



Rizzetta & Company

Greyhawk Landing Community Development District

Board of Supervisors' Meeting November 16, 2023

**District Office:
9530 Marketplace Road, Suite 206
Fort Myers, Florida 33912
239.936.0913**

www.greyhawkcdd.org

**GREYHAWK LANDING
COMMUNITY DEVELOPMENT DISTRICT**

Greyhawk Landing Clubhouse, 12350 Mulberry Avenue, Bradenton, Florida 34212

Board of Supervisors	Jim Hengel	Chairman
	Mark Bush	Vice Chairman
	Cheri Ady	Assistant Secretary
	Scott Jacuk	Assistant Secretary
	Patty Mathews	Assistant Secretary
District Manager	Belinda Blandon	Rizzetta & Company, Inc.
District Counsel	Andrew Cohen	Persson, Cohen, Mooney, Fernandez & Jackson, P.A.
District Engineer	Rick Schappacher	Schappacher Engineering, LLC

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

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

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (239) 936-0913. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY), or 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

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

GREYHAWK LANDING COMMUNITY DEVELOPMENT DISTRICT
District Office · Ft. Myers, Florida · (239) 936-0913
Mailing Address · 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
www.greylhawkcdd.org

November 08, 2023

**Board of Supervisors
Greyhawk Landing
Community Development District**

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Greyhawk Landing Community Development District will be held on **Thursday, November 16, 2023, at 6:00 p.m.** at the Greyhawk Landing Clubhouse, located at 12350 Mulberry Avenue, Bradenton, Florida 34212. The following is the agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE**
- 2. AUDIENCE COMMENTS**
- 3. STAFF REPORTS & UPDATES**
 - A. Aquatic Maintenance
 - B. Landscape Maintenance
 - C. Field Manager Tab 1
 - D. District Engineer
 - E. District Counsel
 1. Review and Discussion of Fence License Agreement..... Tab 2
 - F. District Manager
- 4. CONTINUED BUSINESS ITEMS**
 - A. Review and Discussion of Post Orders Tab 3
 - B. Update Regarding Gate Installation Project and RFID Distribution
 - C. Discussion and Consideration of Pool Furniture Proposals Tab 4
 - D. Consideration of Proposal for Pressure Washing of Curbs and Gutters Tab 5
- 5. BUSINESS ITEMS**
 - A. Presentation of Audit for Fiscal Year End September 30, 2022 as Prepared by Berger, Toombs, Elam, Gaines & Frank..... Tab 6
- 6. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors' Meeting held on October 26, 2023 Tab 7
 - B. Ratification of the Operations and Maintenance Expenditures for the Month of September 2023 Tab 8
- 7. SUPERVISOR REQUESTS**
- 8. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to contact us at (239) 936-0913.

Respectfully,
Belinda Blandon
Belinda Blandon
District Manager

cc: Andrew Cohen: Persson, Cohen, Mooney, Fernandez & Jackson, P.A.

Tab 1



GREYHAWK LANDING COMMUNITY DEVELOPMENT DISTRICT
FIELD MANAGER MONTHLY REPORT

Andrew Davis – November 7, 2023

Land Management Update
Mammal Band 11/7 & 11/15

Sod was replaced on Peregrin.

Viburnum on 117th will be replaced on the week of the 13th (with appropriately sized bushes to match existing)

An area of Cara Cara Loop has low pressure irrigation. Yellowstone will monitor the pressure and try to find a solution for any areas not getting adequate water because of the lack of pressure

Plant removal for the annual monuments and traffic circles in the neighborhood begin on 11/8/2023. Plant beds will have irrigation checks and be treated before new annuals will be added (week after thanksgiving)

Land Management Update

Animal Update

Land Management Update

Conservation areas between dogwood and Honey flower have been surveyed by Matt Jones of Cross creek. Photos of areas were taken and concluded that there are very minimal invasive plants / trees along the area. (any Updates pending to this matter can be addressed at CDD meeting)

Animal Update

Gates operating as normal

As of Nov. 7th, Main gate has installed posts at 6 of the 7 entrances.

Inspections are needed before work can continue.

	U. Manatee	Geranium	Harriers	Brambling	Rosemary	Goldenrod	Main
Boring co.	?	Yes	?	Not complete	?	?	?
Posts	Yes	Yes	N/a	Yes	Yes	Yes	Yes

Rear Camera	Monitor Camera
Nothing to report	

Product Line

Rear Camera	Monitor Camera

Major and Other

Product Projects Under

- Carried over from last month [Schedule Frontier for gate internet]
(need Main Gate to coordinate schedule)
- Club care will be onsite week after Thanksgiving

Reported by Board Secretary

Tab 2

Prepared Without Benefit of Title Examination by
and Return To:
Andrew H. Cohen, Esq.
Persson, Cohen, Mooney, Fernandez & Jackson, P.A.
6853 Energy Court
Lakewood Ranch, FL 34202

LICENSE AGREEMENT FOR FENCE INSTALLATION

THIS AGREEMENT FOR FENCE INSTALLATION ("Agreement") is made this day of _____, 2023, by and between Greyhawk Landing Community Development District ("Licensor" or "CDD"), whose address is c/o Rizzetta & Company, Inc., 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614, and _____ (collectively "Licensee"), whose address is _____.

WITNESSETH:

WHEREAS, Licensee is the owner of record of Lot ____, Block ____, Greyhawk Landing Parcel ____, as per plat thereof, recorded in Plat Book ____, Page ____, of the Public Records of Manatee County, Florida ("Licensee Parcel"); and

WHEREAS, Licensor is the grantee of the drainage easement at the Southern side of the Licensee Parcel as depicted on the plat at Plat Book ____, Page _____ et seq. ("CDD Easement"); and

WHEREAS, Licensee has constructed or is requesting permission to construct a fence on the Licensee Parcel and partially on the CDD Easement ("Licensee Fence") crossing onto Licensor's property interests potentially preventing the Licensor from being able to access portions of Licensor common area located behind the Licensee Parcel; and

WHEREAS, the parties have agreed, subject to the terms and conditions referenced herein, to enter into this Agreement to enable the Licensee Fence to be constructed and/or remain as long as access is provided for CDD and/or its authorized vendors to perform maintenance and other obligations related to CDD common areas for which the CDD has a duty to maintain.

NOW THEREFORE, in consideration of the sum of ten dollars (\$10.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. The recitals set forth above are acknowledged as true and correct and are incorporated herein by reference.
2. Licensor hereby grants to Licensee a revocable, non-exclusive license to construct and utilize a fence, in the area shown on **Exhibit "A"** as long as the Licensee Fence has a gate or

other means to provide access to the CDD and/or its authorized vendors. Other than as referenced herein, use of the license shall not interfere with, or adversely impact, the Licensor's use of the CDD Easement. Any landscaping or other improvements (including the subject fence) of the Licensee obstructing Licensor's access and ability to repair and/or maintain CDD common areas, is subject to removal and replacement at Licensee's expense and Licensor will not be held liable for any damages to such improvements.

3. Unless terminated sooner pursuant to the terms hereof, this Agreement shall terminate twenty (20) years after the date hereof and be automatically extended for successive periods of twenty (20) years, unless (a) Licensee has defaulted hereunder and Licensee has failed to cure such default, or (b) applicable laws or governmental regulations have changed such that one or more material provisions of this License Agreement are no longer enforceable by Licensor, or (c) Licensor has revoked said license. Upon expiration of the term (unless extended), or upon early termination hereunder, Licensee shall immediately remove the Licensee Fence located on Licensor's property and return Licensor's property to its preexisting condition. If after five (5) days written notice, the subject portion of the fence is not removed, Licensor may remove the fence at Licensee's expense. The CDD is not responsible for any damage to the improvements removed. The permission granted herein is given to Licensee as an accommodation and is revocable at any time.

4. The Licensee Fence shall be constructed at Licensee's sole cost and expense in a good and workmanlike manner and maintained in a first-class condition, with both construction and maintenance in compliance with all applicable laws, rules, regulations, ordinances and orders of any government entity and the applicable homeowner association. Licensor makes no representation about the ability of Licensee to obtain applicable permits and approvals to construct the fence. Any and all such permits and approvals are the sole responsibility of Licensee.

5. Licensee's exercise of rights hereunder shall not interfere with the CDD's rights. For example, all fencing shall be installed so as not to impede the flow of water, and shall otherwise be constructed in such a manner as to not interfere with or damage any culvert pipe, utilities, landscaping etc. It shall be the Licensee's responsibility to locate and identify any stormwater improvements, utilities and/or other improvements.

6. Licensor and Licensor's agents shall have the right to inspect the construction of the subject fence from time to time, at Licensor's discretion. Disruption of the CDD Easement shall be kept at a minimum during construction or repair of any fence. Any landscaping or other portion of the CDD Easement that is disrupted by the construction, repair, or removal of the Licensee Fence shall be promptly repaired by Licensee to its pre-existing condition or better or the CDD shall be compensated for such repairs, at the CDD's option. Licensee shall not allow any construction liens to be filed against any part of CDD

property. In the event a claim of lien is recorded, Licensee shall cause the same to be discharged by deposit, bonding, payment or otherwise within five (5) calendar days after recordation of same. Further, Licensee agrees to indemnify Licensor against any claim, damage or loss incurred by Licensor as a result of the filing of any construction lien in connection with Licensee's construction, repair or maintenance of the subject fence.

7. In exchange for the consideration previously referenced herein, the receipt and sufficiency of which are again acknowledged by Licensee, Licensee ("Indemnitor") hereby agrees to defend with counsel approved by Licensor, to hold harmless and indemnify Licensor, ("Indemnitee") from any liability for injury, loss, accident or damage to any person or property, and from any claims, actions, proceedings and expenses and costs in connection therewith (including, without limitation, reasonable counsel fees), (i) arising from (a) the omission, fault, willful act, negligence or other misconduct of Licensee, or Licensee's contractors, licensees, agents, family members or invitees, or (b) any use made, or matter done, or occurring on the CDD Easement, or (ii) resulting from the failure of Licensee to perform or discharge its covenants and obligations under this Agreement.

8. In the event Licensee is in default in the performance of any of Licensee's obligations under this Agreement, and such default is not cured within fifteen (15) calendar days after written notice thereof (except for the 5 day notice as referenced in Section 4 above) from Licensor to Licensee, then Licensor shall have all rights available under the law including but not limited to the following remedies: injunctive relief; damages; and termination of this Agreement, upon which termination all rights of Licensee hereunder shall terminate.

9. In connection with any litigation arising out of or in connection with this Agreement, the prevailing party shall be entitled to recover all of such party's expenses incurred in connection therewith, including reasonable attorney's fees and costs at the trial and appellate levels, at bankruptcy proceedings and proceedings to determine entitlement to and reasonableness of the amount of such fees and costs.

10. This Agreement shall be binding upon and inure to the benefit of the parties and their respective legal representatives, successors, and permitted assigns. The rights and obligations of Licensee shall run with the title to the Licensee Parcel. The rights and obligations of Licensee hereunder may not be transferred, assigned, or pledged to a third party, except in connection with a sale of the Licensee Parcel. Upon sale of the Licensee Parcel, the Licensee shall advise the subsequent owner of the terms and conditions of this Agreement, but the failure to do so shall not render this Agreement unenforceable against such subsequent owner.

11. Nothing in this Agreement shall be deemed as a waiver of immunity or limits of liability of the CDD beyond any statutory limited waiver of immunity or limits of liability which

may have been adopted by the Florida legislature in Section 768.28, Fla. Stat. or other statute, and nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the doctrine of sovereign immunity or by operation of law.

12. Venue for all proceedings in connection with this Agreement shall be Manatee County, Florida and all aspects of this Agreement shall be governed by the laws of the State of Florida. Licensor may record this Agreement in the public records of Manatee County, Florida.

13. This Agreement may be executed in counterparts. Any party hereto may join into this Agreement by executing any one counterpart. All counterparts when taken together shall constitute one agreement.

IN WITNESS WHEREOF, the undersigned have executed this Agreement the date first set forth above.

WITNESSES:

Print Name: _____
Address: _____

**LICENSOR: GREYHAWK LANDING
COMMUNITY DEVELOPMENT DISTRICT**

Print Name: _____
Address: _____

By: _____
Title: _____

LICENSEE:

Print Name: _____
Address: _____

By: _____

LICENSEE:

Print Name: _____
Address: _____

By: _____

STATE OF FLORIDA
COUNTY OF MANATEE

SWORN TO (OR AFFIRMED) AND SUBSCRIBED before me by means of ____
physical presence or ____ online notarization this ____ day of _____, 2023, by
_____ as _____ of Greyhawk Landing Community
Development District, who is personally known to me or produced _____ as
identification.

Notary Public Signature

State of Florida

Printed Name: _____

My Commission expires: _____

STATE OF FLORIDA
COUNTY OF MANATEE

SWORN TO (OR AFFIRMED) AND SUBSCRIBED before me by means of ____
physical presence or ____ online notarization this ____ day of _____, 2023, by
_____ who are personally known to me or
produced _____ as identification.

Notary Public Signature

State of Florida

Printed Name: _____

My Commission expires: _____

Tab 3



Greyhawk Landing



Post Orders

Contents

Greyhawk Landing "PROPERTY PERSONALITY"

- 1.1 General Information
- 1.2 Expectations & Objectives
- 1.3 The ABC's of Client Interaction
- 1.4 Equipment
- 1.5 Staying Informed

EMERGENCY & ESSENTIAL CONTACTS

***Greyhawk Landing* SPECIFIC & SPECIALIZED DUTIES**

3.1 *General Officer Expectations*

- 3.2 Release of Information
- 3.3 Telephone & Voicemail
- 3.4 Security: General Items
- 3.5 Shift / Schedule Times
- 3.6 Security Gatehouse Duties
- 3.7 Community Patrol & Lock/Unlock Duties
- 3.8 Rec Center and Clubhouse Duties
- 3.9 Greyhawk Landing Community Map
- 3.10 Greyhawk Landing Site Map & Satellite Image

PUBLIC RELATIONS

EMERGENCY RESPONSES

SEVERE WEATHER RESPONSE

SECURITY OFFICER SAFETY

BOMB THREAT RESPONSE

APPENDIX – A

- Greyhawk Landing Pool Facility Rules & Regulations

APPENDIX – B

- Greyhawk Landing Emergency Management Plan

APPENDIX – C

- Lock & Unlock Procedures

Confidential and restricted use of this publication

Material contained in this document is confidential and Allied Universal Security Services has a proprietary right to this material and reserves all rights to its use. This publication is intended for the sole and exclusive use of Allied Security Services personnel and Greyhawk Landing CDD. The use of this material or reproduction of any part of this material is prohibited without the written permission of an authorized Official of Allied Universal Security Services. Prompt legal action will be taken against any person or company violating this notice.

1. Greyhawk Landing: “Property Personality”

1.1: General Information

****RESIDENT, VISITOR & COMMUNITY SAFETY IS PARAMOUNT****

Location: 12500 East State Road 64 – Bradenton, FL. 34212

****Do not leave the property except as described in patrol specific post orders****

Uniform: Standard AUS Protective uniform – Tan Button Down Shirt and Black Pants

Coverage Times: Allied Universal Security Services will provide coverage during the following times:

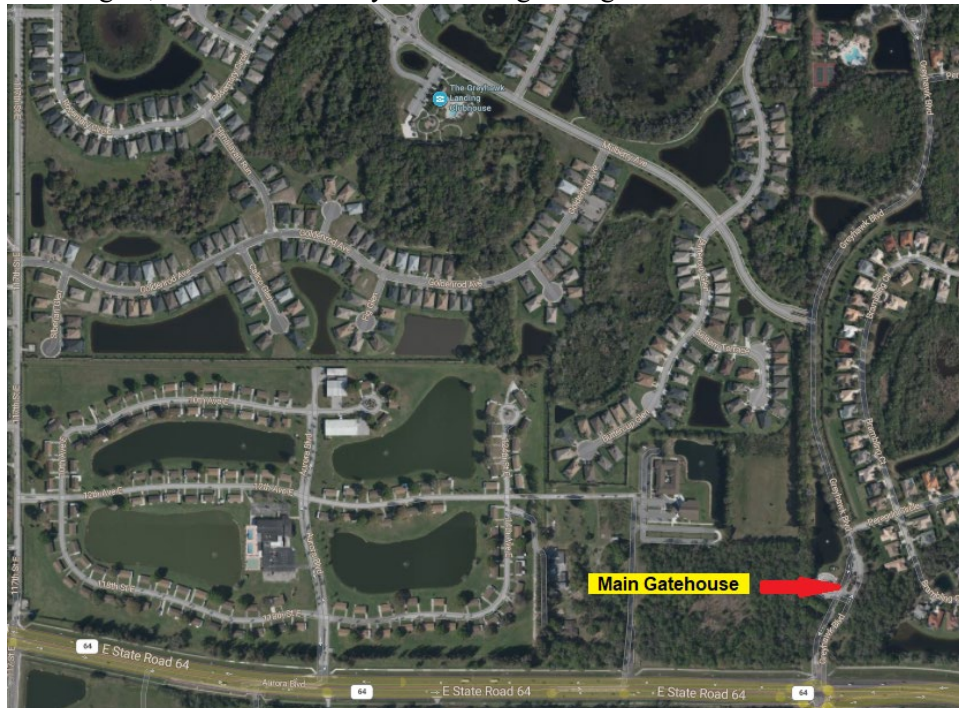
- **168 Hours Per Week (HPW):**
 - Gatehouse - 1 Security Professional, 24 hrs./day, 7 days/week
- **24 Hours per Week (HPW):**
 - Rec Center - 1 Security Professional – 1300-2100, Fri, Sat & Sun
- **24 Hours Per Week (HPW):**
 - Clubhouse - 1 Security Professional – 1430-2330, Fri, Sat & Sun

Post limits: Greyhawk Landing community

- Security gatehouse & surrounding Entrance/Exit lanes
- Greyhawk Landing community streets – only as directed by client or management

Greyhawk Landing is a gated community and Community Development District (CDD) containing a large number of single-family homes and a community clubhouse, pool and recreation area. The community is accessible by 7 gates, described in detail below. The main gate is off State Road 64.

It is important to note Greyhawk Landing’s status as a CDD. **This means that ANYONE, resident, visitor, contractor or anyone from the general public is allowed entry into the community, as the roads are all public.** The main duty, with regard to access at the main gate, is to document anyone entering through the visitor lane.



The security team & gatehouses represent the “front door” to Greyhawk Landing community as a whole. The broad community map shown above, is bordered by Upper Manatee River Road on the North, East State Road 64 on the South, 133rd Street East on the west side and what is preserve lands to the west 117th Street East.

The **Main Gate and Security Gatehouse** is located north of State Road 64 and is the main entry point into the community for visitors & contractors all hours. It is staffed by one Security Professional 24 hours per day, 7 days a week. It has dedicated resident and visitor lanes as shown



Main Gate & Gatehouse - Visitor and Resident lanes

Take the initiative to learn Greyhawk Landing property layout so you can direct people if they ask questions.

The **1st of six Auxiliary gates** is located off Upper Manatee River Road. This gate accesses the north end of the community directly and is unattended. It is accessible to residents by RFID.

The **2nd auxiliary gate** is located off of 133rd St. East and enters the community on Brambling Court. These gates are generally remote only and close automatically. They are unattended.

The **3rd auxiliary gate** is also on the east side of the community and is located off Harriers Place

The **4th auxiliary gate** is located of Geranuim Glen, also on the east side of the community and openly accessible during daylight hours

The **5th auxiliary gate** is located at 117th and Goldenrod

The **6th auxiliary gate** is located at 117th and Rosemary.

Maps and community information appear at the end of **Section 3** of these post orders, to give officers a better understanding of the community layout. This will also allow for better understanding and performance of your duties.

1.2: Expectations & Objectives

AUS Security Professionals at *Greyhawk Landing* have four main areas of responsibility:

- 1.) **Visible security presence & deterrent at and around the Security Gatehouse.**
- 2.) **Adherence to and enforcement of all community *Access Control* procedures related to vehicles entering through the south gates.**
- 3.) **Lock and Unlock duties as directed by the Community Field Manager and/or AUS Management**
- 4.) **Be watchful for and promptly report noted security & safety risks, vandalism or emergencies throughout the community – whether noted by Security Professionals in person or brought to their attention by residents.**

Expectations and objectives are detailed here and in Section 3:

- A. **Resident, Visitor & Community safety is of PARAMOUNT IMPORTANCE.**
- B. Stand up, emerge from the gatehouse & greet residents, visitors and guests entering the community.
- C. Maintain Access Documentation, properly recording all vehicles entering the Visitor Lane.
 - This also includes ensuring the entrance & exit gates are operational at ALL TIMES. With any deficiencies reported to the Community Field Manager for repair
- D. Watch for suspicious and/or unauthorized activity on site and notify property management, AUS management and the proper authorities of any serious issues as they occur.
- E. Note any out of the ordinary occurrences or discoveries by properly noting them in the *Shift Activity Report* and/or in an *Unusual Incident Report*. Always keep in mind:

-- If in doubt about whether to write a report, write the report --

- F. Be in proper uniform, as defined by AUS Uniform & Appearance standards, including clean, pressed uniform shirt & pants, black uniform tie, shined uniform shoes and proper personal grooming and hygiene.

Public Relations: You serve as a representative of Allied Universal Security Services, and Greyhawk Landing. Always present a positive public image.

Courtesy and tact **must** be used in all dealings or contact with *Greyhawk Landing* residents, visitors, guests and any others that an officer might have contact with during his/ her tour of duty.

SECURITY PROFESSIONALS MUST CONDUCT THEMSELVES IN A PROFESSIONAL MANNER WHEN INTERACTING WITH THE PUBLIC

1.3: ABC's of Client Interaction

Officers **MUST** have the ability to successfully interact with the public, being both knowledgeable and friendly. Expectations include adherence to the ABCs of Client Interaction -- qualities each AUS officer assigned to *Greyhawk Landing* must possess or adhere to:

1. **Appearance:** Officers will appear neat, well-groomed and be in a clean, pressed uniform in conjunction with AUS Uniform & Appearance standards.
2. **Attention to Detail:** Ensure all *Shift Activity Report* entries, *Unusual Incident Reports* and other logs are **PRINTED**, legible – and most importantly, detailed. Neatness counts! Further, all visitor lane computer entries must be complete.
3. **Agility:** **Officers are expected to STAND and emerge from the gatehouse to greet each entrant into the community.** Approach the vehicle, smile, be friendly and record the necessary information on the computer.
4. **Authoritative:** Ensure all details are gathered and don't be afraid to ask for more information, when necessary, before admitting a guest, visitor, or contractor into the community. Efficiency is important – but each officer is expected to **ENFORCE** *Greyhawk Landing's* Access Documentation Policy. Be polite but **firm** as necessary.
5. **Approachable:** Put a smile on your face and present a positive attitude towards guests, visitors, contractors and residents, especially when someone is requesting help. Attitude towards someone else often dictates how they respond.
6. **Brevity:** Officers must be polite & cordial, but not overly familiar with residents & guests. Longer, personal conversations are a distraction and detract from officer duties.
7. **Communication:** Officers will always communicate duty information between other officers using electronic reporting systems, Incident Reports & the Pass down Log. **The phone & voicemail systems must be regularly monitored for messages.**
8. **Confidentiality & Professionalism:** Any personal information communicated by a resident for security, or any other purpose must remain confidential. Professionalism entails keeping information confidential and not engaging in “gossip” at any time.

NOTE: There will be no physical contact between an AUS Security Professionals and any person unless it is in his/ her own self-defense.

1.4: Equipment

Security Professionals will be provided with all the necessary equipment needed to perform their duties at *Greyhawk Landing* in a professional manner. Security Professionals will have access to the following equipment while on duty only:

- *Greyhawk Landing* security gatehouse
- Computer (Supervisor Only)
- Resident Database for gate directory codes (Used mainly by the Community Field Manager)
- Necessary paperwork & logs: *Electronic Reports* (SAR), *Unusual Incident Reports* (UIR), *Guest & Visitor Logs*
- Pass down Log & Memorandum Binder
- Security Professionals Weekly Schedule w/ contact numbers.

1.4.1: A special note about COMPUTER ACCESS: As discussed in your *Security Professional Handbook*, any provided client or company equipment is for BUSINESS USE ONLY. This applies to the computer and any email and internet access supplied to the gatehouse at *Greyhawk Landing*.

It is UNACCEPTABLE to use the gatehouse computer for personal use. This includes any PERSONAL EMAILS or to "BROWSE THE INTERNET" for any reason. The chance of an inadvertent infection by a computer virus mandates this policy, without exception.

1.5: Staying Informed

Any conversations with or information from residents, visitors or guests that impact your duties, or any suspicious activity noted **MUST BE WRITTEN DOWN** and recorded on your *Shift Activity Report*.

- A main function of Security Professionals at *Greyhawk Landing* is to **KEEP AUS management, the Community Field Manager and the CDD Board, INFORMED OF SITUATIONS THEY ENCOUNTER OR NEED HELP RESOLVING.**
- You will use your *Shift Activity Report & Unusual Incident Report(s)* to do this.
- **ONLY use the Pass Down Log and binder for additional information between Security Professionals and between shifts.**

All information that needs to be passed on to subsequent shifts & officers **MUST** be documented in the *Pass Down Log*. *Security Professionals MUST read and initial new information at the start of their shift, including:*

- *Pass down notes*
- *Memorandums from AUS or client representatives*
- *Weekly Schedules, at the start of their shift*
- *Post Order or Security Duty Checklist updates*

If you are unsure about pass down information, a memorandum or even a work schedule, it is YOUR individual responsibility to seek clarification. WHEN IN DOUBT, ASK!

All Security Professionals assigned to *Greyhawk Landing* must be conversant with these post orders. When you have read and fully understand your responsibilities, sign the *Post Orders Acknowledgment*, which can be found at the back of this document. If clarification is needed, contact your Site Supervisor.

2. Emergency & Essential Contacts

These contact numbers, especially <i>Greyhawk Landing CDD</i> home & cell contacts are CONFIDENTIAL and may not be given out to anyone but Law Enforcement, if requested by Law Enforcement, under any circumstances.	
Contact	Telephone Number
<i>Greyhawk Landing Gatehouse</i>	(941) 926.7009
<i>AUS Sarasota Branch Office</i>	(941) 554.8210
<i>After Hrs. Supervisor (1800-0200 Mon-Fri & Sat/Sun 0600-0200) - Area Patrol Supervisor</i>	See AUS Notification Matrix

AUS Operations Manager	See AUS Notification Matrix
AUS Client Manager	See AUS Notification Matrix
<hr/>	
<i>GREYHAWK LANDING</i> Emergency Contacts:	
<i>1. <u>Greyhawk Landing Community Field Manager</u></i>	941-746-6670 (Office) FieldMgr@Greyhawkcdd.org
Emergency: Police, Sheriff, Fire and Ambulance	911
Non-Emergency: Manatee County Sheriff	941-723-5100 (Sheriff Non-Emergency)
Emergency: Florida Power & Light	941-917-0708
Manatee County Utilities	941-792-8811

Notification Order

When issues arise, use the following as a guide, to call contacts **in the listed order**: (Refer to the Emergency Response section of the post orders for specific instructions for dealing with emergencies.)

Fire Emergency

- Call 911 or the local fire department first
- Call the AUS Supervisor on duty (1800-0200 Mon-Fri & Sat/Sun 0600-0200) or Operations/Client Manager
- Call your Site Supervisor
- Call *Greyhawk Landing* Emergency contacts

Other Types of Facility Emergencies

- Call your Site Supervisor
- Call the AUS Supervisor on duty (1800-0200 Mon-Fri & Sat/Sun 0600-0200) or Operations/Client Manager

When Uncertain of What to Do

- Contact your Site Supervisor
- Call the AUS Supervisor on duty (1800-0200 Mon-Fri & Sat/Sun 0600-0200)

NOTE: Calls to AUS management:

If a call must be escalated up the chain of command after 18:00 hours or on weekends or Holidays, the Area Patrol Supervisor on duty will make that determination and make the initial call.

If for some reason Area Patrol is occupied or otherwise unavailable due to emergency and there is an IMMEDIATE need, contact the AUS Branch Management directly (use the chain of command outlined in the *Security Professionals Handbook* and *Company Orientation*).

Officers will use the Chain of Command on all issues involving management, without fail. Failure to do so may result in Corrective Action. If you are not sure – ASK.

NOTE: AFTER HOURS calls to Greyhawk Landing client representatives:

Calls will not be placed to Greyhawk Landing representatives listed above except in the case of an ACTUAL EMERGENCY. If you are not sure, seek clarification from your supervisor.

- If a call is placed to a client representative, the situation will be fully documented in an *Unusual Incident Report* (NO EXCEPTIONS).

3. Greyhawk Landing Specific & Specialized Duties

This section will provide specific information for officers performing duties at *Greyhawk Landing*. The duties shown here are expected to be performed each duty shift, by every officer, without exception and are divided into several subsections:

- General Officer Expectations
- Release of Information
- Telephones & Voicemail
- *Greyhawk Landing* Security: General Items
- Shift & Schedule Times
- Security Gatehouse Duties
- Community Patrol and Lock/Unlock Procedures
- Clubhouse Staff Duties
- Greyhawk Landing Community Map
- Greyhawk Landing Site Map and Satellite images

3.1: General Officer Expectations

1. All officers **MUST** be ready to assume full duties at the scheduled start of their shift and remain on duty until their scheduled shift end time. Officers must also be properly relieved by another, trained Security Professional, whether live or virtual.
2. All Security Professionals must carry their State Class D License and Company ID in the plastic badge holder provided by AUS and have it on their persons at all times. Failure to do so could result in disciplinary action by the State of Florida.
3. **UNIFORM & APPEARANCE:** The uniform will be the standard “authorized” AUS issued uniform, as described in the *AUS Security Professionals Handbook* and *Company Orientation*. All Security Professional’s must adhere to the AUS Grooming Standards *without exception*.
4. **Officers will be scheduled by Allied Universal Security Services and are subject to inspection, supervision, and coordination by AUS management.**
5. The duties of the AUS Security Professionals shall be performed in accordance with the regulations stated herein and in the *AUS Security Professionals Handbook* Company Orientation, *Greyhawk Landing* policy and procedure manuals or memorandum provided to the security team.

SUPERVISION: In the event that the Security Professionals need to contact a supervisor, she/he will call the contacts as listed in **Section 2** of these post orders and/or use the **CHAIN OF COMMAND** as described in the **AUS Security Professionals Handbook** and **New Hire & Company Orientation**.

At the end of a shift, each Officer will provide a verbal pass down and review any pertinent written material with the relieving Officer, highlighting any noteworthy items in the Shift Activity Report

No Security Professional shall leave the post until the end of their scheduled shift and properly relieved by another Security Professional

NOTE:

1. Violations of post orders can result in any one or combination of the following actions: Verbal Warning, Counseling & Corrective Action or relief of duty and transfer from site.
2. Any unauthorized absence from the post will be considered abandonment of post and will be subject to termination.
3. Any unexcused failure to report for a scheduled shift may result in termination.

3.2: Release of Information

In accordance with AUS policy, no Security Professionals will discuss *Greyhawk Landing* business with any resident, vendor, or visitor.

- Officers **WILL NOT** give out the telephone number of any resident or verify the address of any resident. You may offer to call the resident with a message from the requestor, if able.

This also applies to the personal business of any resident, club member, visitor, CDD Board member or Allied Universal Security Services employee.

When any person, newspaper reporter, news commentator, attorney, private investigator, or a person **not** associated with Allied Universal Security Services, or *Greyhawk Landing* contacts security seeking information concerning an emergency condition, (accidents, a suicide, injury, burglary) or other matters concerning security or the community's business, such information should be politely refused.

- *For example, simply state: "I'm sorry, I can't comment on your inquiry at this time".*

The individual should be referred to the *Greyhawk Landing* Community Field Manager for handling.

NEVER release contact information to the individual. You may take THEIR information and pass it to the Community Field Manager – no more.

In the event of any emergency incident, AUS officers will notify *Greyhawk Landing* representatives and AUS Management via phone.

Greyhawk Landing representatives (a representative of the *Greyhawk Landing* CDD or Community Field Manager) will occasionally arrive at the gatehouse to **inspect officer logs, Electronic Reports, Unusual Incident Report**, equipment, and other officer paperwork. This inspection is permitted just as it would be for a member of the AUS Management team.

3.3: Telephone & Voicemail

3.3.1: Telephone & Voicemail Systems: The gatehouse phone and/or any provided mobile phone is for official *Greyhawk Landing* or AUS business only. No personal telephone calls may be made, except in an emergency. No International calls may be made from any phone unless it is business related.

- The telephone should be answered promptly. If you are with a guest or resident in a vehicle, politely ask them to stand by and answer the phone.
- Ask your caller to please hold, finish processing your immediate guest and return to the phone call.

When answering the phone, identify yourself by stating,

- ***"Good Morning" or "Good Evening" Greyhawk Landing Security: Officer _____ speaking. How may I help you?"***
- Speak in a moderate tone of voice and be courteous and businesslike. Do not permit yourself to be drawn into long conversations.

3.4: Greyhawk Landing Security – General Items

1. All Security Professionals will be scheduled by Allied Universal Security Services and subject to inspection, supervision, and co-ordination only by AUS management.
2. The **main objectives** of the gate officer are:
 - Visible Security Presence and deterrent at and around the Security Gatehouse
 - Adherence to and enforcement of all community access documentation procedures related to vehicles entering through the main gate
 - Standing & greeting each and every entrant into the community by approaching the gate in a friendly fashion (standing up and greeting everyone is a MUST).
 - Watch for suspicious and/or unauthorized activity on site and notify the community Field Manager, AUS management and the proper authorities of any serious issues as they occur. **This includes personal observation, or any issues brought to your attention by a resident or guest.**
3. These post orders are intended to cover as many conditions as possible. However, situations may arise which are not covered. In such cases, instructions should be sought from a member of Allied Universal Security Services management or supervision.
 - 1.1. Always follow the established Chain of Command: communicating with your Site Supervisor (or Area Patrol supervision after hours) is the first step. Consult your *Security Professional Handbook* or *Company Orientation* with any questions.
 - 1.2. A written report of any such incident must be made by the gate officer involved to Allied Universal Security Services management, with a copy to the *Greyhawk Landing* Community Field Manager.
4. **Shift Activity Report** log entries shall constitute a diary **of officer activities at the time of entry, in detail.** Entries will be made at LEAST every ½ hour and more frequently regarding each unusual incident. These logs will be kept in the gatehouse for collection by *Greyhawk Landing* representative or AUS Management, as needed.
5. **Report Writing:** Note any out of the ordinary occurrences or discoveries by properly noting discoveries in the *Shift Activity Report* and/or in an *Unusual Incident Report*. Always keep in mind:

If in doubt about whether to write a report, write the report.

6. **Gate Arms:** In the event a vehicle strikes and/or damages a gate arm, it is necessary to note details on an *Unusual Incident Report*. This includes:
- Name, telephone, address of the driver
 - License Plate / Tag # of the vehicle(s) involved
 - Company information if a vendor, contractor, etc.
 - It is **essential** that accurate time & information be recorded in your *Unusual Incident Report* to aid in proper follow-up by the Community Field Manager.

Post Order Knowledge: All officers assigned to *Greyhawk Landing* must be knowledgeable with these Post Orders. When you have read and fully understand your responsibilities at this location, sign the *Post Orders Acknowledgement* which can be found at the back of this document. **Otherwise, contact your supervisor.**

Be courteous and polite at all times. Stand up, make eye contact and wave to residents as they enter *Greyhawk Landing*. Step outside to welcome Visitors, especially during periods of darkness. VISIBILITY IS IMPORTANT.

Inspections: AUS management and/or Area Patrol supervisor will make periodic inspections of the gatehouse. From time to time, *Greyhawk Landing* representatives may visit the gatehouse. Cleaning supplies are furnished so there can be no excuses for a dirty work area.

Cleanliness: Officers are expected to keep *Greyhawk Landing* gatehouse clean.

- Officers will clean up after themselves and maintain a neat and clean workspace.
- Regular cleaning/Maintenance of the floors, walls, windows, bathroom, etc. Will be provided by the Community and is not part of the Security Professionals duties

Shift Start Responsibilities: Officers coming on duty must read and initial the pass down log, review all posted work schedules and review reports completed by the officers preceding them in order to have the latest and best information.

- In addition, all equipment in and outside of the gatehouse (including gate arms and cameras) must be inspected to ensure it is working. Any issues must be immediately reported to the Community Field Manager
- Arriving officers must receive **written/verbal pass down and preparation from the officer they are relieving**, covering the following topics:
 - a. Significant activity during the previous shift
 - b. The status of all equipment used by Security Professionals including the proper functioning of:
 - Gate Arms
 - Access Control computer
 - Cameras & recording system
 - Other ancillary equipment such as gatehouse lights, facilities, phones, etc.

- c. Information on any deviations to normal Operating Procedures for Special Events or Functions as authorized by the Community Field Manager, or in their absence, the CDD Board Chairman or CDD Vice Board Chairman.
- d. Paperwork preparation – a departing officer must complete their shift reports, file them as directed and prepare the next shift reports for an arriving officer.

3.5: Shift / Schedule Times

This site operates 24 hours per day, 7 days per week schedule. Shift change and schedule times will flow as follows:

SHIFT

SHIFT TIMES

Gatehouse:

1 st Shift	0700-1500
2 nd Shift	1500-2300
3 rd Shift	2300-0700

Clubhouse:

1430-2230 Fri, Sat & Sun

Rec Center:

1300-2100 Fri, Sat & Sun

Special Coverage will be communicated via the Weekly Schedule

***See the *Security Professionals Handbook* for Details on Professional Courtesy.**

It is important that the officer at the gatehouse does not leave the gatehouse post for any reason unless directed to by any of the below during an Emergency Situation

- Emergency Services/Law Enforcement
- AUS Management
- CDD Management
- Member of the CDD Board

If a resident or guest calls requesting a security response (asking you to leave your post), advise the resident they must contact the Sheriff's Department. In the event they are physically unable, **call 911 from the gate house phone.**

3.5.1: Security Professionals Parking: The officer ON DUTY will park their vehicle in the designated area near the gatehouse

3.6: Security Gatehouse Duties

While on duty in the gatehouse, officers will maintain the *Greyhawk Landing* Access Documentation for visitors entering Greyhawk Landing, in accordance with the rules and regulations adopted by the *Greyhawk Landing* CDD.

- As a general rule, officers will call 911 on any noted suspicious activity or for any **UNAUTHORIZED PERSONNEL** in *Greyhawk Landing* community.
- If the officer on duty *reasonably perceives* that any **RESIDENT, GUEST, or VENDOR** is creating a disturbance, they will contact law enforcement immediately. An *Unusual Incident Report* will also be completed and filed.

It is important to note Greyhawk Landings' status as a CDD. This means that ANYONE – resident, visitor, contractor or anyone from the general public is allowed entry into the community, as the roads are public. The main duty of the Security Professional is ACCESS DOCUMENTATION

Regarding access documentation, Security Professionals will adhere to the following procedures:

1. **Resident Entry:** Residents may enter at any time (24 hrs. /day, 7 days/week, 365 days per year).
 - They may enter the resident lane with any vehicle that has a RFID to open the gate. This will activate the resident gate automatically.
 - In the event a transmitter does not work from the resident's vehicle, open the resident gate manually
 - a. An entry on the Guest & Visitor log, noting the vehicle description and tag # must be made
 - Residents may also enter by foot, bicycle or in any vehicle not prohibited specifically in this document or CDD regulations.
 - **Officers will still stand and greet EVERY resident entrant by smiling and waving.**
1. **Logging Non-Residents:** All non-residents requesting access to the property will be noted on the Guest & Visitor Log. This includes:
 - a. **Guests or Visitors of residents**
 - b. **Construction Workers**
 - c. **Service & Delivery personnel**
 - d. **Taxis or Limousines**
 - e. **Realtors & Appraisers**
 - f. **Other non-residents not specifically identified here.**
2. **The Guest & Visitor log will be completed in its entirety for all non-residents, without exception. This includes:**
 - Full Name of visitor/guest/contractor, etc.
 - Name of Company, as applicable
 - Name of resident they are here to see
 - License Plate State and Number
3. **Contractors & Service Provider Entry:** The following contractor or service personnel are allowed access at any time. They must be logged in on the Guest & Visitor Log
 - a. Newspaper delivery
 - b. USPS / Postal delivery, UPS, Fed Ex, DHL, Amazon etc. ***IN A MARKED VEHICLE.***

- c. Manatee County Inspectors
 - d. Waste Management or Port-A-Potty Companies
4. **Packages:** Officers may NOT accept packages, keys, luggage, mail, or any other items for residents or for residents to exchange with one another.
5. **Parties:** If a resident is planning a party or gathering, a list of names of planned attendees may be provided. This will assist in guiding guests to the right resident's home
- Guests must still be logged in on the Visitor & Guests Log
6. **Emergency Services:** The following vendor or emergency service personnel are allowed access at any time. **Log them in on the** Visitor & Guests Log as you open the gate arm and as they pass thru (DO NOT STOP THEM):
- Fire emergency personnel (log the squad number if possible)
 - Law enforcement personnel (log the squad number if possible)
 - Medical emergency personnel (log the squad number if possible)
- Ensure an entry is made on your *Shift Activity Report*. If details of the situation are known, complete an *Unusual Incident Report*.
7. **Marked County and public utility vehicles:** (power, sewer, waste, phone, and cable) may enter at any time (24/7/365). Must be logged in on Guest/Visitor Log.
8. **Exceptions:** Only the Community Field Manager, or in their absence the CDD Board Chair, or their authorized agent or AUs Management, may authorize an exception to any of these Regulations

3.7: Community Patrol & Lock/Unlock Duties:

Officers will perform a number of different functions while performing Patrol Checks, as detailed below. One of the most important responsibilities, as detailed earlier, is to be visible to residents and to be observant for suspicious activity.

- Go to Rec center and clubhouse between 1am and 3am and do a foot patrol of the area to make sure no one is in the pool areas. Let the Cleaning company and or any company working on Greyhawk Property in and out of the Rec center and clubhouse as needed.
- Please put all info in Heliaus including incident reports and an hourly log of the officer's activities. All cars found on the road between 1am and 5am that are ticketed should be put on the violations sheet and the number of cars ticketed should be entered into the events section in Heliaus. (Along with any incidents if report was written state that in the events section) Document with photo of vehicle including tag.
- All violations of the law need to be reported to the Manatee County Sheriff's Office and an incident report needs to be written by the Guard involved.
- Ensure that you have both ticket log books for East and West. (refer to map [3.10] when ticketing)
- **Parking Pass Visible** - If the parking pass is visible from the middle of the street, (typically on the driver's side above steering wheel) please stop and verify that the pass is valid by confirming range of dates & vehicle details. If the range of dates has expired, or the vehicle listed isn't the vehicle in front of you, write a ticket / violation using logbook and leave top copy visibly on vehicle.
- **No Visible Parking Pass** – Verify that a parking pass is not present on the dashboard of the vehicle found on the street. If no parking pass is clearly visible, then write up a ticket / violation using carbon copy logbook and leave top copy visibly on the vehicle.

- Ticketing a vehicle – Security officers must fill in every line on the carbon copy log of violations.
- Please document the vehicle make & model, the license plate number, the address that vehicle is parked in front of, **and include a photo of ticket placement on vehicle**, for supportive evidence.
- If during a parking warning the resident approaches you, remain professional and keep a safe distance. Explain the rules to the resident, and if the situation becomes hostile walk away; if at any time you feel unsafe call law enforcement. Do not become confrontational.
- Note the address the best you can and call the “on-call” supervisor.

Clubhouse:

- Monday-Sunday 10:30 pm doors lock automatically but need to be checked
- Every day at 3:30 am, check to make sure it is unlocked. This is to be done by Patrol Officer
- The gates at the pool area are locked electronically at 10:30 pm but make sure they are locked, and no one is in the pool area. Give all guests a 30-minutes heads up that the pool closes at 10:30 pm. Make sure all doors are locked and check inside the outside restrooms.
- To lock clubhouse doors, go inside the main front doors. There is a pin hole in the top of the handle of the door. Push it down and the handle will pop out and the door is then locked. There are 4 sets of double doors you should lock inside the club house plus the outside restrooms.
- If a gate is not working and you, the officer on duty, cannot fix it, place cones at gate entry.
- Give any information possible to Heliaus report and call field Supervisor.

Rec Center:

- Monday-Thursday 11:00 pm lock ALL doors
- Friday-Sunday 9:00 pm lock ALL doors
- Pool gates are locked 30 min before sunset
- Unlock pool gates every day at 3:30 am, and secure lock and chain together on fence. This is to be done by Patrol.
- Give pool users a 30-minutes heads up that the pool will close.
- Pool gates should be locked 30 min before sunset, or at officers' discretion if that is before 8 pm. Check sunset times. Make sure no one is in the pool area and check and lock outside restrooms.
- Clubhouse and Rec Center Security Personnel are required to lower umbrellas on decks, turn off fans and music within Rec Center. General Policing of area before locking doors.

3.8: Rec Center and Clubhouse Duties:

Security Training Guide and Expectations

Rec Center / Clubhouse

While on Duty at the Rec center or the Clubhouse, all officers should always be visible and be able to see the pool area. Regularly check for resident access cards to ensure all guests are permitted.

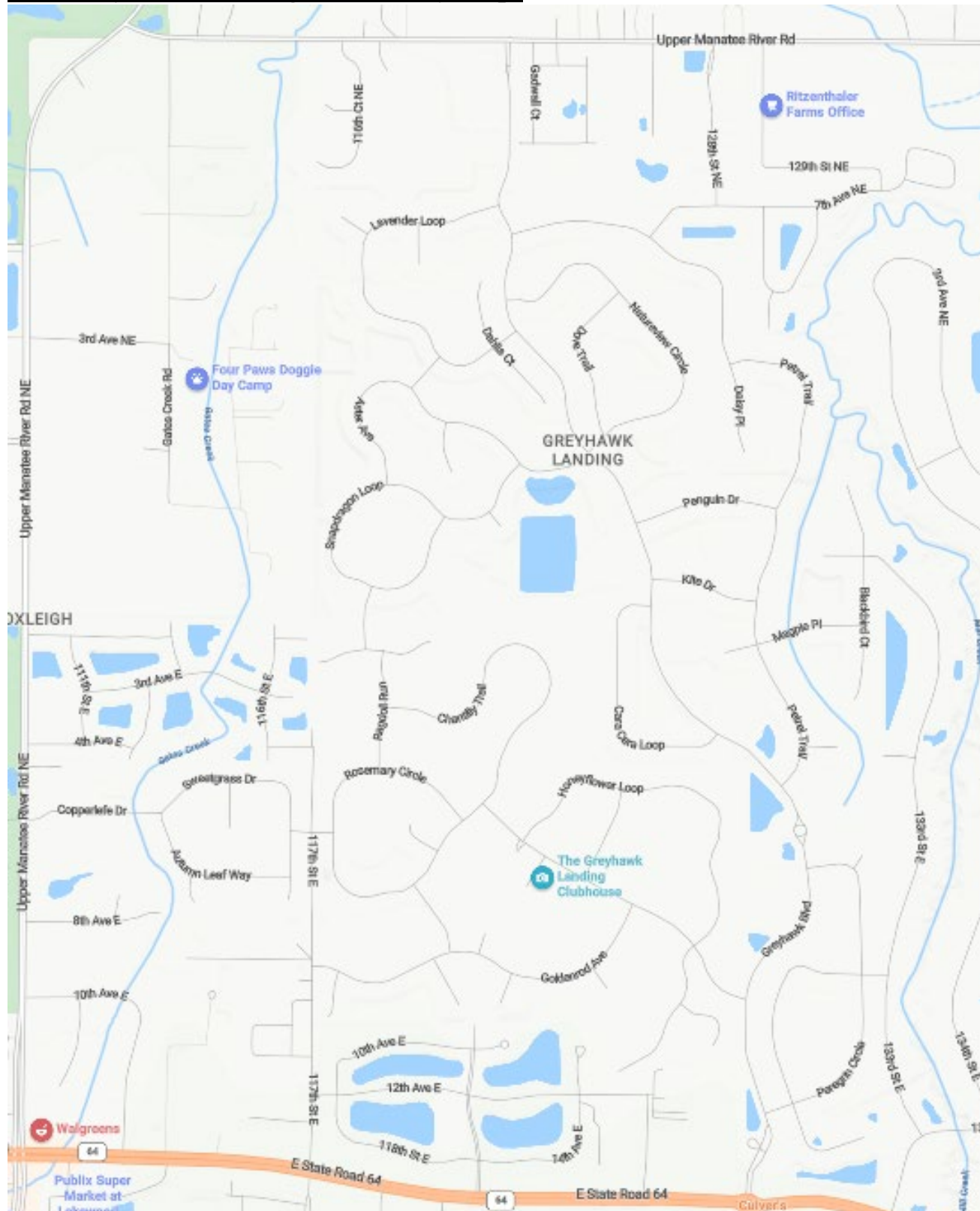
- Complete a Daily Activity Report with the pool/facility traffic and activity and any issues that arise. If an incident occurs, gather as much information as possible and complete an incident report and let the supervisor/management know.

- Anyone over the age of 15, with an access card can use the amenities. If under 15 or without their own access card, they cannot use the amenities, except with an adult. Officers should implement random checks of access cards. Random checks are key to keeping the amenities safe and secure throughout your shift.
- Residents should not use other members access cards. Direct them to the REC center mgmt. office to receive their own access card.
- If a guest or resident has a Greyhawk ID that doesn't belong to them, the officer needs to confiscate that Greyhawk ID and let the Guest and or resident know they can get it back from Greyhawk management. Very important, if resident refuses to show Greyhawk ID or is using someone else's they must leave if they become unreasonable call MCSO immediately.
- Write a report and put the ID and Report in the (all forms from your shift) box at the gate house.
- Do not get into a confrontation. If the guest or resident becomes angry and starts making threats, ask them to leave. If they do not do so, call 911.
- Glass is not allowed on the pool decks and must be removed. If you notice glass containers, please let the individual know that it is not allowed per Florida code and must be removed ASAP.
- Large pool floats are not allowed in the pools. Absolutely no jumping is allowed from the Splash & Play at the Rec Center. If it occurs, give a verbal warning directly to the kids; if there is no parent/guardian, ask the kids to leave promptly. After the first warning of jumping, ask the kids to leave or alert the parent/guardian if onsite.
- Close all umbrellas on the pool deck at the end of the shift or prior to bad weather. Turn off ceiling fans and any music/radio at the end of shift.
- During summer weather, please use a weather app like MyRadar or Weather Bug that indicates incoming weather and lighting strikes. This will allow us to warn residents about bad weather. During bad weather, the pool is to be closed until 30 minutes after the last lightning/thunder and weather has passed.
- All officers who work at the Rec Center or Mulberry clubhouse should read and be familiar with the Greyhawk Landing CDD Common Property Policies, and enforce the rules at all times.

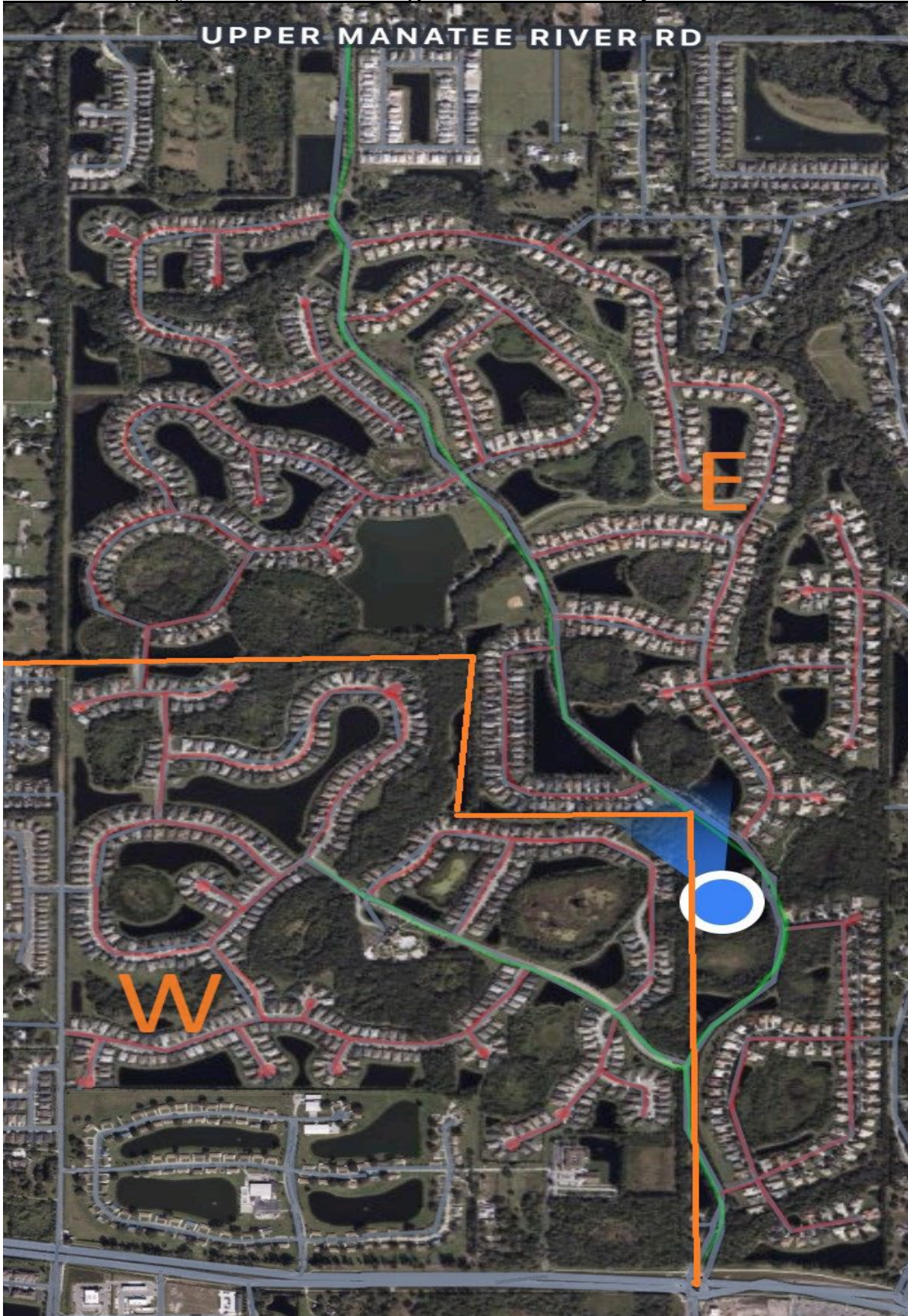
Additional notes:

1. Absolutely no glass on the pool deck. No drinks allowed in or within 5 feet of the pool.
2. Children under 15 must be with an adult who has a valid pool pass.
3. All residents and renters should have a Greyhawk ID card with their name and picture on it in order to use any of the Grey Hawk facilities.

3.9: Greyhawk Landing Community Map:



3.10: Greyhawk Landing Site Map and Satellite Image:



Public Relations

As a Security Professional at *Greyhawk Landing*, you are very important to the community. In essence, your duties allow you to **open the front door to resident homes and to the community itself.**

You have a variety of duties, but none as important as dealing with the public positively and effectively. Often you may be the only contact a person has with the company for whom you are working. Your public relations skills shape the public's view of both *Greyhawk Landing* and the AUS organization.

- *People judge Greyhawk Landing and its property management team by your behavior. Refrain from doing anything that irritates or upsets other people.*

Follow these public relations policies and procedures when you wear the AUS uniform.

1. Take pride in your appearance.

- Ensure that your uniform is clean and wrinkle free and your shoes are polished.
- Ensure that your appearance is always consistent with AUS standards.

2. Maintain a professional posture at all times.

- Use good standing posture.
- Always stand when a person approaches your post.
- Keep your hands out of your pockets.
- Walk without dragging your feet along the floor.
- Sit in an upright position. Do not slouch down or tip back in the chair.

3. Always appear attentive and willing to help.

- Look at people in the area, not the ground or walls.
- Take the initiative to ask a person if he needs help if he seems confused.
- Keep your face muscles relaxed and refrain from scowling.
- Maintain a good balance between appearing friendly but acting professionally.
- Spend the necessary time learning the layout of the community so you can help people when they ask for directions.

4. Maintain a professional relationship with all people who enter the community.

- Avoid socializing with people.
- Avoid calling people by their first names without permission.
- Avoid engaging in personal conversations.

5. When talking to people:

- Look directly at the person
- Always respond politely and courteously
- Address the person as “*Sir* or *Ma’am*”

6. Listen attentively to what people say. Ask questions if you do not understand what they are requesting.

7. Try to help people if their request is within the limits of your post instruction.

8. React politely to people’s demands.

- Respond politely. Never engage in a verbal battle with the person.
- If you cannot help, contact someone who can.

Do not use force to restrain people unless you need to protect yourself or others from bodily harm.

For example, if someone violates the access control policy and gains access to the community but presents no danger to anyone, report him. Do not chase him down or touch him.

When working with the public, you are required to exercise good judgment, tact and courtesy

Post Orders Acknowledgement

All AUS Security Professionals will date, print their first and last names and sign this form stating they have read/reviewed and understand the contents of these post orders and understand the duties expected of them. If you do not understand the Post Orders, it is your responsibility to ask.

I have read and understand the Post Orders for: ***Greyhawk Landing***

[illegible]

Tab 4



506 8th Street West
Palmetto, FL 34221

Estimate

Date	Estimate #
7/19/2023	26480

Name / Address
Greyhawk Landing CDD 9428 Camden Field Parkway Riverview, Florida 33578

Ship To
Greyhawk Landing CDD 12350 Mulberry Ave Bradenton, Florida 34212 Carleen: 941-228-6084 fieldmgr@greyhawkcdd.org

P.O. No.	Terms	Due Date	Rep	FOB
71923Carleen	50%DN Bal C.O.D.	7/19/2023	Anna	

Item	Quantity	Description	Cost	Total
C-50SL	200	1" Tube Stackable Sling Chair	130.00	26,000.00T
C-150SL	72	Classic Sling Lounge, 1" Extrusion	268.00	19,296.00T
C-42PUNCHU	52	Classic 42" Dining Table With Punch Aluminum Top & HOLE, 1" Extrusion	470.00	24,440.00T
U9-MB	13	9ft Market Style, 8 Fiberglass Rib, Black Aluminum Frame, Crank, No Tilt Umbrella with Wind Vents	470.00	6,110.00T
		Frame: TBD Fabric: TBD Table Pattern: TBD		
		Umbrella Fabric: TBD		
Freight		Shipping Charge	250.00	250.00

Subtotal		\$76,096.00
Sales Tax (0.0%)		\$0.00
Total		\$76,096.00

Phone #	Fax #
941-722-5643	941-723-9223



506 8th Street West
Palmetto, FL 34221

Estimate

Date	Estimate #
11/7/2023	27089

Name / Address
Greyhawk Landing CDD 9428 Camden Field Parkway Riverview, Florida 33578

Ship To
Greyhawk Landing CDD 12350 Mulberry Ave Bradenton, Florida 34212 Carleen: 941-228-6084 fieldmgr@greyhawkcdd.org

P.O. No.	Terms	Due Date	Rep	FOB
71423Carleen	50%DN Bal C.O.D.	7/14/2023	Anna	Palmetto

Item	Quantity	Description	Cost	Total
Chair	60	Refinish/Resling Dining Chair	105.00	6,300.00T
Chaises	16	Refinish/Resling Chaise Lounge	237.00	3,792.00T
Umbrellas	6	Replacement Umbrella Covers	225.00	1,350.00T
Fiberglass Top	52	New 42" Fiberglass Tops With Hole Frame: TBD Fabric: TBD Umbrella	170.00	8,840.00T

Subtotal		\$20,282.00
Sales Tax (0.0%)		\$0.00
Total		\$20,282.00

Phone #	Fax #
941-722-5643	941-723-9223



506 8th Street West
Palmetto, FL 34221

Estimate

Date	Estimate #
10/30/2023	27040

Name / Address
Greyhawk Landing CDD 9428 Camden Field Parkway Riverview, Florida 33578

Ship To
Greyhawk Landing CDD 12350 Mulberry Ave Bradenton, Florida 34212 Carleen: 941-228-6084 fieldmgr@greyhawkcdd.org

P.O. No.	Terms	Due Date	Rep	FOB
71423Carleen	50%DN Bal C.O.D.	7/14/2023	Anna	Palmetto

Item	Quantity	Description	Cost	Total
Chair	60	Refinish/Resling Dining Chair	105.00	6,300.00T
Chaises	16	Refinish/Resling Chaise Lounge	237.00	3,792.00T
Umbrellas	6	Replacement Umbrella Covers	225.00	1,350.00T
		Frame: TBD Fabric: TBD Umbrella		
		Fabric: TBD		

			Subtotal	\$11,442.00
			Sales Tax (0.0%)	\$0.00
			Total	\$11,442.00

Phone #	Fax #
941-722-5643	941-723-9223

Tab 5

Gorilla Kleen LLC
P.O. Box 25427
Sarasota, FL 34277



Estimate

Date	Invoice #
	27817

Billing Inquiries (941) 952-1000

Bill To

Greyhawk Landing CDD
3434 Coldwell Ave, Suite 200
Tampa, FL 33614

Service Location

Greyhawk Landing
700 Greyhawk Blvd
Bradenton, FL 34212

Quantity	Description	Price	Amount
	<p>Community - Curbs and Miami gutters cleaned all areas in the residential neighborhoods. This would NOT include any Gutters or Curbs along Greyhawk Blvd, Mulberry Ave or any areas around the Clubhouse and Rec Center.. (All areas Marked in Lt Blue and Lt Green on the attached maps)</p> <p>Please note: This does not include irrigation or rust stain removal.</p> <p>We can use water from the neighborhood Fire Hydrants as we have a Manatee County water meter. (No extra charge)</p> <p>No areas that are marked in Dark Blue or Red are included.</p>	26,395.00	26,395.00

Payment Terms: Payment is due 15 days from date of service.
Deposits and progress payments may be required on large volume jobs.

DISCOUNT	
SUBTOTAL	
TAX	
TOTAL	\$26,395.00
PAYMENTS	\$0.00
BALANCE	\$26,395.00

Thank you for your business



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/17/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy (ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:
	PHONE: (800) 277-1620 X 4800 FAX: (727) 797-0704
FrankCrum Insurance Agency, Inc. 100 South Missouri Avenue Clearwater, FL 33756	E-MAIL ADDRESS:
	INSURERS(S) AFFORDING COVERAGE NAIC#
INSURED	INSURER A: Frank Winston Crum Insurance Company 11600
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:
FrankCrum L/C/F Gorilla Kleen, LLC 100 South Missouri Avenue Clearwater, FL 33756	

COVERAGES CERTIFICATE NUMBER: 964906 REVISION NUMBER: 1

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSRD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY						EACH OCCURENCE \$
	<input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS-COMP/OP AGG \$
	<input type="checkbox"/> OTHER						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE UNIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR						EACH OCCURENCE \$
	EXCESS LIAB <input type="checkbox"/> CLAIMS MADE						AGGREGATE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N	N/A		WC202300000	01/01/2023	01/01/2024	X PER STATUE OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/>						E.L. EACH ACCIDENT \$1,000,000
	(Mandatory in NH)						E.L. DISEASE-EA EMPLOYEE \$1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE-POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Effective 08/17/2014, coverage is for 100% of the employees of FrankCrum leased to Gorilla Kleen, LLC (Client) for whom the client is reporting hours to FrankCrum.
Coverage is not extended to statutory employees.
Re: Pressure Cleaning and Gum Removal, RFP 17-24CM

CERTIFICATE HOLDER	CANCELLATION
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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GORIL-1

OP ID: BJ

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/09/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Dance Ferrentino Insurance 11049 Countryway Blvd Tampa, FL 33626 Betty Johnson		813-854-3600		CONTACT NAME: Betty Johnson PHONE (A/C, No, Ext): 813-854-3600 FAX (A/C, No): 813-854-3655 E-MAIL ADDRESS: Betty@danceferrentino.com	
INSURED Gorilla Kleen, LLC P.O. Box 25427 Sarasota, FL 34277				INSURER(S) AFFORDING COVERAGE INSURER A: Kinsale Insurance Co. INSURER B: National Specialty Insurance INSURER C: INSURER D: INSURER E: INSURER F:	
				NAIC # 38920	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> 5,000 Deductible GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			0100123277-3	08/08/2023	08/08/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			GMI-0453-00	09/07/2022	09/07/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

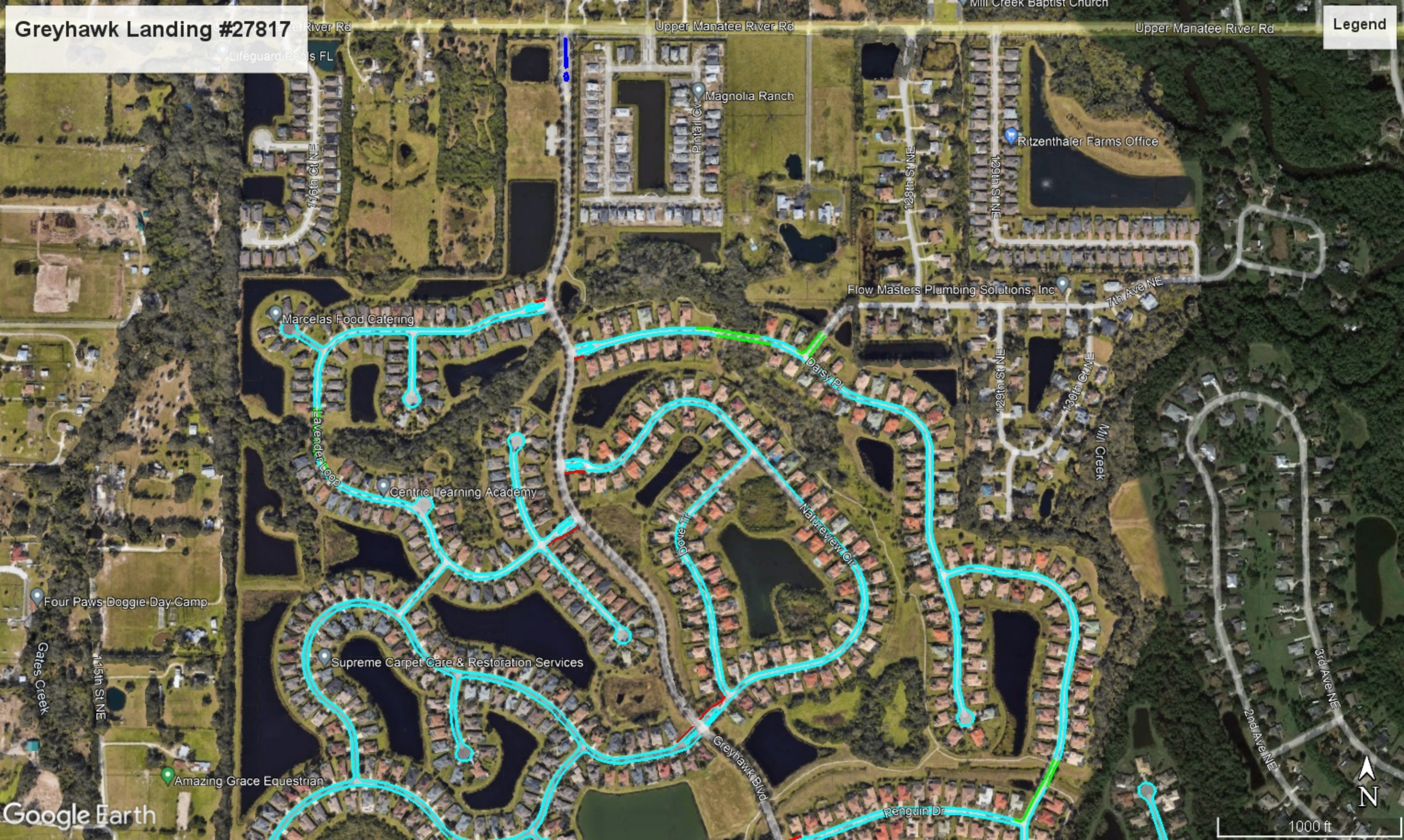
INFORMATIONAL ONLY

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Greyhawk Landing #27817

Legend



Greyhawk Landing #27817

Legend



Cates Creek

116th St NE

Supreme Carpet Care & Restoration Services

Amazing Grace Equestrian

Chaslin Farms

Greyhawk Blvd

Penguin Dr

2nd Ave NE

3rd Ave NE

Kite Dr

Chantry Trail

Kara Kara Loop

3rd Ave E

16th St E

Raggell Run

Sweetgrass Dr

Jarek Kai Beads

Tropical Solutions 123 Outdoor Lighting

Honeyflower Loop

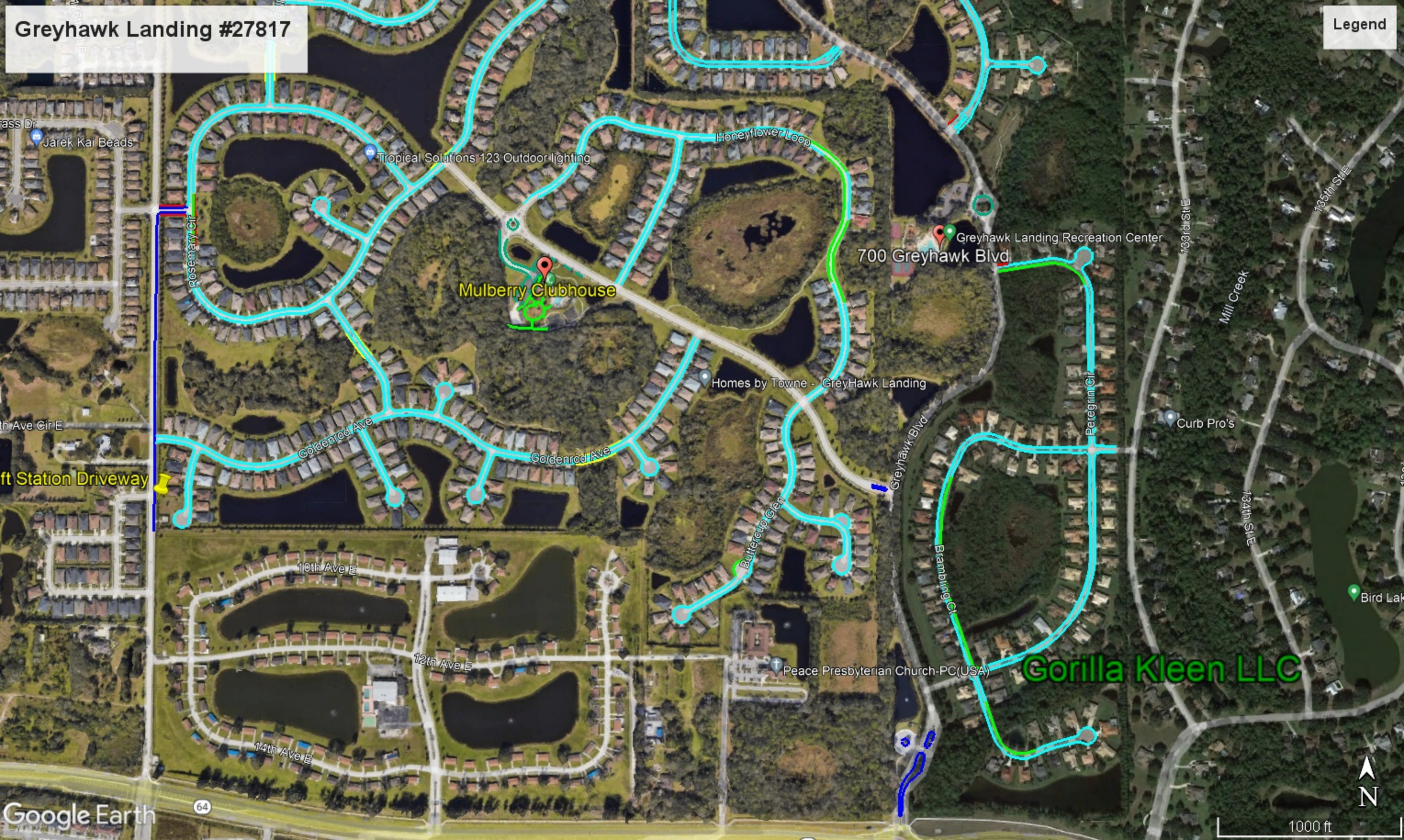
Greyhawk Landing Recreation Center

700 Greyhawk Blvd

33rd St E

1000 ft

N



Mulberry Clubhouse

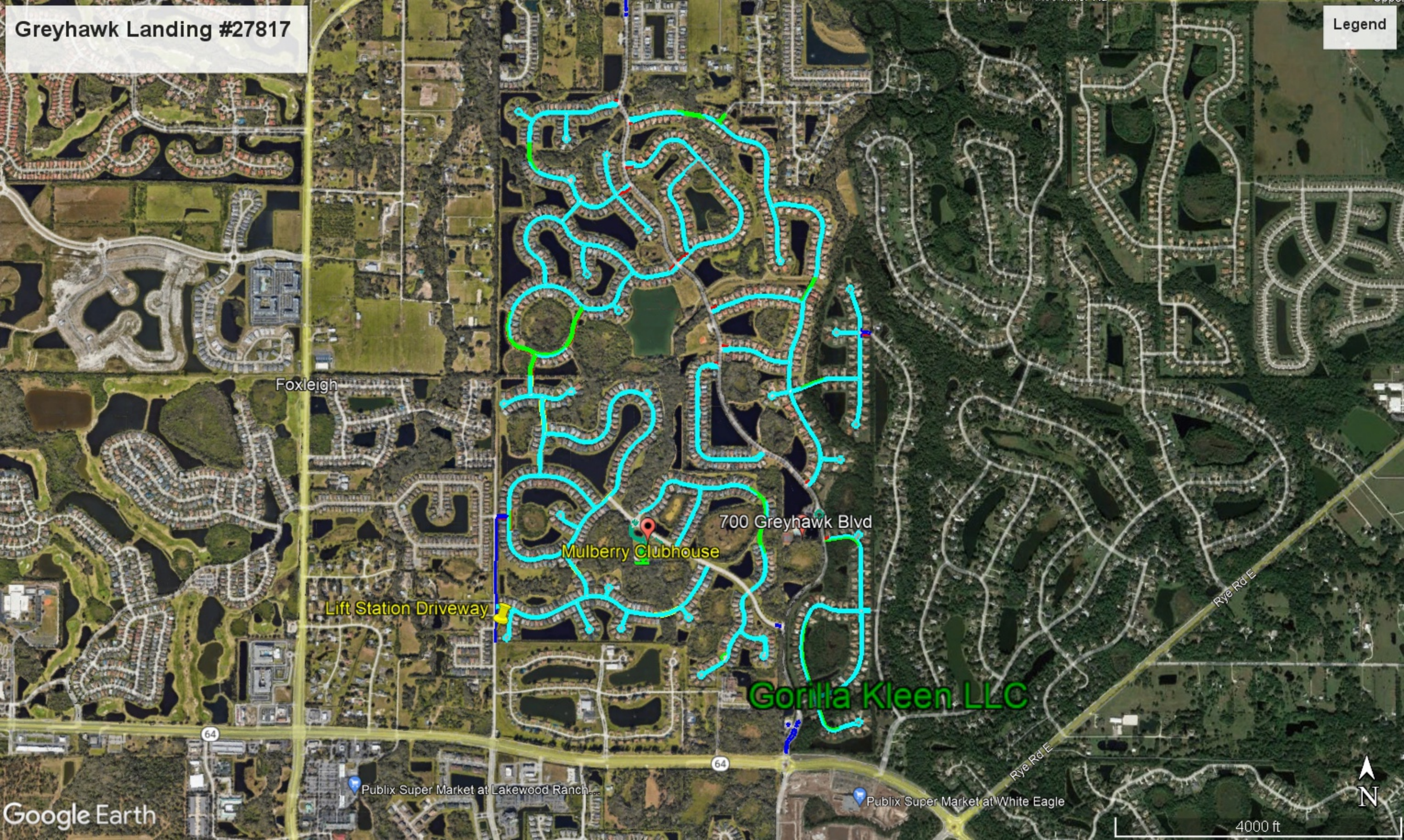
700 Greyhawk Blvd
Greyhawk Landing Recreation Center

Gorilla Kleen LLC

Greyhawk Landing #27817

Legend





Foxleigh

700 Greyhawk Blvd

Mulberry Clubhouse

Lift Station Driveway

Gorilla Kleen LLC

64

64

Rye Rd E

Rye Rd E

Publix Super Market at Lakewood Ranch...

Publix Super Market at White Eagle



Tab 6

Greyhawk Landing Community Development District

ANNUAL FINANCIAL REPORT

September 30, 2022

Greyhawk Landing Community Development District

ANNUAL FINANCIAL REPORT

September 30, 2022

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Berger, Toombs, Elam, Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue
Suite 200
Fort Pierce, Florida 34950

772/461-6120 // 461-1155
FAX: 772/468-9278

REPORT OF INDEPENDENT AUDITORS

To the Board of Supervisors
Greyhawk Landing Community Development District
Manatee County, Florida

Report on Audit of the Financial Statements

Opinion

We have audited the financial statements of the governmental activities and each major fund of Greyhawk Landing Community Development District (the "District"), as of and for the year ended September 30, 2022, and the related notes to financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of Greyhawk Landing Community Development District as of September 30, 2022, and the respective changes in financial position and the budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS), and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; and 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 fraud or error.



To the Board of Supervisors
Greyhawk Landing Community Development District

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for one year beyond the financial statement date, including currently known information that may raise substantial doubt thereafter.

Auditor's Responsibility for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore, is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users made on the basis of these financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgement and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.



To the Board of Supervisors
Greyhawk Landing Community Development District

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the *Governmental Accounting Standards Board* 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. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued a report dated October 30, 2023 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations and contracts.

The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Greyhawk Landing Community Development District's internal control over financial reporting and compliance.

Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

October 30, 2023

Greyhawk Landing Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2022

Management's discussion and analysis of Greyhawk Landing Community Development District (the "District") financial performance provides an objective and easily readable analysis of the District's financial activities. The analysis provides summary financial information for the District and should be read in conjunction with the District's financial statements.

OVERVIEW OF THE FINANCIAL STATEMENTS

The District's basic financial statements is comprised of three components; 1) *Government-wide financial statements*, 2) *Fund financial statements*, and 3) *Notes to financial statements*. The *Government-wide financial statements* present an overall picture of the District's financial position and results of operations. The *Fund financial statements* present financial information for the District's major funds. The *Notes to financial statements* provide additional information concerning the District's finances.

The *Government-wide financial statements* are the **statement of net position** and the **statement of activities**. These statements use accounting methods similar to those used by private-sector companies. Emphasis is placed on the net position of governmental activities and the change in net position. Governmental activities are primarily supported by special assessments.

The **statement of net position** presents information on all assets and liabilities of the District, with the difference between assets and liabilities reported as net position. Net position is reported in three categories; 1) net investment in capital assets, 2) restricted, and 3) unrestricted. Assets, liabilities, and net position are reported for all Governmental activities.

The **statement of activities** presents information on all revenues and expenses of the District and the change in net position. Expenses are reported by major function and program revenues relating to those functions are reported, providing the net cost of all functions provided by the District. To assist in understanding the District's operations, expenses have been reported as governmental activities. Governmental activities financed by the District include general government, public safety, physical environment, culture/recreation and debt service.

Fund financial statements present financial information for governmental funds. These statements provide financial information for the major funds of the District. Governmental fund financial statements provide information on the current assets and liabilities of the funds, changes in current financial resources (revenues and expenditures), and current available resources.

Greyhawk Landing Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2022

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Fund financial statements include a **balance sheet** and a **statement of revenues, expenditures and changes in fund balances** for all governmental funds. A **statement of revenues, expenditures, and changes in fund balances – budget and actual** is provided for the District's General Fund. *Fund financial statements* provide more detailed information about the District's activities. Individual funds are established by the District to track revenues that are restricted to certain uses or to comply with legal requirements.

The *government-wide financial statements* and the *fund financial statements* provide different pictures of the District. The *government-wide financial statements* provide an overall picture of the District's financial standing. These statements are comparable to private-sector companies and give a good understanding of the District's overall financial health and how the District paid for the various activities, or functions, provided by the District. All assets of the District, including buildings and improvements, and infrastructure are reported in the **statement of net position**. All liabilities, including principal outstanding on bonds are included. The **statement of activities** includes depreciation on all long-lived assets of the District, but transactions between the different functions of the District have been eliminated in order to avoid "doubling up" the revenues and expenses. The *fund financial statements* provide a picture of the major funds of the District. In the case of governmental activities, outlays for long lived assets are reported as expenditures and long-term liabilities, such as general obligation bonds, are not included in the fund financial statements. To provide a link from the *fund financial statements* to the *government-wide financial statements*, reconciliations are provided from the *fund financial statements* to the *government-wide financial statements*.

Notes to financial statements provide additional detail concerning the financial activities and financial balances of the District. Additional information about the accounting practices of the District, investments of the District, capital assets and long-term debt are some of the items included in the *notes to financial statements*.

Financial Highlights

The following are the highlights of financial activity for the year ended September 30, 2022.

- ◆ The District's total assets and deferred outflows of resources exceeded total liabilities by \$5,070,292 (net position). Net investment in capital assets for the District was \$5,515,228. Unrestricted net position for Governmental Activities was \$(586,443). Restricted net position was \$141,507.
- ◆ Governmental activities revenues totaled \$2,915,405 while governmental activities expenses totaled \$2,937,174.

Greyhawk Landing Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2022

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Financial Analysis of the District

The following schedule provides a summary of the assets, liabilities and net position of the District and is presented by category for comparison purposes.

Net Position

	Governmental Activities	
	2022	2021
Current assets	\$ 1,761,718	\$ 1,660,656
Restricted assets	3,025,012	4,335,460
Capital assets	11,972,423	11,326,898
Total Assets	<u>16,759,153</u>	<u>17,323,014</u>
Deferred outflows of resources	<u>188,759</u>	<u>206,594</u>
Current liabilities	875,620	823,547
Non-current liabilities	11,002,000	11,614,000
Total Liabilities	<u>11,877,620</u>	<u>12,437,547</u>
Net Position		
Net investment in capital assets	5,515,228	6,178,204
Restricted	141,507	75,499
Unrestricted	<u>(586,443)</u>	<u>(1,161,642)</u>
Total Net Position	<u>\$ 5,070,292</u>	<u>\$ 5,092,061</u>

The increase in current assets is related to revenues exceeding expenditures at the fund level in the current year.

The increase in capital assets is related to current year depreciation being exceeded by current year additions.

The increase in current liabilities is related to the increase in accounts payable in the current year.

The decrease in non-current liabilities is related to the principal payments in the current year.

**Greyhawk Landing Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2022**

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Financial Analysis of the District (Continued)

The following schedule provides a summary of the changes in net position of the District and is presented by category for comparison purposes.

Change In Net Position

	Governmental Activities	
	2022	2021
Program Revenues		
Charges for services	\$ 2,886,642	\$ 2,637,442
General Revenues		
Miscellaneous	23,076	29,160
Gain on sale of assets	-	1,200
Investment earnings	5,687	1,574
Total Revenues	<u>2,915,405</u>	<u>2,669,376</u>
Expenses		
General government	145,271	169,650
Public safety	340,277	295,986
Physical environment	1,862,660	1,573,604
Culture/recreation	135,948	194,935
Interest and other charges	453,018	644,344
Total Expenses	<u>2,937,174</u>	<u>2,878,519</u>
Change in Net Position	(21,769)	(209,143)
Net Position - Beginning of Year	<u>5,092,061</u>	<u>5,301,204</u>
Net Position - End of Year	<u>\$ 5,070,292</u>	<u>\$ 5,092,061</u>

The increase in charges for services is related to a budgeted increase in special assessments.

The decrease in general government is related to the decrease in engineer expenses in the current year.

The increase in public safety is related to the increase in security services and patrol expenses in the current year.

The increase in physical environment is related to the increase in personnel and landscape maintenance expenses in the current year.

The decrease in interest and other charges is related to the issuance costs of the bond refinancing and the issuance of new debt in the prior year.

Greyhawk Landing Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2022

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Capital Assets Activity

The following schedule provides a summary of the District's capital assets as of September 30, 2022 and 2021.

	<u>Governmental Activities</u>	
	<u>2022</u>	<u>2021</u>
Land and improvements	\$ 5,740,697	\$ 5,740,697
Construction in progress	1,383,544	26,854
Buildings	2,379,925	2,379,925
Improvements other than buildings	18,125,305	18,125,305
Equipment	259,517	259,517
Less: accumulated depreciation	<u>(15,916,565)</u>	<u>(15,205,400)</u>
Governmental Activities Capital Assets	<u>\$ 11,972,423</u>	<u>\$ 11,326,898</u>

During the year, depreciation was \$711,165 and additions to construction in progress of \$1,356,690.

General Fund Budgetary Highlights

Budgeted expenditures exceeded the actual expenditures in the current year primarily because the reserve costs were less than anticipated.

There were no budget amendments in the current year.

Debt Management

Governmental Activities debt includes the following:

- ◆ In May 2013, the District issued \$5,310,000 of Special Assessment Revenue Bonds Series 2013 maturing in May 2044. The Bonds were issued to finance the acquisition and construction of certain improvements for the benefit of the District. The balance outstanding at September 30, 2022 was \$4,460,000.
- ◆ In March 2021, the District issued \$3,944,000 of Special Assessment Revenue Refunding Bonds, Series 2021 maturing in 2033. The Bonds were issued to refund the Series 2011 Special Assessment Revenue Refunding Bonds. The balance outstanding at September 30, 2022 was \$3,498,000.

**Greyhawk Landing Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2022**

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Debt Management (Continued)

- ◆ In August 2021, the District issued \$3,869,000 of Special Assessment Revenue Bonds, Series 2021, maturing 2036. The Bonds were issued to finance the acquisition and construction of certain improvements for the benefit of the Series 2021 Project. The balance outstanding at September 30, 2022 was \$3,655,000.

Economic Factors and Next Year's Budget

Greyhawk Landing Community Development District will continue construction on the Series 2021 Project in fiscal year 2023. The District does not anticipate any other economic factors to have any significant effect on the financial position or results of operations for the year ended September 30, 2023.

Request for Information

The financial report is designed to provide a general overview of Greyhawk Landing Community Development District's finances for all those with an interest. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Greyhawk Landing Community Development District's Accounting Department at 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614.

Greyhawk Landing Community Development District
STATEMENT OF NET POSITION
September 30, 2022

	<u>Governmental Activities</u>
ASSETS	
Current Assets	
Cash	\$ 1,283,450
Investments	431,200
Prepaid expenses	37,938
Deposits	9,130
Total Current Assets	<u>1,761,718</u>
Non-Current Assets	
Restricted Assets	
Investments	3,025,012
Capital Assets, Not Being Depreciated	
Land and improvements	5,740,697
Construction in progress	1,383,544
Capital Assets, Being Depreciated	
Buildings	2,379,925
Improvements other than buildings	18,125,305
Equipment	259,517
Less: accumulated depreciation	<u>(15,916,565)</u>
Total Non-Current Assets	<u>14,997,435</u>
Total Assets	<u>16,759,153</u>
 DEFERRED OUTFLOWS OF RESOURCES	
Deferred amount on refunding, net	<u>188,759</u>
 LIABILITIES	
Current Liabilities	
Accounts payable and accrued expenses	85,762
Deposits payable	1,750
Bonds payable, current	611,000
Accrued interest	177,108
Total Current Liabilities	<u>875,620</u>
Non-Current Liabilities	
Bonds payable	<u>11,002,000</u>
Total Liabilities	<u>11,877,620</u>
 NET POSITION	
Net investment in capital assets	5,515,228
Restricted for debt service	141,507
Unrestricted	<u>(586,443)</u>
Total Net Position	<u><u>\$ 5,070,292</u></u>

See accompanying notes to financial statements.

Greyhawk Landing Community Development District
STATEMENT OF ACTIVITIES
For the Year Ended September 30, 2022

Functions/Programs	Expenses	Program Revenues Charges for Services	Net (Expenses) Revenues and Changes in Net Position Governmental Activities
Governmental Activities			
General government	\$ (145,271)	\$ 154,284	\$ 9,013
Public safety	(340,277)	361,387	21,110
Physical environment	(1,862,660)	1,185,876	(676,784)
Culture/recreation	(135,948)	144,382	8,434
Interest and other charges	(453,018)	1,040,713	587,695
Total Governmental Activities	<u>\$ (2,937,174)</u>	<u>\$ 2,886,642</u>	<u>(50,532)</u>
General Revenues			
			5,687
			<u>23,076</u>
			<u>28,763</u>
			(21,769)
			<u>5,092,061</u>
			<u>\$ 5,070,292</u>

See accompanying notes to financial statements.

Greyhawk Landing Community Development District
BALANCE SHEET –
GOVERNMENTAL FUNDS
September 30, 2022

	General	Debt Service	Capital Projects	Total Governmental Funds
ASSETS				
Cash	\$ 1,283,450	\$ -	\$ -	\$ 1,283,450
Investments	431,200	-	-	431,200
Due from other funds	48,106	-	-	48,106
Prepaid expenses	37,938	-	-	37,938
Deposits	9,130	-	-	9,130
Restricted assets				
Investments, at fair value	-	683,247	2,341,765	3,025,012
Total Assets	<u>\$ 1,809,824</u>	<u>\$ 683,247</u>	<u>\$ 2,341,765</u>	<u>\$ 4,834,836</u>
LIABILITIES AND FUND BALANCES				
LIABILITIES				
Accounts payable and accrued expenses	\$ 85,762	\$ -	\$ -	\$ 85,762
Due to other funds	-	-	48,106	48,106
Deposits payable	1,750	-	-	1,750
Total Liabilities	<u>87,512</u>	<u>-</u>	<u>48,106</u>	<u>135,618</u>
FUND BALANCES				
Nonspendable:				
Prepaid expenses	37,938	-	-	37,938
Deposits	9,130	-	-	9,130
Restricted:				
Debt service	-	683,247	-	683,247
Capital projects	-	-	2,293,659	2,293,659
Unassigned	1,675,244	-	-	1,675,244
Total Fund Balances	<u>1,722,312</u>	<u>683,247</u>	<u>2,293,659</u>	<u>4,699,218</u>
Total Liabilities and Fund Balances	<u>\$ 1,809,824</u>	<u>\$ 683,247</u>	<u>\$ 2,341,765</u>	<u>\$ 4,834,836</u>

See accompanying notes to financial statements.

Greyhawk Landing Community Development District
RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCES
TO NET POSITION OF GOVERNMENTAL ACTIVITIES
September 30, 2022

Total Governmental Fund Balances	\$ 4,699,218
Amounts reported for governmental activities in the Statement of Net Position are different because:	
Capital assets, land and improvements, \$5,740,697, construction in progress, \$1,383,544, buildings, \$2,379,925, improvements other than buildings, \$18,125,305, and equipment, \$259,517, net of accumulated depreciation, \$(15,916,565), used in governmental activities are not current financial resources, and therefore, are not reported at the fund level.	11,972,423
Deferred amounts on refunding do not provide current resources, and therefore, are not recognized at the fund level. This is the amount of the deferred amount on refunding.	188,759
Long-term liabilities, bonds payable, are not due and payable in the current period, and therefore, are not reported at the fund level.	(11,613,000)
Accrued interest expense for long-term debt is not a current financial use, and therefore, is not reported at the fund level.	<u>(177,108)</u>
Net Position of Governmental Activities	<u><u>\$ 5,070,292</u></u>

See accompanying notes to financial statements.

Greyhawk Landing Community Development District
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCES – GOVERNMENTAL FUNDS
For the Year Ended September 30, 2022

	General	Debt Service	Capital Projects	Total Governmental Funds
Revenues				
Special assessments	\$ 1,845,929	\$ 1,040,713	\$ -	\$ 2,886,642
Investment income	3,581	1,944	162	5,687
Miscellaneous	13,066	-	-	13,066
Total Revenues	<u>1,862,576</u>	<u>1,042,657</u>	<u>162</u>	<u>2,905,395</u>
Expenditures				
Current				
General government	145,271	-	-	145,271
Public safety	340,277	-	-	340,277
Physical environment	1,116,604	-	34,891	1,151,495
Culture/recreation	135,948	-	-	135,948
Capital outlay	-	-	1,356,690	1,356,690
Debt service				
Principal	-	597,000	-	597,000
Interest	-	408,012	-	408,012
Other	-	-	679	679
Total Expenditures	<u>1,738,100</u>	<u>1,005,012</u>	<u>1,392,260</u>	<u>4,135,372</u>
Excess of revenues over/(under) expenditures	<u>124,476</u>	<u>37,645</u>	<u>(1,392,098)</u>	<u>(1,229,977)</u>
Other Financing Sources/(Uses)				
Insurance proceeds	<u>10,010</u>	<u>-</u>	<u>-</u>	<u>10,010</u>
Net change in fund balances	134,486	37,645	(1,392,098)	(1,219,967)
Fund Balances - Beginning of Year	<u>1,587,826</u>	<u>645,602</u>	<u>3,685,757</u>	<u>5,919,185</u>
Fund Balances - End of Year	<u>\$ 1,722,312</u>	<u>\$ 683,247</u>	<u>\$ 2,293,659</u>	<u>\$ 4,699,218</u>

See accompanying notes to financial statements.

Greyhawk Landing Community Development District
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES
For the Year Ended September 30, 2022

Net Change in Fund Balances - Total Governmental Funds	\$ (1,219,967)
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Amounts reported for governmental activities in the Statement of Activities are different because:

Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation. This is the amount that capital outlay, \$1,356,690, exceeded by depreciation, \$(711,165), in the current period.	645,525
---	---------

Repayments of bond principal are expenditures at the fund level, but the repayment reduces long-term liabilities at the government-wide level.	597,000
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The deferred amount on refunding is reflected as an expenditure at the fund level, however, they are reflected as a deferred outflow of resources amortized over the life of the bond at the government-wide level and amortized over the debt service period as interest. This is the current period interest.	(17,835)
---	----------

In the Statement of Activities, interest is accrued on outstanding bonds; whereas at the governmental funds level, interest expenditures are reported when due. This is the change in accrued interest in the current period.	<div style="border-top: 1px solid black;">(26,492)</div>
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Change in Net Position of Governmental Activities	<div style="border-top: 1px solid black; border-bottom: 3px double black;">\$ (21,769)</div>
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See accompanying notes to financial statements.

Greyhawk Landing Community Development District
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCES – BUDGET AND ACTUAL – GENERAL FUND
For the Year Ended September 30, 2022

	Original Budget	Final Budget	Actual	Variance with Final Budget Positive (Negative)
Revenues				
Special assessments	\$ 1,830,514	\$ 1,830,514	\$ 1,845,929	\$ 15,415
Investment income	-	-	3,581	3,581
Miscellaneous	-	-	13,066	13,066
Total Revenues	<u>1,830,514</u>	<u>1,830,514</u>	<u>1,862,576</u>	<u>32,062</u>
Expenditures				
Current				
General government	154,956	154,956	145,271	9,685
Public safety	296,900	296,900	340,277	(43,377)
Physical environment	1,240,458	1,240,458	1,116,604	123,854
Culture/recreation	138,200	138,200	135,948	2,252
Capital outlay	-	-	-	-
Total Expenditures	<u>1,830,514</u>	<u>1,830,514</u>	<u>1,738,100</u>	<u>92,414</u>
Revenues over/(under)				
Expenditures	<u>-</u>	<u>-</u>	<u>124,476</u>	<u>124,476</u>
Other Financing Sources/(Uses)				
Insurance proceeds	<u>-</u>	<u>-</u>	<u>10,010</u>	<u>10,010</u>
Net Change in Fund Balances	-	-	134,486	134,486
Fund Balance - Beginning of Year	<u>-</u>	<u>-</u>	<u>1,587,826</u>	<u>1,587,826</u>
Fund Balance - End of Year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,722,312</u>	<u>\$ 1,722,312</u>

See accompanying notes to financial statements.

Greyhawk Landing Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2022

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the District have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The District's more significant accounting policies are described below.

1. Reporting Entity

The District was established on July 21, 2001, pursuant to the Uniform Community Development District Act of 1980, Chapter 190, Florida Statutes, as amended (the "Act"), by Manatee County Ordinance #01-43 as a Community Development District. The District was established for the purposes of financing and managing the acquisition, construction, maintenance and operation of the infrastructure necessary for community development within its jurisdiction. The District is authorized to issue bonds for the purpose, among others, of financing, funding, planning, establishing, acquiring, constructing district roads, landscaping, and other basic infrastructure projects within or outside the boundaries of the Greyhawk Landing Community Development District. The District is governed by a five member Board of Supervisors. The District operates within the criteria established by Chapter 190, Florida Statutes.

As required by GAAP, these financial statements present the Greyhawk Landing Community Development District (the primary government) as a stand-alone government. The reporting entity for the District includes all functions of government in which the District's Board exercises oversight responsibility including, but not limited to, financial interdependency, selection of governing authority, designation of management, significant ability to influence operations and accountability for fiscal matters.

Based upon the application of the above-mentioned criteria as set forth by the Governmental Accounting Standards Board, the District has identified no component units.

2. Measurement Focus and Basis of Accounting

The basic financial statements of the District are composed of the following:

- Government-wide financial statements
- Fund financial statements
- Notes to financial statements

Greyhawk Landing Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2022

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2. Measurement Focus and Basis of Accounting (Continued)

a. Government-wide Financial Statements

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Government-wide financial statements report all non-fiduciary information about the reporting government as a whole. These statements include all the governmental activities of the primary government. The effect of interfund activity has been removed from these statements.

Governmental activities are supported by special assessments and interest. Program revenues are netted with program expenses in the statement of activities to present the net cost of each program.

Amounts paid to acquire capital assets are capitalized as assets, rather than reported as an expenditure. Proceeds of long-term debt are recorded as liabilities in the government-wide financial statements, rather than as an other financing source.

Amounts paid to reduce long-term indebtedness of the reporting government are reported as a reduction of the related liability, rather than as an expenditure.

b. Fund Financial Statements

The underlying accounting system of the District is organized and operated on the basis of separate funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures or expenses, as appropriate. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

Fund financial statements for the primary government's governmental funds are presented after the government-wide financial statements. These statements display information about major funds individually.

Greyhawk Landing Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2022

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2. Measurement Focus and Basis of Accounting (Continued)

b. Fund Financial Statements (Continued)

Governmental Funds

The District classifies fund balance according to Governmental Accounting Standards Board Statement 54 – Fund Balance Reporting and Governmental Fund Type Definitions. The Statement requires the fund balance for governmental funds to be reported in classifications that comprise a hierarchy based primarily on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

The District has various policies governing the fund balance classifications.

Nonspendable Fund Balance – This classification consists of amounts that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact.

Restricted Fund Balance – This classification includes amounts that can be spent only for specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

Assigned Fund Balance – This classification consists of the Board of Supervisors' intent to be used for specific purposes, but are neither restricted nor committed. The assigned fund balances can also be assigned by the District's management company.

Unassigned Fund Balance – This classification is the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications.

Fund Balance Spending Hierarchy – For all governmental funds except special revenue funds, when restricted, committed, assigned, and unassigned fund balances are combined in a fund, qualified expenditures are paid first from restricted or committed fund balance, as appropriate, then assigned and finally unassigned fund balances.

Greyhawk Landing Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2022

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2. Measurement Focus and Basis of Accounting (Continued)

b. Fund Financial Statements (Continued)

Governmental Funds (Continued)

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are considered to be available when they are collected within the current period or soon thereafter to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current fiscal period.

Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

Under the current financial resources measurement focus, only current assets and current liabilities are generally included on the balance sheet. The reported fund balance is considered to be a measure of “available spendable resources”.

Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they are said to present a summary of sources and uses of “available spendable resources” during a period.

Because of their spending measurement focus, expenditure recognition for governmental fund types excludes amounts represented by non-current liabilities. Since they do not affect net current assets, such long-term amounts are not recognized as governmental fund type expenditures or fund liabilities.

Amounts expended to acquire capital assets are recorded as expenditures in the year that resources are expended, rather than as fund assets. The proceeds of long-term debt are recorded as an other financing source rather than as a fund liability.

Debt service expenditures are recorded only when payment is due.

3. Basis of Presentation

a. Governmental Major Funds

General Fund – The General Fund is the District’s primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

Greyhawk Landing Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2022

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

3. Basis of Presentation (Continued)

a. Governmental Major Funds (Continued)

Debt Service Fund – Accounts for debt service requirements to retire the special assessment bonds which were used to finance the construction of District infrastructure improvements. The bonds are secured by a first lien on and pledge of the Pledged Revenues.

Capital Projects Fund – The Capital Projects Fund accounts for acquisition and construction of infrastructure improvements located within the boundaries of the District.

b. Non-current Governmental Assets/Liabilities

GASB Statement 34 requires that non-current governmental assets, such as land and improvements, and non-current governmental liabilities, such as general obligation bonds and due to developer be reported in the governmental activities column in the government-wide Statement of Net Position.

4. Assets, Deferred Outflows of Resources, Liabilities, and Net Position or Equity

a. Cash and Investments

Florida Statutes require state and local governmental units to deposit monies with financial institutions classified as "Qualified Public Depositories," a multiple financial institution pool whereby groups of securities pledged by the various financial institutions provide common collateral from their deposits of public funds. This pool is provided as additional insurance to the federal depository insurance and allows for additional assessments against the member institutions, providing full insurance for public deposits.

The District is authorized to invest in those financial instruments as established by Section 218.415, Florida Statutes. The authorized investments consist of:

1. Direct obligations of the United States Treasury;
2. The Local Government Surplus Funds Trust or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperative Act of 1969;
3. Interest-bearing time deposits or savings accounts in authorized qualified public depositories;
4. Securities and Exchange Commission, registered money market funds with the highest credit quality rating from a nationally recognized rating agency.

Greyhawk Landing Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2022

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

4. Assets, Deferred Outflows of Resources, Liabilities, and Net Position or Equity (Continued)

a. Cash and Investments (Continued)

Cash equivalents include time deposits and all highly liquid debt instruments with original maturities of three months or less and held in a qualified public depository as defined by Section 280.02, Florida Statutes.

b. Restricted Assets

Certain net position of the District is classified as restricted assets on the statement of net position because their use is limited either by law through constitutional provisions or enabling legislation; or by restrictions imposed externally by creditors. In a fund with both restricted and unrestricted assets, qualified expenses are considered to be paid first from restricted net position and then from unrestricted net position.

c. Capital Assets

Capital assets, which include land, construction in progress, buildings, improvements other than buildings and equipment, are reported in the governmental activities column.

The District defines capital assets as assets with an initial, individual cost of \$5,000 or more and an estimated useful life in excess of two years. The valuation basis for all assets is historical cost.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend its useful life are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed.

Depreciation of capital assets is computed and recorded by utilizing the straight-line method. Estimated useful lives of the various classes of depreciable capital assets range from 5 to 30 years.

d. Deferred Outflow of Resources

Deferred outflows of resources represent a consumption of net position/fund balance that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The District only has one item that qualifies for reporting in this category. It is the deferred amount on refunding reported on the Statement of Net Position. A deferred amount on refunding results from the difference in the carrying value of refunded debt and its reacquisition price. This amount is deferred and amortized over the shorter of the life of the refunded or refunding debt.

Greyhawk Landing Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2022

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

**4. Assets, Deferred Outflows of Resources, Liabilities, and Net Position or Equity
(Continued)**

e. Budgets

Budgets are prepared and adopted after public hearings for the governmental funds, pursuant to Chapter 190, Florida Statutes. The District utilizes the same basis of accounting for budgets as it does for revenues and expenditures in its various funds. The legal level of budgetary control is at the fund level. All budgeted appropriations lapse at year end. Formal budgets are adopted for the general and debt service funds. As a result, deficits in the budget columns of the accompanying financial statements may occur.

NOTE B – CASH AND INVESTMENTS

All deposits are held in qualified public depositories and are included on the accompanying balance sheet as cash and investments.

Custodial Credit Risk – Deposits

Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District does not have a formal deposit policy for custodial credit risk; however, they follow the provisions of Chapter 280, Florida Statutes regarding deposits and investments. As of September 30, 2022, the District's bank balance was \$1,350,261 and the carrying value was \$1,283,450. Exposure to custodial credit risk was as follows: The District maintains all deposits in a qualified public depository in accordance with the provisions of Chapter 280, Florida Statutes, which means that all deposits are fully insured by Federal Depositors Insurance Corporation (FDIC) or collateralized under Chapter 280, Florida Statutes.

As of September 30, 2022, the District had the following investments and maturities:

Investment	Maturities	Fair Value
US Bank Money Market	N/A	\$ 2,454,405
FLCLASS	26 days*	431,200
First American Treasury Obligation	9 days *	570,607
Total		<u>\$ 3,456,212</u>

* Weighted Average Maturity

Greyhawk Landing Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2022

NOTE B – CASH AND INVESTMENTS (CONTINUED)

The District categorizes its fair value measurements within the fair value hierarchy recently established by generally accepted accounting principles. The fair value is the price that would be received to sell an asset, or paid to transfer a liability, in an orderly transaction between market participants at the measurement date. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. The District uses a market approach in measuring fair value that uses prices and other relevant information generated by market transactions involving identical or similar assets, liabilities, or groups of assets and liabilities.

Assets or liabilities are classified into one of three levels. Level 1 is the most reliable and is based on quoted price for identical assets, or liabilities, in an active market. Level 2 uses significant other observable inputs when obtaining quoted prices for identical or similar assets, or liabilities, in markets that are not active. Level 3 is the least reliable and uses significant unobservable inputs that use the best information available under the circumstances, which includes the District's own data in measuring unobservable inputs.

Based on the criteria in the preceding paragraph, the investments in US Bank Money Market and First American Treasury Obligation are Level 1 assets.

The investments in FLCLASS, an external investment pool, are reported at fair value as the pool does not meet all the requirements outlined in GASB 79.

Interest Rate Risk

The District does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Credit Risk

The District's investments in money markets and government loans are limited by state statutory requirements and bond compliance. The District has no investment policy that would further limit its investment choices. The First American Treasury Obligation is an authorized investment under Section 218.415, Florida Statutes. As of September 30, 2022, the District's investments in the First American Treasury Obligation and FLCLASS are rated AAAM by Standard & Poor's. The investments in US Bank Money Market are not rated.

Concentration of Credit Risk

The District places no limit on the amount it may invest in any one fund. The investments in First American Treasury Obligation are 17% and FLCLASS are 12% and the investments in US Bank Money Market are 71% of the District's total investments.

The types of deposits and investments and their level of risk exposure as of September 30, 2022 were typical of these items during the fiscal year then ended. The District considers any decline in fair value for certain investments to be temporary.

Greyhawk Landing Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2022

NOTE C – CAPITAL ASSETS

Capital Asset activity for the year ended September 30, 2022 was as follows:

	Balance October 1, 2021	Additions	Disposals	Balance September 30, 2022
<u>Governmental activities:</u>				
Capital assets, not being depreciated:				
Land and land improvements	\$ 5,740,697	\$ -	\$ -	\$ 5,740,697
Construction in progress	26,854	1,356,690	-	1,383,544
Total Capital Assets, Not Depreciated	<u>5,767,551</u>	<u>1,356,690</u>	<u>-</u>	<u>7,124,241</u>
Capital assets, being depreciated:				
Buildings	2,379,925	-	-	2,379,925
Improvements other than buildings	18,125,305	-	-	18,125,305
Equipment	259,517	-	-	259,517
Total Capital Assets, Being Depreciated	<u>20,764,747</u>	<u>-</u>	<u>-</u>	<u>20,764,747</u>
Less accumulated depreciation for:				
Buildings	(1,039,145)	(80,317)	-	(1,119,462)
Improvements other than buildings	(13,899,590)	(629,650)	-	(14,529,240)
Equipment	(266,665)	(1,198)	-	(267,863)
Total Accumulated Depreciation	<u>(15,205,400)</u>	<u>(711,165)</u>	<u>-</u>	<u>(15,916,565)</u>
Total Capital Assets Depreciated, Net	<u>5,559,347</u>	<u>(711,165)</u>	<u>-</u>	<u>4,848,182</u>
Governmental Activities Capital Assets	<u>\$ 11,326,898</u>	<u>\$ 645,525</u>	<u>\$ -</u>	<u>\$ 11,972,423</u>

Current year depreciation of \$711,165 was charged to physical environment.

NOTE D – LONG-TERM DEBT

The following is a summary of activity in the long-term debt account group of the District for the year ended September 30, 2022:

Long-term debt at October 1, 2021	\$ 12,210,000
Principal payments	<u>(597,000)</u>
Long-term debt at September 30, 2022	<u>\$ 11,613,000</u>

Greyhawk Landing Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2022

NOTE D – LONG-TERM DEBT (CONTINUED)

Long-term debt is comprised of the following:

Special Assessment Bonds

\$5,310,000 Series 2013 Bonds, interest rates from 5% to 6%,
maturing May 1, 2044, Current portion is \$105,000. \$ 4,460,000

\$3,944,000 Series 2021 Revenue Refunding Bonds, interest at 2%,
maturing May 1, 2033. Current portion is \$287,000. 3,498,000

\$3,869,000 Series 2021 Bonds, interest at 2.6%, maturing May 1,
2036. Current portion is \$219,000. 3,655,000

Total Long-term Debt \$ 11,613,000

The annual requirements to amortize the principal and interest of bonded debt outstanding as of September 30, 2022 are as follows:

Year Ending September 30,	Principal	Interest	Total
2023	\$ 611,000	\$ 425,060	\$ 1,036,060
2024	628,000	408,376	1,036,376
2025	645,000	391,166	1,036,166
2026	667,000	373,430	1,040,430
2027	684,000	354,043	1,038,043
2028-2032	3,743,000	1,456,421	5,199,421
2033-2037	2,570,000	895,995	3,465,995
2038-2042	1,385,000	463,200	1,848,200
2043-2044	<u>680,000</u>	<u>61,800</u>	<u>741,800</u>
Totals	<u><u>\$ 11,613,000</u></u>	<u><u>\$ 4,829,491</u></u>	<u><u>\$ 16,442,491</u></u>

Greyhawk Landing Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2022

NOTE D – LONG-TERM DEBT (CONTINUED)

Significant Bond Provisions

The Bond Indenture established certain amounts be maintained in a reserve account. In addition, the Bond Indenture has certain restrictions and requirements relating principally to the use of proceeds to pay for the infrastructure improvements and the procedures to be followed by the District on assessments to property owners. The District agrees to levy special assessments in annual amounts adequate to provide payment of debt service and to meet the reserve requirements.

Depository Funds

The bond resolution establishes certain funds and determines the order in which revenues are to be deposited into these funds. A description of the significant funds, including their purposes, is as follows:

Special Assessment Bonds, Series 2013

Reserve Fund – The 2013 Reserve Account is funded from the proceeds of the Series 2013 Bonds in an amount equal to the maximum annual debt service requirement on outstanding Series 2013 Bonds after taking into account the amount in the Series 2013 Prepayment Account.

	Special Assessment Bonds	
	Reserve Balance	Reserve Requirement
Series 2013 Special Assessment Bonds	\$ 365,008	\$ 364,632

NOTE E – SPECIAL ASSESSMENT REVENUES

Special assessment revenues recognized for the 2021-2022 fiscal year were levied in October 2021. All taxes are due and payable on November 1 or as soon as the assessment roll is certified and delivered to the Tax Collector. Per Section 197.162, Florida Statutes discounts are allowed for early payment at the rate of 4% in November, 3% in December, 2% in January, and 1% in February. Taxes paid in March are without discount.

NOTE F – RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the government carries commercial insurance. There were no claims or settled claims from these risks that have exceeded commercial insurance coverage over the past three years.

NOTE G – SUBSEQUENT EVENTS

Subsequent to year end, in May 2023, the District issued \$4,063,000 Series 2023 Special Assessment Revenue Refunding Bonds to refund the Series 2013 Bonds.



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INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Supervisors
Greyhawk Landing Community Development District
Manatee County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements, as listed in the table of contents, of Greyhawk Landing Community Development District, as of and for the year ended September 30, 2022, and the related notes to the financial statements, which collectively comprise the basic financial statements and have issued our report thereon dated October 30, 2023.

Report on Internal Control Over Financial Reporting

In planning and performing our audit, we considered Greyhawk Landing Community Development District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Greyhawk Landing Community Development District's internal control. Accordingly, we do not express an opinion on the effectiveness of Greyhawk Landing Community Development District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.



Berger, Toombs, Elam,
Gaines & Frank
Certified Public Accountants PL

To the Board of Supervisors
Greyhawk Landing Community Development District

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Greyhawk Landing Community Development District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

October 30, 2023



Berger, Toombs, Elam, Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue
Suite 200
Fort Pierce, Florida 34950

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MANAGEMENT LETTER

To the Board of Supervisors
Greyhawk Landing Community Development District
Manatee County, Florida

Report on the Financial Statements

We have audited the financial statements of the Greyhawk Landing Community Development District as of and for the year ended September 30, 2022, and have issued our report thereon dated October 30, 2023.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and Chapter 10.550, Rules of the Florida Auditor General.

Other Reports and Schedule

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* and our Independent Auditor's Report on an examination conducted in accordance with AICPA Professionals Standards, AT-C Section 315 regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in that report, which is dated October 30, 2023, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been made to address findings and recommendations made in the preceding financial audit report. There were no findings or recommendations in the preceding financial audit report.

Financial Condition and Management

Section 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, requires us to apply appropriate procedures and communicate the results of our determination as to whether or not Greyhawk Landing Community Development District has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific conditions met. In connection with our audit, we determined that the Greyhawk Landing Community Development District did not meet one of the conditions described in Section 218.503(1), Florida Statutes.



To the Board of Supervisors
Greyhawk Landing Community Development District

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), Rules of the Auditor General, we applied financial conditions assessment procedures as of September 30, 2022 for the Greyhawk Landing Community Development District. It is management's responsibility to monitor the Greyhawk Landing Community Development District's financial condition; our financial condition assessment was based in part on the representations made by management and the review of the financial information provided by the same.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Specific Information

The information provided below was provided by management and has not been audited; therefore, we do not express an opinion or provide any assurance on the information.

As required by Section 218.39(3)(c) and Section 218.32(1)(c), Florida Statutes, and Section 10.554(1)(i)6, Rules of the Auditor General, the Greyhawk Landing Community Development District reported:

- 1) The total number of district employees compensated in the last pay period of the District's fiscal year: 0
- 2) The total number of independent contractors to whom nonemployee compensation, defined as individuals or entities that receive 1099s, was paid in the last month of the District's fiscal year: 10
- 3) All compensation earned by or awarded to employees, whether paid or accrued, regardless of contingency: \$0
- 4) All compensation earned by or awarded to nonemployee independent contractors, defined as entities or individuals that receive 1099s, whether paid or accrued, regardless of contingency: \$10,111
- 5) Each construction project with a total cost of at least \$65,000 approved by the District that is scheduled to begin on or after October 1, 2021, together with the total expenditures for such project: The District had \$1,356,690 in construction project expenditures during the year.
- 6) A budget variance based on the budget adopted under Section 189.016(4), Florida Statutes, before the beginning of the fiscal year being reported if the District amends a final adopted budget under Section 189.016(6), Florida Statutes: The budget was not amended.

As required by Section 218.39(3)(c) and Section 218.32(1)(c), Florida Statutes, and Section 10.554(1)(i)8, Rules of the Auditor General, the Greyhawk Landing Community Development District reported:

- 1) The rate or rates of non-ad valorem special assessments imposed by the District: General Fund \$1,273.84 - \$2,165.52, and Debt Service \$216.94 - \$770.00.
- 2) The amount of special assessments collected by or on behalf of the District: \$2,886,642.
- 3) The total amount of outstanding bonds issued by the District and the terms of such bonds: Series 2013, \$4,460,000 matures May, 2044, Series 2021 Refunding, \$3,498,000 matures May 2033, and Series 2021 \$3,655,000 matures May 2036.



Berger, Toombs, Elam,
Gaines & Frank
Certified Public Accountants PL

To the Board of Supervisors
Greyhawk Landing Community Development District

Additional Matters

Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Board of Supervisors, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

*Berger Toombs Elam
Gaines & Frank*

Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

October 30, 2023



**Berger, Toombs, Elam,
Gaines & Frank**

Certified Public Accountants PL

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**INDEPENDENT ACCOUNTANTS' REPORT/COMPLIANCE WITH
SECTION 218.415, FLORIDA STATUTES**

To the Board of Supervisors
Greyhawk Landing Community Development District
Manatee County, Florida

We have examined Greyhawk Landing Community Development District's compliance with Section 218.415, Florida Statutes during the year ended September 30, 2022. Management is responsible for Greyhawk Landing Community Development District's compliance with those requirements. Our responsibility is to express an opinion on Greyhawk Landing Community Development District's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence about Greyhawk Landing Community Development District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on Greyhawk Landing Community Development District's compliance with the specified requirements.

In our opinion, Greyhawk Landing Community Development District complied, in all material respects, with the aforementioned requirements during the year ended September 30, 2022.

*Berger Toombs Elam
Gaines & Frank*

Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

October 30, 2023

Tab 7

MINUTES OF MEETING

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

GREYHAWK LANDING COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Greyhawk Landing Community Development District was held on **Thursday, October 26, 2023, at 6:00 p.m.** at the Greyhawk Landing Clubhouse, located at 12350 Mulberry Avenue, Bradenton, FL 34212.

Present and constituting a quorum:

Jim Hengel	Board Supervisor, Chairman
Mark Bush	Board Supervisor, Vice Chairman
Cheri Ady	Board Supervisor, Assistant Secretary
Scott Jacuk	Board Supervisor, Assistant Secretary
Patty Mathews	Board Supervisor, Assistant Secretary

Also present were:

Belinda Blandon	District Manager, Rizzetta & Company, Inc.
Andy Cohen	District Counsel –
	Persson, Cohen, Mooney, Fernandez & Jackson, P.A.
Andrew Davis	Field Operations Manager
Rick Schappacher	District Engineer, Schappacher Engineering, LLC
John Toborg	Landscape Inspection, Rizzetta & Company, Inc.
Matt Jones	Crosscreek Environmental (via Teams)

Audience

FIRST ORDER OF BUSINESS

Call to Order

Ms. Blandon called the meeting to order and conducted roll call.

The Board recited the Pledge of Allegiance.

SECOND ORDER OF BUSINESS

Reading of Ballots from September 28, 2023 Meeting and Ratification of Appointment of Patty Mathews

Ms. Blandon advised that before proceeding with audience comments, the District is going to read the Ballots from the September 28, 2023 meeting. Mr. Cohen informed the Board he wanted to read the Ballots into the record for Sunshine and Public records issues. Mr. Cohen read the Ballots from the September 28, 2023 meeting. Mr. Cohen reminded the Board the lowest number was the winner.

On a Motion by Mr. Hengel, seconded by Mr. Bush, with all in favor, the Board Ratified the Appointment of Patty Mathews, for the Greyhawk Landing Community Development District.

THIRD ORDER OF BUSINESS

Administration of Oath of Office

Ms. Bandon administered the Oath of Office to Ms. Mathews and advised Ms. Mathews that she can elect to receive or waive Supervisor Compensation. Ms. Mathews advised that she would accept Supervisor Compensation. Mr. Cohen provided an overview of the Public Records Laws, Ethics considerations and Sunshine Laws for the benefit of Ms. Mathews.

FOURTH ORDER OF BUSINESS

Audience Comments

Ms. Bandon advised that she would now open the floor for public comment, she reminded attendees to limit public comment to three minutes per person.

Mr. Wulczak spoke to the Board regarding the agendas and minutes and how they are great tools for the community to use every month and thanked Ms. Bandon for doing a great job creating these tools for the community.

Mr. Chester advised he would like to congratulate Andrew Davis and Patty Mathews on their new positions. Mr. Chester advised that he wanted to know if there was a way for the residents to help with the conservation areas. Mr. Chester stated he would like to hear back from the Board regarding the pool furniture. He advised the Board he would like to get information on an opportunity for dog receptacles for the District.

Mr. Charbonneau spoke regarding Main Gate and advised that he feels like there is an issue with them. Mr. Charbonneau stated he did not see an update on Main Gate and Post Orders on the agenda. He advised that Main Gate updates began in October 2020. He advised he drove by this week and did not see any progress for Main Gate.

Ms. Bandon opened the floor to audience members attending via Teams. None of the Teams participants had comments.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Aquatic Maintenance

Mr. Matt Jones of Crosscreek Environmental provided an update to the Board regarding the ponds, wetlands, fountains, and aerators. Mr. Jones stated that in addition to the routine maintenance, Crosscreek treated the canals, which has been discussed previously to be added to the monthly maintenance schedule. Mr. Jones advised that Crosscreek decided to add the canals to the monthly maintenance. Mr. Jones advised that he is working on the easement maps that were requested for the ponds and the wetlands and it would take time to complete. Mr. Jones notified the Board that the wetland crew was not onsite during the month of October; he will have the wetland crew out in November to start cleaning out littoral shelves and vegetation along the banks.

The Board had questions regarding the overgrowth of wetlands near Dogwood and Honeyflower that is causing rodents. The Board requested proposal 30-foot buffer to remove the invasive plants around the wetlands in the area. Mr. Jones stated he would be at the District tomorrow and he will contact Mr. Davis regarding the indicated area.

B. Landscape Maintenance

Mr. Toborg provided an overview of the October 18th Landscape Inspection Report. Mr. Toborg advised that starting November 1st, the mowing schedule will return to every other week; Yellowstone crews will continue to be in the District weekly to perform maintenance such as detailing, lifting trees, de-mossing trees, and weeding. Mr. Toborg stated the Gold Mound at the SR 64 wall is in a moderate wilt condition; he wants to make sure the irrigation is working properly there. Mr. Toborg advised the area needs to be cleaned as there are vines growing over the wall from the north side and there are tall weeds in the shrubs at this location. Mr. Toborg advised the Spanish Moss is still in the trees behind the guard house; he stated this is not an isolated issue in the District. Mr. Toborg notified the Board the west side of Brambling Ct has a berm that needs to be cleaned, defined, and weeded. He advised there are dead and nearly dead plants on both sides of Peregrin that need to be removed. Mr. Toborg advised the palms need to be trimmed, especially the fruit pods as they will sprout when they fall. He stated the Rec Center has four or five small individual Loropetalum that need to be removed. Mr. Toborg advised the palms at Cara Cara remain off color and exhibit frizzle top and need to be fertilized lightly and more often. Mr. Toborg advised many of the Pentas are not thriving at the Natureview Circle north median, he stated it is his belief they are not getting enough water. Mr. Toborg advised he is looking for the proposal to replace the two dead Sweet Viburnum along the south side of Buttercup approaching the cul-de-sac. Mr. Toborg advised the annuals at the Mulberry median at Greyhawk Blvd were never replaced. He advised that Rosemary Park will need to be maintained as there are invasive plants in the area. He stated along the wall south of Goldenrod the Sweet Viburnum are covered with Bitter Melon Vine and will need to be eradicated at the ground level.

Ms. Blandon notified the Board that Yellowstone provided a response to the Landscape Report, and it is on the tablets. She advised the District is still having problems with the responses to the Landscaping inspection report. Ms. Blandon is going to send a communication to the Branch Manager regarding the way Yellowstone provides their responses, they are not efficient for the Board.

C. Field Manager

Mr. Davis provided an overview of his report. He stated that he will be meeting with David Bautista to discuss the vertical cutbacks and special areas of concern that were brought to his attention as he became Field Manager. Mr. Davis advised that two ponds had a fish kill, he advised that Crosscreek has come out and tested the ponds and there are no further issues with those ponds. Mr. Davis provided an update on Main Gate. He stated that new gate armbars were ordered and they replaced the old and damaged armbars. Mr. Davis stated that Pickleball gates have been installed and now should only be accessed with a card reader as of 10/26/2023. Mr. Davis advised the fluorescent lights were replaced with LEDs in the gym. He notified the Board the pressure washing

has been completed from the SR64 entrance, including the two monuments down to the Rec Center, Tennis courts, parts of the nature trail, around the playground, and to the pool entrance. Mr. Davis stated the nature trail has been cleaned of dead limbs, dead trees, and other falling debris to prevent injury, at a total of six foot out from the trail. Mr. Davis notified the Board the six trees along the entrance to Greyhawk were de-mossed and trimmed to prepare for holiday lighting. There were questions from the Board regarding the pool furniture; Ms. Blandon stated the pool furniture has not been approved as of this time. She advised the sample was provided at the last meeting and the discussion was the District needs an accurate count of what must be refinished. It will be read to the agenda once it is known how many tables, chairs and other items need to be refinished. There were questions from the Board regarding Yellowstone not completing the de-mossing of the trees in a timely manner, and whether the board should recoup the cost of de-mossing provided by a different vendor. District manager is going to add a de-mossing, and trimming invoice to the communication to the branch manager with Yellowstone Landscaping.

D. District Engineer

Mr. Schappacher stated that he sent the Board his report. Mr. Cohen stated that he has sent letters to CourtCo, advising that the District is expecting them to repair the two small cracks as warranty items. CourtCo had previously indicated in their Geotech Report the issue was water in the material. CourtCo has not responded to Mr. Cohen. Mr. Schappacher advised there was water in the base and the water is now out of the base so there should be no further issues. Mr. Cohen stated he is looking for an estimate to repair the cracks to send a correspondence to CourtCo. Mr. Schappacher advised he will take care of the estimate.

Mr. Schappacher spoke to the Board on the SWFWMD deficiencies which go back to the previous engineer and builder, Homes by Towne and is associated with the area on Buttercup Glen. Mr. Schappacher advised there was a retention swale design standalone that met SWFWMD regulations and at the time, a homeowner was not happy with standing water and so the homeowner convinced Homes by Towne to install a pipe and fill the swale, violating the SWFWMD permit. Mr. Schappacher notified the Board that his company is coordinating with the original engineer to get this resolved. Mr. Schappacher advised the second issue still unresolved for the SWFWMD deficiencies is required permitted speed bumps on Mulberry Ave and Honeyflower Loop. Mr. Schappacher advised SWFWMD the District does not want speed bumps as the District already had several extra items in place to protect animals. Mr. Schappacher notified the Board he is working with SWFWMD to resolve the speed bump issue.

Mr. Schappacher spoke to the Board regarding the Roadway Rejuvenation. The vendor has provided information to be broadcast out to the District. He advised the vendor stated they plan to be onsite for six days starting approximately November 12. Mr. Schappacher stated they plan to distribute door hangers the day prior to the work being done; he stated the biggest complaint the engineer has had previously at other Districts was notification.

Mr. Schappacher advised the bid is due Friday, November 3, 2023, for the failed section of Goldenrod at Mulberry; he advised the patch will be 100 by 12 feet.

Mr. Schappacher advised the Board that in October there were some signs regarding a sewage spill; he advised the County knew it happened, and they put the signs up because water got into the ponds on 117th. Mr. Schappacher stated the County reported it to FDEP, and they tested the water, and the water never came back toxic.

Mr. Schappacher advised the Dogwood wetland was a mitigation area, and there was a wetland in some of that area. Mr. Schappacher advised the Board there is no buffer between homes and the wetland, and the only thing that can be done is to keep the invasive plants down.

Mr. Bush had questions regarding street signs that were sagging and need to be straighten. Mr. Schappacher stated he would review the signs that have issues and get estimates. Mr. Davis stated he would do a review and complete temporary fixes.

E. District Counsel

Mr. Cohen reported that a letter to Main Gate has been sent. He advised that Ms. Blandon received a response from Main Gate and the company will return to the District on October 30th. Ms. Blandon advised the boring will be completed by November 8th and a Project Manager has been assigned to communicate with the District. Board discussion ensued.

F. District Manager

Ms. Blandon advised the next meeting of the Greyhawk Landing CDD is scheduled for Thursday, November 16, 2023, at 6:00 pm.

Ms. Blandon reviewed the District Manager Report with the Board advising the District did not need to amend the budget.

Ms. Blandon advised that she sent the encroachment letter to the two homeowners as requested during the last meeting. Ms. Blandon advised the Board of potential lineage agreement used for other Districts. Board discussion ensued. Mr. Cohen advised that he would provide a form for the Board at the next District meeting.

Ms. Blandon responded to questions regarding the Financial Statements.

Ms. Blandon advised the Board that Mr. Davis has interviewed and hired an Assistant Field Manager. Onboarding will take one week to a week and a half. Mr. Davis advised training will take up to a month.

Ms. Blandon asked if there were any questions for her, there were none.

SIXTH ORDER OF BUSINESS

**Discussion and Consideration of
Proposal for Flooring in Rec Center**

Ms. Bandon provided an overview of the rubber flooring proposal for the Rec Center and asked if there were any questions, there were none.

On a Motion by Ms. Ady, seconded by Ms. Mathews, with all in favor, the Board Approved the Rec Center Flooring Replacement Proposal by FitRev, \$2,356.40, for the Greyhawk Landing Community Development District.

SEVENTH ORDER OF BUSINESS

Consideration of the Arbitrage Rebate Report, Series 2021-1, as Prepared by LLS Tax Solutions

Ms. Bandon provided an overview of the Arbitrage Rebate Report, Series 2021-1, as Prepared by LLS Tax Solutions. Ms. Bandon asked if there were any questions, there were none.

On a Motion by Mr. Jacuk, seconded by Mr. Bush, with all in favor, the Board Accepted the Arbitrage Rebate Report, Series 2021-1, as Prepared by LLS Tax Solutions, for the Greyhawk Landing Community Development District.

EIGHTH ORDER OF BUSINESS

Consideration of the Minutes of the Board of Supervisors' Meeting held on September 28, 2023

Ms. Bandon presented the Minutes of the Board of Supervisors' meeting held on September 28, 2023, and asked if there were any questions, comments, or changes to the minutes. There were none.

On a Motion by Ms. Ady, seconded by Mr. Jacuk, with all in favor, the Board Approved the Minutes of the Board of Supervisors' Meeting held on September 28, 2023, for the Greyhawk Landing Community Development District.

NINTH ORDER OF BUSINESS

Ratification of the Operations and Maintenance Expenditures for the Month of August 2023

Ms. Bandon advised the expenditures for the period of August 1-31, 2023, total \$164,531.57. She responded to questions from the Board.

On a Motion by Mr. Jacuk, seconded by Mr. Hengel, with all in favor, the Board Ratified the Operations and Maintenance Expenditures for the Month of August 2023 (\$164,531.57), for the Greyhawk Landing Community Development District.

TENTH ORDER OF BUSINESS

Supervisor Requests

Ms. Bandon opened the floor to Supervisor Requests.

Mr. Jacuk advised the Board and audience to remind their neighbors that trash day has changed.

Mr. Hengel asked Mr. Davis to get a quote for pressure washing of bollards, curbs, nature trails, common area and District areas. He advised the Board he called Main Gate, and they advised him they would be onsite today. Mr. Hengel stated he read Facebook and there was some misinformation about the butterfly garden; he advised that tropical milkweed is an approved plant in Florida.

Ms. Ady advised she would like to see the fishing dock re-decked. Ms. Ady wanted to clarify a statement made during public comment. The bollards he was referring to were in the nature trail area not the ones at the gates. Mr. Hengel confirmed that the resident referring to the bollards in the nature trail area not the ones at the gate that he is referring to.

Mr. Bush inquired as to which lake was going to be sprayed. Mr. Davis advised it was lake 34 and 35.

ELEVENTH ORDER OF BUSINESS

Adjournment

Ms. Blandon advised there was no further business to come before the Board and asked for a motion to adjourn.

On a Motion by Ms. Ady, seconded by Ms. Jacuk, with all in favor, the Board Adjourned the Meeting at 7:25 p.m., for the Greyhawk Landing Community Development District.
--

Secretary / Assistant Secretary

Chairman / Vice Chairman

Tab 8

GREYHAWK LANDING COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · Ft. Myers, FLORIDA (239) 936-0913
MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

Operation and Maintenance Expenditures September 2023 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from September 1, 2023 through September 30, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$230,644.58**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Greyhawk Landing Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2023 Through September 30, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
ANJ Excavation LLC	100576	33	Underdrain Repairs 09/23	\$ 1,200.00
Cheryl Ady	100546	CA082423	Board of Supervisors Meeting 08/24/23	\$ 200.00
Club Care, Inc.	100561	34253	Park Area Landscape 08/23	\$ 8,858.30
Club Care, Inc.	100561	34254	Pine Trees Installation 08/23	\$ 7,100.00
Crosscreek Environmental, Inc.	100550	14855	Removal 825 Honey Flower 08/23	\$ 2,580.00
Crosscreek Environmental, Inc.	100550	14856	216 Dove Trail - Treatment 08/23	\$ 1,980.00
Crosscreek Environmental, Inc.	100577	14905	Herbicide Treatment 09/23	\$ 2,900.00
Crosscreek Environmental, Inc.	100577	14906	Cutting & Stumping Treatment 09/23	\$ 2,640.00
Crosscreek Environmental, Inc.	100590	14909	Monthly Maintenance 09/23	\$ 3,870.00
Crosscreek Environmental, Inc.	100590	14949	Quarterly Maintenance 09/23	\$ 3,200.00
Egis Insurance Advisors, LLC	100589	19686	Worker's Comp 10/01/23-10/01/24	\$ 850.00
Egis Insurance Advisors, LLC	100575	19829	GL/Property/POL 10/01/23-10/01/24	\$ 30,629.00
Elisa Cendana	100565	090723 Cendana	Rental Refund 09/23	\$ 250.00

Greyhawk Landing Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2023 Through September 30, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Fitness Logic, Inc.	100551	114296	Fitness Equipment 08/23	\$ 634.99
Fitness Logic, Inc.	100566	114467	Monthly Maintenance 08/23	\$ 125.00
FL Off Duty Police	100578	GH090123	Off Duty Patrol Services 08/23	\$ 2,640.00
Florida Department of Revenue	100571	51-8015445488-7 08.23	Sales Tax 08/23	\$ 87.36
Florida Power & Light Company	100579	FPL Electric Summary 95925-44168 09/23	FPL Electric Summary 95925-44168 09/23	\$ 3,477.72
Florida Power & Light Company	20230926-1	FPL Summary 08/23 ACH	FPL Summary 08/23 ACH	\$ 2,361.27
Frontier Florida, LLC	100567	210-141-0055-031323-5 09/23	Cable & Internet 09/23	\$ 1,285.05
Frontier Florida, LLC	20230905-1	941-708-1104-040523-5 08/23 ACH	Phone & Internet 08/23	\$ 294.59
Gary W Curry, Inc.	100568	370844	Roof Repair at 700 Greyhawk 09/23	\$ 1,850.00
George A Bumila, Jr.	100580	5	Excavation 09/23	\$ 3,700.00
Greyhawk Landing CDD	DC090623	DC090623	Debit Card Replenishment 09/23	\$ 1,393.89
Greyhawk Landing CDD	DC092823	DC092823	Debit Card Replenishment 09/23	\$ 750.58
HomeTeam Pest Defense, Inc.	100552	94713541	Pest Control 08/23	\$ 149.90

Greyhawk Landing Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2023 Through September 30, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
LaPensee Plumbing, Inc.	100581	458849	Service Call - 08/23	\$ 431.79
LaPensee Plumbing, Inc.	100581	459909	Service Call - 09/23	\$ 162.57
Lyfe Outdoor Comfort Solutions	100553	62546	Refill Systems 08/23	\$ 245.00
Manatee County Sheriff's Office	100562	1565	Security Services 08/23	\$ 2,080.00
Manatee County Utilities Department	20230915-1	MCUD Summary 08/23 ACH	MCUD Summary 08/23	\$ 2,239.37
Mark E Bush	100547	MB082423	Board of Supervisors Meeting 08/24/23	\$ 200.00
Meetze Construction Inc.	100591	092123 Meetze	Nuisance Wildlife Services 09/23	\$ 750.00
Miracle Recreation Equipment Company	100582	857884	Playground Repairs 05/23	\$ 4,811.43
Miracle Recreation Equipment Company	100582	862047	Playground Repairs 09/23	\$ 761.04
Nostalgic Lampposts & Mailboxes Plus, Inc.	100559	1590	Light Repairs 08/23	\$ 1,535.00
Persson, Cohen & Mooney, P.A.	100572	4036	Legal Services 08/23	\$ 3,753.75
Pools by Lowell, Inc.	100554	57715054	Pool Repairs 06/23	\$ 1,274.28
Pools by Lowell, Inc.	100554	57776215	Service Call 06/23	\$ 1,027.70

Greyhawk Landing Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2023 Through September 30, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Pools by Lowell, Inc.	100554	59210694	Repaired Spa PH Feeder 06/23	\$ 163.61
Pools by Lowell, Inc.	100554	60002520	Pool Repairs 08/23	\$ 572.50
Pools by Lowell, Inc.	100569	60339191	Pool Repairs 08/23	\$ 500.57
Pools by Lowell, Inc.	100569	61452080	Pool Repairs 08/23	\$ 229.69
Pools by Lowell, Inc.	100583	61726498	Clubhouse Pool Service 09/23	\$ 1,600.00
Pools by Lowell, Inc.	100583	61726569	Rec Pool Service 09/23	\$ 2,250.00
Pools by Lowell, Inc.	100583	61848375	Pool Repairs 09/23	\$ 195.01
Pools by Lowell, Inc.	100592	61883291	Pool Repairs 09/23	\$ 139.95
Pools by Lowell, Inc.	100592	61999847	Pool Repairs 09/23	\$ 115.00
Rizzetta & Company, Inc.	100549	INV0000083269	District Management Fees 09/23	\$ 4,538.34
Rizzetta & Company, Inc.	100564	INV0000083303	Amenity Mgt & Personnel Reimbursement 09/23	\$ 6,901.09
Rizzetta & Company, Inc.	100563	INV0000083329	Employee Reimbursement & Cell Phone 08/23	\$ 154.72
Rizzetta & Company, Inc.	100574	INV0000083389	Personnel Reimbursement 09/23	\$ 6,354.62

Greyhawk Landing Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2023 Through September 30, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Robert Scott Jacuk	100548	RJ082423	Board of Supervisors Meeting 08/24/23	\$ 200.00
Say No to Bugs, Inc.	100584	123499	Pest Control 09/23	\$ 365.00
Schappacher Engineering, LLC	100585	2518	Engineering Services 08/23	\$ 2,242.50
Spackler Lawn Care Specialist	100555	2353	Application 08/23	\$ 1,125.00
Spectrum	20230929-1	0034318091023 ACH	700 Greyhawk Blvd 09/23	\$ 209.93
Spectrum	20230920-1	8337 12 013 1816996 09/23 ACH	700 Greyhawk Blvd - Gym 09/23	\$ 23.58
State Alarm, Inc.	100586	238137	Monthly Alarm Monitoring Service 10/23	\$ 201.40
Stillman's Tree Service	100587	4117	Tree Removal 08/23	\$ 800.00
Sunshine Painting LLC	100573	56-Final	Storm Drain Painting Final 08/23	\$ 2,250.00
Terry's Tree Service of SW FL, LLC	100556	22934	Tree Removal 08/23	\$ 1,100.00
TFR Cleaning Services, Inc.	100588	78246	Janitorial Services 09/23	\$ 759.00
Universal Protection Service, LLC	100570	14693096	Security 07/28/23-08/31/23	\$ 26,635.99
Verizon Wireless	20230912-1	9942601280 ACH	Phone Service 09/23	\$ 102.49

Greyhawk Landing Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2023 Through September 30, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Welch Tennis Courts, Inc.	100557	73097	Tennis Court Maintenance 08/23	\$ 89.68
Welch Tennis Courts, Inc.	100593	73471	Aluminum Rain Shuttle 09/23	\$ 205.26
Yellowstone Landscape	100558	SS 557038	Monthly Landscape Maintenance 07/23	\$ 30,995.66
Yellowstone Landscape	100560	SS 577237	Irrigation Repairs 08/23	\$ 411.00
Yellowstone Landscape	100560	SS 578513	Irrigation Repairs 08/23	\$ 386.00
Yellowstone Landscape	100560	SS 578904	Plant Installation 08/23	\$ 1,043.50
Yellowstone Landscape	100560	SS 578905	Irrigation Repairs 08/23	\$ 1,200.00
Yellowstone Landscape	100560	SS 578906	Irrigation Repairs 08/23	\$ 475.05
Yellowstone Landscape	100594	SS 579950	Monthly Landscape Maintenance 09/23	\$ 30,995.66
Yellowstone Landscape	100594	SS 592096	Landscape Enhancement 09/23	\$ <u>833.20</u>
Report Total				\$ <u>230,644.58</u>