

RIVER RIDGE
COMMUNITY DEVELOPMENT
DISTRICT

REGULAR MEETING
AGENDA

January 23, 2018

River Ridge Community Development District
OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W • Boca Raton, Florida 33431
Phone (561) 571-0010 • Fax (561) 571-0013 • Toll-free: (877) 276-0889

January 16, 2018

<p><u>ATTENDEES:</u> Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.</p>

Board of Supervisors
River Ridge Community Development District

Dear Board Members:

A Regular Meeting of the River Ridge Community Development District's Board of Supervisors will be held on Tuesday, January 23, 2018 at 1:00 p.m., in the Sound Room at the River Club Conference Center (Second Floor of Fitness Center), 4784 Pelican Sound Boulevard, Estero, Florida 33928. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments: Agenda Items (*5 minutes per speaker*)
3. Solitude Lake Management Update: Lakes E4-A & H1-B
4. Continued Discussion: Traffic Calming
5. Continued Discussion: Storm Water System Design and Recent Performance Areas of Potential Focus
6. Consideration of Resolution 2018-03, Letter of Understanding to PSGRC Regarding Street Trees Within District Easements and Right-of-Ways
7. Acceptance of Unaudited Financial Statements as of November 30, 2017
8. Approval of December 12, 2017 Regular Meeting Minutes
 - A. Action/Agenda Items
9. Staff Reports
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
 - i. Annual Key Activities
 - ii. NEXT MEETING DATE: February 27, 2018 at 1:00 P.M.

10. Supervisors' Requests and Public Comments (*5 minutes per speaker*)
11. Adjournment

Feel free to contact me directly at 239-464-7114 with any questions and/or concerns.

Sincerely,



Chesley E. Adams, Jr.
District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE

**CALL IN NUMBER: 1-888-354-0094
CONFERENCE ID: 8593810**

River Ridge Community Development District
OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W•Boca Raton, Florida 33431
Phone: (561) 571-0010•Fax: (561) 571-0013•Toll-Free: (877) 276-0889

January __, 2018

Pelican Sound Golf & River Club, Inc.
Attention: James Whitmore
4561 Pelican Sound Blvd.
Estero, Florida 33928

Re: Street Trees Within River Ridge Community Development District (District) Easements and/or Right-of-Way (ROW)

Dear Mr. Whitmore:

As you are well aware the District and the Pelican Sound Golf & River Club, Inc. (PSGRC) are parties to that certain Amended and Restated Community Development District Systems And Facilities Operation And Maintenance Agreement dated as of January 1, 2012 (“Amended And Restated Agreement”), as amended by the First Amendment of April, 2015 and the Second Amendment of June 28, 2016. Copies of the original Amended And Restated Agreement and its amendments are included in this correspondence for reference purposes.

As a result of various questions, comments and concerns that arose in the aftermath of Hurricane Irma, the District Board of Supervisors (Board) has discussed with the PSGRC clarification concerning certain operational aspects of the Amended And Restated Agreement as they relate to the removal and/or replacement of “street trees” located within “District ROW” (as “District ROW” is defined in the Amended And Restated Agreement).

At its meeting of December 12, 2017, the Board authorized: 1.) sending a letter to PSGRC advising the PSGRC of the Board’s clarification concerning the removal and/or replacement of “street trees” located within District ROW; and, 2.) drafting of an appropriate Resolution of the District in order to properly record the Board’s clarification.

This letter is for the purpose of advising the PSGRC of the following clarifying position and policy adopted by the Board of the District to implement the Amended And Restated Agreement as to trees within District ROW:

1. with regards to the trees located within a District ROW, as the District ROW is defined in the Amended And Restated Agreement, PSGRC is authorized to remove any tree within a District ROW, as the District ROW is defined in the Amended And Restated Agreement, upon providing not less than fifteen (15) days written notification to the District, **SUBJECT TO THE FOLLOWING:** the removal of any tree is allowed by all applicable permits, agreements, development orders, statutes, codes, ordinances, policies, rules,

- resolutions, and regulations and is performed in strict conformance with all applicable permits, development orders, statutes, codes, ordinances, policies, rules, resolutions and regulations.
2. PSGRC is hereby authorized, as agent for and on behalf of the District to apply for necessary development orders and permits from Lee County and/or the Village of Estero for the purposes of the removal of trees within the District ROW, provided that the removal is in conformance with the Amended And Restated Agreement and the terms and conditions of this letter.
 3. Except as otherwise may be required by applicable permits, agreements, development orders, statutes, codes, ordinances, policies, rules, resolutions or regulations, replacement trees need not be installed.

If you have any further questions, please do not hesitate to contact me.

Sincerely,

Chuck Adams, District Manager
River Ridge Community Development District

Enclosures

RESOLUTION 2018-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RIVER RIDGE COMMUNITY DEVELOPMENT DISTRICT ("DISTRICT") RELATING TO NOTICE TO BE PROVIDED BY THE PELICAN SOUND GOLF & RIVER CLUB, INC. ("PSGRC"), AS AGENT FOR THE DISTRICT UNDER THE AMENDED AND RESTATED AND COMMUNITY DEVELOPMENT SERVICES OPERATION AND MAINTENANCE AGREEMENT DATED AS OF JANUARY 1, 2012, AS AMENDED, CONCERNING REMOVAL OF TREES IN "DISTRICT ROW".

WHEREAS, the District is the owner of certain streets, roads and sidewalks within District roads rights of way or the grantee of certain street, road or sidewalk easements (hereinafter the "District ROW") within the Pelican Sound community in Lee County, Florida, within the boundaries of the District; and,

WHEREAS, the District and PSGRC are the parties to that certain Amended And Restated Community Development District Systems and Facilities Operation and Maintenance Agreement dated as of January 1, 2012, as amended (the " Amended And Restated Agreement"); and,

WHEREAS, the District and PSGRC desire to clarify certain authority provided to PSGRC under the Amended and Restated Agreement concerning the removal of trees located within the District ROW; and,

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE RIVER RIDGE COMMUNITY DEVELOPMENT DISTRICT as follows:

1. With regards to the trees located within a District ROW, as the District ROW is defined in the Amended And Restated Agreement, PSGRC is authorized to remove any tree within a District ROW, as the District ROW is defined in the Amended And Restated Agreement, upon providing not less than fifteen (15) days written notification to the District, SUBJECT TO THE FOLLOWING: the removal of any tree is allowed by all applicable permits, agreements, development orders, statutes, codes, ordinances, policies, rules, resolutions, and regulations and is performed in strict conformance with all applicable permits, development orders, statutes, codes, ordinances, policies, rules, resolutions and regulations.
2. PSGRC is hereby authorized, as agent for and on behalf of the District to apply for necessary development orders and permits from Lee County and/or the Village of Estero for the purposes of the removal of trees within the District ROW, provided that the removal is in conformance with the Amended And Restated Agreement and the terms and conditions of this Resolution.
3. Except as otherwise may be required by applicable permits, agreements, development orders, statutes, codes, ordinances, policies, rules, resolutions or regulations, replacement trees need not be installed.
4. This Resolution shall take effect immediately upon adoption

THIS RESOLUTION ADOPTED after motion, second, and majority vote favoring same this _____ day of January, 2018.

ATTEST:

BOARD OF SUPERVISORS, RIVER RIDGE
COMMUNITY DEVELOPMENT DISTRICT

By: _____
Secretary

By: _____
Chair

DRAFT JAN. 15, 2018

**RIVER RIDGE
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
NOVEMBER 30, 2017**

**RIVER RIDGE
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
NOVEMBER 30, 2017**

	General Fund	Special Revenue Fund	Total Governmental Funds
ASSETS			
Cash			
SunTrust			
Operating	\$ 111,438	\$ -	\$ 111,438
SRF - Pelican Sound	-	205,794	205,794
Florida Community Bank			
Note reserve	10,000	-	10,000
Total assets	<u>\$ 121,438</u>	<u>\$ 205,794</u>	<u>\$ 327,232</u>
LIABILITIES			
Liabilities			
Accounts payable	\$ 1,275	\$ -	\$ 1,275
Total liabilities	<u>1,275</u>	<u>-</u>	<u>1,275</u>
FUND BALANCE			
Unassigned	120,163	205,794	325,957
Total fund balance	<u>120,163</u>	<u>205,794</u>	<u>325,957</u>
Total liabilities and fund balance	<u>\$ 121,438</u>	<u>\$ 205,794</u>	<u>\$ 327,232</u>

**RIVER RIDGE
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES - GENERAL FUND
FOR THE PERIOD ENDED NOVEMBER 30, 2017**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Assessment levy	\$ 79,452	\$ 79,452	\$ 214,051	37%
Interest & miscellaneous	5	12	750	2%
Total revenues	<u>79,457</u>	<u>79,464</u>	<u>214,801</u>	37%
EXPENDITURES				
Administrative				
Supervisors	861	1,722	10,918	16%
Management/accounting	4,284	8,568	51,408	17%
Audit	-	-	7,100	0%
Special assessment preparation	-	-	6,500	0%
Legal	-	-	10,000	0%
Engineering	-	-	10,000	0%
NPDES reporting filing	6,000	6,000	15,000	40%
Telephone	33	67	400	17%
Postage	13	135	1,000	14%
Insurance	-	6,874	6,986	98%
Printing & binding	63	125	750	17%
Legal advertising	-	-	1,000	0%
Contingencies	64	125	4,000	3%
Subscriptions & memberships	-	175	175	100%
Website maintenance	-	-	650	0%
Property taxes	9	9	-	N/A
Total administrative	<u>11,327</u>	<u>23,800</u>	<u>125,887</u>	19%
Debt service				
Interest expense	-	9,411	-	N/A
	<u>-</u>	<u>9,411</u>	<u>-</u>	N/A
Field services				
Other contractual - field management				
Q & A	217	434	2,601	17%
Contingencies	-	-	1,000	0%
Other contractual	2,115	8,272	40,000	21%
Street lighting	298	298	4,500	7%
Plant replacement	-	-	4,000	0%
Street sweeping	-	-	10,000	0%
Roadway repairs	1,848	1,848	2,500	74%
Aquascaping	-	-	20,000	0%
Hurricane Clean-Up	12,510	12,510	-	N/A
Total field services	<u>16,988</u>	<u>23,362</u>	<u>84,601</u>	28%

**RIVER RIDGE
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES - GENERAL FUND
FOR THE PERIOD ENDED NOVEMBER 30, 2017**

	Current Month	Year to Date	Budget	% of Budget
Other fees and charges				
Property appraiser	-	-	1,725	0%
Tax collector	1,115	1,115	2,588	43%
Total other fees and charges	1,115	1,115	4,313	26%
Subtotal expenditures: general	29,430	57,688	214,801	27%
 Net change in fund balances	 50,027	 21,776	 -	
Fund balances - beginning				
Unassigned	70,136	98,387	75,765	
Fund balances - ending				
Unassigned	120,163	120,163	75,765	
Fund balances - ending	\$ 120,163	\$ 120,163	\$ 75,765	

**RIVER RIDGE
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES:
SPECIAL REVENUE FUND - PELICAN SOUND PROGRAM
FOR THE PERIOD ENDED NOVEMBER 30, 2017**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Assessment levy: Pelican Sound	\$ 120,136	\$ 120,136	\$ 328,283	37%
Interest and miscellaneous: Pelican Sound	-	-	500	0%
Total revenues	<u>120,136</u>	<u>120,136</u>	<u>328,783</u>	37%
EXPENDITURES				
Pelican Sound program (lake & wetland maintenance)				
Professional services				
Audit	-	-	4,000	0%
Legal	-	-	5,000	0%
Engineering	-	-	20,000	0%
Total professional services	<u>-</u>	<u>-</u>	<u>29,000</u>	0%
Field services				
Other contractual				
Field management	417	834	5,000	17%
Lake/wetland	-	-	75,000	0%
Capital Outlay	-	-	56,283	0%
Roadway resurfacing- loan repayment	-	-	140,000	0%
Roadway RM/Traffic Calming	-	-	15,000	0%
Contingencies	-	-	8,500	0%
Total other contractual	<u>417</u>	<u>834</u>	<u>299,783</u>	0%
Total expenditures	<u>417</u>	<u>834</u>	<u>328,783</u>	0%
Net change in fund balances	119,719	119,302	-	
Fund balances - beginning				
Unassigned	<u>86,075</u>	<u>86,492</u>	<u>151,269</u>	
Fund balances - ending				
Unassigned	<u>205,794</u>	<u>205,794</u>	<u>151,269</u>	
Fund balances - ending	<u>\$ 205,794</u>	<u>\$ 205,794</u>	<u>\$ 151,269</u>	

**RIVER RIDGE
COMMUNITY DEVELOPMENT DISTRICT
CHECK REGISTER
NOVEMBER 30, 2017**

River Ridge Community Development District
Check Detail
 November 2017

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	DD	11/20/2017	LARRY J. FIESEL	151.002 · Suntrust ...		-184.70
				511.00 · Supervisor'...	-184.70	184.70
TOTAL					-184.70	184.70
Check	DD	11/20/2017	TERRY MOUNTFORD {Employee}	151.002 · Suntrust ...		-184.70
				511.00 · Supervisor'...	-184.70	184.70
TOTAL					-184.70	184.70
Check	319	11/20/2017	JAMES E. GILMAN JR.	151.002 · Suntrust ...		-184.70
				511.00 · Supervisor'...	-184.70	184.70
TOTAL					-184.70	184.70
Check	320	11/20/2017	ROBERT SCHULTZ {Employee}	151.002 · Suntrust ...		-184.70
				511.00 · Supervisor'...	-184.70	184.70
TOTAL					-184.70	184.70
Bill Pmt -Check	5451	11/02/2017	FEDEX	151.002 · Suntrust ...		-121.67
Bill	5-971-35901	10/31/2017		519.410 · Postage	-121.67	121.67
TOTAL					-121.67	121.67
Bill Pmt -Check	5452	11/02/2017	HOLE, MONTES, INC.	151.002 · Suntrust ...		-2,418.75
Bill	76764	09/30/2017		519.320 · Engineeri...	-2,418.75	2,418.75
TOTAL					-2,418.75	2,418.75
Bill Pmt -Check	5453	11/02/2017	LAKE MASTERS AQUATIC WEED CONTROL, INC.	151.002 · Suntrust ...		-12,647.00
Bill	17-07106	09/30/2017		539.021 · Lake/Wet...	-4,595.00	4,595.00
Bill	17-07107	09/30/2017		539.021 · Lake/Wet...	-1,895.00	1,895.00
Bill	17-08561	10/31/2017		538.340 · Other Co...	-6,157.00	6,157.00
TOTAL					-12,647.00	12,647.00

River Ridge Community Development District
Check Detail
 November 2017

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	5454	11/02/2017	LAND CARE	151.002 · Suntrust ...		-8,940.00
Bill	91579	09/30/2017		538.460 · Plant Rep...	-8,940.00	8,940.00
TOTAL					-8,940.00	8,940.00
Bill Pmt -Check	5455	11/02/2017	WOODWARD, PIRES AND LOMBARDO. P.A.	151.002 · Suntrust ...		-1,366.20
Bill	255	09/30/2017		514.310 · Legal Fees	-1,366.20	1,366.20
TOTAL					-1,366.20	1,366.20
Bill Pmt -Check	5456	11/16/2017	BONNESS, INC.	151.002 · Suntrust ...		-1,847.65
Bill	16481	11/15/2017		539.465 · Roadway ...	-1,847.65	1,847.65
TOTAL					-1,847.65	1,847.65
Bill Pmt -Check	5457	11/16/2017	F P L	151.002 · Suntrust ...		-298.23
Bill	55697-04520 102717	11/15/2017		538.431 · Street Lig...	-298.23	298.23
TOTAL					-298.23	298.23
Bill Pmt -Check	5458	11/16/2017	FEDEX	151.002 · Suntrust ...		-13.43
Bill	5-985-61788	11/15/2017		519.410 · Postage	-6.55	6.55
Bill	5-977-92066	11/15/2017		519.410 · Postage	-6.88	6.88
TOTAL					-13.43	13.43
Bill Pmt -Check	5459	11/16/2017	GIRARD ENVIRONMENTAL SERVICES, INC.	151.002 · Suntrust ...		-2,115.00
Bill	188116	11/15/2017		538.340 · Other Co...	-2,115.00	2,115.00
TOTAL					-2,115.00	2,115.00
Bill Pmt -Check	5460	11/16/2017	JOHNSON ENGINEERING, INC.	151.002 · Suntrust ...		-6,000.00
Bill	20044471-016	11/15/2017		538.300 · NPDES P...	-6,000.00	6,000.00
TOTAL					-6,000.00	6,000.00

River Ridge Community Development District
Check Detail
 November 2017

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	5461	11/16/2017	LEE COUNTY TAX COLLECTOR	151.002 · Suntrust ...		-9.15
Bill	17-00573538 1117	11/15/2017		519.960 · Property ...	-9.15	9.15
TOTAL					-9.15	9.15
Bill Pmt -Check	5462	11/16/2017	THE DAVEY TREE EXPERT COMPANY	151.002 · Suntrust ...		-12,510.00
Bill	911840618	11/15/2017		539.622 · Hurricane...	-12,510.00	12,510.00
TOTAL					-12,510.00	12,510.00
Bill Pmt -Check	5463	11/16/2017	WRATHELL, HUNT AND ASSOCIATES, LLC	151.002 · Suntrust ...		-4,596.58
Bill	2017-10827	11/15/2017		513.311 · Managem...	-3,927.93	4,284.00
				519.411 · Telephone	-30.56	33.33
				519.470 · Printing a...	-57.31	62.50
				539.020 · Field Man...	-382.04	416.67
				538.336 · Q & A	-198.74	216.75
TOTAL					-4,596.58	5,013.25
Bill Pmt -Check	5463	11/16/2017	WRATHELL, HUNT AND ASSOCIATES, LLC	151.003 · SRF - Pel...		-416.67
Bill	2017-10827	11/15/2017		513.311 · Managem...	-356.07	4,284.00
				519.411 · Telephone	-2.77	33.33
				519.470 · Printing a...	-5.19	62.50
				539.020 · Field Man...	-34.63	416.67
				538.336 · Q & A	-18.01	216.75
TOTAL					-416.67	5,013.25

1 **MINUTES OF MEETING**
2 **RIVER RIDGE**
3 **COMMUNITY DEVELOPMENT DISTRICT**
4

5 A Regular Meeting of the River Ridge Community Development District’s Board of
6 Supervisors was held on Tuesday, December 12, 2017 at 1:00 p.m., in the Sound Room at the
7 River Club Conference Center (Second Floor of Fitness Center), 4784 Pelican Sound Boulevard,
8 Estero, Florida 33928.
9

10 **Present at the meeting were:**

11		
12	Bob Schultz	Chair
13	Terry Mountford	Vice Chair
14	James Gilman	Assistant Secretary
15	Larry Fiesel	Assistant Secretary
16		

17 **Also present were:**

18		
19	Chuck Adams	District Manager
20	Cleo Adams	Assistant Regional Manager
21	Tony Pires	District Counsel
22	Charlie Krebs (<i>via telephone</i>)	District Engineer
23	Jim Whitmore	PSGRC General Manager
24	Donald Jansen	Resident
25	Chris Ralston	Resident
26	Kurt Blumenthal	Resident
27	Gordon Brown	Resident
28	Marcy Holtz	Resident
29		

30
31 **FIRST ORDER OF BUSINESS**

Call to Order/Roll Call

32
33 Mr. Adams called the meeting to order at 1:00 p.m. Supervisors Schultz, Mountford,
34 Gilman and Fiesel were present, in person. One seat was vacant.
35

36 **SECOND ORDER OF BUSINESS**

**Public Comments: Agenda Items (5
minutes per speaker)**

37
38
39 Mr. Donald Jansen, a resident, expressed disappointment that the Board had not reached a
40 decision concerning who would pay for the storm damages. It impacts the Pelican Sound Golf &
41 River Club (PSGRC), the Masters Association and homeowners who need final decisions in
42 terms of who is accountable and responsible for paying the bills. Everything was waiting on the

43 District’s decision and the process slowed down. While there was a severe storm in Florida, it
44 did not seem right that, three months after the storm event, there was still no final decision. As a
45 PSGRC member, he felt that The PSGRC was part of the District and should be going to an
46 assessment and to the members in the community. In his opinion, it was a one-time event;
47 therefore, the Board should be able to do it without making it a precedent for the future.

48 Mr. Schultz stated that the Board would have an answer today; this matter would be
49 discussed during the Seventh Order of Business.

50

51 **THIRD ORDER OF BUSINESS**

**Discussion/Consideration of Candidate to
Fill Seat 3 Vacancy; Term Expires
November, 2020**

52
53
54
55 Mr. Adams stated that five letters of interest were received.

56 Mr. Schultz stated that, given that only one of the five candidates was present today he
57 preferred to proceed and asked if any Board Members wanted to say anything.

58 Mr. Blumenthal excused himself from the meeting.

59 Mr. Schultz stated that all of the resumes were excellent. Discussion ensued regarding
60 each candidate’s experience and qualifications and the preference for the appointee to be a full-
61 time Florida resident. Mr. Shultz would remind the remaining candidates, by way of a letter, that
62 two other positions would become available in the fall.

63 The Board voted by ballot.

64 Mr. Adams stated that the result of the ballot vote was unanimous to appoint Mr. Kurt
65 Blumenthal to Seat 3.

66 **A. Administration of Oath of Office to Newly Elected Supervisor (*the following to be***
67 ***provided in a separate package*)**

68 Mr. Adams, a Notary Public for the State of Florida, and duly authorized, administered
69 the Oath of Office to Mr. Blumenthal. He provided and briefly explained the following:

- 70 **i. Guide to Sunshine Amendment and Code of Ethics for Public Officers and**
- 71 **Employees**
- 72 **ii. Membership, Obligations and Responsibilities**
- 73 **iii. Financial Disclosure Forms**
 - 74 **▪ Form 1: Statement of Financial Interests**
 - 75 **▪ Form 1X: Amendment to Form 1, Statement of Financial Interests**

76 ▪ **Form 1F: Final Statement of Financial Interests**

77 iv. **Form 8B – Memorandum of Voting Conflict**

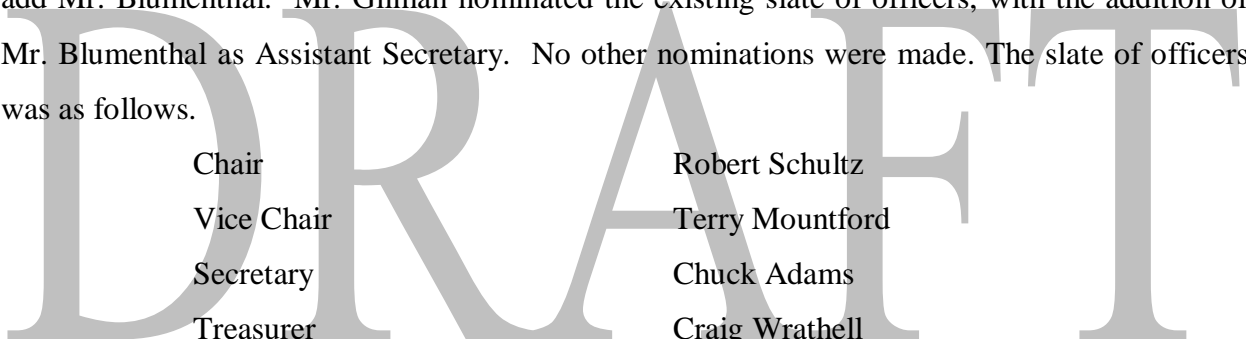
78 As a Board Member, Mr. Blumenthal was entitled to receive compensation of \$200 per
79 Board Meeting, with a maximum of \$4,800, per year. Form 1 must be completed and mailed to
80 the Supervisor of Elections, within 30 days of today

81 Mr. Pires stated that there are penalties associated with violation of both the Sunshine
82 Law and Public Records Law, which are criminally prosecutable. He explained to about the
83 receipt of emails concerning District business, segregating personal emails from District
84 business, social functions and the Sunshine Law.

85 **B. Consideration of Resolution 2018-02, Electing Officers of the District**

86 Mr. Adams stated that, as required after an election or appointment, the Board must
87 reconsider its slate of officers. The Board could consider changing the slate at this time, or just
88 add Mr. Blumenthal. Mr. Gilman nominated the existing slate of officers, with the addition of
89 Mr. Blumenthal as Assistant Secretary. No other nominations were made. The slate of officers
90 was as follows.

- | | | |
|----|---------------------|-----------------|
| 91 | Chair | Robert Schultz |
| 92 | Vice Chair | Terry Mountford |
| 93 | Secretary | Chuck Adams |
| 94 | Treasurer | Craig Wrathell |
| 95 | Assistant Treasurer | Jeff Pinder |
| 96 | Assistant Secretary | Larry Fiesel |
| 97 | Assistant Secretary | James Gilman |
| 98 | Assistant Secretary | Kurt Blumenthal |
| 99 | Assistant Secretary | Craig Wrathell |



100

101 **On MOTION by Mr. Gilman and seconded by Mr. Fiesel, with**
102 **all in favor, Resolution 2018-02, Electing Officers of the**
103 **District, as nominated, with the addition of Mr. Kurt**
104 **Blumenthal, as Assistant Secretary, was adopted.**

105

106

107 **FOURTH ORDER OF BUSINESS**

Continued Discussion: Traffic Calming

108

109 Mr. Adams stated that the crosswalk and signage were installed for Pelican Sound Drive;
110 it would take a couple more weeks for the lights arrive and be installed, in early January. Also
111 related to traffic calming, was the potential installation of a raised crosswalk, at the entrance of
112 The Masters, across Southern Hills Drive.

113 Mr. Schultz stated that, when the news got out about that, the comments were not
114 favorable so he advised Mr. Adams to not have the temporary speed bump installed until after
115 the Board discussed it. Because of upset residents, Mr. Schultz suggested that Mr. Krebs
116 evaluate the situation and provide a recommendation of how to improve the situation and avoid
117 the speed bump, if possible. Mr. Krebs would perform an evaluation.

118 Discussion ensued regarding traffic through that location, hazards associated with bike
119 riding, the landscaping and the line-of-sight issue and the berm being part of the problem.

120

121 **FIFTH ORDER OF BUSINESS**

**Continued Discussion: Storm Water
System Design and Recent Performance
Areas of Potential Focus**

122
123
124
125 Mr. Krebs stated that he sent a suggestion and the exhibits to Ms. Melissa Roberts, at
126 South Florida Water Management District (SFWMD). Ms. Roberts would review Mr. Krebs’
127 proposed action and prioritize it to determine what items the District can do without any permit
128 modifications, what would be considered as a letter modification and what would require a full
129 submittal. Mr. Krebs had not yet scheduled the meeting with Ms. Roberts and thought that a
130 formal report, with a recommendation on which items to proceed with first, which required the
131 least amount of effort, would not be completed until January.

132

133 **SIXTH ORDER OF BUSINESS**

**Discussion: Participation in Lee County
Flood Mitigation Efforts**

134
135
136 Mr. Schultz referred to emails from the Village of Estero. Lee County was proactively
137 involved in responding to the flooding issues across the entire County, including the Estero
138 River. The bottom of the email from the Village stated: “How You Can Help”. Since the
139 District was entering into its own study, within the District, he wanted to keep in touch with the
140 Village, let them know what the District was doing and find out if the District could be a
141 participant in this, to help improve how water comes down the Estero River. Not that it was
142 likely but there were grants for this study.

143 Mr. Adams stated that, at the Stoneybrook Community Development District
144 (Stoneybrook CDD) meeting this morning, Village Mayor Jim Boesch gave an update on several
145 items, including the Disaster Recovery Grant Reporting (DRGR) and the recent acquisition
146 property. Mayor Boesch informed Mr. Adams that they were submitting a bill for a \$3.5 million
147 grant to put towards improvements to the drainage system within the Village boundaries,
148 redirecting flow as far north as the San Carlos line. A good portion of that money would go
149 towards cleaning out, widening and deepening the Estero River, in order to get more water flow.
150 Mr. Krebs previously advised that there is a natural water body that conveys most of the local
151 drainage off site. The need to widen, deepen and improve it was recognized. Mayor Boesch
152 hoped that the bill would get through in the first or second quarter of 2018 and that funding
153 would be received shortly thereafter. The engineering would begin then, followed by the actual
154 improvements. What was being done in this particular case, which Mr. Adams did not fully
155 understand, was that the SFWMD was being carved out of this, to a certain degree, and the
156 Village was not pursuing the SFWMD for funding but going directly to the State for funding. He
157 did not gather everything that Mayor Boesch said but guessed that it would be a better
158 opportunity that funding would be received and they would be able to move forward timely with
159 the improvements, versus getting on the SFWMD's list, with its finite amount of funding.

160 Mr. Schultz requested that, in order to start communications and a dialog with the County
161 regarding the studies, Mr. Adams and Mr. Krebs summarize their observations in the District,
162 around the time of the storm events.

163 Mr. Adams stated that the County is part of the program with the Village and going to the
164 State. He would do what was requested and share that data and thought the information that Mr.
165 Krebs shared in October, would be a good start. Mr. Krebs would reach out to the people in his
166 office to determine who is working on the Estero River.

167

168 **SEVENTH ORDER OF BUSINESS**

**Continued Discussion: Street Trees
Within District Easements and Right-of-
Ways**

169

170

171

172 Mr. Schultz agreed that the District did not respond collectively and fast enough. In
173 2015, the Board made a decision that amended the Maintenance Agreement between the PSGRC
174 and the District, to basically say that the landscaping and vegetation, adjacent to the District
175 Right-Of-Way (ROW), was a PSGRC responsibility, under this Maintenance Agreement; it

176 includes trees, landscaping and vegetation. That Amendment was overlooked and, had it been
177 brought forth earlier, the situation and the question of who is responsible for the trees could have
178 been resolved. How the PSGRC handles it and who is responsible for it, is between The PSGRC
179 and the Association. Regarding the District, the Amendment and the Maintenance Agreement,
180 he believed that the District only reserves but cannot delegate its responsibility for ensuring that
181 the District's property is in a safe and non-hazardous condition. That is the only thing that the
182 District reserves. It was his opinion that the District did not need to be involved in permitting to
183 remove or plant trees. He thought that the Amendment was lost in the signature circuit three
184 years ago, which was the Board's fault; the Board was taking responsibility.

185 A Board Member stated that the PSGRC took care of the Common Areas and all the trees
186 in the Common Areas; stumps were cut down and whatever needed to be done, with regard to the
187 storm event.

188 Mr. Whitmore discussed the Maintenance Agreement with Mr. Schultz at a meeting last
189 night. They knew what the intent was but more than \$70,000 to \$80,000, per year, was budgeted
190 just for irrigation repairs. That did not include all the other things; all that money was needed in
191 the budget every year, let alone for storm events and damages. The neighborhood debris piled
192 up on the streets was removed by the PSGRC.

193 Mr. Schultz stated that the Maintenance Agreement was put into place nearly 20 years
194 ago, when everything was new and there were no issues. The District was approaching the age
195 wherein more and more issues arise and repairs become more expensive, since they are no longer
196 simple fixes. The Maintenance Agreement referred to having \$50,000 in aggregate; a financing
197 arrangement between the PSGRC and the District, as to what happens along the way, would
198 probably be necessary. Mr. Whitmore would get a better handle on the costs that fall under this
199 category.

200 Mr. Whitmore stated that the golf course has a full-time irrigation person, which is not
201 billed to anyone. The hard costs, such as, replacing sprinkler heads and replacing pipes goes into
202 the irrigation maintenance expense. The golf course expense is \$60,000 to \$70,000 a year alone;
203 \$40,000 is spent on the community, which was budgeted. Technically, he did not know if that
204 was part of the Maintenance Agreement.

205 Mr. Adams thought that, in the spirit and intent of the \$50,000 aggregate, a one-time
206 event would trigger a dialog between the two entities as to who was best suited to address that
207 event, from a financial perspective; it did not automatically say that the District would take it

208 over. The Association is managing aging infrastructure, through the Maintenance Agreement,
209 and it time to get into reinvestment mode. The roads were just completed, which were a bit
210 different, since other liabilities were identified that the District did not want to pass onto the
211 Association; therefore, the CDD took back some of the monitoring, evaluating and remediation
212 work. The District must start to look at certain things and plan for a longer term.

213 Discussion ensued regarding the meeting between Mr. Whitmore and Mr. Schultz and its
214 summary, the PSGRC’s concern for the main lines and joints, using inexpensive PVC pipes,
215 unforeseen events, building surplus fund balance and recreating Fiscal Year 2017 logs and
216 maintaining exact logs in Fiscal Year 2018.

217 Mr. Ralston discussed the Maintenance Agreement, easements, ROWs and the ownership
218 of the same. In terms of what he heard before, the District owned the trees but, because of
219 language in the Declaration of Pelican Sound, the owners were responsible for driveways. Other
220 language he heard from was that sidewalks were located within the ROWs and the District was
221 responsible for sidewalks.

222 Mr. Adams stated that the District was responsible for concrete sidewalks, not driveways.

223 Mr. Ralston was trying to discern ownership responsibility and obtain information as they
224 go into the second phase and to determine if it makes sense, in terms of the Maintenance
225 Agreement. The bottom line was that it was all the same payer; either the owner is paying taxes
226 or assessments, through the PSGRC. Ultimately, all the money, other than the Meadows,
227 residents were all paying for, as property owners. If the PSGRC would take over maintenance
228 and decisions about that and the \$50,000 aggregate and, if it was more than that amount for
229 excess costs, the PSGRC could go back to the District, which again meant residents, as
230 taxpayers.

231 Discussion ensued regarding:

- 232 ➤ Ownership
- 233 ➤ The PSGRC’s responsibilities and the District’s responsibilities
- 234 ➤ Permits for trees, placement and removal of trees and the adverse effects
- 235 ➤ Lee County Utilities issues and trying to limit future problems
- 236 ➤ The 1st and 2nd Amendment, regarding ROWs
- 237 ➤ Engaging in activities in the ROWs, such as trees
- 238 ➤ Tree mediation by the County to be planted in the ROWs (landscape easement)
- 239 ➤ Buffer areas versus ROWs and easements

- 240 ➤ Perimeter buffers not allowed in an easement
- 241 ➤ Relocating the Florida Power & Light (FPL) Easement in the golf course to the west side
- 242 ➤ Buffer requirements
- 243 ➤ Planting within the easements
- 244 ➤ Language regarding buffers
- 245 ➤ Section 10-317 language “requiring that no portion of a buffer area, that consists of trees
- 246 or shrubs, may be located in an easement to allow planted buffers”
- 247 ➤ Section 10-317 stating the Code therein is a requirement but the border as a request to
- 248 deviation is approved, with the condition that any required buffer or landscape,
- 249 scapestrip vegetation planted within the easement is removed then the property owner
- 250 must replace that planting with like size species at no cost to the Developer. The code
- 251 says you should not but in the event one takes it out, it has to be replaced. The way
- 252 others read it, that Code has to do with easements
- 253 ➤ ROWs when this project was developed and there were no easements, just ROWs
- 254 ➤ Obtaining deviations from County Codes for buffer plantings,
- 255 Mr. Ralston stated that the Board claims they do not know how the trees got there or if
- 256 the trees were there at the time of transfer. For argument sake, he would accept everything Mr.
- 257 Krebs and Mr. Whitmore said, that the deviation had to do with the FPL line and not with
- 258 planting of shrubs or trees.
- 259 Discussion ensued regarding knowingly accepting the trees, Development Orders (DO),
- 260 trees not being in the correct locations, seeking permission to touch the trees in the ROWs and
- 261 the Board determining that notification was needed only for trees.
- 262 Ms. Marcy Holtz, a resident, stated that lives in Oak Run and saw the trees get planted.
- 263 A truck came through with a pile of trees and went in and out and all the way down. Somebody
- 264 came in behind them with a shovel and planted the trees. She assumed this was the process used
- 265 and that is why the trees are there. Most of the trees are located in single-family communities
- 266 and are generally right on the lot line where the multi-families are involved. She did not have
- 267 pictures but that was what happened in Oak Run.
- 268 A Board Member stated that a standardized letter regarding the trees would be drafted.
- 269 Mr. Donald Jansen, a resident, stated that, particularly with homeowners, it stated that the
- 270 Association was responsible for maintaining what is in the easement.

271 In response to Mr. Jansen, Mr. Adams stated that, if a tree was across the road, it did not
272 matter who owns it; it would be a District road and that tree must be cut off the road.

273 In response to Mr. Jansen’s question, Mr. Adams replied that, regarding trees physically
274 in the street, the PSGRC, as an agent through the Maintenance Agreement, would remove the
275 tree, since they are managing the road system internally; short of what the District has been
276 doing, in terms of capital improvements and monitoring sidewalks for trip hazards.

277 In response to a Board Member’s question, Mr. Adams replied that, if there were 100
278 trees that needed to be removed and the PSGRC needed additional money to remove them, the
279 PSGRC should contact him or Mr. Whitmore.

280 In response to a Board Member’s question regarding removal of trees that pose safety
281 hazards, Mr. Adams replied that the Association cannot be reimbursed. A notification should go
282 to the street owner that there is a tree in the road that needs to be removed. If a party takes it
283 upon themselves to remove, it does not put them in a position to be reimbursed, particularly a
284 governmental entity. The stump goes to the ownership of the tree and it depends where the tree
285 is located. In general, the discussion is that the District owns the roadway tract, the ROW and
286 some improvements within that roadway tract, such as the road, sidewalk and, perhaps, some
287 drainage. It does not mean because the District owns the roadway tract that it owns everything
288 that is within that roadway track. The trees did not come with the roadway for District
289 ownership.

290 A Board Member stated that, regarding Mr. Jansen’s question, he thought he heard Mr.
291 Adams say that the stumps along the road, even if they are in the ROW, the homeowner,
292 according to the Covenants of Pelican Sound, would be responsible for removal on that side.

293 Mr. Adams replied that he would not try and answer that.

294 The Board Member stated that was the kind of clarification that needs to get out.

295 Mr. Adams stated Mr. Schultz had started this conversation and the fact that it has been
296 determined that the District does not have ownership, the Association, meaning the PSGRC, may
297 have some responsibility or there may be a neighborhood Association responsibility but that is
298 between the two Associations; the District is not in the middle of that in those particular cases.
299 There are other areas wherein the District has a responsibility and relies on the PSGRC to
300 manage those for the District.

301 Mr. Jansen stated that, from what Mr. Mountford said, he understood what Mr. Adams
302 said about the District where the maintenance goes to the PSGRC but, in the process of

303 completing work, the Masters was trying to help with safety issues but it had to do with the road.
304 That bill really should have been presented to the PSGRC and not to the Masters.

305 Mr. Adams stated that the communications should come to the entity to deal with it; not
306 for one to spend money on behalf of the other entity. From a governmental perspective, it gets
307 more sensitive, since the District is dealing with public funds.

308 Mr. Adams stated that Staff would draft the memorandum and prepare Resolutions to
309 memorialize it.

310 Mr. Schultz stated that documents, such as the Maintenance Agreement and its
311 Amendment, were difficult for him to locate. When he found it, one of the pages was missing
312 and it was unsigned. He thought there should be one designated place for documents and
313 recommended that important documents, such as decisions, etc., be put on the District’s website.

314 Mr. Adams agreed and confirmed that those items could be posted on the website.

315

316 **EIGHTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial
Statements as of October 31, 2017**

317
318 Mr. Adams presented the Unaudited Financial Statements as of October 31, 2017.
319

320

321 **NINTH ORDER OF BUSINESS**

**Approval of November 14, 2017 Regular
Meeting Minutes**

322
323 Mr. Adams presented the November 14, 2017 Regular Meeting Minutes and asked for
324 any additions, deletions or corrections. The following changes were provided by Mr. Pires, in
325 writing, and verbal changes by the Board as follows:
326

327 Line 25 and throughout: Change “Rolston” to “Ralston”

328 Line 79: Delete “scope of work for the”

329 Line 192: Change “Robbins” to “Robson” “Mr. Krebs” to “Mr. McDowell”

330 Line 198: Change “Memorandum of Understanding” to “Memorandum”

331 Lines 201 through 202: Change “Memorandum of Understanding (MOU)” to
332 “Memorandum.”

333 Line 208: Delete “bearing”

334 Line 209: Change “valves and” to “valve”

335 Line 213: Change “utilities” to “utility easements”

336 Line 223: Insert “easement or” after public utilities

- 337 Line 273: Change “among” to “upon”
- 338 Line 275: Change “driveway and” to “driveway,”
- 339 Line 276: Delete “as it”
- 340 Line 280: Insert “into” after “encroaching”
- 341 Line 282: Delete “of”
- 342 Line 292: Change “benefited by” to “benefited or”
- 343 Line 313: Change “Hans” to “Thomas”
- 344 Line 316: Change “walls” to “balls”
- 345 Line 336: Change “site” to “sight”
- 346 Line 353: Change “wall” to “ball”
- 347 Line 368: Change “Marci” to “Marcy”
- 348 Line 383: Change “Hills Landscaping Plans.” to “Hills Development Order.”

On MOTION by Mr. Schultz and seconded by Mr. Gilman, with all in favor, the November 14, 2017 Regular Meeting Minutes, as amended, were approved.

- 354 **A. Action/Agenda Items**
- 355 Items 11 and 12 were removed.

TENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Pires stated that with regard to the sidewalks on the south side of Pelican Sound Drive, he and Mr. Krebs retrieved the Development Orders (Dos) for the area, which The Paradise Shops of Estero plat. Per the DOs for that platted area, the current concrete sidewalk appears to be entirely within the property lines of The Paradise Shops of Estero. North of that, to connect to the sidewalk appears to be within the District’s ROW. The concrete sidewalk is not on District property at all.

Mr. Krebs stated that, in order to do any work they would have to be a co-applicant with the Village.

Discussion ensued.

B. District Engineer

370 Mr. Mountford stated that he thought he had received something for the District Engineer
371 for the PSGRC. There is a file recordation of the Conservation Easement.

372 Discussion ensued regarding writing an article for the next newsletter and providing
373 contact names and phone numbers depending on the issue. Mr. Schultz stated that Mr. Adams
374 would work on the annual letter. Phone numbers should be provided for those types of issues in
375 the newsletter. Mr. Adams replied that he had a received a list of suggestions from Mr. Schultz
376 and he had plenty of information.

377 **C. District Manager**

378 Mrs. Adams reported that the Landscape contractor would prune all the Palms and
379 hardwood trees the week of the 18th. Installation of mulch was completed and the center
380 median lights were repaired by Bentley Electric.

381 **i. Annual Key Activities**

382 The 2017 Key Activity Dates Report was provided for informational purposes.

383 **ii. NEXT MEETING DATE: January 23, 2018 at 1:00 P.M.**

384 Mr. Adams stated that the next meeting will be held on January 23, 2018 at 1:00 p.m., at
385 this location.

386
387 **ELEVENTH ORDER OF BUSINESS**

**Supervisors' Requests and Public
Comments (5 minutes per speaker)**

389
390 Mr. Schultz stated that the dry retention area had shrub oaks that were half blown over. Mrs.
391 Adams would have staff stake or remove the trees.

392 A Board Member stated that the area was pretty wet.

393 Mr. Schultz stated that the flow way under the bridge was cleaned out last year but it
394 looks like debris has fallen into the flow way again. Mr. Adams would inspect it.

395 Mr. Schultz stated that there were leaves over the drain near his driveway and he wanted
396 to know if street sweeping stopped. Mr. Adams replied that the street sweepers were out last
397 week and come every two weeks. Mrs. Adams stated that the street sweepers will come every
398 week, starting in January.

399 Mr. Schultz asked if the uprights were repaired. Mrs. Adams received an email from
400 Bentley Electric indicating that they were repaired. Mr. Schultz to review and advise Mrs.
401 Adams.

402

403 **TWELFTH ORDER OF BUSINESS** **Adjournment**

404

405 There being nothing further to discuss, the meeting adjourned.

406

**On MOTION by Mr. Fiesel and seconded by Mr. Blumenthal,
with all in favor, the meeting adjourned at 2:53 p.m.**

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

415

416

DRAFT

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Secretary/Assistant Secretary

Chair/Vice Chair

DRAFT

ACTIVE ACTION AND AGENDA ITEMS

1. **ACTION:** Speakers to identify themselves. **STATUS: ONGOING**
2. **AGENDA:** Traffic calming discussion. **STATUS: ONGOING**
3. **ACTION/AGENDA:** Mr. Whitmore will take pictures of sidewalk issues and provide to the Board at each meeting, as discovered. Mr. Krebs will inspect the sidewalks in the spring and the PSGRC will inspect in the fall. Sidewalk issues would be handled, per occurrence. **STATUS: ONGOING**
4. **ACTION:** Mr. Whitmore will inform Mr. Adams when pressure washing would occur. **STATUS: ONGOING**
5. **ACTION:** Mr. Whitmore will inform Mr. Adams when additional street sweeping was necessary. **STATUS: ONGOING**
6. **ACTION:** Mr. Krebs must verify the paving work completed in the summer and determine if an additional treatment is required. Mr. Krebs would obtain an update on the rpms and follow up with the contractor regarding the proposal. **STATUS: ONGOING**
7. **ACTION:** LakeMasters updated report. **STATUS: ONGOING**
8. **ACTION:** Mr. Schultz to use the value engineering process to determine a potential price reduction for Timo Brother's estimate for \$251,495 (Interlocking Pavers and Concrete). **STATUS: ONGOING**
9. **AGENDA:** Mr. Krebs/ Mr. Pires Memo re storm water due for next meeting for Mr. Krebs to present a proposed storm water study plan of those items that need to be studied. The Board would task someone to conduct the study. **STATUS: ONGOING**
10. **ACTION:** Schedule inspections and cleanouts for March/April. **STATUS: ONGOING**
11. **ACTION:** Charlie Krebs to review asphalt for dents/gouges caused by truck/vehicle deliveries and report to the Board at their January 23, 2018 meeting. **STATUS: ONGOING**
12. **ACTION:** Update – Meadows Sidewalk Project. **STATUS: ONGOING**
13. **ACTION:** Charlie Krebs to evaluate Southern Hills/Pelican Sound Drive line of sight issues and provide suggestions to the Board. **STATUS: ONGOING**

ACTIVE ACTION AND AGENDA ITEMS

- 14. **ACTION:** Flood Mitigation Efforts – Charlie Krebs to write a letter to the County informing them of our efforts of what we are doing. **STATUS: ONGOING**

- 15. **ACTION:** Attorney to draft letter to the PSGRC surrounding trees/responsibility. To be discussed as an agenda item at next meeting. **STATUS: ONGOING**

- 16. **ACTION:** For next newsletter, submit an article surrounding the commercial site letting residents know who to contact for wall repairs, trash/debris. Chuck to forward article to Jim Gillman. **STATUS: ONGOING**

- 17. **ACTION:** Dry Detention – small leaning tree requires removal, as well as possibly additional areas for removal/replacement as maybe necessary. **STATUS: ONGOING**

- 18. **ACTION:** Review flowway located on the FPL easement to the Estero River to ensure cleared of vegetation. **STATUS: ONGOING**

- 19. **ACTION:** Uplights in center median on Pelican Sound Blvd from 41 to the gatehouse. Supervisor Schultz to review and advise. **STATUS: ONGOING**

RIVER RIDGE CDD

Key Activity Dates

Updated: January 2018

Description	Reference	Submit To	Due Date
Annual Financial Report	190.008/218.32 & 39	Florida Department of Financial Services	45 days after the completion of the Annual Financial Audit but no more than 9 months after end of Fiscal Year
Qualified Public Depositor Annual Report to CFO	280.17	Department of Financial Services- Division of Treasury - Collateral Management.	By November 30 of each year, file annual report for the period ending September 30, 2017
Fiscal Year Annual District Filing Fee and Update Form	190, 189.064 & 189.018 & Chapter 73C-24, F.A.C.	Florida department of Economic Opportunity (Special District Accountability Program)	Annual filing fee of \$175 is paid to the Florida department of Economic Opportunity. The filing of the Update Form is required to verify the status of the Special District and to update any changes (including changes to the registered agent). Filing Fee invoice and Update Form is mailed out by the State on October 1st of each year. The fee and form are due and must be postmarked by the following December 3rd.
Certification of District Registered Voters	190(3)(a)(2)(d)	District receives annually from the local Supervisor of Elections	Due April 15th of each year and must be read into the record at a regularly scheduled meeting (no additional filing is required)
Proposed Budget	189.016, 189.418 & 200.065	Due to local governing authority (county or municipality)	Due to local governing authority (county or municipality) by June 15th each year.
Annual Letter to the Residents		All Residents as well as PSGRC Staff	Annual news letter to be distributed to all residents during the January/February time frame providing past projects & accomplishments as well as upcoming events. Board of Supervisors to provide information to District Staff in a timely matter in order to be included in the Newsletter.

Culvert/Interconnecting Drain Pipe inspection and cleanout	SOP	N/A	Annual inspection of all culverts to be inspected in the April/May time frame yearly after Oaks have defoliated and prior to rainy season. Inspection and clean out of all lake and wetland interconnecting drain pipes and control structures, that are owned and operated by the District, where the percentage of pipe block exceeds 25%. Last Inspection completed in July 2017. Cleaning completed September 29th.
Lake Audit Report	SOP	N/A	Annual inspection and report of all District owned lakes (May/June). Report includes review of specific items related to water quality, lake maintenance deficiencies, littoral plant health and population, structural integrity of lake banks and pipework, aerator operation and any unauthorized activities in or adjacent to the lakes.
Assessment Roll Certification	Local County requirement.	Local County Tax Collector	For most counties, submission and certification of the annual assessment roll is due by September 15th each year.
Insurance Renewal	SOP	N/A	Bind Insurance for upcoming Fiscal Year with an effective of October 1st thru September 30th
Adopted Budget	189.016, 189.418 & 200.065	Due to local governing authority (county or municipality)	Due to local governing authority (county or municipality) by October 1st each year.
Mowing of Tract 12/13 (also known as Sound #9)	SOP	N/A	Following annual review in May to ascertain if will be in a position to mow 50% prior to rainy season.
Lake Littoral Plantings	SOP	N/A	It was determined by Staff that the yearly Littoral planting was not required. Will review during the 2018 lake audit.
FPL and outfall ditch	SOP	N/A	Quarterly reviews and maintenance performed as required. (Jan, Apr, Jul, Oct) Maintenance performed November 1st - several trees removed due to Irma
Bubble-Up Structures located between Gleneagles/Golf Course within the Dry Detention	SOP	N/A	This exercise is a quarterly inspection/cleaning as required. (Jan, Apr, Jul, Oct) Cleaning November 2nd & 3rd.
Aeration Inspection Review and Reporting	SOP	N/A	Bi-Annual Inspection completed January & July yearly.

Street Sweeping	SOP	N/A	Weekly January 1 through March 31, Bi weekly remainder of the year
Sidewalk Inspections	SOP	N/A	Bi-Annual Inspection completed in June by the PSGRC, by the District Engineer in November
Road & Gutter Inspections	SOP	N/A	Annual Inspection completed by the District Engineer in June.
NPDES Report Filing			As mandated, the District must participate in the National Pollutant Discharge Elimination System Program. It is designed to improve storm water quality through construction activity monitoring, periodic facility review and inspection, public education, etc.