Include BMAP project number, cost to your jurisdiction, and year(s) that capital improvement costs are to be incurred. For reference, DEP publishes a complete list of adopted BMAP projects as an appendix in their Annual STAR Report.

Expansion Projects with a Committed Funding Source

5.2.1 Flood Protection

Expenditures (in \$thousands)

| Project Name | LFY 2021-2022 | 2022-23 to 2026-27 | 2027-28 to 2031-32 | 2032-33 to 2036-37 | 2037-38 to 2041-42 |
|--------------|---------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

5.2.2 Water Quality

Expenditures (in \$thousands)

| Project Name (or, if applicable, BMAP Project Number or ProjID) | LFY 2021-2022 | 2022-23 to 2026-27 | 2027-28 to 2031-32 | 2032-33 to 2036-37 | 2037-38 to 2041-42 |
|---|---------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Aquatic Plantings | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Part 5.3 Future Expansion with No Identified Funding Source

Please provide a list of known expansion projects or anticipated need(s) without formal funding commitments(s), formal pledges, or obligations. If you included a portion of a project that was partially covered by a committed source in part 5.2 above, list the projects and their remaining costs below.

5.3.1 Future Flood Protection with No Identified Funding Source: Please provide a list of future flood protection/flood abatement projects, associated land purchases, or major hardware purchases that are needed in your jurisdiction over the next 20 years. Future needs may be based on Master Plans, Comprehensive Plan Elements, Water Control Plans, areas of frequent flooding, hydrologic and hydraulic modeling, public safety, increased frequency of maintenance, desired level of service, flooding complaints, etc.

5.3.2 Future Water Quality Projects with no Identified Funding Source: Please provide a list of future stormwater projects needed in your jurisdiction over the next 20 years that are primarily related to water quality issues. Future needs may be based on proximity to impaired waters or waters with total maximum daily loads (TMDLs), BMAPs, state adopted Restoration Plans, Alternative Restoration Plans, or other local water quality needs.

- If you are party to an adopted BMAP, please list capital projects associated with stormwater. Include BMAP project number, cost to your jurisdiction, and year(s) that capital improvement costs are to be incurred.
- List other future water quality projects, including those in support of local water quality goals as well as those identified in proposed (but not yet adopted) BMAPs.

Expansion Projects with No Identified Funding Source

5.3.1 Flood Protection

Expenditures (in \$thousands)

| Project Name | LFY 2021-2022 | 2022-23 to 2026-27 | 2027-28 to 2031-32 | 2032-33 to 2036-37 | 2037-38 to 2041-42 |
|--------------|---------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

5.3.2 Water Quality

Expenditures (in \$thousands)

| Project Name (or, if applicable, BMAP Project Number or ProjID) | LFY 2021-2022 | 2022-23 to 2026-27 | 2027-28 to 2031-32 | 2032-33 to 2036-37 | 2037-38 to 2041-42 |
|---|---------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | | | | | |
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| | | | | | |

Please indicate which resources or documents you used to complete table 5.3 (check all that apply).

- ☒ Stormwater Master Plan
- ☐ Basin Studies or Engineering Reports
- ☐ Adopted BMAP
- ☐ Adopted Total Maximum Daily Load
- ☐ Regional or Basin-specific Water Quality Improvement Plan or Restoration Plan
- ☐ Other(s):

Part 5.4 Stormwater projects that are part of resiliency initiatives related to climate change

Please list any stormwater infrastructure relocation or modification projects and new capital investments specifically needed due to sea level rise, increased flood events, or other adverse effects of climate change. When aggregating, include O&M costs for these future resiliency projects and investments in this table (not in part 5.1). If your jurisdiction participates in a Local Mitigation Strategy (LMS), also include the expenditures associated with your stormwater management system in this category (for example, costs identified on an LMS project list).

Resiliency Projects with a Committed Funding Source

Expenditures (in \$thousands)

| Project Name | LFY 2021-2022 | 2022-23 to 2026-27 | 2027-28 to 2031-32 | 2032-33 to 2036-37 | 2037-38 to 2041-42 |
|--------------|---------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | | | | | |
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| | | | | | |

Resiliency Projects with No Identified Funding Source

Expenditures (in \$thousands)

| Project Name | LFY 2021-2022 | 2022-23 to 2026-27 | 2027-28 to 2031-32 | 2032-33 to 2036-37 | 2037-38 to 2041-42 |
|--------------|---------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | | | | | |
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| | | | | | |

- Has a vulnerability assessment been completed for your jurisdiction's storm water system?

No

If no, how many facilities have been assessed?

None

- Does your jurisdiction have a long-range resiliency plan of 20 years or more?

No

If yes, please provide a link if available:

If no, is a planning effort currently underway?

Yes

Part 6.0 The estimated remaining useful life of each facility or its major components (Section 403.9302(3)(e), F.S.)

Rather than reporting the exact number of useful years remaining for individual components, this section is constructed to focus on infrastructure components that are targeted for replacement and will be major expenses within the 20-year time horizon. Major replacements include culverts and pipe networks, control structures, pump stations, physical/biological filter media, etc. Further, the costs of retrofitting when used in lieu of replacement (such as slip lining) should be included in this part. Finally, for the purposes of this document, it is assumed that open storage and conveyance systems are maintained (as opposed to replaced) and have an unlimited service life.

In order to distinguish between routine maintenance projects and the replacement projects to be included in this part, only major expenses are included here. A major expense is defined as any single replacement project greater than 5% of the jurisdiction's total O&M expenditures over the most recent five-year period (such as a project in late 2021 costing more than 5% of the O&M expenditures for fiscal years 2016-2017 to 2020-2021).

If you have more than 5 projects in a particular category, please use the "Additional Projects" tab. There, you can use dropdown lists to choose the project category and whether there is a committed funding source, then enter the project name and expenditure amounts.

End of Useful Life Replacement Projects with a Committed Funding Source

| Project Name | LFY 2021-2022 | Expenditures (in \$thousands) | | | |
|--------------|---------------|-------------------------------|-----------------------|-----------------------|-----------------------|
| | | 2022-23 to 2026-27 | 2027-28 to 2031-32 | 2032-33 to 2036-37 | 2037-38 to 2041-42 |
| | | | | | |
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| | | | | | |

End of Useful Life Replacement Projects with No Identified Funding Source

| Project Name | LFY 2021-2022 | Expenditures (in \$thousands) | | | |
|--------------|---------------|-------------------------------|-----------------------|-----------------------|-----------------------|
| | | 2022-23 to 2026-27 | 2027-28 to 2031-32 | 2032-33 to 2036-37 | 2037-38 to 2041-42 |
| | | | | | |
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| | | | | | |
| | | | | | |

**Part 7.0 The most recent 5-year history of annual contributions to, expenditures from, and balances of any capital account for maintenance or expansion of any facility or its major components.
(Section 403.9302(3)(f), F.S.)**

This part of the template also addresses a portion of s. 403.9302(3)(g), F.S., by including historical expenditures. Many local governments refer to these as "actual" expenditures.

Consistent with expenditure projections, the jurisdiction's actual expenditures are categorized into routine O&M, expansion, resiliency projects, and replacement of aging infrastructure. Additionally, the table includes space for reserve accounts. EDR's interpretation of subparagraph 403.9302(3)(f), F.S., is that "capital account" refers to any reserve account developed specifically to cover future expenditures.

Note that for this table:

- Expenditures for local fiscal year 2020-21 can be estimated based on the most current information if final data is not yet available.
- Current Year Revenues include tax and fee collections budgeted for that fiscal year as well as unexpended balances from the prior year (balance forward or carry-over) unless they are earmarked for the rainy day or a dedicated reserve as explained in the following bullets.
- Bond proceeds should reflect only the amount expended in the given year.
- A reserve is a dedicated account to accumulate funds for a specific future expenditure.
- An all-purpose rainy day fund is a type of working capital fund typically used to address costs associated with emergencies or unplanned events.

The sum of the values reported in the "Funding Sources for Actual Expenditures" columns should equal the total "Actual Expenditures" amount. The cells in the "Funding Sources for Actual Expenditures" section will be highlighted red if their sum does not equal the "Actual Expenditures" total.

If you do not have a formal reserve dedicated to your stormwater system, please enter zero for the final two reserve columns.

Routine O&M

| | Total | | Funding Sources for Actual Expenditures | | | | Contributions to Reserve Account | Balance of Reserve Account |
|---------|---------------------|--|---|---------------------------------|-------------------------------------|--|----------------------------------|----------------------------|
| | Actual Expenditures | | Amount Drawn from Current Year Revenues | Amount Drawn from Bond Proceeds | Amount Drawn from Dedicated Reserve | Amount Drawn from All-Purpose Rainy Day Fund | | |
| 2016-17 | 2,000 | | 2,000 | | | | 0 | |
| 2017-18 | 2,000 | | 2,000 | | | | 0 | |
| 2018-19 | 2,000 | | 2,000 | | | | 0 | |
| 2019-20 | 2,000 | | 2,000 | | | | 0 | |
| 2020-21 | 2,000 | | 2,000 | | | | | |

Expansion

| | Total | | Funding Sources for Actual Expenditures | | | | Contributions to Reserve Account | Balance of Reserve Account |
|---------|---------------------|--|---|---------------------------------|-------------------------------------|--|----------------------------------|----------------------------|
| | Actual Expenditures | | Amount Drawn from Current Year Revenues | Amount Drawn from Bond Proceeds | Amount Drawn from Dedicated Reserve | Amount Drawn from All-Purpose Rainy Day Fund | | |
| 2016-17 | 0 | | | | | | | |
| 2017-18 | 0 | | | | | | | |
| 2018-19 | 0 | | | | | | | |
| 2019-20 | 0 | | | | | | | |
| 2020-21 | 0 | | | | | | | |

Resiliency

| | Total | | Funding Sources for Actual Expenditures | | | | Contributions to Reserve Account | Balance of Reserve Account |
|---------|---------------------|--|---|---------------------------------|-------------------------------------|--|----------------------------------|----------------------------|
| | Actual Expenditures | | Amount Drawn from Current Year Revenues | Amount Drawn from Bond Proceeds | Amount Drawn from Dedicated Reserve | Amount Drawn from All-Purpose Rainy Day Fund | | |
| 2016-17 | 0 | | | | | | | |
| 2017-18 | 0 | | | | | | | |
| 2018-19 | 0 | | | | | | | |
| 2019-20 | 0 | | | | | | | |
| 2020-21 | 0 | | | | | | | |

Replacement of Aging Infrastructure

| | Total | | Funding Sources for Actual Expenditures | | | | Contributions to Reserve Account | Balance of Reserve Account |
|---------|---------------------|--|---|---------------------------------|-------------------------------------|--|----------------------------------|----------------------------|
| | Actual Expenditures | | Amount Drawn from Current Year Revenues | Amount Drawn from Bond Proceeds | Amount Drawn from Dedicated Reserve | Amount Drawn from All-Purpose Rainy Day Fund | | |
| 2016-17 | 0 | | | | | | | |
| 2017-18 | 0 | | | | | | | |
| 2018-19 | 0 | | | | | | | |
| 2019-20 | 0 | | | | | | | |
| 2020-21 | 0 | | | | | | | |

Part 8.0 The local government's plan to fund the maintenance or expansion of any facility or its major components. The plan must include historical and estimated future revenues and expenditures with an evaluation of how the local government expects to close any projected funding gap (Section 403.9302(3)(g), F.S.)

In this template, the historical data deemed necessary to comply with s. 403.9302(3)(g), F.S., was included in part 7.0. This part is forward looking and includes a funding gap calculation. The first two tables will be auto-filled from the data you reported in prior tables. To do this, EDR will rely on this template's working definition of projects with committed funding sources, i.e., EDR assumes that all committed projects have committed revenues. Those projects with no identified funding source are considered to be unfunded. EDR has automated the calculation of projected funding gaps based on these assumptions.

| Committed Funding Source | 2022-23 to 2026-27 | 2027-28 to 2031-32 | 2032-33 to 2036-37 | 2037-38 to 2041-42 |
|--|-----------------------|-----------------------|-----------------------|-----------------------|
| Maintenance | 20,000 | 20,000 | 21,000 | 21,000 |
| Expansion | 5,000 | 5,000 | 5,000 | 5,000 |
| Resiliency | 0 | 0 | 0 | 0 |
| Replacement/Aging Infrastructure | 0 | 0 | 0 | 0 |
| Total Committed Revenues (=Total Committed Projects) | 25,000 | 25,000 | 26,000 | 26,000 |

| No Identified Funding Source | 2022-23 to 2026-27 | 2027-28 to 2031-32 | 2032-33 to 2036-37 | 2037-38 to 2041-42 |
|--|-----------------------|-----------------------|-----------------------|-----------------------|
| Maintenance | 0 | 0 | 0 | 0 |
| Expansion | 0 | 0 | 0 | 0 |
| Resiliency | 0 | 0 | 0 | 0 |
| Replacement/Aging Infrastructure | 0 | 0 | 0 | 0 |
| Projected Funding Gap (=Total Non-Committed Needs) | 0 | 0 | 0 | 0 |

For any specific strategies that will close or lessen a projected funding gap, please list them in the table below. For each strategy, also include the expected new revenue within the five-year increments.

| Strategies for New Funding Sources | 2022-23 to 2026-27 | 2027-28 to 2031-32 | 2032-33 to 2036-37 | 2037-38 to 2041-42 |
|------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Total | 0 | 0 | 0 | 0 |
| Remaining Unfunded Needs | 0 | 0 | 0 | 0 |

Additional Table Rows

Choose from the drop-down lists for Project Type and Funding Source Type, then fill in the project name and expenditure estimates. Rows that are highlighted RED are either missing information in a "Project & Type Information" column or have zero expenditures. [Link to aggregated table to crosscheck category totals and uncategorized projects.](#)

| Project & Type Information | | | Expenditures (in \$thousands) | | | | |
|---|--|------------------|-------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Project Type (Choose from dropdown list) | Funding Source Type (Choose from dropdown list) | Project Name | LFY 2021-2022 | 2022-23 to 2026-27 | 2027-28 to 2031-32 | 2032-33 to 2036-37 | 2037-38 to 2041-42 |
| Project & Type Information | | | Expenditures | | | | |
| Project Type | Funding Source Type | | LFY 2021-2022 | 2022-23 to 2026-27 | 2027-28 to 2031-32 | 2032-33 to 2036-37 | 2037-38 to 2041-42 |
| Expansion Projects, Flood Protection | Committed Funding Source | Aggregated Total | 0 | 0 | 0 | 0 | 0 |
| Expansion Projects, Water Quality | Committed Funding Source | Aggregated Total | 0 | 0 | 0 | 0 | 0 |
| Resiliency Projects | Committed Funding Source | Aggregated Total | 0 | 0 | 0 | 0 | 0 |
| End of Useful Life Replacement Projects | Committed Funding Source | Aggregated Total | 0 | 0 | 0 | 0 | 0 |
| Expansion Projects, Flood Protection | No Identified Funding Source | Aggregated Total | 0 | 0 | 0 | 0 | 0 |
| Expansion Projects, Water Quality | No Identified Funding Source | Aggregated Total | 0 | 0 | 0 | 0 | 0 |
| Resiliency Projects | No Identified Funding Source | Aggregated Total | 0 | 0 | 0 | 0 | 0 |
| End of Useful Life Replacement Projects | No Identified Funding Source | Aggregated Total | 0 | 0 | 0 | 0 | 0 |
| Total of Projects without Project Type and/or Funding Source Type | | | 0 | 0 | 0 | 0 | 0 |









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Legend

-  CDD BOUNDARY
 CONTROL STRUCTURE
 EASEMENT
 LANDSCAPE MAINTENANCE
 POND BANK MAINTENANCE
 WETLAND WITH 25' SETBACK

[illegible]

| | Client/Project |
|-----|----------------|
| 1 | Client/Project |
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| 100 | Client/Project |

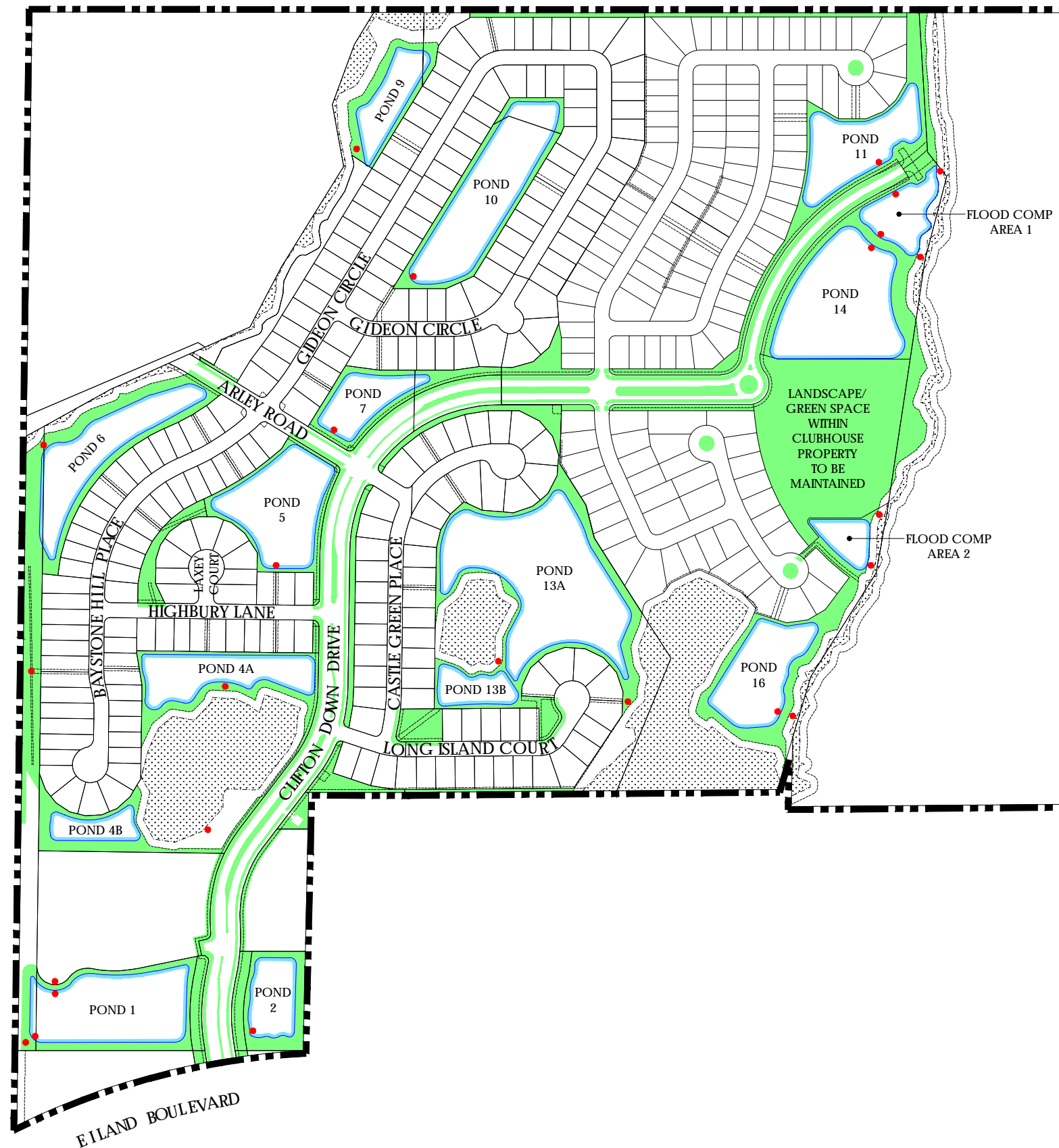
CHAPEL CREEK
COMMUNITY DEVELOPMENT DISTRICT

Pasco County, Florida

Title

MAINTENANCE MAP

| | | |
|--------------------------|--------------------|---------------|
| Project No. 215610537 | Scale 1" = 200' | |
| Drawing No. X03 | Sheet 1 of 1 | Revision 0 |



V:\2156\active\215610537\land_development\drawing\active\exhibits\215610537-x003_Maintenance Map.dwg
2020/04/09 10:13 AM By: Nurse, Vanessa



Gideon Cir

Gideon Cir

Gideon Cir

Arboretum Cir

Arley Rd

Clifton Oaks Dr

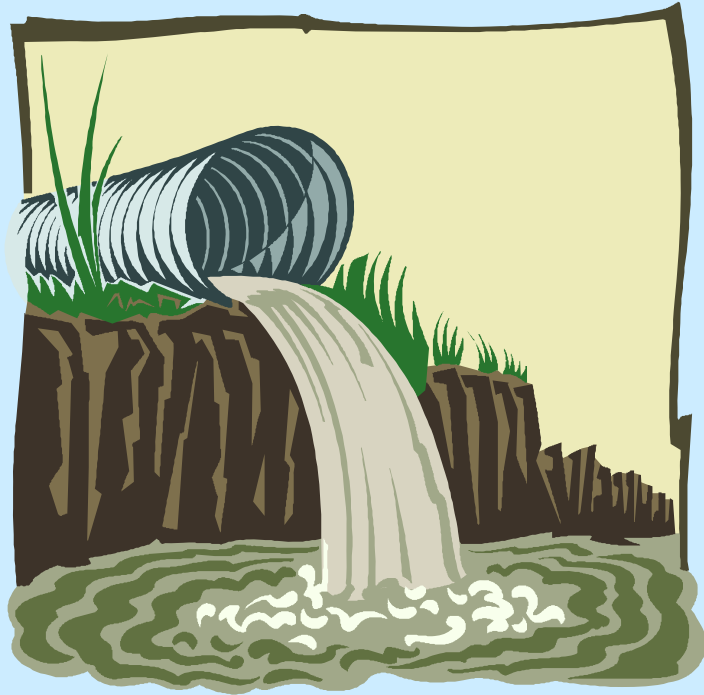
Castle Green Pl

Long Island Ct

Clifton Downs Dr

Baystone Hill Dr

eaisy



IDENTIFICATION AND ELIMINATION OF *ILLICIT* *DISCHARGES*

**FLORIDA DEPARTMENT OF
ENVIRONMENTAL PROTECTION
NPDES STORMWATER SECTION**

PURPOSE...

- Educate staff and contractors to recognize, report, and stop illicit discharges.
- Create a culture of Pollution Prevention (P²) within OUR agency and community to prevent “pointless personal pollution.”



WHY AM I HERE?

- **YOU are in the field as part of your job**
- **YOU are the “eyes” of our local government or agency**
- **YOU are part of the front lines in preventing illicit discharges**
- **YOU need to know what to look for and what to do if you see illicit discharges**

WHAT IS THE MS4?

- **“Municipal Separate Storm Sewer System”**
- **It is your “Master Drainage System”**
- **The “system” includes road drainage, catch basins, channels, detention ponds, swales, ditches, pipes, etc.**
- **Owned by local governments, WCDs, special districts**
- **Ultimately discharges to surface waters (lakes, rivers, bays, ocean, wetlands)**

HOW STORMWATER REACHES SURFACE WATER

- Sanitary sewer
- Storm sewer



WHAT IS A NPDES MS4 PERMIT?

- **Required by Federal Clean Water Act and by 403.0885, Florida Statutes**
- **NPDES = “National Pollutant Discharge Elimination System”**
 - **Implement Stormwater Management Program (SWMP) to minimize stormwater pollutant loadings.**
 - **Prohibit non-stormwater discharge to the MS4 through education, rules, policies, and inspections.**
 - **Improve and restore impaired waters by reducing stormwater loads.**

ALLOWABLE DISCHARGES INCLUDE...

- **Flows from emergency fire fighting activities.**
- **Water line flushing.**
- **Irrigation from lawn watering.**
- **Air conditioning condensate**
- **Rising ground waters.**
- **Dechlorinated/desalinated swimming pool water.**
- **Residential car washing.**



WHO IS RESPONSIBLE?

- *Everyone is!*
- We have a permit and moral obligation to future generations.
- Contact your MS4 staff for assistance in identifying a possible illicit discharge you have observed and how to prevent it.



WHY BE CONCERNED WITH ILLICIT DISCHARGES?



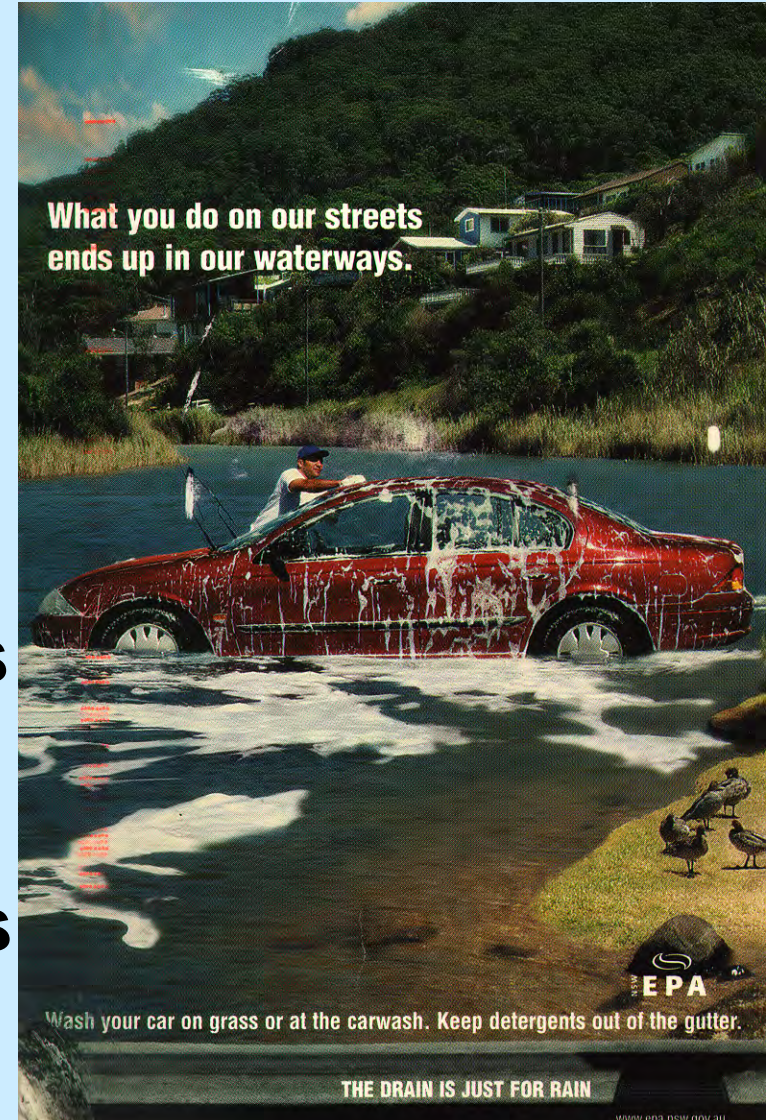
- To ensure that only stormwater goes into our MS4.
- To protect our lakes, rivers, estuaries, and wetlands from pollution.

ILLICIT DISCHARGES ARE...

- **Any discharge to an MS4, surface water, or ground water that is not composed entirely of stormwater runoff.**
- **Illicit Discharges may include:**
 - **Deliberate discharges or dumping**
 - **Incidental runoff from sites with chemicals, raw materials, or bare soil.**

What are Examples of Illicit Discharges?

- Raw Sewage/ Septic Effluent
- Washing machine wastewater
- Car wash wastewater
- Improper oil or household toxics disposal
- Improper radiator flushing
- Paints, pesticides, herbicides
- Construction and other debris
- Pressure washing with soaps
- Grass clippings or yard waste
- Spills from roadway accidents



Types of Illicit Discharges

- **Illegal Dumping**
- **Illicit Connections**
- **Construction-related Discharges**
- **Pipe Defects (sanitary sewer)**
- **Accidental Discharge or Spills**



Illegal Dumping

Discharge of pollutants or non-stormwater materials into the storm sewer system



REPORT IMMEDIATELY

Illicit Connection

An improper physical connection to the stormwater system which can include non-permitted connection(s) to our MS4.

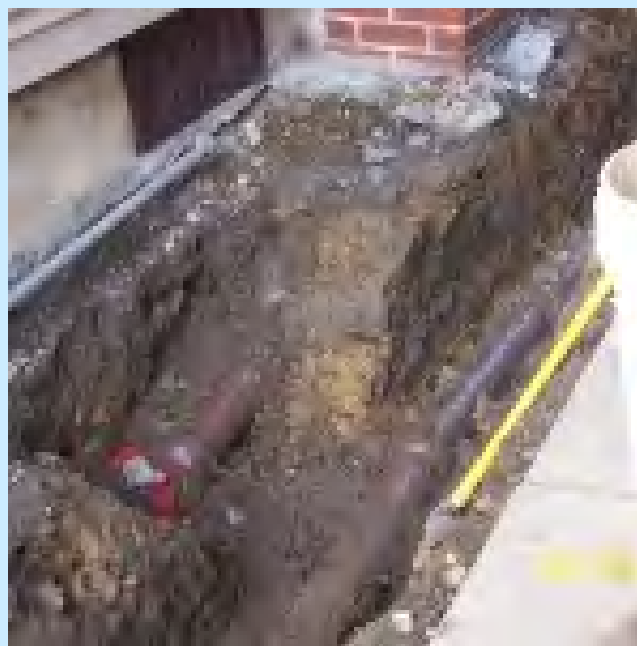
Direct Connection

- Wastewater piping
- Sewage from residential property
- Washing machine discharge
- Pipes to a stormwater drain



Indirect Connection

- Cracked sanitary systems
- Spills collected by drain outlets
- Paint or used oil dumped into drainage systems



Construction-Related Discharges

These are discharges into the MS4 or right-of-way from adjacent construction projects.

Some examples are:

- **Turbid water from dewatering and other construction activities.**
- **Contamination from discharges associated with remediation projects.**
- **Non-permitted dewatering discharges**



Sanitary Sewage

- Sanitary sewage may be present if there is black staining inside the drainage pipe; visible evidence of sanitary waste, floating debris, or opaque or gray water.
- Sewage may originate from septic tank overflow pipes or improperly dumped travel trailer waste.



Failing septic tank

Accidental Discharge or Spills

Reporting a discharge or spill

- The reporting requirements for spills are 25 gallons or more of petroleum or petroleum based products.



Florida State Warning Point 1-800-320-0519

DOCUMENTING & REPORTING ILLICIT DISCHARGES

- Each MS4 has it's own SOPs – Part 2 of training
- Typically use inspection checklist
- Need to know to whom and how to report possible illicit discharge

**FLORIDA DEPARTMENT OF TRANSPORTATION
DISTRICT FIVE
ILLICIT DISCHARGE DETECTION INSPECTION REPORT
NPDES MS4 STORMWATER PROGRAM**

Date: _____ Time: _____ Current Weather Condition: _____
Firm or Agency: _____ Name: _____ Phone # _____
Illicit Discharge Location (Address/Location): _____
_____ Mile Post: _____ (or) Station #: _____
Receiving Water Body: _____ Ultimate Receiving Water Body (if known): _____

Physical Hydrologic/Hydraulic Data
Time since last rain event: ☐ > 72 hours ☐ < 72 hours Quantity of last rain event: _____ inches
Connection Type: ☐ Circular ☐ Elliptical ☐ Ditch or Swale ☐ Weir ☐ Culvert ☐ Arched ☐ Canal ☐ Unknown
Description: _____
Connection Material: ☐ RCP (Reinforced Concrete Pipe) ☐ CMP (Corrugated Metal Pipe) ☐ PVC (Polyvinyl Chloride Pipe)
and/or: ☐ Concrete ☐ Earthen ☐ Ductile Iron (DIP) ☐ Fiberglass ☐ Asphalt ☐ Unknown ☐ Other
Description: _____
Connection/Outfall Size/Diameter: _____ feet and/or _____ inches

General Observation of Illicit Discharge
Water Present: ☐ Yes ☐ No Abandoned Drums/Containers or Material Present: ☐ Yes ☐ No (If Yes Describe Below)
Water Color: ☐ Clear ☐ Red ☐ Yellow ☐ Brown ☐ Green ☐ Grey ☐ Dark ☐ Tannin ☐ Other _____
Odor: ☐ None ☐ Musty ☐ Sewage ☐ Sulfur/Rotten Eggs ☐ Sour Milk ☐ Fishy ☐ Other _____
Floatables: ☐ None ☐ Oil ☐ Sheen ☐ Garbage/Trash ☐ Sewage/Milt ☐ Other _____
Sedimentation: ☐ None ☐ Slight ☐ Moderate ☐ Heavy ☐ Suspended Solids ☐ Other _____
Turbidity: ☐ Clear ☐ Slightly Turbid ☐ Moderately Turbid ☐ Heavily Turbid ☐ Other _____
Incident Description/Observation: _____

Source: Ownership/Area Characteristics (Illicit connections only)
Municipality (City/County), if known: _____
Immediate upstream property owner's name and/or address: _____
Type of Facility/Operated or Property Description: _____
CC: () D5: Patrick Muench P.E. (386) 943-5434 Fax: (386) 736-5302

***** This section to be completed by Environmental Permitting Engineer *****
Follow-up inspection required? ☐ Yes ☐ No Date Scheduled: _____ Time: _____
Referred to _____ for further ☐ Investigation only, and/or ☐ Corrective action, by _____
Comments/Instructions: _____

FOR YOUR SAFETY ALWAYS REMEMBER: NEVER INHALE, TOUCH OR COME IN CONTACT WITH ANY UNKNOWN SUBSTANCES
Revised 3/12/2008

Spill Response Procedures

Information needed when reporting a spill

- Name, address and phone number of person reporting the spill
- Name, address and phone number of responsible party for the discharge (if known)
- Date and time of the spill and status of spill (ongoing or ceased)
- Estimated amount of the spill
- Location or address of the spill
- Source or cause of the spill
- Description of area affected by the spill
- Provide as much information as possible

What to look for – common signs of illicit discharges



Common Signs of Discharges

- Staining from paints or solvents on outfalls pipes, inlets and grates, and around pond bank
- Turbidity, oil/gas sheen, foam and/or suds
- Abandoned oil and gas containers, barrels, and paint cans
- Discoloration of water or vegetation
- Floatables and debris
- Pungent odors or other smells



Oil / Gas

- Recognized as a sheen on the water = rainbow
- Natural sheens may be differentiated from an oil/gas sheen by swirling the sheen around in the water. If it re-attaches, the sheen is oil/gas.



Foams / Detergents

- Products used to wash boats/vehicles/buildings may include chlorine, phosphates and ammonia.
- These products often enter lakes and streams as a result of improperly connected car washes or washing machines.



Examples of Previous Illicit Connections and Discharges



Unknown pipe into storm sewer inlet



Water by nature is not green!

Examples of Previous Illicit Connections and Discharges



Washing machine discharge



Unknown pipe to inlet

Examples of Illicit Connections and Discharges



Restaurant grease traps



Septic tank overflow



Pressure washing



Stains lead to storm sewer inlet



MORE INDICATIONS...



- A person emptying a drum or bucket of waste
- A tank or vector truck draining its contents through a hose in a manhole
- A hose running out the back door of an industrial site into a ditch or a wooded lot

Even More Clues



- Unauthorized pipe which has been connected to the storm sewer
- Discoloration of channels and pipes
- Flow where there shouldn't be any

WHEN YOU FIND AN ILLICIT DISCHARGE...

- **On a property under your control...**
 - **Stop the discharge.**
 - **Notify supervisor and/or safety officer.**
 - **Cleanup discharge or spill.**
 - **Implement strategy to prevent illicit discharges in the future.**

WHEN YOU OBSERVE AN ILLICIT DISCHARGE...



- On a property not under your control...
 - Take picture and/or note location, characteristics, date, and time.
 - Identifying marks
 - Commercial vehicle?
 - Any ID on the door?
 - License Number
 - Report to MS4 immediately.

CREATING A CULTURE OF POLLUTION PREVENTION (P²)...

- **Administration and Communication**
 - **Create a plan of action/SOPs to manage illicit discharges.**
 - **Stormwater Pollution Prevention Plan**
 - **Spill Cleanup Plan and Spill Cleanup Kits**
 - **Create channels of communication of reporting potential or observed illicit discharges.**
 - **These channels should go up and down the Org. Chart.**
 - **Like safety, P² is everyone's responsibility.**



WE MUST SET AN EXAMPLE

CREATING A CULTURE OF POLLUTION PREVENTION (P²)...

- **Housekeeping and Materials Management**
 - **Vehicle Washing/Maintenance**
 - **Wash water should never discharge to storm sewer or surface waters.**
 - **Maintenance should be performed indoors.**



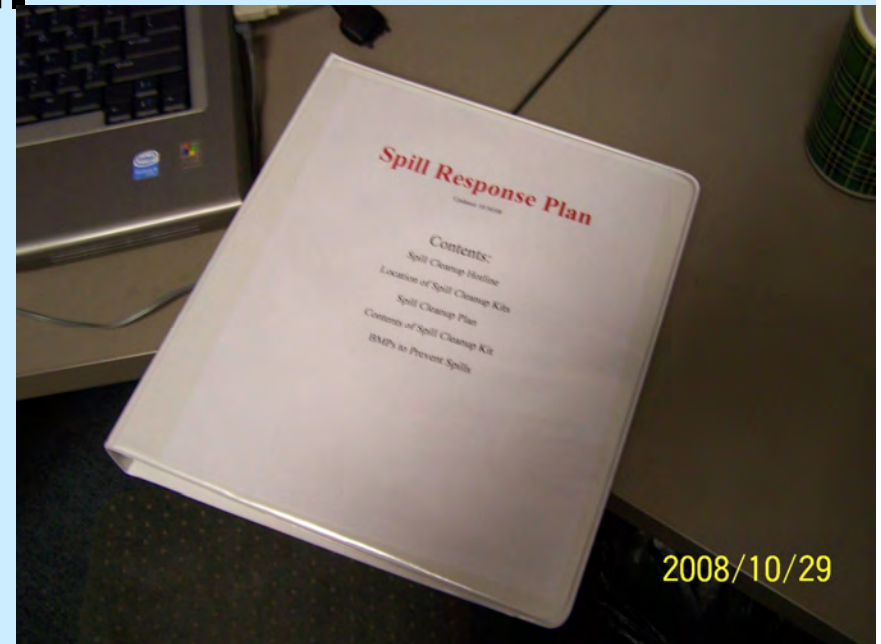
CREATING A CULTURE OF POLLUTION PREVENTION (P²)...

- Housekeeping and Materials Management
 - Spill Prevention
 - Use drop cloths, drip pans, and secondary containment.



CREATING A CULTURE OF POLLUTION PREVENTION (P²)...

- Housekeeping and Materials Management
 - Spill Reporting and Response
 - Spill reporting hotline.
 - Spill Cleanup Plan.
 - Spill Cleanup Kit.



CREATING A CULTURE OF POLLUTION PREVENTION (P²)...

- Housekeeping and Materials Management
 - Street and Yard Maintenance
 - Street sweeping.
 - Inlet protection.



CREATING A CULTURE OF POLLUTION PREVENTION (P²)...

- **Housekeeping and Materials Management**
 - **Material Storage**
 - **Cover stockpiles, drums, and other containers.**
 - **Know manufacturers storage guidelines.**



CREATING A CULTURE OF POLLUTION PREVENTION (P²)...

- **Housekeeping and Materials Management**
 - **Landscaping and Lawn care**
 - Keep clippings out of street and stormwater inlets.
 - Sweep up spills and reuse the fertilizer.
 - Use Florida-friendly fertilizers = low or no phosphorus and slow release nitrogen.
 - Know manufacturers application rates.
 - Keep pesticides and fertilizers away from lakes, rivers, wetlands, streets, and stormwater inlets.



| GUARANTEED ANALYSIS | |
|--|---------|
| Total Nitrogen (N)..... | 35.0% |
| 35% Urea Nitrogen* | |
| Soluble Potash (K ₂ O)..... | 5.00% |
| Boron (B)..... | 0.03% |
| Copper (Cu)..... | 0.05% |
| Iron (Fe)..... | 5.00% |
| 0.10% Water Soluble Iron (Fe) | |
| Manganese (Mn)..... | 0.05% |
| Molybdenum (Mo)..... | 0.0006% |
| Zinc (Zn)..... | 0.05% |
| Derived from: Polymer-coated Urea, Urea, Muriate of Potash, Sodium Borate, Copper Oxide, Ferric Oxide, Ferrous Sulfate, Manganese Oxide, Molybdic Oxide and Zinc Oxide. | |
| * Contains 15% slowly available Nitrogen from coated Urea. | |
| F1074 | |



THE CONSEQUENCES...

- Florida DEP and the US EPA can levy very hefty fines...

FOR IMMEDIATE RELEASE: September 29, 2008
CONTACTS: Amy Graham, (850) 245-2112 or (850) 778-7258

DEP AGENTS CRACK DOWN ON WASTE VIOLATIONS STATEWIDE

-Two arrests triggered by citizen calls to State Warning Point-

TALLAHASSEE- Florida Department of Environmental Protection (DEP) law enforcement agents made three separate arrests last week for waste violations, including one for storing, processing or disposing of solid waste within 200 feet of a natural body of water, a first degree misdemeanor punishable by up to six months in jail and/or a fine up to \$10,000.

FOR IMMEDIATE RELEASE: October 17, 2008
CONTACTS: Amy Graham, (850) 245-2112 or (850) 778-7258

DEP SLEUTHS SOLVE WETLANDS CRIME

~Suspect arrested after destroying 10 acres of wetlands~

BAY COUNTY- After a three month investigation, Florida Department of Environmental Protection (DEP) law enforcement agents last week arrested a man with causing pollution, a third degree felony punishable by up to five years in prison and a fine of up to \$10,000. Thomas Bodie, who was arrested after clearing and filling approximately 10 acres of state jurisdictional wetlands, was also charged with failing to obtain a permit, a misdemeanor punishable by up to one year in jail and a fine of up to \$1,000.



Four Of The Nation's Largest Home Builders Settle Storm Water Violations

June 12, 2008

Washington, D.C. — Four of the nation's largest home builders have agreed to pay civil penalties totaling \$4.3 million to resolve alleged violations of the Clean Water Act, the Justice Department and Environmental Protection Agency announced recently. The companies also have agreed to implement company-wide compliance programs that go beyond current regulatory requirements and put controls in place that will keep 1.2 billion pounds of sediment from polluting our nation's waterways each year.

The home builders are Centex Homes, based in Dallas; KB Home, based in Los Angeles; Pulte Homes, based in Bloomfield Hills, Mich.; and Richmond American Homes, based in Denver. The four separate settlements resolve alleged violations of storm water run-off regulations at construction sites in 34 states and the District of Columbia. Each company will pay the following penalties:

Centex: \$1,485,000

KB Home: \$1,185,000

Pulte: \$877,000

Richmond: \$795,000

Guide to Selection and Installation of Stormwater Pond Plants



Gail Hansen, Shangchun Hu
UF/IFAS Environmental Horticulture Department
Center for Landscape Conservation and Ecology



Plant Selection

Selecting aquatic and shoreline plants for stormwater ponds is more challenging than selecting plants for a typical landscape. The site conditions can vary greatly and are more difficult

to control. Water depth can fluctuate widely over the year and create wet and dry conditions that the plants must be able to tolerate. The water quality can also vary with rainfall and fertilizer inputs and steep slopes can make plant establishment difficult.

The concept of using the right plant in the right place is important in the shoreline environment because the shoreline includes a variety of conditions including a dry slope, a littoral shelf, and deeper water areas. Selecting the right plant requires knowledge of plants, including function, aesthetics, and environmental/growing requirements and knowledge of site characteristics. Three questions to ask about plants are:

1. Aesthetically: what do you want the plant to look like?
2. Functionally: what do you want the plant to do?
3. Environmentally: what conditions does the plant need to grow?

Aesthetics

There are common plant characteristics that are generally considered to have aesthetic value. Most people enjoy a variety of color, texture, and forms in plant material. Aesthetic characteristics describe the look of the plant and can be used to create a pleasing composition that enhances the aquatic habitat. Aesthetics also refers to the organization of plants in the landscape through repetition of plants and color, form, or texture at specific locations in the landscape to create a recognizable pattern.

Color- Color is usually the most attractive visual characteristic of plants, but it also is the most fleeting, as most plants only display prominent color during short bloom periods. Light qualities of the site--sunny or shady areas--affect the perception of color. Warm colors such as white, yellow, orange, and red show up more in aquatic and shady environments because they contrast with the darker blues, greens, and browns of water and foliage. Cool colors such as blues and dark purples are less noticeable because they tend to blend with greens. Including a variety of greens in the aquatic plants will create interest year-around.

References

Denny, G. and Hansen, G. (2012) *Right Plant– Right Place: The Art and Science of Landscape Design-Plant Selection and Siting*. <http://edis.ifas.ufl.edu/ep416>.

Hansen, G. & Alvarez, E. (20120) *Landscape Design: Aesthetic Characteristics of Plants*. <http://edis.ifas.ufl.edu/ep433>.

Texture- Textures are typically described as coarse (large, broad leaves and big stems) medium (average leaves and stems), or fine (tiny leaves, thin stems). Texture can provide contrast and interest, particularly when there is a lack of variety in color. Texture is the most variable quality of a plant- it can change with the seasons when plants lose their foliage, and it can change with viewing distance. Stormwater ponds are often viewed from a distance so bold textured plants with large, broad leaves and big flowers show better. Use a fine textured plant, such as a grass, to contrast with the bold texture and provide more interest.

Form– Growth habit or form, is the most recognizable quality of a plant. Choose the plant form most appropriate for the desired function. It is important to remember that plant change over time as they grow. Form also helps determine if plant material should be used in masses or as individual specimens. In large open areas such as ponds large upright plants with well defined leaves that grow in large clumps are often preferred. Floating plants with broad flat leaves, such as water lilies, work well as long as they don't spread and cover the entire pond surface.

Size- It is important to consider the size of the plant when it is fully mature. Tall plants can sometimes block views when they are mature so consider height as well as spread. The slope to the water affects the visual height of the plant depending on the location of the plant on the slope. Tall plants at the top of the slope will block the view of the water so locate low growing plants at the top of slope and taller plants at the bottom.

Function

When choosing plants for a particular site, consider the Function of the plants. Functional characteristics include density of foliage to block views, density of root mass to prevent erosion, and ability to take up nutrients and pollutants to improve water quality.

Erosion control - Trees in the water at the pond edge can help control erosion by breaking up the wind and wave action that contributes to shore erosion. Large trees that do well in wet conditions include: Red Maple (*Acer rubrum*), Loblolly Bay (*Gordonia lasianthus*), and Bald Cypress (*Taxodium spp.*). Strongly rooted emergent plants also help prevent erosion . Emergent plants include: Bulrush (*Scirpus spp.*), Spike Rush (*Eleocharis app.*), Pickerel weed (*Pontederia cordata*), and Duck Potato



Growing Conditions

A site inventory and analysis will guide plant choices by noting environmental conditions in the pond and on the shoreline. Conditions that affect plants in aquatic habitats include water depth, fluctuating water levels,

foraging fish, soil structure, the slope of the littoral shelf, and light availability. Conditions that affect landside plants include bank slope and soil structure.

Water Depth

Water depth must be considered when choosing plants because wetland plants grow in three different groups or zones with varying water depths. Emergent wetland plants are rooted in the soil in the shallow water of the upper littoral zone with the upper portion of the plant out of the water. Emergent wetland plants are further divided into short-stemmed marginal plants that do well in wet mud or sand and marginal plants that grow on the bank and prefer changing water levels. Submerged plants grow entirely underwater and are typically located in the lower littoral zone where the water is deepest. The floating wetland plants have roots that dangle and are rooted in the pond bottom in the middle littoral zone. Creating deeper areas by excavation can help expand the size of planted areas.

Fluctuating Water Levels

Ponds that have fluctuating water levels present a challenge when selecting plants. The plants need to thrive in both wet and dry conditions, sometimes for extended periods. Emergent plants that are more tolerant of draw-downs (exposed pond soil) include: Pickerel-weed, (*Pontederia* spp.), Duck Potato (*Sagittaria lancifolia*), Bulrush (*Scirpus* spp.), Golden Canna (*Canna flaccida*), Spike Rush (*Eleocharis* sp.) and Blue Flag Iris (*Iris virginica*).

Controlling Grass Carp

Although Grass carp (sterile triploid) are sometimes used for biological control of aquatic vegetation they can present problems with new plantings. Grass carp prefer submerged plants, but they also browse on the tips of young tender emergent plants. To prevent loss of new plants install a barricade around the plants, such as four wire fencing or plastic net fencing from the pond bottom to the top of the water until the plants are larger and less tender.

Soil Structure

Soil (substrate) conditions are important for plant growth. Rocky bottoms in the pond are too hard for plant roots to penetrate and muck soil is too soft and unstable to anchor plants. Sandy soil with some organic matter (between rocks and muck) is usually best. Too much organic matter can create high levels of acids, methane, ethylene, and alcohols which are toxic to plants.

Slope of Littoral Shelf

Steep slopes, that create changes in water levels and growing conditions make establishment more difficult. It is important to determine the average water level along the shoreline on a yearly basis because many plants will die if they are too wet or too dry for long periods. Manipulating the depth and slope is one of the best ways to encourage plant growth. Littoral zone size often increases as the pond gets older because increased sedimentation and water movement decreases the depth of the lake.

Slope of Pond Bank

The slope of the bank leading to the waters edge can present challenges for the establishment of the no-mow or no-maintenance zone. Several techniques can be used to prevent erosion and capture irrigation water for the slope plants. Installing mini-baffles (short lengths of plastic edging or landscape timbers) on the downhill side of plants will hold water and keep soil from eroding. Porous landscape fabric such as burlap or jute will also trap sediment and water. Rip rap made from stone, concrete rubble or pavers can help slow water runoff and creating swales and berms along the bank will intercept water and allow it to percolate.

Light Availability

Light availability is the most important factor in plant growth and is primarily determined by water clarity and depth. Water clarity is determined by organic color and suspended particles, both organic and inorganic. Bottom feeding fish such as carp and catfish can increase suspended sediment which blocks light and may limit plant growth. Slowing surface runoff with plant buffers and no-mow zones and using rip-rap at drain discharge areas will help decrease turbidity caused by water movement. Nutrient levels in ponds, both from soil and human-caused, can affect light availability by increasing algal growth which decreases water clarity. Reducing algae growth will increase light available to plants.

References

White, Gilbert, F., Worthington, E.B., and Ackerman, V.C. (1973) *Man-Made Lakes: Their Problems and Environmental Effects* American Geophysical Union, William Byrd Press, Richmond Virginia.

UF/IFAS Communications, Florida LAKEWATCH, Dept. of Fisheries and Aquatic Sciences. *A Beginner's Guide to Water Management, Aquatic Plants in Florida Lakes*, Information Circular 111, October 2007

Shoreline Plant Installation

1. Shoreline preparation

Remove undesirable plant species in the shoreline area. Remove roots of undesirable species to prevent regrowth.

Determine the average shoreline water level on a yearly basis. This is especially important because water levels may vary dramatically that making plants harder to survive if they are kept too wet or too dry for extended periods.

Measure maximum water depth in areas to be planted. These measurements will assist in deciding the numbers and types of plants you need and the boundaries in which to plant them.

Consider increasing the size of planting zones. Deepening the margins around the edge of a pond can help prevent undesirable plants, such as non-native torpedo grass, from invading into the water.

Develop a detailed planting plan that includes types and numbers of plants needed. The accuracy and detail of your measurements will play a key role in the planting plan. A detailed plan will increase efficiency during planting and promote plant survival.

Note that stormwater ponds are planned and permitted according to Florida Department of Environmental Protection or local Water Management District criteria, and proper approvals must be obtained prior to modifying these types of ponds. Counties and local governments may also have guidelines or policies on stormwater ponds. It is advisable to contact the county public works office to ensure planting plans are permissible.

2. Shoreline plant installation

When to Plant. Perennials and grasses should be planted during peak growing season (in mid-to-late summer) to allow enough time for their root systems to become established before they go dormant in the late fall. Trees and shrubs should be planted in spring and fall when there is adequate rainfall to help them develop strong roots and leafy growth.

Handle wetland plants with care during planting. Plants should be wrapped in wet newspaper to avoid injury and drying. Do not place plants in the trunk of a car or in the back of a truck where they will overheat. When planting, start with plants in the deep water zones and work up the banks. Planting should be conducted in the early morning or late afternoon to avoid the hot midday sun.

Where to Plant. If possible, locate aquatic plants 2 or 3 feet from the planted bank or plant low-growing plants. The gap between the aquatic plants and the shore plants will prevent accidental trimming of aquatic plants with the weed trimmer when maintaining the shore plants on the bank.

Plant in clumps. Planting like species in clumps creates attractive concentrations of color and provides more varied habitat features. Three or four plants of the same species should be installed in the same hole and they will expand into a cluster of plants. Installing plants in clusters will increase survivability of shoreline plants, facilitate management of weeds, and minimize colonization of unwanted plants.

3. Maintenance after installation

Routine maintenance is needed during the initial stage after the installation of plants to allow expansion of the desirable plants and control the growth of invasive species. Desirable native species do not require fertilizers or spray.

Generally, maintenance requirements are minimal after the plantings become established. Herbicides may be needed if undesirable the plants become established after the first year when wetland plants are better established. Only herbicides that are registered specifically for use in wetlands by the U.S. Environmental Protection Agency and the Florida Depart-

Adapted from:

Main, M. B. , Allen, G. M., and Langeland, K. A., 2006. *Creating Wildlife Habitat with Native Florida Freshwater Wetland Plants*. UF IFAS Extension publication. <http://edis.ifas.ufl.edu/fa007>

Seminole County Department of Public Works, (n.d.). *How to Plant Your Lakefront*. <http://www.seminole.wateratlas.usf.edu/upload/documents/How%20to%20Plant%20Your%20Lakefront%20Booklet.pdf>

Wilson, D. and Korb, G., 1999. *Shoreline Plants and Landscaping*. University of Wisconsin–Extension. <http://cfpub.epa.gov/npstbx/files/wiexlandscape.pdf>

Recommended Shoreline Species For Neighborhood Ponds

Water Edge Zone



Height: floating leaves
Light: full sun to partial shade
Water: 30-36"
Distribution: FL Statewide

<http://www.dep.state.fl.us/lands/invaspec/2ndlevpgs/pdfs/Circular4.pdf>

Fragrant Water Lily *Nymphaea odorata*



Height: 2.5 ft.
Light: full sun to partial shade
Water: 6-12"
Distribution: FL Statewide

<http://www.dep.state.fl.us/lands/invaspec/2ndlevpgs/pdfs/Circular4.pdf>

Spikerush *Eleocharis cellulosa & interstincta*



Height: 3 ft.
Light: full sun to partial shade
Water: 6-12"
Hardiness zone: 6-10

<http://www.southeasternflora.com/viewfull.asp?picid=1688>

<http://www.southeasternflora.com/viewfull.asp?picid=1687>

Duck potato *Sagittaria lancifolia*



Height: 3 ft.
Light: full sun to partial shade
Water: 6-18"
Hardiness zone: 3b-10

<http://cherylharner.blogspot.com/2010/02/wetland-plants-and-dragonfly-fever.html>

Pickerelweed *Pontederia cordata*



Height: 3 ft.
Light: full sun to partial shade
Water: 12-18"
Hardiness zone: 8-10

<http://www.dep.state.fl.us/lands/invaspec/2ndlevpgs/pdfs/Circular4.pdf>

http://www.onlineplantguide.com/PlantDetails.aspx?Plant_id=414

Golden canna *Canna flaccida*



Height: 2 ft.
Light: partial shade
Water: 3"
Hardiness zone: 7-11

<http://www.guitarfish.org/2008/08/12/swamp-lilly-flower>

Swamp lily *Crinum americanum*



Height: 4 ft.
Light: full sun
Water: dry to wet; water edge
Hardiness zone: 8b-11

<http://www.apriliani.com/sand-cordgrass>

Sand Cord Grass *Spartina bakerii*



Height: 2 ft.
Light: partial shade
Water: moist to wet; water edge
Hardiness zone: 8b-11

<http://www.wellsphere.com/healthy-living-article/friday-flowers-wild-iris/442029>

Blue Flag Iris *Iris virginica*

Bank Slope Zone



Height: 4 ft.
Light: full sun to partial shade
Water: dry to moist
Hardiness zone: 8-11

http://www.paulverlander.com/index_TR-Tripsacum%20dactyloides-Fakahatchee%20Grass.php

Fakahatchee Grass *Tripsacum dactyloides*



Height: 3 ft.
Light: full sun to partial shade
Water: dry to wet
Hardiness zone: 8-11

http://apofl.com/plants/contract-growing/grasses_/page/2/

Florida Gamagrass *Tripsacum floridanum*



Height: 3 ft.
Light: full sun
Water: dry to wet
Hardiness zone: 7-11

<http://www.dickersonlandscaping.com/nursery/grasses-bamboo.aspx>

Muhly Grass *Muhlenbergia capillaris*



Height: 2 ft.
Light: full sun to partial shade
Water: moist
Hardiness zone: 4-11

http://www.sbs.utexas.edu/bio406d/images/pics/ast/conoclinium_coelestinum.htm

Blue Mistflower *Conoclinium coelestinum*



Height: 1.5 ft.
Light: full sun to partial shade
Water: dry
Hardiness zone: 10-11

<http://vaniliana.wordpress.com/rosliny-plants-plantas/opisy-roslin-plant-files-fichas-de-plantas/>

Scorpion Tail *Heliotropium angiospermum*



Height: 2 ft.
Light: full sun
Water: dry to moist
Hardiness zone: 9-11

<http://www.pbase.com/hjsteed/image/99274631/original>

Blue Porterweed *Stachytarpheta jamaicensis*



Height: 0.5 ft. (as ground cover)
Light: full sun
Water: moist
Hardiness zone: 8-11

http://folsomnps.org/passion_vine.html

Passion Vine *Passiflora incarnata*



Height: 3 ft.
Light: full sun to partial shade
Water: dry to wet
Hardiness zone: 8b-11

<http://njaes.rutgers.edu/images/photos/deerresistance/iris-sibirica.jpg>

African Iris *Dietes iridioides*

Bank Top Zone



Height: 2 ft.
Light: full sun
Water: dry
Hardiness zone:
4-11

<http://www.gossettsnursery.com/plants/juniper-parsons>

Parson's Juniper *Juniperus chinensis 'parsonii'*



Height: 3 ft.
Light: full sun
Water: dry
Hardiness zone:
8-10

<http://www.learn2grow.com/plants/paspalum-quadrifarium-images/>

Crown Grass *Paspalum quadrifolium*



Height: 3 ft.
Light: full sun
Water: dry
Hardiness zone:
8b-11

<http://it.pinellas.k12.fl.us/Teachers7/ByersS/images/BCF4D24A64646B7B7F125C88A2AAD17.jpg>

Beach Sunflower *Helianthus debilis*



Height: 0.5 ft.
Light: full sun
Water: dry
Hardiness zone:
8-11

<http://okeechobee.ifas.ufl.edu/News%20columns/2008.Plants.htm>

Sunshine Mimosa *Mimosa strigillosa*



Height: 4 ft.
Light: full sun
Water: dry
Hardiness zone:
7-10

http://www.floridasnature.com/landscape/lantana_camara.htm

Pineland Lantana *Lantana depressa*



Height: 2 ft.
Light: full sun to
full shade
Water: dry
Hardiness zone:
8b-11

<http://fnpsblog.blogspot.com/2010/08/coonties-captivating-cycads.html>

Coontie *Zamia floridana*



Height: 1.5 ft.
Light: full sun
Water: dry
Hardiness zone:
9-11

<http://nanak-mygardenpath.blogspot.com/2010/04/sunny-blooms.html>

Tampa Vervain *Glandularia tampensis*



Height: 1.5 ft.
Light: full sun to
full shade
Water: dry
Hardiness zone:
8-11

<http://foliagefirst.bestplants.com.au/destiny.html>

Flax Lily *Dianella tasmanica*

Trees and Large/Medium Shrubs– all Zones



<http://www.allnativeflora.com/loblolly>

Loblolly Bay *Gordonia lasianthus*

Height: 50 ft.
Spread: 25 ft.
Light: part sun
Water: wet
Hardiness zone:
8-9



<http://www.arborday.org/trees/detail/Red-Maple>

Red Maple *Acer rubrum*

Height: 45 ft.
Spread: 30 ft.
Light: full sun
Water: wet
Hardiness zone:
8-10



<http://www.texastrees.org/cms/wp-content/uploads/2010/07/bald-cypress>

Bald Cypress *Taxodium spp.*

Height: 60 ft.
Spread: 20 ft.
Light: full sun
Water: wet
Hardiness zone:
8-10



<http://www.awkellys.com/Images/trees/Holly-Dahoon>

Dahoon Holly *Ilex cassine*

Height: 25 ft.
Spread: 15 ft.
Light: full sun/
shade
Water: wet
Hardiness zone:
8-10



<http://www.yorkccd.org/wordpress/wp-content/uploads/2009/12/Buttonbush>

Buttonbush *Cephalanthus occidentalis*

Height: 12 ft.
Spread: 7 ft.
Light: full sun
Water: wet
Hardiness zone:
8-11



<http://www.my-photo-gallery.com/wp-content/uploads/2010/Sweet-Peperb>

Sweet Pepperbush *Clethra alnifolia*

Height: 6 ft.
Spread: 6 ft.
Light: full sun to
full shade
Water: wet
Hardiness zone:
8-9



http://upload.wikimedia.org/wikipedia/commons/1/16/Hamelia_patens_Flowe

Firebush *Hamelia patens*

Height: 15 ft.
Spread: 6 ft.
Light: full sun to
shade
Water: well to
medium drained
Hardiness zone:
9-11



<http://foliagefirst.bestplants.com.au/destiny.html>

Virginia Sweetspire *Itea virginica*

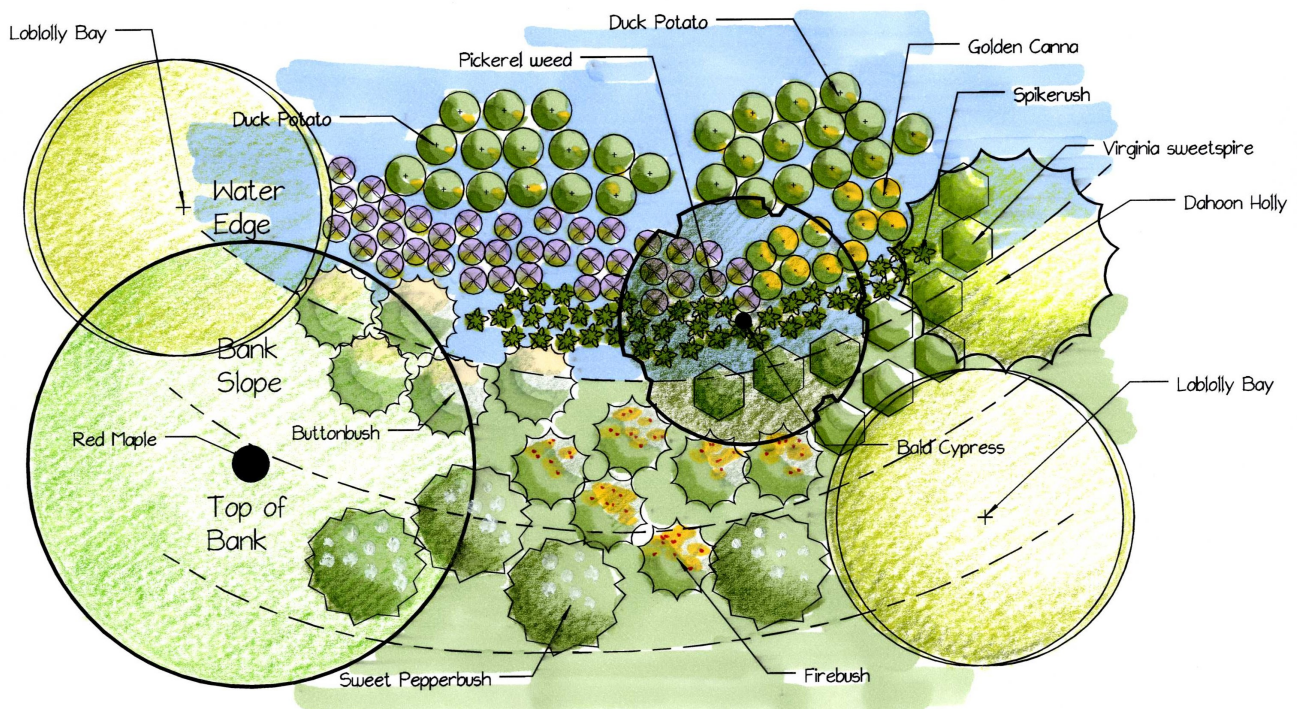
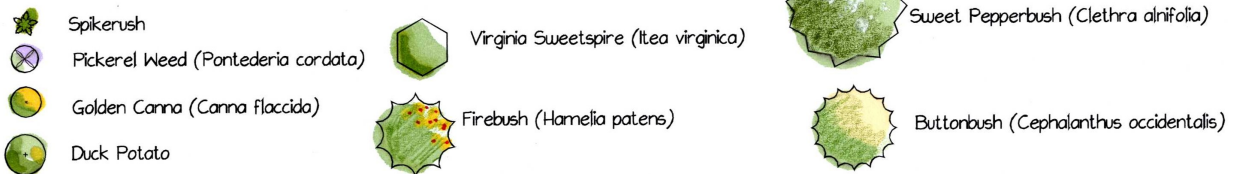
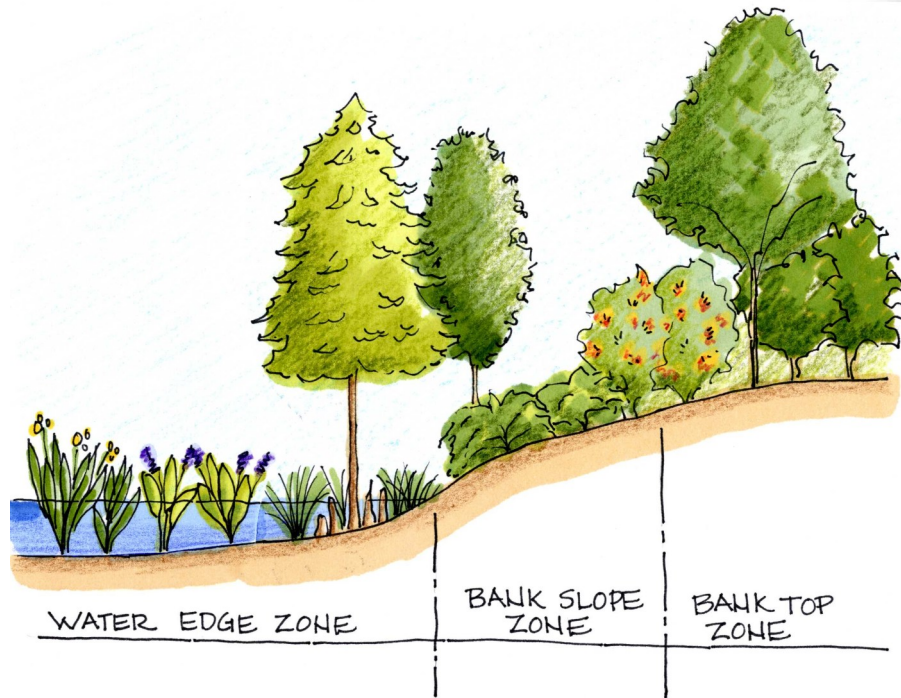
Height: 6 ft.
Spread: 4 ft.
Light: full sun to
full shade
Water: wet
Hardiness zone:
8-9

Moderate to gentle slope with shrubs and trees

10 foot slope and 8 foot top of bank. 60 foot wide lot = 148 plants

The slope and top of bank is planted with large and medium shrubs to provide a transition from the pond edge to a wooded area. Use aquatic plants of various heights for interest. Cluster in the water for a natural look.

(Image credits: Gail Hansen)

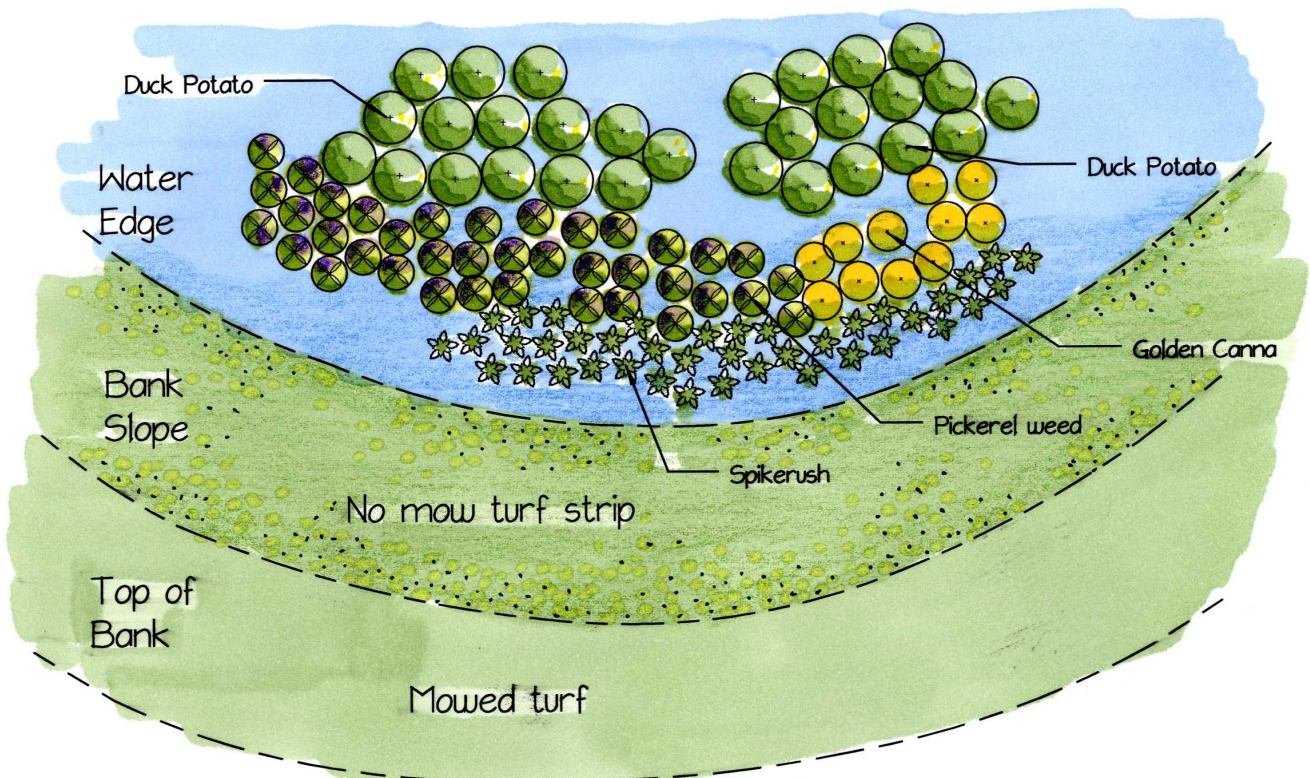
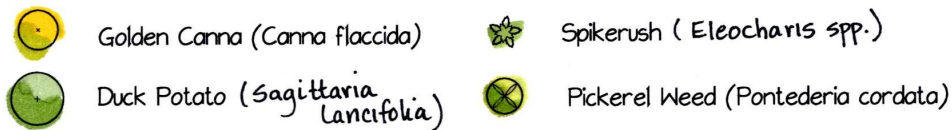
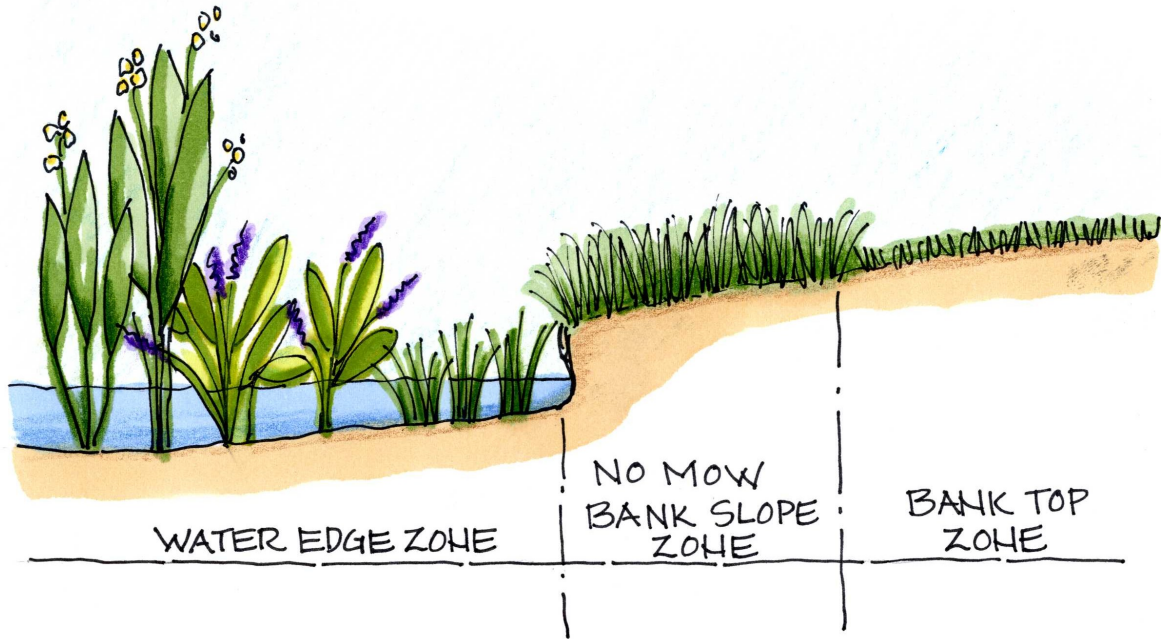


Moderate to Gentle Slope with cut bank

5 to 10 foot no-mow strip (cut bank caused by erosion) – 60 foot wide lot = 119 plants

Turf is planted to the water edge and a no-mow zone is established around the perimeter of the pond. The no-mow strip can be top-trimmed to maintain a neater appearance. Use low aquatic plants or leave a small gap next to the shoreline to avoid cutting aquatic plants with trimmer. Cluster in the water for a natural look.

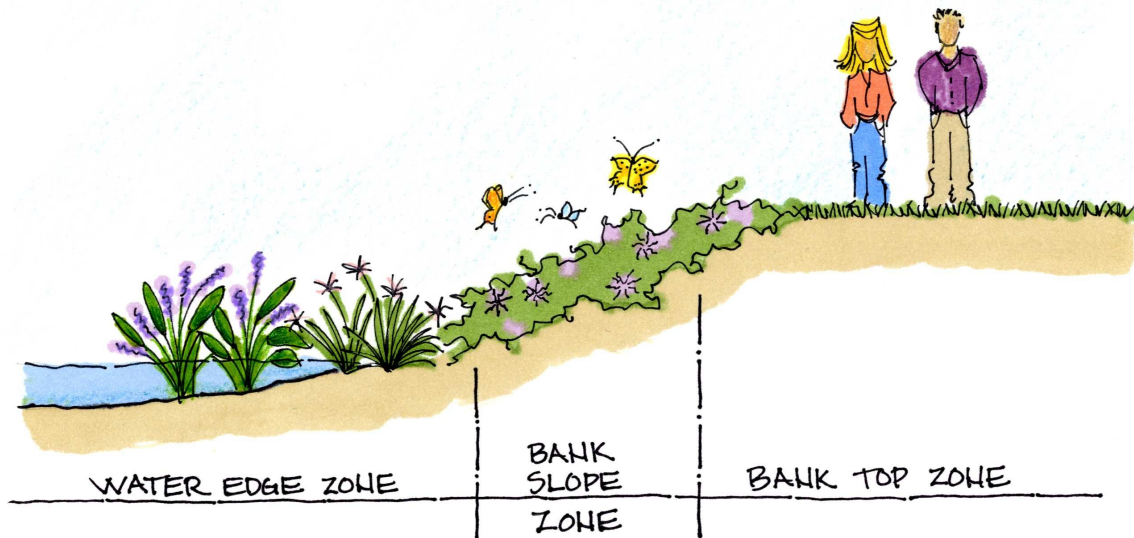
(Image credits: Gail Hansen)



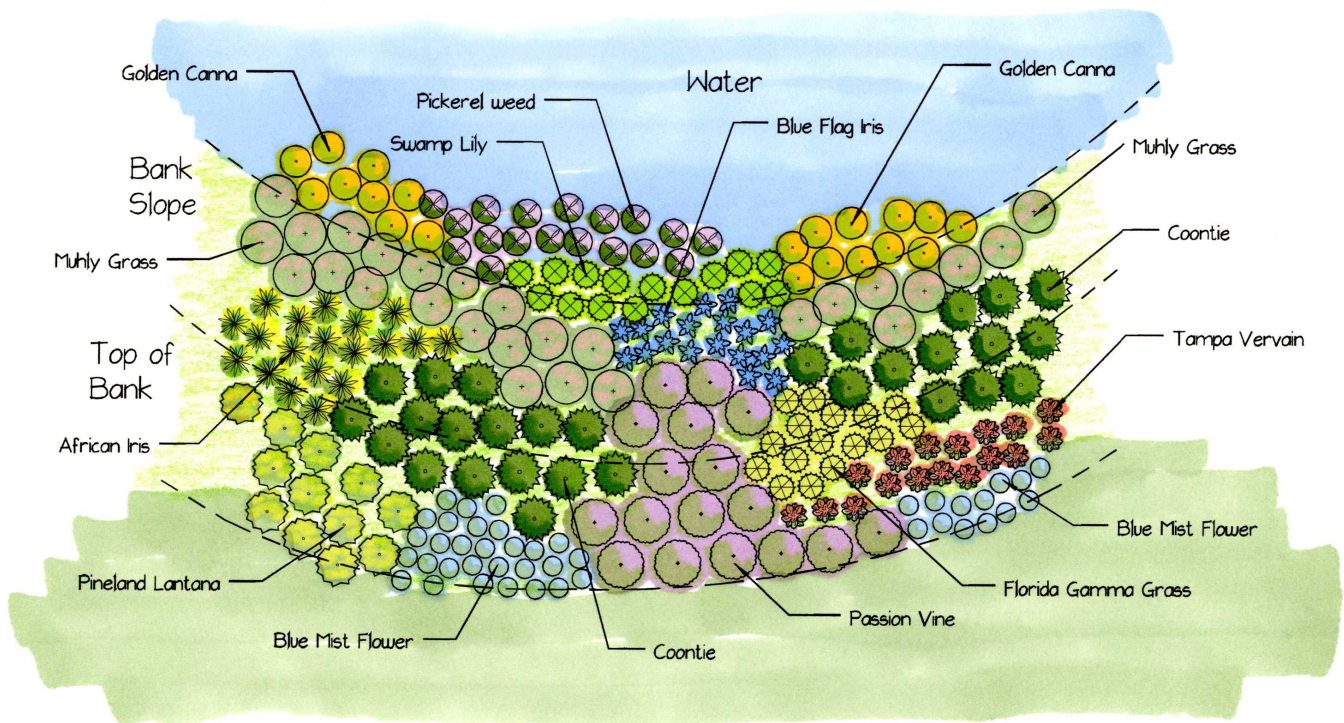
Short, Steep Slope– 15 to >20%

10 foot slope and 5 foot top of bank– 60 foot wide lot = 242 plants

Use low-growing, sprawling ground cover such as Sunshine Mimosa, Beach Sunflower, or Passion Vine on steep slopes. Plant at the top of the bank and encourage plants to grow down the bank by pinning the vines in the direction you want them to grow. Cluster or group similar plants for a natural look. (Image credits: Gail Hansen)



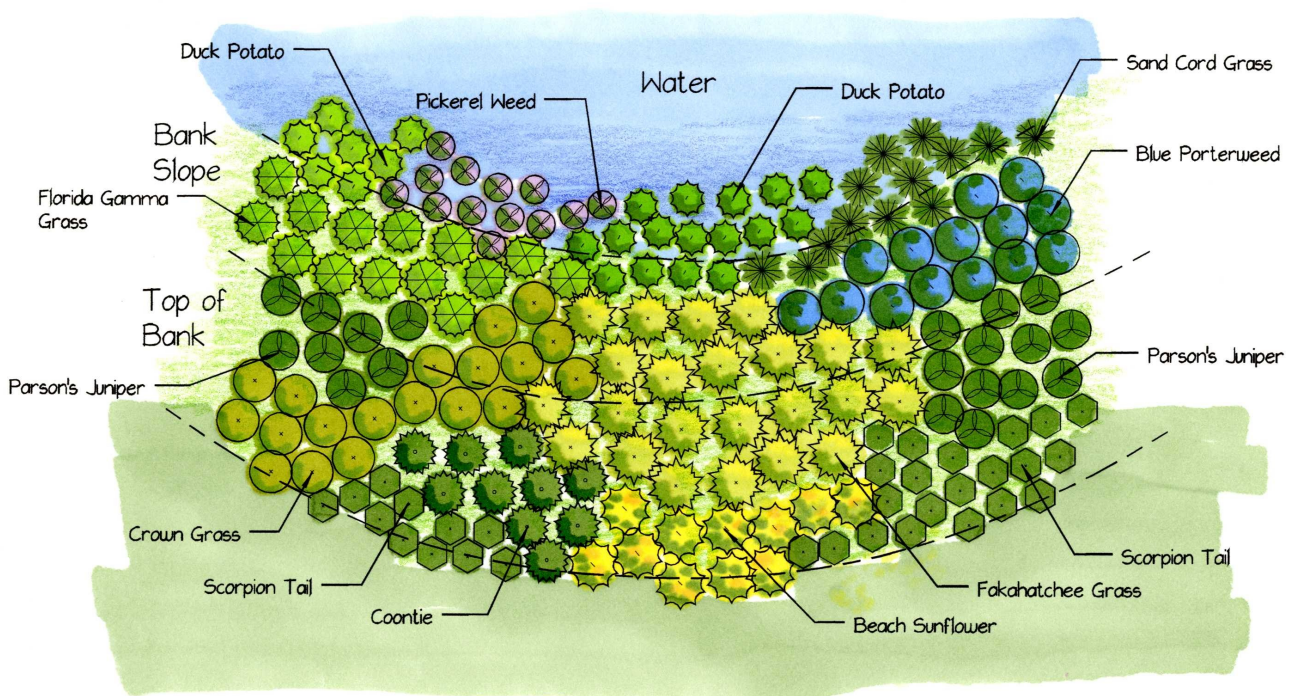
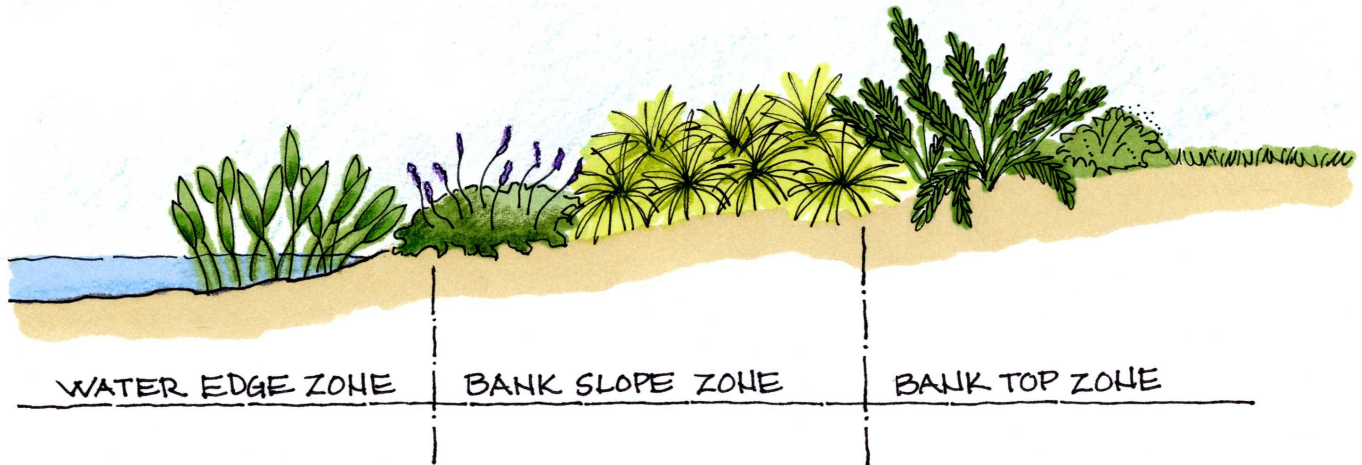
- | | | |
|---|---|---|
| Blue Mist Flower (<i>Conoclinium coelestinum</i>) | Florida Gamma Grass (<i>Tripsacum floridanum</i>) | Blue Flag Iris (<i>Iris virginica</i>) |
| Tampa Vervain (<i>Glandularia tampensis</i>) | Muhly Grass (<i>Muhlenbergia capillaris</i>) | Golden Canna (<i>Canna flaccida</i>) |
| African Iris (<i>Diets iridioides</i>) | Pineland Lantana (<i>Lantana depressa</i>) | Swamp Lily (<i>Crinum americanum</i>) |
| Coontie (<i>Zamia pumila</i>) | Passion Vine (<i>Passiflora incarnata</i>) | Pickerel Weed (<i>Pontederia cordata</i>) |



Moderate Slope– 10 to 15%

10 foot slope and 8 foot top of bank– 60 foot wide lot = 192 plants

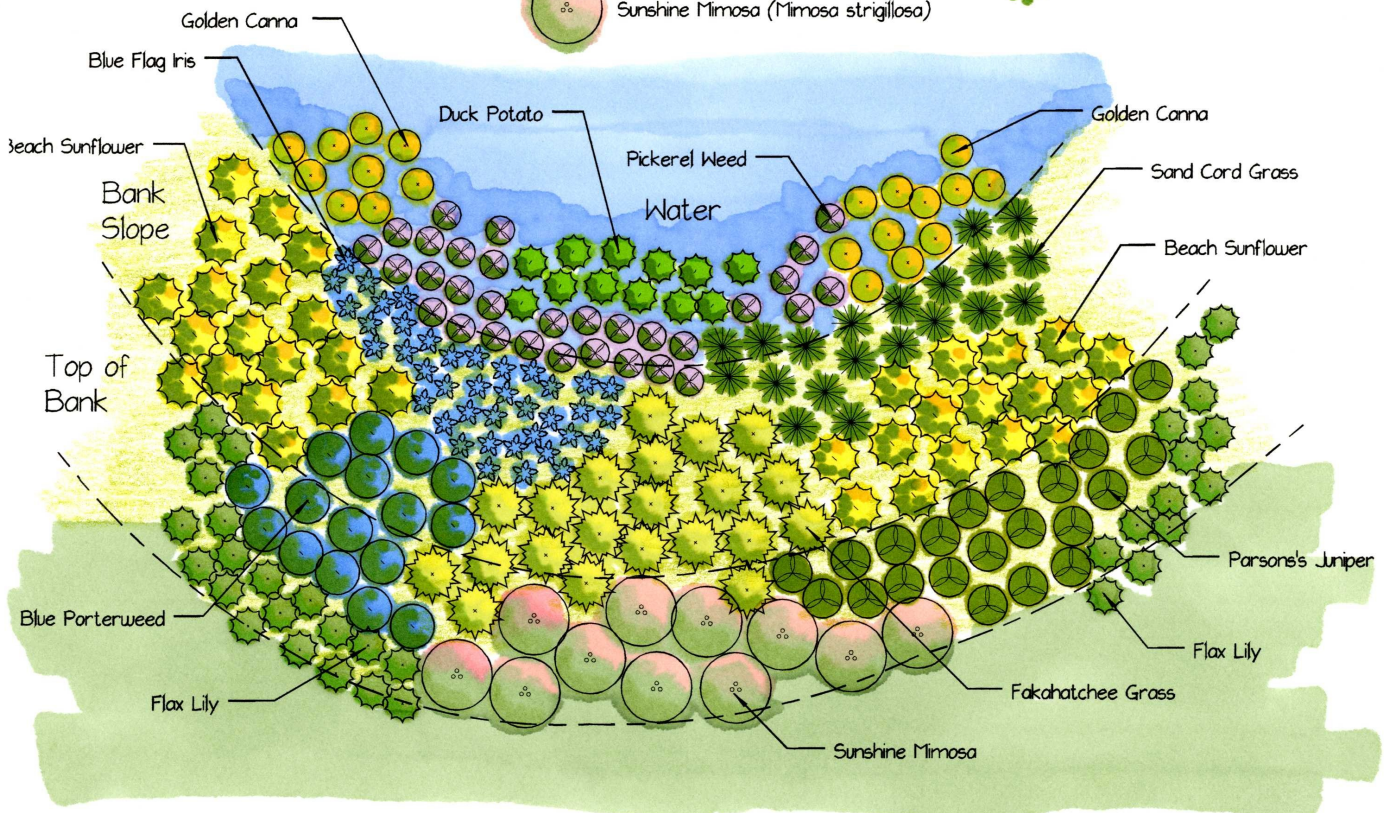
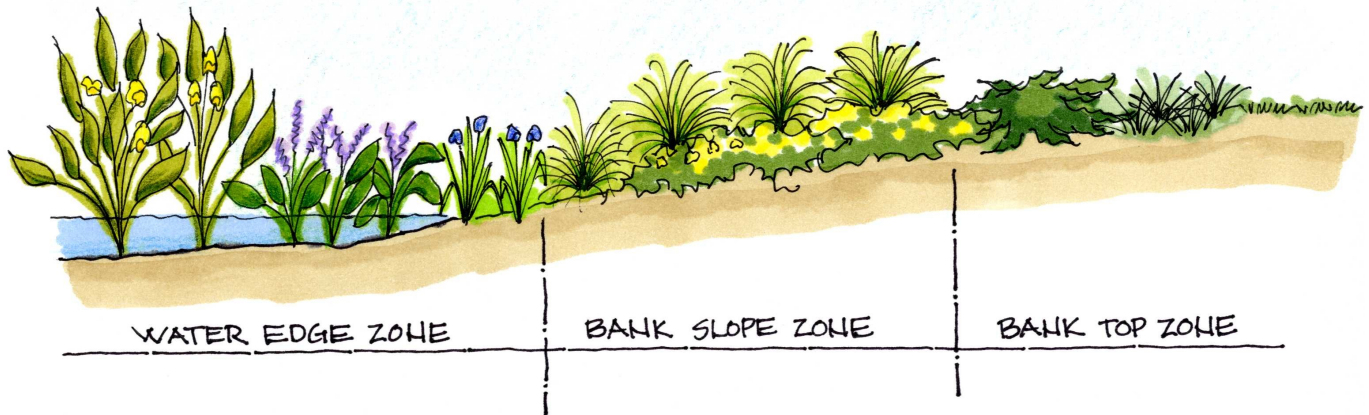
Use clump grasses and mounding low-growing shrubs or clumping perennials at the top of the bank where the slope starts, such as Coontie, Crown Grass and Fakahatchee Grass. On the slope use sprawling plants such as Blue Porterweed. (Image credits: Gail Hansen)



Long, Gentle Slope– 5 to 10%

15 foot slope and 8 foot top of bank– 80 foot wide lot = 260 plants

Use clump grasses, low-growing groundcover and small shrubs, such as Parson's Juniper or Coontie on long, gentle slopes. Plant shrubs at the top of the bank and sprawling plants and grasses such as Beach Sunflower, and Fakahatchee on the slope. Cluster or group plants on land and in the water for a natural look. (Image credits: Gail Hansen)



SECTION C

Chapel Creek CDD

Field Management Report



March 1st, 2022

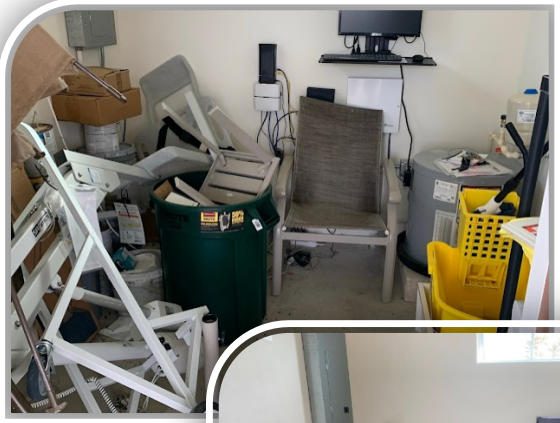
Clayton Smith

Field Manager

GMS

Completed

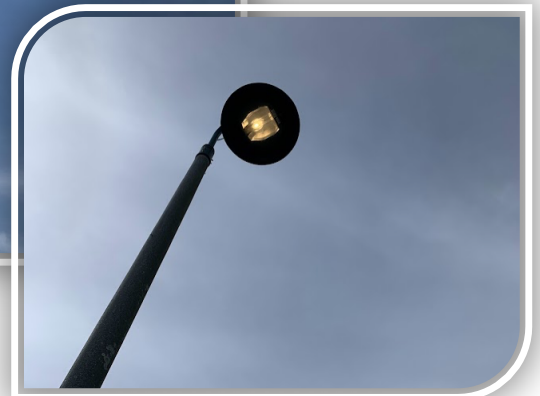
Cleaning of Utility Closet



- Utility closet had come overrun with supplies, broken furniture etc.
- Items were discarded and utility room was organized.
- This is where the internet access is stored and access control.

Streetlight Maintenance

- Replaced bulbs in several fixtures.
- Some fixtures will need further repairs and an electrician has been contacted.



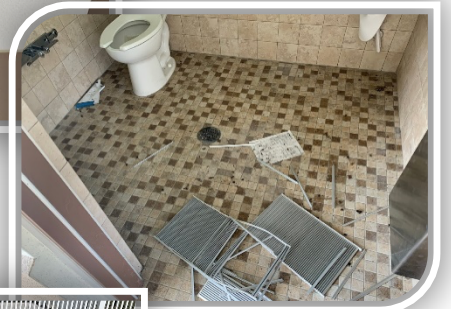
Complete

Amenity Repairs



- ✚ Issues at other communities led us to trim down the bolts on the dog stations.
- ✚ Discharged extinguisher was replaced.
- ✚ Looking into signage to deter tampering with extinguisher.
- ✚ Temporary repair to vandalism in bathroom.

- ✚ All curb stops were straightened and secured.
- ✚ Rebar causing a trip hazard were hammered down.



In Progress

Street Light Replacement

- ✚ Both light poles that were damaged have been set.
- ✚ The fixtures that were shipped were the incorrect fixtures.
- ✚ Vendor states fixtures will ship Feb 25th.
- ✚ Additionally 5 fixtures have been marked for bulb replacement.



Wall/Monument Pressure Washing.



- ✚ Now that the trees have been trimmed and the walls more exposed, algae has been exposed.
- ✚ Walls will be pressure washed with the monument.

Upcoming Projects

Pool Shade Structures



- ✚ Exploring options for shade at the pool.
- ✚ Cabanas with sunbrella fabric is likely the best most affordable option.
- ✚ Other options being explored.

Landscape Enhancements

- ✚ Continuing planning for landscape enhancements down the boulevard.
- ✚ Planning at this time.



Upcoming Projects

Parking Lot Gravel and Grading



- ✚ The amenity parking lot could benefit from additional gravel
- ✚ Some grading is needed.
- ✚ A larger gravel may be better for this application.

Conclusion

For any questions or comments regarding the above information, please contact me by phone at 407-201-1514, or by email at csmith@gmscfl.com. Thank you.

Respectfully,
Clayton Smith

SECTION 1



**Governmental
Management Services, LLC**
Central Florida

Maintenance Services

Phone: 407-201-1514

Email:

Csmith@gmscfl.com

| | |
|---|---|
| TO: Chapel Creek CDD | Prepared By: Governmental Management Services- CF, LLC 219 E. Livingston Street Orlando, FL 32801 |
| Job name and Description | |
| <p>Amenity Parking Lot Gravel -</p> <p>This proposal is to grade the parking lot and add 10yds of ¾" gravel to the approximately 3952sqft of gravel parking lot space. The top layer will be picked up and then graded back out removing excess dirt in the process especially around the edges. The additional gravel will then distributed evenly across the parking area</p> | |

| Qty | Description | Unit Price | Line Total |
|------------|---|------------|------------|
| 14 | Labor | \$40.00 | \$560.00 |
| 1 | Mobilization | \$55.00 | \$55.00 |
| | Equipment | | \$575.00 |
| | Materials | | \$1121.25 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | Additional Lights at 10% off – \$364.22 | | |
| Total Due: | | | \$2311.25 |

All proposals are valid for 30 days from date of completion.

Thank You!

Client: _____

SECTION D

SECTION 1

Chapel Creek
Community Development District
Check Register Summary & ACH Debit Summary
January 1, 2022 through January 31, 2022

| Fund | Date | Check #'s/Vendor | Amount |
|-------------|-------------|-------------------------|---------------|
|-------------|-------------|-------------------------|---------------|

Check Register

General Fund- Regions (GMS Operating)

| | | | |
|---------|---------|----|-----------|
| 1/19/22 | 118-126 | \$ | 16,433.00 |
|---------|---------|----|-----------|

| | | | |
|-----------------------------|--|-----------|------------------|
| Total Check Register | | \$ | 16,433.00 |
|-----------------------------|--|-----------|------------------|

ACH Debit

General Fund- Regions (GMS Operating)

| | | | |
|--------|-------------|----|--------|
| 1/6/22 | Duke Energy | \$ | 545.05 |
|--------|-------------|----|--------|

| | | | |
|---------|-------------|----|----------|
| 1/11/22 | Duke Energy | \$ | 3,933.42 |
|---------|-------------|----|----------|

| | | | |
|---------|----------|----|--------|
| 1/18/22 | Spectrum | \$ | 122.97 |
|---------|----------|----|--------|

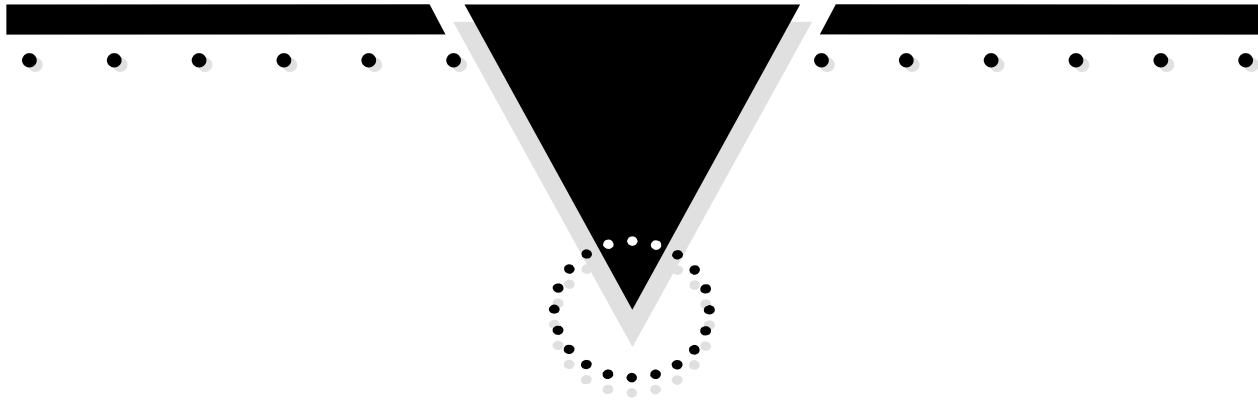
| | | | |
|---------|-------------|----|--------|
| 1/20/22 | Duke Energy | \$ | 545.05 |
|---------|-------------|----|--------|

| | | | |
|------------------------|--|-----------|-----------------|
| Total ACH Debit | | \$ | 5,146.49 |
|------------------------|--|-----------|-----------------|

| | | | |
|---|--|-----------|------------------|
| Total Check Register & ACH Debit | | \$ | 21,579.49 |
|---|--|-----------|------------------|

| CHECK DATE | VEND# |INVOICE..... DATE INVOICE | ...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS | VENDOR NAME | STATUS | AMOUNT |CHECK..... AMOUNT # |
|--------------------------|-------|-----------------------------------|--|-------------|--------|-----------|----------------------------|
| 1/19/22 | 00011 | 12/26/21 00002018 | 202112 310-51300-48000 | BOS AD | * | 166.50 | |
| ----- | | | | | | | |
| TIMES PUBLISHING COMPANY | | | | | | | 166.50 000126 |
| ----- | | | | | | | |
| TOTAL FOR BANK A | | | | | | 16,433.00 | |
| TOTAL FOR REGISTER | | | | | | 16,433.00 | |

SECTION 2



Chapel Creek

Community Development District

Unaudited Financial Reporting
January 31, 2022



TABLE OF CONTENTS

| | |
|-----|--|
| 1 | <u>Balance Sheet</u> |
| 2-3 | <u>General Fund Statement</u> |
| 4 | <u>Capital Reserve Statement</u> |
| 5 | <u>Debt Service Statement Series 2006A</u> |
| 6 | <u>Debt Service Statement Series 2021</u> |
| 7 | <u>Capital Project Statement Series 2006A and 2021</u> |
| 8-9 | <u>Month by Month- General Fund</u> |
| 10 | <u>Long Term Debt Report</u> |
| 11 | <u>Assessment Receipts Schedule</u> |

Chapel Creek
Community Development District
 Combined Balance Sheet
 January 31, 2022

Governmental Fund Types

| | <u>General</u> | <u>Capital Reserve</u> | <u>2006 Debt Service</u> | <u>2021 Debt Service</u> | <u>2006 Capital Projects</u> | <u>2021 Capital Projects</u> | <u>Totals (memorandum only)</u> |
|--|-----------------------|-------------------------------|-------------------------------------|-------------------------------------|---|---|--|
| <i>Assets</i> | | | | | | | |
| Cash- Suntrust | \$167,249 | \$0 | --- | --- | --- | --- | \$167,249 |
| Accounts Receivable | \$2,424 | --- | --- | --- | --- | --- | \$2,424 |
| Due from General Fund | --- | --- | \$7,685 | --- | --- | --- | \$7,685 |
| Investments: | | | | | | | |
| Reserve | --- | --- | \$235,267 | \$243,689 | --- | --- | \$478,956 |
| Revenue | --- | --- | \$3,150,416 | \$77,851 | --- | --- | \$3,228,268 |
| Prepayment | --- | --- | \$4,937,422 | --- | --- | --- | \$4,937,422 |
| Interest | --- | --- | --- | \$155,669 | --- | --- | \$155,669 |
| Acquisition and Construction | --- | --- | --- | --- | \$3,439 | \$3,129,428 | \$3,132,867 |
| Suntrust CD- Utilities | \$21,537 | --- | --- | --- | --- | --- | \$21,537 |
| Suntrust CD- Streets/Draining | \$43,416 | --- | --- | --- | --- | --- | \$43,416 |
| Deposits | \$1,470 | --- | --- | --- | --- | --- | \$1,470 |
| Total Assets | \$236,096 | \$0 | \$8,330,790 | \$477,209 | \$3,439 | \$3,129,428 | \$12,176,962 |
| <i>Liabilities</i> | | | | | | | |
| Accounts Payable | \$700 | --- | --- | --- | --- | --- | \$700 |
| Accrued Expenses | \$5,168 | --- | --- | --- | --- | --- | \$5,168 |
| Due to Debt Service | \$7,685 | --- | --- | --- | --- | --- | \$7,685 |
| Due to Developer | \$64,953 | --- | --- | --- | --- | --- | \$64,953 |
| Debt Service Obligation | --- | --- | \$4,495,993 | --- | --- | --- | \$4,495,993 |
| <i>Fund Equity</i> | | | | | | | |
| Net Assets | --- | --- | --- | --- | --- | --- | \$0 |
| Fund Balances | | | | | | | |
| Unassigned | \$156,120 | --- | --- | --- | --- | --- | \$156,120 |
| Assigned for Capital Reserve Fund | --- | \$0 | --- | --- | --- | --- | \$0 |
| Nonspendable- Deposits | \$1,470 | --- | --- | --- | --- | --- | \$1,470 |
| Nonspendable- Prepaid | \$0 | --- | --- | --- | --- | --- | \$0 |
| Restricted for Capital Projects | --- | --- | --- | --- | \$3,439 | \$3,129,428 | \$3,132,867 |
| Restricted for Debt Service | --- | --- | \$3,834,798 | \$477,209 | --- | --- | \$4,312,007 |
| Total Liabilities, Fund Equity, Other | \$236,096 | \$0 | \$8,330,790 | \$477,209 | \$3,439 | \$3,129,428 | \$12,176,962 |

Chapel Creek
Community Development District
General Fund
Statement of Revenues & Expenditures
For Period Ending January 31, 2022

| | Adopted Budget | Prorated Budget 1/31/22 | Actual 12/31/21 | Variance |
|--|---------------------------|------------------------------------|----------------------------|-----------------|
| <i>Revenues</i> | | | | |
| Operations and Maintenance Assessments- Tax Roll | \$260,172 | \$252,761 | \$252,761 | \$0 |
| Operations and Maintenance Assessments-Direct | \$46,594 | \$24,276 | \$24,276 | \$0 |
| Operations and Maintenance Assessments- Lot Closings | \$0 | \$0 | \$0 | \$0 |
| Developer Funding | \$140,000 | \$0 | \$0 | \$0 |
| Total Revenues | \$446,766 | \$277,038 | \$277,038 | \$0 |

Administrative Expenditures

| | | | | |
|---|-----------------|-----------------|-----------------|----------------|
| Supervisors Fees | \$12,000 | \$4,000 | \$0 | \$4,000 |
| District Management | \$35,000 | \$11,667 | \$11,667 | (\$0) |
| District Engineer | \$3,500 | \$1,167 | \$3,361 | (\$2,194) |
| Disclosure Report | \$5,000 | \$1,667 | \$2,250 | (\$583) |
| Trustee Fees | \$3,000 | \$1,000 | \$0 | \$1,000 |
| Property Appraiser Fee | \$150 | \$50 | \$0 | \$50 |
| Assessment Roll | \$5,000 | \$5,000 | \$5,000 | \$0 |
| Auditing Services | \$4,900 | \$1,633 | \$0 | \$1,633 |
| Arbitrage Rebate Calculation | \$650 | \$217 | \$0 | \$217 |
| Public Officials Liability Insurance | \$2,663 | \$2,663 | \$2,506 | \$157 |
| Legal Advertising | \$2,000 | \$667 | \$167 | \$500 |
| Dues, License, & Subscriptions | \$175 | \$175 | \$175 | \$0 |
| Postage & Delivery | \$500 | \$167 | \$87 | \$80 |
| Printing & Binding | \$150 | \$50 | \$5 | \$46 |
| Office Supplies | \$150 | \$50 | \$5 | \$45 |
| ADA Website Compliance | \$2,000 | \$2,000 | \$1,538 | \$463 |
| Information Technology | \$1,265 | \$422 | \$422 | (\$0) |
| Website Hosting Maintenance, Backup (Email) | \$610 | \$203 | \$203 | \$0 |
| District Counsel | \$12,000 | \$4,000 | \$1,286 | \$2,714 |
| Total Administrative | \$90,713 | \$36,796 | \$28,670 | \$8,127 |

Field Expenditures

| | | | | |
|--------------------------------------|------------------|-----------------|-----------------|-----------------|
| Field Management | \$15,000 | \$5,000 | \$5,000 | \$0 |
| Utility Services- Electric | \$12,000 | \$4,000 | \$3,784 | \$216 |
| Utility Services- Streetlights | \$40,000 | \$13,333 | \$10,437 | \$2,897 |
| Street Light Repair | \$14,000 | \$4,667 | \$0 | \$4,667 |
| Aquatic Maintenance | \$9,300 | \$3,100 | \$2,325 | \$775 |
| General Liability Insurance | \$2,707 | \$2,707 | \$2,547 | \$160 |
| Property Insurance | \$4,446 | \$4,446 | \$4,184 | \$262 |
| Landscape Maintenance | \$110,000 | \$36,667 | \$27,000 | \$9,667 |
| Field Repairs & Maintenance | \$10,000 | \$3,333 | \$2,612 | \$721 |
| Holiday Decorations | \$3,000 | \$1,000 | \$0 | \$1,000 |
| Irrigation Maintenance | \$6,000 | \$2,000 | \$1,010 | \$990 |
| Landscape Enhancements & Replacement | \$35,000 | \$11,667 | \$0 | \$11,667 |
| Sidewalk & Pavement Management | \$1,500 | \$500 | \$0 | \$500 |
| Field Contingency | \$10,000 | \$3,333 | \$0 | \$3,333 |
| Total Field | \$272,953 | \$95,753 | \$58,899 | \$36,854 |

Chapel Creek
Community Development District
General Fund
Statement of Revenues & Expenditures
For Period Ending January 31, 2022

| | Adopted Budget | Prorated Budget 1/31/22 | Actual 12/31/21 | Variance |
|--------------------------------------|---------------------------|------------------------------------|----------------------------|-----------------|
| <i><u>Amenity Center</u></i> | | | | |
| Utility Services- Electric | \$ 10,000 | \$3,333 | \$3,032 | \$302 |
| Utility Services- Water & Sewer | \$ 3,000 | \$1,000 | \$777 | \$223 |
| Amenity Access Management | \$ 5,000 | \$1,667 | \$0 | \$1,667 |
| Amenity Maintenance & Repair | \$ 20,000 | \$6,667 | \$0 | \$6,667 |
| Janitorial Services | \$ 8,400 | \$2,800 | \$3,875 | (\$1,075) |
| Pool Service Contract | \$ 10,200 | \$3,400 | \$3,400 | \$0 |
| Security | \$ 7,500 | \$2,500 | \$0 | \$2,500 |
| Internet | \$ 3,000 | \$1,000 | \$0 | \$1,000 |
| Pest Control Services | \$ 1,000 | \$333 | \$0 | \$333 |
| Miscellaneous Contingency | \$ 5,000 | \$1,667 | \$990 | \$677 |
| Total Amenity Center | \$73,100 | \$24,367 | \$12,073 | \$12,293 |
| Total Revenues | \$446,766 | \$277,038 | \$277,038 | \$0 |
| Total Expenditures | \$436,766 | \$156,916 | \$99,642 | \$57,274 |
| Operating Income (Loss) | \$10,000 | \$120,122 | \$177,396 | \$57,274 |
| Other Sources/(Uses) | | | | |
| Transfer Out- Capital Reserve | (\$10,000) | \$0 | \$0 | \$0 |
| Total Other Sources/(Uses) | (\$10,000) | \$0 | \$0 | \$0 |
| Excess Revenue/(Expenditures) | \$0 | \$177,396 | | |
| Beginning Fund Balance | \$0 | (\$19,806) | | |
| Ending Fund Balance | \$0 | \$157,590 | | |

Chapel Creek

Community Development District

Capital Reserve Fund

Statement of Revenues & Expenditures

For Period Ending January 31, 2022

| | Adopted Budget | Prorated Budget 1/31/22 | Actual 1/31/22 | Variance |
|---------------------------------------|-------------------|----------------------------|-------------------|------------|
| Revenues | | | | |
| Interfund Transfer In- General Fund | \$10,000 | \$0 | \$0 | \$0 |
| Total Revenues | \$10,000 | \$0 | \$0 | \$0 |
| Expenditures | | | | |
| Capital Outlay | \$10,000 | \$0 | \$0 | \$0 |
| Total Expenditures | \$10,000 | \$0 | \$0 | \$0 |
| Excess Revenues/(Expenditures) | \$0 | | \$0 | |
| Beginning Fund Balance | \$0 | | \$0 | |
| Ending Fund Balance | \$0 | | \$0 | |

Chapel Creek

Community Development District

Debt Service Fund Series 2006A
Statement of Revenues & Expenditures
For Period Ending January 31, 2022

| | Adopted Budget | Prorated Budget 1/31/22 | Actual 1/31/22 | Variance |
|---------------------------------------|---------------------------|------------------------------------|---------------------------|-----------------|
| <u>Revenues</u> | | | | |
| Special Assessments | \$400,900 | \$195,872 | \$195,872 | \$0 |
| Special Assessments- Off Roll | \$0 | \$0 | \$0 | \$0 |
| Special Assessments- Lot Closings | \$0 | \$0 | \$1,241 | \$1,241 |
| Interest Income | \$0 | \$0 | \$343 | \$343 |
| Interfund Transfer In | \$0 | \$0 | \$0 | \$0 |
| Total Revenues | \$400,900 | \$195,872 | \$197,456 | \$1,583 |
| <u>Expenditures</u> | | | | |
| Legal Costs | \$0 | \$0 | \$348 | (\$348) |
| Tax Collector | \$0 | \$0 | \$0 | \$0 |
| Interfund Transfer Out | \$0 | \$0 | \$0 | \$0 |
| <u>Series 2006A</u> | | | | |
| Interest-11/1 | \$120,450 | \$120,450 | \$120,450 | \$0 |
| Principal-5/1 | \$160,000 | \$0 | \$0 | \$0 |
| Interest-5/1 | \$120,450 | \$0 | \$0 | \$0 |
| Total Expenditures | \$400,900 | \$120,450 | \$120,798 | (\$348) |
| Excess Revenues/(Expenditures) | \$0 | | \$76,658 | |
| Beginning Fund Balance | \$0 | | \$3,758,140 | |
| Ending Fund Balance | \$0 | | \$3,834,798 | |

Chapel Creek

Community Development District

Debt Service Fund Series 2021
Statement of Revenues & Expenditures
For Period Ending January 31, 2022

| | Adopted Budget | Prorated Budget 1/31/22 | Actual 1/31/22 | Variance |
|---------------------------------------|---------------------------|------------------------------------|---------------------------|-----------------|
| <u>Revenues</u> | | | | |
| Special Assessments- Direct | \$155,669 | \$77,834 | \$77,834 | \$0 |
| Interest Income | \$0 | \$0 | \$11 | \$11 |
| Interfund Transfer In | \$0 | \$0 | \$0 | \$0 |
| Total Revenues | \$155,669 | \$77,834 | \$77,845 | \$11 |
| <u>Expenditures</u> | | | | |
| Interfund Transfer Out | \$0 | \$0 | \$0 | \$0 |
| <u>Series 2021</u> | | | | |
| Interest Expense 11/1 | \$115,887 | \$115,887 | \$115,887 | \$0 |
| Interest Expense 5/1 | \$155,669 | \$0 | \$0 | \$0 |
| Total Expenditures | \$271,556 | \$115,887 | \$115,887 | \$0 |
| Excess Revenues/(Expenditures) | (\$115,887) | | (\$38,042) | |
| Beginning Fund Balance | \$271,555 | | \$515,251 | |
| Ending Fund Balance | \$155,669 | | \$477,209 | |

Chapel Creek

Community Development District

Capital Projects Fund
Statement of Revenues & Expenditures
For Period Ending January 31, 2022

| | Series 2006 | Series 2021 |
|---------------------------------------|----------------|----------------------|
| <u>Revenues</u> | | |
| Interest Income | \$10 | \$118 |
| Bond Proceeds | \$0 | \$0 |
| Interfund Transfer In | \$0 | \$0 |
| Total Revenues | \$10 | \$118 |
| <u>Expenditures</u> | | |
| Capital Outlay | \$0 | \$3,389,083 |
| Interfund Transfer Out | \$0 | \$0 |
| Total Expenditures | \$0 | \$3,389,083 |
| Excess Revenues/(Expenditures) | \$10 | (\$3,388,965) |
| Beginning Fund Balance | \$3,429 | \$6,518,392 |
| Ending Fund Balance | \$3,439 | \$3,129,428 |

Chapel Creek CDD- General Fund
Month to Month

| | October | November | December | January | February | March | April | May | June | July | August | September | Total |
|--|-----------------|-----------------|------------------|-----------------|------------|------------|------------|------------|------------|------------|------------|------------|------------------|
| <u>Revenues</u> | | | | | | | | | | | | | |
| Operations and Maintenance Assessments- Tax Roll | \$0 | \$35,447 | \$214,798 | \$2,516 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$252,761 |
| Operations and Maintenance Assessments- Direct | \$24,276 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$24,276 |
| Operations and Maintenance Assessments- Lot Closings | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Developer Funding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total Revenues | \$24,276 | \$35,447 | \$214,798 | \$2,516 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$277,038 |
| <u>Administrative Expenditures</u> | | | | | | | | | | | | | |
| Supervisors Fees | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| District Management | \$2,917 | \$2,917 | \$2,917 | \$2,917 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$11,667 |
| District Engineer | \$0 | \$2,195 | \$1,166 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$3,361 |
| Disclosure Report | \$500 | \$500 | \$750 | \$500 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$2,250 |
| Trustee Fees | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Property Appraiser Fee | \$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 |
| Auditing Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Arbitrage Rebate Calculation | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Public Officials Liability Insurance | \$2,506 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$2,506 |
| Legal Advertising | \$0 | \$0 | \$167 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$167 |
| Dues, License, & Subscriptions | \$175 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$175 |
| Postage & Delivery | \$4 | \$29 | \$12 | \$42 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$87 |
| Printing & Binding | \$0 | \$0 | \$5 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$5 |
| Office Supplies | \$0 | \$2 | \$3 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$5 |
| ADA Website Compliance | \$1,538 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$1,538 |
| Information Technology | \$105 | \$105 | \$105 | \$105 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$422 |
| Website Hosting, Maintenance, Backup (Email) | \$51 | \$51 | \$51 | \$51 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$203 |
| District Counsel | \$0 | \$561 | \$725 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$1,286 |
| Total Administrative | \$12,796 | \$6,359 | \$5,900 | \$3,616 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$28,670 |
| <u>Field Expenditures</u> | | | | | | | | | | | | | |
| Field Management | \$1,250 | \$1,250 | \$1,250 | \$1,250 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$5,000 |
| Utility Services- Electric | \$936 | \$915 | \$1,053 | \$880 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$3,784 |
| Utility Services- Streetlights | \$2,992 | \$2,031 | \$2,992 | \$2,421 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$10,437 |
| Street Light Repair | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Aquatic Maintenance | \$775 | \$775 | \$775 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$2,325 |
| General Liability Insurance | \$2,547 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$2,547 |
| Property Insurance | \$4,184 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$4,184 |
| Landscape Maintenance | \$6,750 | \$6,750 | \$6,750 | \$6,750 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$27,000 |
| Field Repairs & Maintenance | \$215 | \$776 | \$959 | \$662 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$2,612 |
| Holiday Decorations | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Irrigation Maintenance | \$0 | \$1,010 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$1,010 |
| Landscape Enhancements & Replacement | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Sidewalk & Pavement Management | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Field Contingency | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total Field | \$19,650 | \$13,507 | \$13,780 | \$11,963 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$58,899 |

Chapel Creek CDD- General Fund
Month to Month

| | October | November | December | January | February | March | April | May | June | July | August | September | Total |
|--------------------------------------|-------------------|-----------------|------------------|-------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------------|
| <u>Amenity Center</u> | | | | | | | | | | | | | |
| Utility Services- Electric | \$739 | \$743 | \$847 | \$703 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$3,032 |
| Utility Services- Water & Sewer | \$219 | \$211 | \$169 | \$178 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$777 |
| Amenity Access Management | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Amenity Maintenance & Repair | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Janitorial Services | \$1,400 | \$1,075 | \$700 | \$700 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$3,875 |
| Pool Service Contract | \$850 | \$850 | \$850 | \$850 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$3,400 |
| Security | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Internet | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Pest Control Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Miscellaneous Contingency | \$491 | \$159 | \$174 | \$166 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$990 |
| Total Amenity Center | \$3,699 | \$3,037 | \$2,740 | \$2,597 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$12,073 |
| Total Revenues | \$24,276 | \$35,447 | \$214,798 | \$2,516 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$277,038 |
| Total Expenditures | \$36,144 | \$22,903 | \$22,419 | \$18,176 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$99,642 |
| Excess Revenue/(Expenditures) | (\$11,868) | \$12,544 | \$192,379 | (\$15,659) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$177,396 |

Chapel Creek

Community Development District

Long Term Debt Report

| | |
|--|--------------|
| Series 2006A Special Assessment Bonds | |
| Interest Rate: | 5.500% |
| Maturity Date: | 5/1/2038 |
| Reserve Fund Definition: | MADS |
| Reserve Fund Requirement: | \$235,267 |
| Reserve Fund Balance: | \$235,267 |
| Bonds outstanding -09/30/2019 | \$17,664,667 |
| Current Bonds Outstanding | \$17,664,667 |

| | |
|---|-------------|
| Series 2021 Special Assessment Bonds | |
| Interest Rate: | 2.5-3.550% |
| Maturity Date: | 5/1/2052 |
| Reserve Fund Definition: | 50% MADS |
| Reserve Fund Requirement: | \$243,689 |
| Reserve Fund Balance: | \$243,689 |
| Bonds outstanding -06/30/21 | \$8,730,000 |
| Current Bonds Outstanding | \$8,730,000 |

Chapel Creek
COMMUNITY DEVELOPMENT DISTRICT
Special Assessment Receipts

Gross Assessments \$ 274,694.09 \$ 212,868.00 \$ 487,562.09
Net Assessments \$ 258,212.44 \$ 200,095.92 \$ 458,308.36

ON ROLL ASSESSMENTS

56.34% 43.66% 100.00%

| Date | Distribution | Gross Amount | Commissions | Discount/Penalty | Interest | Net Receipts | O&M Portion | 2006A Debt | |
|--------------|-----------------------|----------------------|----------------------|-----------------------|----------------|----------------------|----------------------|----------------------|----------------------|
| | | | | | | | | Service | Total |
| 11/10/21 | 11/01/2021-11/05/2021 | \$10,007.81 | (\$192.16) | (\$400.32) | \$0.00 | \$9,415.33 | \$5,304.63 | \$4,110.70 | \$9,415.33 |
| 11/18/21 | 11/06/2021-11/15/2021 | \$56,866.81 | (\$1,091.83) | (\$2,274.65) | \$0.00 | \$53,500.33 | \$30,142.26 | \$23,358.07 | \$53,500.33 |
| 12/02/21 | 11/16/2021-11/23/2021 | \$380,225.69 | (\$7,300.33) | (\$15,209.41) | \$0.00 | \$357,715.95 | \$201,538.35 | \$156,177.60 | \$357,715.95 |
| 12/08/21 | 11/24/2021-11/30/2021 | \$12,101.01 | (\$232.34) | (\$484.05) | \$1.00 | \$11,385.62 | \$6,414.70 | \$4,970.92 | \$11,385.62 |
| 12/17/21 | 12/01/2021-12/15/2021 | \$12,399.48 | (\$247.99) | \$0.00 | \$0.00 | \$12,151.49 | \$6,846.19 | \$5,305.30 | \$12,151.49 |
| 01/07/22 | 12/16/2021-12/31/2021 | \$4,698.16 | (\$91.14) | (\$140.94) | \$0.00 | \$4,466.08 | \$2,516.20 | \$1,949.88 | \$4,466.08 |
| TOTAL | | \$ 476,298.96 | \$ (9,155.79) | \$ (18,509.37) | \$ 1.00 | \$ 448,634.80 | \$ 252,762.33 | \$ 195,872.47 | \$ 448,634.80 |

98% Net Percent Collected

DIRECT BILL

| Chapel Creek CDD Holdings LLC | | | | | |
|-------------------------------|----------|--------------|--------------|-------------------|-------------------|
| | | | | \$2,368.42 | \$2,368.42 |
| Date Received | Due Date | Check Number | Net Assessed | Amount Received | O&M |
| 9/14/21 | 10/1/21 | 3254 | \$1,184.21 | \$1,184.21 | \$1,184.21 |
| | 2/1/22 | | \$592.11 | | |
| | 5/1/22 | | \$592.11 | | |
| | | | | \$1,776.32 | \$1,184.21 |

| Clayton Properties Group Inc | | | | | | |
|------------------------------|----------|--------------|--------------|---------------------|---------------------|--------------------|
| | | | | \$201,853.02 | \$46,184.27 | \$155,668.75 |
| Date Received | Due Date | Check Number | Net Assessed | Amount Received | O&M | Series 2021 Debt |
| 9/14/21 | 10/1/21 | 38578 | \$100,926.51 | \$100,926.51 | \$23,092.13 | \$77,834.38 |
| | 4/1/22 | | \$100,926.51 | | \$0.00 | \$0.00 |
| | | | | \$201,853.02 | \$100,926.51 | \$77,834.38 |